

NOTICE TO BIDDERS

Reference: GTAC 010-2021-22

Description: ESTABLISHMENT OF A PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR USE BY THE NEIGHBOURHOOD DEVELOPMENT PARTNERSHIP PROGRAMME A PERIOD FOR FIVE (5) YEARS

Date advertised: 08 September 2021

Initial closing date: 29 September 2021

Extended closing Date 08 October 2021

Closing time: 11h00

Tender Box: GTAC Offices, Ground Floor, 240 Madiba Street, Pretoria

The bid document has been revised with the inclusion of the following clause under 12e) of the Terms of reference:

“CVs of any one individual may only be submitted as part of one bid. Bidders must ensure that CVs are signed by the respective individuals confirming that he/she is not included in bids from other service providers. CVs unsigned by the respective individuals as well as CVs submitted in more than one bid will be rejected.”

The bid closing date has been extended to 08 October 2021

All enquiries to be forwarded to the PSP email address: psp@gtac.gov.za

Yours sincerely



Mr Graham Louw
Chief Director: Professional Service Procurement

Date: 13.09.2021



REQUEST FOR BIDS

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Boitumelo Mashilo
Head: Capital Project Appraisal Unit
Date: 13 Sep. 21

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1 INTRODUCTION

The Government Technical Advisory Centre (GTAC) was promulgated through a Legal Notice (35194) published in the Government Gazette on 30 March 2012. The Head office is located in the National Treasury at 240 Madiba Street, Pretoria.

GTAC's objective is to assist Organs of State in building their capacity for efficient, effective and transparent financial management. The functions of GTAC are:

- To render institutional development support to Centre of Government Departments and Organs of State;
- To provide specialised procurement support for high-impact government initiatives;
- To render advice on the feasibility of infrastructure projects;
- To provide knowledge management for projects undertaken; and
- Anything ancillary to the functions listed in this subparagraph.

(*Sect. 2 (1) and (2) of the Schedule, Government Notice 261, 30 March 2012.; the Centre of Government Departments are the National Treasury, Department of Planning, Monitoring and Evaluation (DPME), Department of Public Service and Administration (DPSA) and Department of Cooperative Governance and Traditional Affairs (CoGTA).

The organisation operates within the general guidance provided by the Minister of Finance and more information on its work may be found on the website (<http://www.gtac.gov.za/>).

2 PURPOSE OF THESE TERMS OF REFERENCE

The purpose of these terms of reference is to procure planning, preparation, implementation and management support services for the Neighbourhood Development Partnership Programme (NDPP) through a panel of service providers that would be established and managed by GTAC. The panel is to support NDPP's operations as well as be accessible to municipalities that are being assisted by the NDPP. For municipalities to tap into the panel, they will do so based on submissions to NDPP.

This Request for Bid (RFB) is to solicit proposals from Bidders to enable GTAC to appoint a Panel of Professional Service Providers, hereafter referred to interchangeably as "Bidders" or "Service Providers". Bid proposals will be accepted from both individuals (Sole Proprietors) and companies in the form of a registered entity.

The specific skills and expertise required for selection onto the panel are detailed in further sections of these terms of reference. This RFB does not constitute an offer to do business with GTAC, but merely serves as an invitation to Bidders to facilitate a requirements-based decision process.

In this way, the GTAC is supporting the NDPP in strengthening and complementing its support to municipalities to prepare and package strategic programmes and projects that contribute to inclusive growth in targeted locations. The NDPP is responsible for management of the Neighbourhood Development Partnership Grant (NDPG), which consists of direct transfers (Schedule 5B / Capital Grant) and Technical Assistance allocation (Schedule 6B).

The established panel will be valid for a period of five (5) years.

3 NEIGHBOURHOOD DEVELOPMENT PARTNERSHIP PROGRAMME

The NDPP supports and facilitates the planning and development of neighbourhood development programmes and projects that provide catalytic infrastructure to leverage third party public and private sector investment / development in towns of all sizes. Further, the NDPP provides grant funding and support services to municipalities aimed at spatial transformation and inclusive economic growth.

