REQUEST FOR QUOTATION

RFQ 009-2021-22
Enquiries: Sanele Msomi
Tel: 012 315 5572
Email: Sanele.Msomi@gtac.gov.za

ATTENTION: PROSPECTIVE SERVICE PROVIDERS.

RFQ 009-2021-22: PROVISION OF SERVICES TO THE JOBS FUND TO UNDERTAKE AN AUDIT OF THE SELECTED JOBS FUND PROJECT

The Government Technical Advisory Centre (GTAC) hereby invites you to submit a proposal, in response to the attached Terms of Reference (ToR).

1. The evaluation will follow the below stages:

- Administrative compliance: submission and completion of standard bidding forms (SBD forms), tax status and CSD registration;
- **Stage 1:** Technical Evaluation as highlighted in the attached ToR. Only service providers that have complied with the requirements (providing all the required documents) will qualify to be evaluated at this stage; and
- **Stage 2:** Price and B-BBEE evaluation. Only service providers that have reached the threshold reflected in the evaluation criteria will be evaluated at this stage.

2. PRICE AND B-BBEE EVALUATION

80/20 Preference Points Evaluation

a. In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Broad–Based Black economic empowerment in terms of which points are awarded to service providers on the basis of:
   - The bidded price (maximum 80 points)

You are requested to email quotations to:

rfp@gtac.gov.za by 14:00pm, Monday the 18th of October 2021

- Broad-based black Economic Empowerment as well as specific goals (maximum 20 points)

b. The following formula will be used to calculate the points for price in respect of service providers with a Rand value up to R50 million:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

A maximum of 20 points may be awarded to a bidder for being a Broad-Based Black Economic Empowerment and/or subcontracting with a Broad-Based Black Economic Empowerment stipulated in the Preferential Procurement regulations. For this bid the maximum number of Broad-Based Black Economic Empowerment status that could be allocated to a bidder is indicated in paragraph 3.

c. The State reserves the right to arrange contracts with more than one contractor.

d. It is the Government's intention to promote the following Broad-Based Black Economic Empowerment with this bid, and the points to be allocated are indicated against each level of contributor:

3. POINTS

The Preferential Procurement Policy Framework Act 2000 (PPPFA) Regulations were gazetted on January 2017 (No. 34350) and effective from April 2017. These regulations require service providers to submit valid original or certified copies of their B-BBEE Status Level Certificates from

You are requested to email quotations to:

rfp@gtac.gov.za by 14:00pm, Monday the 18th of October 2021

a SANAS accredited verification agency and accredited Auditing firm, the 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

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

Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service providers.

4. The following conditions will apply:

Price quotation to be in line with the required specific objectives as outlined in the Terms of Reference.

- RFQ must be valid for sixty (60) days counted from closing date.
- All prices quoted must be inclusive of all applicable taxes, if no indication is given, prices will be evaluated as all inclusive.
- Price (s) quoted must be within the RFQ threshold of R 1 000 000.00 in line with National Treasury Instruction Note no.2.
- The proposal and quotation must be submitted on the letterhead of the business
- A firm delivery period must be indicated
- Late or incomplete submissions will not be accepted. Failure to comply with these conditions will invalidate your offer.
- Only bidder that have complied with the Terms of Reference (ToR) will qualify to be evaluated and scored in terms of PPPFA as indicated on paragraph 3 of this document.

You are requested to email quotations to:

rfp@gtac.gov.za by 14:00pm, Monday the 18th of October 2021

REQUEST FOR QUOTATION

5. The following attachments must be submitted with the quotation:

a. Standard Bidding Document (SBD) forms: (SBD 1, SBD3.3 (Pricing Schedule), SBD 4, SBD 6.1, SBD8 and SBD9);

NB: Incomplete and unsigned SBD forms including false declaration may result in the quotation of the bidder being disqualified.

b. CSD registration report/number for verification of ***tax compliant status***; and/or

c. A valid copy of B-BBEE Certificate/sworn affidavit signed by the Oath of Commissioner if applicable. No points will be allocated due to non-submission/and or submission of non-compliant certificate and affidavit.