To provide better support services to municipalities, a number of toolkits, guidelines and research is required on an ongoing basis by the NDPP. There is also a need for hands-on expert support for specialised services such as programme and project preparation, planning, management and implementation of projects. As such, the NDPP introduced the Cities Investment Programme Project Preparation Facility (CIPPPF) to support project preparation activities and allowing a portion of capital grants to be spent on preparations activities.

4 CITIES INVESTMENT PROGRAMME PROJECT PREPARATION FACILITY

The CIPPPF is conceptualised as a dedicated grant that supports large urban municipalities to establish effective and efficient programme management and project preparation practise for their capital investment programmes. The CIPPPF is a complimentary programme of the Cities Support Programme (CSP) and the NDPP.

The NDPP and CSP support cities to formulate Urban Network Strategies, and to identify, prioritise, prepare, raise funds for, and implement the resultant-built environment programmes and projects.

The CIPPPF is established by National Treasury (NT) and administered through the NDPP in consultation with cities and the CSP to ensure that there is immediate support and that cities establish their own preparation facilities.

The Integrated City Development Grant (ICDG) is used as a mechanism for providing grant funding to support programme and project preparation in the qualifying municipalities.

Objective of the CIPPPF

The objective of the CIPPPF is to support municipalities to develop a robust pipeline of investment ready capital programmes and projects through establishing and institutionalizing an effective and efficient system of programme and project preparation.

The assistance is provided in the form of financial assistance and technical support to eligible Municipalities to formulate, appraise, conceptualise, test the feasibility of, obtain statutory approvals for, and raise in-principle funding commitments for capital infrastructure programmes and projects, including FDI, that support the Municipalities' Urban Network Strategies, in the case of Metros and non-Metros, and as articulated in the BEPP's and or other planning and infrastructure documents of Metros.

Additional objectives of the CIPPPF are:

- The establishment of municipal programme project preparation facilities;
- The adoption of systems of Infrastructure Delivery Management that are compliant with the IDMS and include a clear authorising environment;

- The allocation of a growing level of municipal resources to preparation activities;
- Growing leverage of private finance through borrowing, Public Private Partnerships (PPPs) and blended structures;
- The creation of a pipeline of well-designed, viable Municipal programme and projects, which may include FDI; and
- The institutionalisation of good programme and project preparation practice in Municipalities.

5 PROJECTED TIMELINES OF THE BID PROCESS

The validity period is 180 days after the closing date of the bid. The project timeframes of this bid are set out below:

Activity	Dates
Advertisement in the GTAC website and National Treasury e-Tender Portal	08 September 2021
Bid documents availed on GTAC website	08 September 2021
Bidder clarifications	16 September 2021
Questions and answers uploaded onto the GTAC website	20 September 2021
Closing date and time of the bid	08 October 2021 at 11h00

All times and dates in this Terms of Reference are South African Standard Time.

6 CONTACT

No briefing session will be held for this RFB. Bidders are urged to submit all requests for clarification in writing via e-mail to psp@gtac.gov.za. Requests for clarification will be accepted by GTAC until 17:00 on 16 September 2021. The submission reference (GTAC 010-2021-22) must be included in the subject line of the e-mail. Bidders must reduce all telephonic enquiries to writing and send to the abovementioned email address.

The clarifications and the Frequently Asked Questions will be made available to all potential Bidders by way of notification on the GTAC website:

<https://www.gtac.gov.za/tender-info/tenders/advertised-tenders>

7 SCOPE OF WORK OR BUSINESS REQUIREMENTS

The planning, preparation, implementation and management support activities that the CIPPPF is involved with includes the following:

- **IT coding and programming:** Develop, update and review IT system and website content management (newsletter, case studies, web design and web content).
- **Land transactions:** valuations; land-legal assessments; land negotiations; acquisition or disposal of land by way of sale, registerable lease, or expropriation; conclusion of land availability agreements, concessions, and agreements on

development rights, and removal of restrictive conditions of title and deregistration of servitudes.