6. You are requested to email the quotations to:

rfp@gtac.gov.za by 14:00 pm, Monday, 18th of October 2021.

7. GTAC will then consider your submitted quotation but is neither legally bound nor obligated to accept the quotation and further reserves the right to negotiate professional rates around any quotation before the award of this RFQ.

8. Any clarification regarding this invitation or the specification must be addressed to Sanele Msomi at rfp@gtac.gov.za.

Yours sincerely

Aletta Mbuyane

Deputy Director: Professional Services Procurement

Date: 11 October 2021

You are requested to email quotations to:

rfp@gtac.gov.za by 14:00pm, Monday the 18th of October 2021

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RFQ 009-2021-22**	CLOSING DATE:	**18 OCTOBER 2021**	CLOSING TIME:	**14:00**
DESCRIPTION	**PROVISION OF SERVICES TO THE JOBS FUND TO UNDERTAKE AN AUDIT OF THE SELECTED JOBS FUND PROJECT**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.					

RESPONSE DOCUMENTS MAY BE EMAILED TO RFP@GTAC.GOV.ZA

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	Sanele Msomi
CONTACT PERSON	Sanele Msomi	TELEPHONE NUMBER	012 315 5572
TELEPHONE NUMBER	012 315 5572	FACSIMILE NUMBER	-
FACSIMILE NUMBER	-	E-MAIL ADDRESS	rfp@gtac.gov.za
E-MAIL ADDRESS	rfp@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**
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

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.

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

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER: .... **RFQ 009-2021-22**

CLOSING TIME 14:00 PM ON 18 OCTOBER 2021

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF **ALL APPLICABLE TAXES

RFQ 009-2021-22: PROVISION OF SERVICES TO THE JOBS FUND TO UNDERTAKE AN AUDIT OF THE SELECTED JOBS FUND PROJECT.

1. Services must be quoted in accordance with the attached Terms of Reference.

2. All prices quoted ***must*** be inclusive of all applicable taxes, if no indication is given, prices will be evaluated as all-inclusive.

   Quoted Amount for the entire project (All applicable taxes) R ____________________________**

3. The financial proposal/quoted amount for this assignment should cover for all assignment activities as per the Terms of Reference (ToR) including the potential disbursements.

4. **Service Providers must submit a detailed breakdown of the quoted amount in their company template/letter head and submit as part of the response.**

5. Period required for commencement with project after acceptance of bid____________________________

6. Are you a VAT vendor? **Yes/No**

7. Are the rates quoted firm for the full period? **Yes/No**

8. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any enquiries regarding this Request for Quotation (RFQ) procedures may be directed to: rfp@gtac.gov.za

**" all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

TERMS OF REFERENCE

For the Provision of Services to the Jobs Fund to Undertake an Audit of the selected Jobs Fund Project

1. BACKGROUND INFORMATION

Programme Identification

Name of Client	Jobs Fund PMU
Name of Project	PN558
Name of Sub-Project	Audit of the selected Jobs Fund Project
Contracting Authority	Government Technical Advisory Centre
Project Purpose	Provision of Services to the Jobs Fund to Undertake an Audit of the selected Jobs Fund Project

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1 BACKGROUND INFORMATION

1.1 Introduction

The President launched the Jobs Fund (JF) during the State of the Nation Address on 10 February 2011. The objective of the Jobs Fund is to co-finance innovative public and private sector initiatives that will significantly contribute to job creation. The Jobs Fund operates on challenge fund principles and acts as a catalyst for innovation and investment in new ways of working that directly contribute to long-term sustainable employment creation.

The Jobs Fund aims to stimulate good ideas, risk-taking, and investment to discover new ways of working, where the costs and risks may be unknown, and where the pro-poor impact, principally in the form of sustainable job creation, may be significantly larger than with conventional approaches.

The Minister of Finance is the Executive Authority for the Jobs Fund and retains ultimate responsibility for the operation of the fund.

The Jobs Fund is implemented by the Government Technical Advisory Centre (GTAC), an agency of National Treasury.

As the funder, National Treasury (NT):

- Has ownership of the fund;
- Provides oversight and strategic direction of the fund;
- Is responsible for high level coordination of government level input regarding the fund;
- Has fiduciary responsibility for the fund;
- Controls and ensures the proper financial management of the fund; and
- Ensures performance against the objectives of the fund.

This oversight is exercised through the Jobs Fund Project Management Office (PMO).

1.2 Purpose of the Funding

The aim of the Jobs Fund is to act as a catalyst for innovation and investment in new ways of working that directly contribute to long term sustainable employment creation. Specifically, the Fund aims to:

- *Support self-sustainable job creation initiatives* and improve the employment prospects especially of young people
- *Support innovative approaches to job creation* and promote opportunities that lead to the long term improvement of the employment prospects of the unemployed including a focus on:
  - Local economic development and the spatial integration of fragmented urban areas

- Skills development, productivity enhancement and enterprise growth, particularly in sectors with significant employment potential
- Rural development and improving linkages between rural communities and urban markets
- Creating stronger economic links between small enterprise suppliers and large firms and market opportunities
- Building stronger cooperation between public and private sector development partners.

The Jobs Fund co-finances successful project proposals from private and public sector as well as civil society organisations with a view to optimising the outcome and developmental return on its investment.

The Jobs Fund identified five broad funding windows (focus areas for potential projects) in its first fifth calls for proposals:

- Enterprise Development – for investments in new business models, product development, local procurement, marketing support, equipment upgrading or enterprise franchising designed to broaden access to economic opportunities and job creation.
- Infrastructure Investment – for local infrastructure investment projects such as light manufacturing enterprise zones, local market and business hub facilities, critical transport and communication links and upgrading of infrastructure services, which directly enable enhanced investment and job creation.
- Support for Work Seekers – for programmes with a particular focus on unemployed youth such as job search projects, training activities and support for career guidance and placement services.
- Institutional Capacity Building – for projects aimed at strengthening institutions through which jobs are created.

1.3 Purpose of the Audit assignment

The funds made available through the Jobs Fund is a specific purpose grant to achieve clearly defined employment and learning outcomes in respect of financial management of framework. The Fund on annual basis conducts audits on selected Jobs Fund Projects.

The purpose of this Terms of Reference is to set out the audit capacity required as well as key activities involved in undertaking an audit of the selected Jobs Fund Project.

2 OBJECTIVES OF THE SERVICES TO BE PROVIDED

2.1 General Objective

The overall objective of this assignment is to undertake an audit of the selected project funded by the Jobs Fund.

2.2 Specific objectives

Specific objectives under this assignment include the following:

- Assessing compliance with respect to the requirements as set out in the grant agreement and addenda: meeting matched funding and income commitments; and upholding and enforcing project related agreements (such as off-take agreements, partnership agreements, etc.).
- Assessment of existing systems for risk management, the control framework, and governance processes including adequacy of the accounting and financial operations and reporting systems.
- Assessing whether the accounts are true and fair. This means that an examination is made of annual accounts or other types of reports that have been drawn up on the basis of all project related accounts and their underlying supporting documents. Not only should the accounts fairly represent the use of funds, but also the project's reported finances on the Grant Management System must correspond with these accounts.
- Assessing implementation against plans, in particular, expenditure should be assessed against the intended use to identify financial irregularities and implementation activities should be assessed against the project plan.
- Verifying participation of beneficiaries in the project program and benefits derived from the project activities against the project plan and supporting documentation and by interacting with beneficiaries.
- Verifying reported achievements against the project plan and documenting the extent of the completeness of the portfolio of evidence.

3 ASSUMPTIONS AND RISKS

3.1 Assumptions

The auditor will be given access to all legal documents, correspondence, and any other information associated with the project and deemed necessary by the auditor.

It is necessary that the auditor becomes familiar with the Jobs Fund Frameworks.

3.2 Risks

Key risks that warrant noting are the following:

- Risk of non-cooperation by Jobs Fund Partners in assisting with access to documentation and information;
- Loss of institutional memory within the Jobs Fund PMO; and
- Inadequate record keeping and maintenance of systems by Jobs Fund Partners.