- **Site studies:** geotechnical appraisals and surveys; topographic appraisals and survey and slope analyses; environmental and heritage surveys; modelling of flood-lines; modelling of shadow-lines, and condition and capacity appraisals / assessments of on-site services and of off-site bulks and connector engineering infrastructure.
- **Town planning approvals and site / project area planning studies:** block layouts; yield estimates; preliminary cadastral or sectional layouts; massing studies; development controls proposals; special consent applications; rezoning applications, and township establishment applications.
- **Economic studies:** economic surveys; cost-benefit analyses, and due diligence reports.
- **Social studies:** social surveys, and establishment and operation of consultative processes.
- **Building studies:** project briefs; schedules of accommodation; layout of site works; design of public spaces; sketch designs; measured drawing; submission drawings; preliminary design of foundations and superstructure; design of building services, and green building proposals.
- **Engineering infrastructure studies:** sewer, water, electrical, alternative energy and ICT layouts; roads, interchanges, bridges and culverts designs; design of site platforms and embankments; design of sewer and water treatment works, pump-stations, and water storage facilities; design of electrical substations; design of alternative energy installations, and environmental applications, water use licences, water discharge licences associated with the engineering infrastructure. Traffic studies: traffic impact appraisals and assessments of motorised and non-motorised movement, and public transport facilities.
- **Quantity Surveying Services:** Measured drawing, submission of drawing; building cost estimates and preliminary bills of quantities; structural assessments; preliminary design of foundations and superstructure; design of building services, and green building proposals. Engineering infrastructure studies: sewer, water, electrical, alternative energy and ICT layouts; roads, interchanges, bridges and culverts designs; design of site platforms and embankments; design of sewer and water treatment works, pump-stations, and water storage facilities; design of electrical substations; design of alternative energy installations, and environmental applications, water use licences, water discharge licences associated with the engineering infrastructure.
- **Project financing and institutional arrangements:** institutional modelling; institutional and organogram planning; applications for grant funding, loan funding or equity support; investment brokering; transaction advise on concessions and PPP's and conclusions of legal agreements.
- **Research on Precinct Management in Africa and good practices across the world.** Research on urban precincts and management of urban spaces.
- **Project management:** establishing the work breakdown structure; expression of cost, quality, scope, time, communications, and risk plans; briefing of project team members and assessment of their deliverables; compilation of project documents, including technical Pre-Feasibility/ Feasibility Studies, cost and operation cost estimates, financing plan, and institutional plan; reporting to Municipality and NDP; and support to Municipality in interaction with prospective project funders.
- **Administration and Reporting** to Municipality and NDPP, and support to Municipality in interaction with prospective project funders.

- **Health and safety compliance:** ensuring Health & Safety acts are maintained as per the Occupational Health & Safety Guidelines. Ensuring that the Health & Safety file is done in accordance with the H&S regulations and Health Audits.
- **Environmental Services:** Conduct Environmental Impact Assessments (EIAs) to minimize risks and provide environmental audits. Identify land contaminations and ensure regulatory and legislative compliance.
- **Economic valuations:** economists who specialize in property and development studies. Prepare feasibility studies, carry out market research and value the risks and returns of property developments.
- **Precinct Management:** precinct management business processes, precinct management business plan template; and advisory services.

In line with the above activities, below are the specific discipline, skills or expertise required per Key Focus Area:

Key Focus Area	Discipline / Skill required
• IT coding and programming	• IT Specialist
• Land transactions	• Lawyer/Attorney
• Site studies	• Researcher (Spatial & Development Planning) • Land Surveyors/Geo-tech specialists • GIS Specialists • Environmental Scientists (Climate Resilience) • Architect and heritage consultants/ specialist • Geotechnical engineers
• Town planning approvals	• Town Planners/Urban Designer
• Economic studies	• Economic Development Expert
• Social studies	• Social/Community Facilitator
• Building studies	• Architect
• Quantity Surveying Services	• Quantity Surveyors/Estimators

• Engineering infrastructure studies	• Civil Engineers • Structural engineers • Mechanical and Electrical Engineers
• Project financing and institutional arrangements	• Financial Analyst
• Research on Precinct Management	• Researcher
• Project management	• Construction Project Managers
• Administration and Reporting	• Secretariat and Governance support expert
• Health & Safety compliance	• Health & Safety consultants
• Environmental services	• Environmental consultants
• Economic valuations evaluations	• Economist
• Precinct Management	• Precinct Manager

8 Appointment Terms

GTAC does not guarantee that successful Bidders will receive work during the appointment term. Service providers will be used on an ad hoc basis as and when required.

Bidders may submit proposals to be appointed to the panel in respect of any one or any combination of the following categories. Important to note is that a bidder may apply for a single category or maximum of 5 categories; this is irrespective of whether the categories are in the built or non-built environment.

Built Environment expertise/skills	Non-Built Environment expertise/ skills
Environmental Scientists (Climate Resilience)	IT Specialist
Architect and Heritage consultants/ specialist	Lawyer/Attorney
Town Planners/Urban Designers	Researcher (Spatial & Development Planning)
Land surveyor/ Geo-tech specialist	GIS Specialists
Quantity Surveyors/Estimators	Economic Development Expert
Civil Engineers	Social/Community Facilitator
Structural engineers	Financial analyst
Mechanical and Electrical Engineers	Secretariat and Governance support expert
Construction Project Managers	Researcher
Health & Safety consultants	Economist
Environmental consultants	Precinct Manager

SKILL AND KNOWLEDGE COMPETENCIES

Bidders' submissions will be evaluated based on relevant qualifications and experience of the individual nominated as the Lead Advisor. In the case of built environment areas, the Lead Advisor must also be professionally registered. The individual must have the necessary skills and experience applied for. CVs of the Lead Advisor(s) will be evaluated per discipline/skill and if the submission is not clear on who the Lead is, the first CV will be regarded as the Lead Advisor.

9 Panel Approach

The approach to the establishment of this panel is effectively to shortlist potential bidders based on categories targeted by these terms of reference with a view that assignments will be allocated based on the demand from municipalities and the NDPP operations.

Pricing will not be applicable at this stage; bidders will be appointed onto the panel based on reaching the minimum threshold for technical/functionality. Pricing will be considered during subsequent procurement for specific projects at utilisation stage.

10 GTAC Panel Utilisation

The Panel will be utilised as requirements arise and utilised in accordance with the principles below:

- a. Appointment onto the Panel will not guarantee any future work.
- b. NDPP will be supported by GTAC to utilise the Panel in a manner which promotes the elements of transparency, fairness and equal opportunity in the utilisation and management of the Panel.
- c. Service requirements will be issued as separate Requests for Proposal or Requests for Quotation.
- d. The selection of service providers from the panel is on a competitive basis.
- e. Specific terms of reference are developed for required services.
- f. Bidders who may be suitable for such work are identified from the panel based on the relevant expertise (as specified in the technical proposal).
- g. Proposals may include, amongst others, the proposed methodology and costing and will be evaluated against the criteria set out in the specific terms of reference.
- h. Proposals are evaluated, as per the criteria set out in the specific terms of reference, and GTAC reserves the right to hold interviews with prospective bidders as part of the evaluation process.
- i. The final evaluation on specific terms of reference includes Preferential Procurement Policy Framework Act (PPPFA).