On the basis of the information received during the planning phase of the engagement, including the auditors own risk assessment, the auditors shall determine the type and scope of audit procedures to mitigate the significant risks. Accordingly, auditors must define and carry out suitable audit tasks in order to obtain an overview of the aforementioned aspects before assessing the individual audit findings and reaching a final independent decision on the audit engagement. Unless otherwise stated sample sizes are to be determined by the auditors own risk assessment and sampling models to a 95% confidence level.

4 SCOPE OF THE SERVICES TO BE PROVIDED

The scope of audit services shall cover factual findings through the verification of validity, accuracy and completeness of financial information prepared by the Jobs Fund Partner, as well as the verification of the reported achievements against the contracted indicators and the implementation of the project in accordance with the grant agreement.

The audit work should include the review of:

- Background documentation on the project – the original project application form, the project appraisal, Investment Committee approval and due diligence.
- The project's contract documentation including the Grant Agreement, Funding agreements, partnership agreements with Implementing Agents/ key service providers.
- The project's planning documentation – project results chain and implementation plan (PIMP) and project activity based budget.
- The project's quarterly progress reports, annual audit reports and completion reports (if applicable) and all relevant supporting documentation.
- The project's documentation evidencing adherence to selection criteria, support provided and subsequent monitoring and evaluation of project beneficiaries.
- Project-related accounts, invoices and supporting documents (asset register, loan book, etc.).

- Project's portfolio of evidence including employment contracts, letters of employment, affidavits, timesheets, management accounts, training certificates, letters of completion.
- Key correspondence between the Jobs Fund and Jobs Fund Partners including correspondence relating to non-compliance, breach and remedial plans.
- Jobs Fund Operating Guidelines, indicator definitions, protocols, proxy definitions and usage.

The above should be considered in the context of the Jobs Fund Frameworks. To this effect, the scope of the audit shall cover the following areas as they are performed at the level of the project:

4.1 Audit areas

The areas to be covered in the audit are specified below for the period 1 October 2019 to 31 March 2021.

4.1.1 Adherence to key contractual obligations for project success

The audit work shall test the extent to which the Jobs Fund Partner has adhered to, or implemented key project related agreements (such as the grant agreement (including the Activity Based Costing Project Implementation Plan (ABC PIMP)), off take agreements, partnership agreements, loan agreements, beneficiary agreements) that are critical to the success of the project and its outcomes. This should include ascertaining whether:

- The project maintained the original project plan or is following an authorised remedial project plan, approved by the Jobs Fund, confirming that the key elements of the project plan present including but not limited to:
    - staffing requirements;
    - time lines;
    - appropriate risk management;
    - critical success criteria (i.e. if the project meets these, then it should meet its goals).
- All the relevant stakeholders have been identified and notified of the change of project plan i.e. is there clear communication of the new scope, objectives, costs benefits and impacts.
- There is a stakeholder management plan in place. That project accountabilities and responsibilities have been clearly defined.

4.1.2 Governance

- The audit work should confirm that there are appropriate internal controls, management mechanisms, and data systems in place for recording and reporting project financials, performance and results that can be evidenced. Any serious weaknesses, data misrepresentations or unplanned expenditure discovered during the normal course of audit work should be reported on.
- Review the status and actions of previous audit findings, if applicable, and recommendations.

4.1.3 Matched funding

The audit work shall cover the fulfillment of the matched funding requirement:

- Verifying the deposit and use of matched funding in project bank account(s) exclusively for the purposes of the project in line with the project bank statement.
- Physical verification, review of the audit trail and confirmation of actual in-kind contributions to the project.
- Verifying compliance with loan agreements where project funding is obtained through loans.
- Verification of matched funding to production loan agreements, drawdown statements and invoices where applicable.

4.1.4 Financial Management

The audit work shall cover the adequacy of the accounting, financial operations and reporting systems. This specifically includes:

- Testing the existence and management of separate project bank accounts in accordance with the Jobs Fund Operating Guidelines.
- Testing that Jobs Fund Partners have sound controls, processes, structures and governance mechanisms to safeguard funds awarded as per the Jobs Fund Grant Agreement.
- Testing the proper recording of all financial transactions in the Jobs Fund Partner's financial system, expenditure reports on the GMS correspond with the project's accounts, and any differences are properly explained and accounted for.
- Testing that payments made to Implementing Agents (IA) where applicable are verified by the Jobs Fund Partner for validity and accuracy and completeness prior to payment.

- Validation of expenditure at implementing agent level. The audit work will cover the review of expenditure incurred at implementing agent level to verify that all expenditure is in line with the contracted ABC PIMP.
- Testing the validity, accuracy and completeness of the transfers out of the project bank account to the Jobs Fund Partner's bank account as reimbursements for payments made out of Jobs Fund Partner's company bank account on behalf of the project.
- Testing and confirming that the reimbursements to the Jobs Fund Partner's bank account are approved by the Jobs Fund and that there are no duplications.
- Testing the reasonability and accuracy of the allocation of shared costs between the Project, the Jobs Fund Partner and where applicable the Implementing Partner.
- Testing that expenditure is evidenced with supporting documentation such as invoices, payroll information, purchase documentation and any supporting contracts and that there is no roundtripping of expenditures to bolster project expenses.
- Documenting the basis, source and use of other project income. For interest income from on lending, confirm that this is appropriately reinvested into the project, unless there is JF approval for a different arrangement. For loan repayments, confirm that this is not used as matched funding', but reinvested into the project in terms of the original intent.
- Confirmation that any profit distribution from the project is in accordance with the Grant Agreement agreed with the Jobs Fund. Quantify the amount of surplus cash at the date of the closure of the project and apportion to funding sources.

  Determine the extent to which the Jobs Fund Partner is in a position to meet outstanding obligations.

4.1.5 Asset Management

The audit work should test the extent of compliance with the Jobs Fund Operating Guidelines with respect to asset management. Specifically, the audit work shall verify:

- That any asset purchases and infrastructure developed for the purposes of project delivery is recorded in the project asset register (reports on the GMS correspond with the project's asset register).
- That assets are appropriately managed and maintained (i.e. that there are procedures for receipt, storage, repairs and disposal).
- That transfer to third parties is properly managed and disclosed and in line with the Jobs Fund Operating guidelines.
- Physical inspection of the location and condition of material assets.

4.1.6 Transfers

The audit work shall also cover transfers, loans and subsidies made by the Jobs Fund Partner to third parties and test:

- That these are made in accordance with the project plan and budget.
- That the intended beneficiary group is the actual beneficiary groups as specified in the Grant Agreement.
- That the terms and conditions agreed with the JF are adhered to.
- That all transfers are appropriately approved (there is a clear and transparent process and criteria with clear delegations) and managed (in terms of a signed agreement).
- That all related transactions (loan, extensions, bad debt write offs, conversion to subsidies, capital repayments and interest paid) is properly recorded, reported on or disclosed (on the GMS and any other relevant management reports).
- That these are appropriately tracked and accounted for by the Jobs Fund Partner and project beneficiaries.
- Review credit and write off policies and test for adherence.

4.1.7 Third party beneficiaries

- Third party beneficiaries selection in line with selection criteria approved by the Jobs Fund.
- The verification of actual source supporting documentation i.e. invoices and bank statements.
- Physical inspection of transferred assets to the beneficiaries and or analytical reviews to test accuracy and validity of transfers. Enquiry with the beneficiary of their participation and the benefits derived from the project as reported and evidenced by the Jobs Fund Partner.
- Check that mentorship/ business development agreements are being adhered to.

4.1.8 Reimbursements:

The audit work shall cover reimbursements made by the Jobs Fund Partner in cases where the Jobs Fund Partner invoices the project for expenses paid outside of the project bank account and test:

- The validity, accuracy and completeness of the transfers from the project bank account to the Jobs Fund Partner's bank account as reimbursements for payments made out of Jobs Fund Partner's company bank account on behalf of the project.
- Financial information for payments from the project bank account to reimburse the expenditure outside of the project bank account. Audit work should also cover review of procedures to ensure adequate internal controls around these transactions. All supporting documentation of the transactions must be reviewed for accuracy and validity in line with the contracted ABC PIMP.
- Reimbursements from the project bank account into corporate bank accounts are in line with the Jobs Fund Operating guidelines and JF approval on record.