11 Bid Submission Requirements:

Bidders should ensure that the following submission requirements are included in their bids:

- a. Duly completed and signed Standard Bidding Documents (SBD 1, 4, 6.1, 8 and 9).
- b. Central Supplier Database (CSD) number/report for verification of tax compliance status.
- c. Bidder technical proposal/CV (template provided as **Annexure B**).

- d. Response to Technical Requirements.
- e. Cop(ies) of the relevant tertiary qualification(s) or equivalent from a recognized institution in line with area of expertise (where applicable). GTAC reserves the right to request receipt of certified copies of qualifications after the closing date of the bid.
- f. Information in the form of a CV of the Principal/Lead Advisor per **category** including relevant experience in the chosen area of expertise demonstrating the required competency. **Professional registration is mandatory in the built environment categories. In the non-built environment, it is mandatory that the Lead Advisor must demonstrate the affiliation to the relevant professional registration body, where applicable.**
- g. Certified SAQA certificates (not older than 6 months) of all qualification obtained from foreign institutions. Proof of submission where bidders do not have SAQA certificates will be considered.
- h. Only **one (1)** CV will be evaluated per key discipline/skill, if more are submitted, and the Lead is not clearly indicated, the first will be evaluated. (CV templates provided as **Annexure B**).
- i. Relevant Programmes/Projects completed or in progress by the bidder. Specify the role you played in the listed projects/assignments. (Customized (per section) CV/Information templates are provided as **Annexure B**). The same template will be used by an individual (sole proprietor) and Organisation/Entity.
- j. Bidders must submit one original hard copy bid proposal and three copies of the original bid proposal. The original file and duplicate files must be clearly marked as "Original" or "Copy/Duplicate":

12 MANDATORY REQUIREMENTS

Failure to adhere to any of these requirements will result in disqualification:

- a. Any person who is employed by the State will not be considered.
- b. Failure to indicate which skill/expertise you are bidding for on the CV template (i.e., completion of **Annexure B**).
- c. Non-submission of a technical proposal/ CV Template (Annexure B).
- d. Professional registration with a recognised professional body(ies) for the built environment expertise.
- e. CVs of any one individual may only be submitted as part of one bid. Bidders must ensure that CVs are signed by the respective individuals confirming that he/she is not included in bids from other service providers. CVs unsigned by the respective individuals as well as CVs submitted in more than one bid will be rejected.

13 EVALUATION AND SELECTION CRITERIA

GTAC has set minimum standards that bidders must meet to be selected as a successful bidder. Minimum standards consist of the following:

- Administrative Compliance – Bidders must submit all Standard Bidding Documents (SBD), as outlined in paragraph 9.1 below. SBD documents must be completed in full and duly signed where required.
- Technical Evaluation – Bidder(s) must meet the threshold of 65% per category.

13.1 Administrative Compliance

During the administrative compliance phase, proposals will be pre-screened to determine compliance with tax matters, Central Supplier Database (CSD) registration, submission of complete and duly signed Standard Bidding Documents (SBD) and other requirements as indicated below:

Document to be submitted	Requirement	Non-submission may result in disqualification?
Signed hard copy proposal delivered to GTAC tender box before closing date and time	Non-submission of the hardcopy bid proposal will lead to disqualification.	YES
Invitation to bid – SBD 1	Complete and sign the supplied pro forma document.	YES
Central Supplier Database (CSD) Registration Report or CSD Registration number	Bidders must register on Central Database System and submit the Report as confirmation of registration. The successful bidders will be expected to be registered on CSD at the closing date of the bid. In the event that the supplier is not registered on CSD, this will result in disqualification.	YES
Declaration of Interest – SBD 4	Complete and sign the supplied pro forma document.	YES
Preference Point Claim Form – SBD 6.1 and B-BBEE certificate or B-BBEE Affidavit	Complete and sign the supplied pro forma document.	NO
Declaration of bidder's past Supply Chain Management practices – SBD 8	Complete and sign the supplied pro forma document.	YES
Certificate of Independent bid Determination – SBD 9	Complete and sign the supplied pro forma document.	YES
Annexure B – Technical Proposal/CV	Complete and provide the document	YES

13.2 Functionality Evaluation

- Only bidders that have met the requirements for administrative compliance will be evaluated for functionality.
- Bid proposals will be evaluated strictly in accordance with the technical evaluation criteria stipulated in Annexures A. Bid proposals will be evaluated for functionality and only those who meet the minimum threshold of 65% per category will qualify for appointment onto the Panel.