4.1.9 Verification of Deliverables (Project outputs-jobs, trained beneficiaries, internships)

The audit work shall cover testing of:

- The process to deliver such outputs/outcomes and how this process is documented.
- The controls in this process that allow for appropriate confirmation of delivery.
- How these outputs/outcomes are measured and whether the means of verification allows for confidence in the accuracy of reported achievements.
- Testing the completeness and reliability of the project's portfolio of evidence.
- How project outputs/outcomes are consolidated and reported and whether the collected portfolio of evidence supports the reported results.
- Whether the project resources are producing the planned results. For example, are the costs being incurred for training producing the planned number of trained beneficiaries? It is the auditor's role to identify where the inputs are not producing the planned outputs/outcomes from a factual observation. The Jobs Fund Partner would be required to respond to these findings, with appropriate explanations.
- Although the definitions for each of the six Jobs Fund indicators are standard and the auditors are expected to familiarise themselves with these definitions, certain projects have implemented proxy measures for calculating progress against their contracted indicators:
    - They are used when direct measures of the outcome (e.g. an employment contract for a new permanent job) are unobservable and/or unavailable.
    - Proxy measures are most often used, in the context of the Jobs Fund, when measuring the point at which an entrepreneur becomes gainfully self-employed and can therefore be counted as a new permanent job.

- The auditors are expected to take a sample of beneficiaries reported on the Jobs Fund Standard Schedule of Evidence list for each indicator and perform verification checks:
    - A random sample against each contracted programme indicator is expected. The sample size is to be calculated by the service provider using a 95% confidence level[1] and beneficiaries are then to be randomly selected from the Standard Schedule of Evidence list.
- With regards to the verification process, the auditors will need to triangulate their checks by assessing 1) what was reported by the Jobs Fund Partners on the GMS, 2) what was reported on the Standard Schedule of Evidence list, and 3) the documentation contained within the portfolio of Tier 1 evidence:
    - Check that the reported indicator number on the GMS corresponds with the Standard Schedule of Evidence (100% sample in this case).
    - Check that the Standard Schedule of Evidence is complete (i.e. there is no missing data) [100% sample in this case].
    - Check for double counts in the Standard Schedule of Evidence and also check for double-counts between Indicator 1, 2 & 3 (i.e. all the permanent jobs) [100% sample in this case].
    - Take a random sample of beneficiary names on the Standard Schedule of Evidence and check against the Tier-1 evidence available.

4.1.10 Reporting

Auditors are expected to perform procedures to assess the validity, accuracy and completeness of the project's quarterly reporting information with specific focus on the key components of the SCOA budget: Own funding, outside source funding, loan financing, valuation of in-kind contributions, other project income, management costs, transfers, subsidies, compensation and goods and services as well as reported performance information against applicable performance indicators.

4.2 Projects that have been audited:

The auditors may place reliance on the audit work performed by the Jobs Fund Partner's external auditors and perform their audit work in terms of ISA 600 "Using the work of another auditor".

[1] This sampling methodology is used to determine the number of reported beneficiaries you need to verify in order to obtain results that may be generalised across the total reported number.

Auditors are required to obtain Audited Financial Statements together with Management reports and audit opinions on projects and inspect the issues therein as part of their overall audit work to determine whether sufficient audit work was performed (as per the above scope); and that there is evidence that any significant risks they identified are being managed to an acceptable level.

The audit work shall involve site visits to the Jobs Fund Partners, an inspection of these reports, interviews with key management and any supplementary work required in terms of the above scope in order to place reliance on the findings of the other auditor. The audit will require an opinion of the compliance by the Jobs Fund Partners to the Terms and Conditions of the Grant Agreement, its addendum and the Jobs Fund Operating Frameworks.

Where it is determined that the previous audit work performed is inadequate and/or the previous audit scope materially deviates from the requirements in Section 5.2, the appointed auditor will be required to provide a gap analysis and audit plan detailing additional areas to be covered, where applicable. All Projects whose latest audit reports have a sub qualified opinion are to be audited in line with the guidelines for unaudited Projects.

The auditor shall also test whether the Jobs Fund Partners has taken and maintained corrective actions on prior audit recommendations.

5 AUDIT SIZE

The project selected had a total approved project cost of just over R 947 million, however project spend as at 31 March 2021 amounted to R286,5 million only. It’s main operations and records are located in Gauteng but is implemented, and has beneficiaries, across all provinces. The project is to undergo **financial and performance procedures (ISAE 3000 & ISRS 4400).**

Item	Description		
1	Project Status	Implementing	
2.	Implementation Start Date	1 October 2019	
3.	Termination date	Not applicable	
4.	Audit period	1 October 2019 to 31 March 2021	
3.	Province/Reach	Gauteng	
4.	Funding window	Enterprise Development	
		Total Contracted	**Actual 1 October 2019 to 31 March 2021**
5.	Project expenditure	R947,014,000	R286,530,000
6.	Jobs Fund Grant	R220,000,000	R110,664,000
7.	Jobs Fund COVID Grant	R9,871,000	R9,871,000
8.	Number of new permanent full time positions/job	1950	857
9.	Number of new short term full time positions/jobs	100	100
10.	No. of Trained Beneficiaries (as applicable)	2050	842
11	Number of SMME's and/or SME's recruited into the program	195	99

6 EXPECTED OUTPUTS

The following outputs are expected under this assignment:

6.1 Factual findings report

The auditors are responsible for elaborating all the factual findings made during the project audit and were possible an opinion. The audit finding should also include results of review of the detailed ledger including matters relating to the form, content, presentation and disclosure of financial statements in accordance applicable standards. The report format shall be in line with International Standards on Related Services (ISRS) 4400. The factual findings report shall include, where applicable, estimates of the grant amount that should be considered for recoupment by the Jobs

Fund. Sample sizes of tests conducted during the audit are to be incorporated in the report and referenced to recoupment calculations where appropriate.

6.2 Management Letter

As part of the engagement, the auditors are expected to provide a detailed management report documenting the internal control deficiencies identified, the level of risk posed by such deficiencies, their impact on the project and Jobs Fund Partners and provide a recommendation to address such deficiencies identified as well as the shortcomings of the portfolio of evidence and the methodology used to collect and verify such data.

It should be noted that where the auditor's report contains audit findings as indicated above, the management letter must be accompanied with a response by the Jobs Fund Partner indicating how these issues will be addressed/ managed going forward.

6.2.1 Compliance Report

In addition, auditors are expected to present any instances of non-compliance with key legislation that includes Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Division of Revenue Act and the Companies Act, Basic Conditions of Employment Act, the level of risk, the implications of such non-compliance and remedies to address the issues of non-compliance. Furthermore, the auditors are expected as part of their engagement to conduct an audit of predetermined objectives with specific references to the grant agreement.

6.2.2 Auditors Report on Internal Controls

The auditor's report on internal controls should demonstrate the auditor's understanding of the relevant control policies and procedures and identify material weaknesses in the internal controls in the management of risk.

6.3 Audit Recommendations

The Jobs Fund Partner must consider the recommendations of their auditor in order to improve the management of the project.

6.4 Log of audit findings

The auditors shall provide a log of audit findings in a format acceptable to the Jobs Fund, including details such as:

- Finding

- Area of audit
- Responsible
- Amount/unit
- Risk rating
- Status

7 PROPOSAL

7.1 Submission requirements

The audit proposal submitted must address and include information on the following:

1. Project price proposal;
2. Audit firms certificate of Independent Regulatory Board for Auditors (IRBA) membership;
3. CV of the Lead Auditor indicating specific audit expertise / experience in respect of the following:
    - CV's must clearly indicate Company / Client names, project / assignment titles, brief background of the project / assignment, the proposed Lead Auditor's role in the project / assignment and duration of the assignment/project:
    - Number of years experience in financial and performance assurance engagements (ISAE 3000);
    - Number of years experience in Financial and performance Agreed Upon Procedures (ISRS 4400);
    - Public sector audit;
    - Number of years experience in donor funding audit;
4. Copies of qualifications;
5. Project proposal indicating the proposed approach and methodology; which includes:
    - Project plan;
    - Reporting framework methodology;
    - Resource Matrix;
    - Audit methodology;
    - Preliminary audit plan; and
    - Approach to skills and knowledge transfer by means of of recommendations to JF staff and potential remedies.