- c. A customized CV / Information Template is provided and included as Annexure B. Bidders must use the template provided per category. Maximum of 5 to be provided.
- d. Bid proposals will be evaluated strictly in accordance with the bid evaluation criteria stipulated in this category of the terms of reference. Bid proposals will be evaluated for functionality and only those who meet the minimum threshold of 65% per category will qualify to be placed onto the panel.

13.3 Functionality Evaluation Criteria

The technical/functionality requirements are set out in Annexures A. Bidders will be evaluated out of weighted scores of 100%. Bidders must obtain a minimum threshold of 65% to qualify for appointment onto the Panel..

Functionality	Maximum weight achievable per category (%)	Minimum threshold per category-weighted score (%)
Technical Evaluation	100%	65%

14 INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF BID PROPOSALS

14.1 Content and packaging of the Bid Proposal

Bidders must submit one original hard copy bid proposal and three copies of the original bid proposal. The original file and duplicate files must be packaged in a file as follows and clearly marked as “Original” or “Copy/Duplicate”:

- Part 1 – All SBD documents, B-BBEE certificate/affidavit, CSD report etc.
- Part 2 – Technical proposal.

	Title	Type	Purpose
Part 1: Standard bidding documents and administrative compliance			
1	SCM SBD 1 – Invitation to bid	pdf	To be printed, filled in by hand and signed.
2	SCM SBD 4 – Declaration of interest	pdf	To be printed, filled in by hand and signed.
3	SCM SBD 6.1 – Preference Points Claim Form	pdf	To be printed, filled in by hand and signed.
4	SCM SBD 8 - Declaration of bidder's past supply chain management practices	pdf	To be printed, filled in by hand and signed.
5	SCM SBD 9 - Certificate of independent bid determination	pdf	To be printed, filled in by hand and signed.
6	Central Supplier Database (CSD) Registration Report or CSD Registration number	pdf	To be submitted.
7	Certified B-BBEE Certificate / Sworn Affidavit	pdf	To be submitted.
8	General Conditions of Contract (GCC)	pdf	To be initialled and submitted.
Part 2: Technical proposal			
9	CV of the Principal/Lead Advisor /Information template (Annexure B)	pdf	To be submitted.

	Title	Type	Purpose
10	Cop(ies) of qualification(s) with a recognised professional body(ies) for the built environment expertise.	pdf	To be submitted.

14.2 Labelling of Bid

The bidder shall place the hardcopy bid proposal into a sealed envelope or package and must be clearly marked and addressed as follows:

BID:	ESTABLISHMENT OF A PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR USE BY THE NEIGHBOURHOOD DEVELOPMENT PARTNERSHIP PROGRAMME FOR A PERIOD FOR FIVE (5) YEARS
Bid Reference No:	GTAC 010-2020-21
Revised Submission closing date:	08 October 2021
Submission closing time:	11:00
Name of Bidder:	
Contact number of Bidder:	
Address of Bidder:	

14.3 Bid Submission address and contact Details

Revised Bid closing date and time: **08 October 2021 at 11h00**

Hardcopy tender submissions must be made to:

GTAC Tender Box
National Treasury Building
240 Madiba Street
GTAC Offices, Ground Floor, Reception Area

The tender box is accessible between office hours (08h00:17h00).

NB: SUBMISSIONS MUST NOT BE MADE AT THE NATIONAL TREASURY TENDER BOX AT THE TENDER INFORMATION CENTRE (TIC).