7.2 Budget

The Audit proposal should include a breakdown of hourly rates, time and other resources to be utilised as well as a preliminary audit plan.

In the minimum, the quote must include the elements depicted in Table 7.2.1 per project

Table 7.2.1: Budget proposal

Project outputs	Estimated project hours per outputs	Estimated cost per output
1. Planning with Jobs Fund		
2. Planning with Jobs Fund Partner		
3. Testing		
4. Draft factual findings report		
5. Draft Management Letter		
6. Final reports		
7. Audit log		
Total costs for the project (Incl. Vat)		

Proposed disbursement allocations (e.g. travel and subsistence expenses) are to be disclosed in the budget. The amount allocated toward disbursements should not exceed 10% of the total proposed budget. All disbursement claims need to align with the National Treasury instruction No3 of 2016/17 on Cost Containment Measures and the prevailing National Travel Policy Framework. The said policy framework will guide the permitted disbursements claims on the following items:

- Accommodation;
- Car Rental;
- Meal while travelling to audit sites.

7.3 Required expertise

The audit firm should be a member of IRBA and members of the audit team should comprise of registered accounting and audit professionals. The team is to be led by an Lead Auditor with at least 7years' experience in auditing as well as a team leader.

Audit experience with donor-funded projects, enterprise development, monitoring and evaluation, data verification, financial and performance audits and public sector auditing experience will be essential. Resumes of the staff relating to this scope of work are to be submitted.

7.4 Evaluation criteria

No.	EVALUATION CRITERIA	WEIGHT
1.	**Mandatory qualification: Is audit firm a member of Independent Regulatory Board for Auditors (IRBA)** **(Failure to provide proof of registration shall result in disqualification).**	Yes/ No
2.	**Capability profile: Financial and performance assurance engagements (ISAE 3000)** (based on Lead Auditor, using information from their CV) ***Experience:*** • 8 - 10+ years = 20 • Between 6 and 7 years = 14 • Between 3 and 5 years = 10 • < 3 years = 6	20
3.	**Capability profile: Financial and performance Agreed Upon Procedures (ISRS 4400)** (based on Lead Auditor, using information from their CV) ***Experience:*** • 8 - 10+ years = 20 • Between 6 and 7 years = 14 • Between 3 and 5 years = 10 • < 3 years = 6	20
4.	**Capability profile: Public sector audit** based on Lead Auditor, using information from their CV) ***Experience:*** • 8 - 10+ years = 20 • Between 6 and 7 years = 14 • Between 3 and 5 years = 10 • < 3 years = 6	20

No.	EVALUATION CRITERIA	WEIGHT
5.	**Capability profile: Audit of donor funded development programmes** based on Lead Auditor, using information from their CV) ***Experience:*** • 8 - 10+ years = 20 • Between 6 and 7 years = 14 • Between 3 and 5 years = 10 • < 3 years = 6	20
6.	***Qualification(s)*** based on Lead Auditor, using information from their CV) • Registration with professional body (SAICA) and relevant B.Com Hons NQF 8 = 10 • Relevant B.Com 3 Year tertiary qualification NQF 7 = 7 • Matric with post matric qualification and studying towards a relevant B.Com qualification NQF 4 - 6 = 5 • No formal post matric qualification or studying towards a relevant B.Com qualification = 3 (based on audit lead)	10
7.	**Approach and methodology (as per section 7.1 (5))** • Proposal addressed all areas of the requirements. Confident the project can be implemented. Timeframes for implementation are in line with the requirements of the ToR = 10 • Proposal addressed all areas of the requirements. Confident the project can be implemented with additional guidance from the Jobs Fund. Timeframes for implementation are not in line with the requirements of the ToR = 7 • Proposal partially addressed some areas of the requirements