18. CONDITIONS OF BID

- 18.1 Bidders who fail to score 65% or more on the technical evaluation will not be appointed to the panel per respective category tendered for.
- 18.2 No late submissions will be accepted.
- 18.3 GTAC reserves the right during the term of the Panel, if necessary, to appoint service providers outside the approved Panel of Professional Service Providers.
- 18.4 All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Completion of the Standard Bidding Documents is mandatory, failure to do so may render your bid offer invalid.
- 18.5 Bidders are advised that submission of a bid gives rise to no contractual obligations on the part of GTAC.
- 18.6 Proof of Central Supplier Database (CSD) registration must be submitted with your bid documents.
- 18.7 GTAC reserves the right not to award or to cancel this bid at any time.

19 TAX COMPLIANCE STATUS

Tax compliance status verification issued by the South African Revenue Services (pin)/CSD number certifying that the taxes of the bidder are in order must be submitted at the closing date and time.

20 COMMUNICATIONS

Professional Services Procurement (PSP) within GTAC will communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for GTAC in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

21. ANNEXURE A: EVALUATION CRITERIA FOR CATEGORY

Bidders' technical proposals will be evaluated in accordance with the evaluation criteria below.

Only Bidders who have met the threshold of 65% per respective category for technical evaluation will be appointed onto the Panel. Both Individuals and Organisations/Entities are invited to bid.

A:Experience of Individual bidder or Principal/ Lead advisor of the Organisation/Entity			
A1: Qualifications			
Criteria	Scoring values	Weight (%)	Bidders must submit the following information on the CV/ Information template
Master’s Degree or above (NQF 9+) Per Lead Advisor	5	20	a) certified academic qualifications
Honours Degree (NQF 8) Per Lead Advisor	4		
Degree/B-tech/National Diploma (NQF 7) Per Lead Advisor	3		
Diploma Advanced Certificate (NQF 6) Per Lead Advisor	2		
Higher Certificate (NQF 5) Per Lead Advisor	1		
A2:Number of years work experience of the Principal / Lead advisor			
Relevant experience of the principal / Lead advisor:	5 = 15 - 20 years’ relevant experience in scope of worktable	35	b) number of years of relevant experience c) detailed CV with relevant references/contact details
	4 = 10-14 years in relevant experience as per scope of worktable		
	3 = 8-10 years of relevant experience as per scope of worktable		
	2 = 5-7 years of relevant experience as per scope of worktable		
	1 = 1-4 years or less experience in as per scope of worktable		

A3: Public sector experience of the principal (i.e., years of experience working with and/or in all spheres of government and its entities)			
Number of years working experience with leading and supporting Local government	5 = more than 5 years' experience	15	d) number of years of relevant experience e) the various local government projects you have been involved in
	4 = 3-5 years in experience		
	3 = 2-3 years of experience		
	2 = 1-2 years of experience		
	1 = less than 1 year experience		
B1: Organisational Experience			
Relevant experience of the company as per the Scope of Work/ Business Requirements (Table 10):	5 = more than 10 years' relevant experience	20	f) number of years of relevant experience g) major/key clients (current and/or past), together with an indication of the nature and duration of such client relationships with letters of support.
	4 = 8-10 years in relevant experience		
	3 = 6-7 years of relevant experience		
	2 = 4-5 years of relevant experience		
	1 = 3 years or less experience		
B2: Profile of the Organisation/ Entity (ownership)			
>51% and above Black owned	5 = Excellent	10	h) information to be verified with CSD information
Between 30 and 50% Black owned	4 = Good		
30% Black owned	3= Satisfactory		
Between 10 and 30% Black owned	2 = Poor		
<10% Black Owned	1 = Very Poor		
Maximum points		100	
Minimum Threshold		65%	

21.1 CV / INFORMATION TEMPLATE: CATEGORY (REFER TO ANNEXURE B)

The template contains three parts. Contact details must be provided in Part 1, Part 2 focuses on the qualifications, experience and projects of the Principal / Lead Advisor while Part 3 requests information on the experience of either the Organisation / entity or the Principal / lead advisor.

Part 1: Contact details

Company details

To be filled in by Organisations / Entities

Business Name	
Business Address	
Phone	
Email	

Personal Information, Contact details and Signature of Individual or Principal / Lead advisor

To be filled in by Individuals and Organisations / Entities

Personal Information	
Surname	
First names	
Identity Number	
Tax Number	
Date of birth	
Gender	
Nationality	
Contact details	
Telephone number (landline)	
Cell Number	
Email Address	
Signature	

Part 2: Qualifications and experience of Individual or Principal / Lead advisor of Organisation / Entity.

(Please provide information pertaining to the Principal / Lead advisor in Category 2.)

A1. Qualifications: *(Certified copies of each qualification to be included in the pack) (Add entries if needed. Start from the most recent)*

Qualification Awarded	
Name of Institution	
Date awarded	
Qualification Awarded	
Name of Institution	
Date awarded	
Qualification Awarded	
Name of Institution	
Date awarded	
Qualification Awarded	
Name of Institution	
Date awarded	

Experience of Individual or Principal / Lead advisor of Organisation / Entity:

A2. Please state your experience:

Area of expertise	Number of years' experience	Local Government (Name)
e.g., Town Planner	10 years of experience	City of Johannesburg

Please list your **top five projects** in terms of relevance and impact and covering the areas of expertise listed above using the format:

Project	
Area(s) covered (Please indicate the areas covered by the project with an x in the space below)	
	Other (excluding public sector)
Name of Client (current or past)	
Duration of relationship (Date [from – to])	
National / Provincial / Local / Public/State-owned entity	
Description of project (120 words)	
Your role (Leader / Team member)	

Project leader (Name and cell number)	
--	--

Part 3: Projects of Individual bidder or Organisation/ Entity

(In Category 3 Organisations / entities are allowed to either provide projects of the Organisation / Entity or of their Principal / Lead Advisor.)

B1: Please list three or more projects or the total if you have less than three using the format:

Name of Client (current or past)	
Duration of relationship (Date [from – to])	
National / Provincial / Local / Public/State-owned entity	
Description of project (120 words)	
Project leader (Name and cell number)	

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GTAC 010-2021-22	REVISED CLOSING DATE:	08 OCTOBER 2021	CLOSING TIME:	11:00 AM
DESCRIPTION	ESTABLISHMENT OF A PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR USE BY THE NEIGHBOURHOOD DEVELOPMENT PARTNERSHIP PROGRAMME FOR A PERIOD FOR FIVE (5) YEARS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
GTAC TENDER BOX					
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC): NATIONAL TREASURY BUILDING					
240 MADIBA STREET (CORNER THABO SEHUME STREET AND MADIBA STREET), PRETORIA					
GROUND FLOOR RECEPTION AREA					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		☐ AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		☐ A REGISTERED AUDITOR			
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER				DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	GTAC		CONTACT PERSON	Nolubabalo Tokwe	
CONTACT PERSON	Nolubabalo Tokwe		TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER	-	
FACSIMILE NUMBER	-		E-MAIL ADDRESS	psp@gtac.gov.za	
E-MAIL ADDRESS	psp@gtac.gov.za				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:								
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.								
2. TAX COMPLIANCE REQUIREMENTS								
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

[illegible]

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12

5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

- 8.2 VAT registration
number:.....
- 8.3 Company registration
number:.....
- 8.4 TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]
- 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
-
-
-
-
-
- 8.6 COMPANY CLASSIFICATION
- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]
- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES 1. 2.	 SIGNATURE(S) OF BIDDERS(S) DATE: ADDRESS
--	---

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____ % black owned;
 - The enterprise is _____ % black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp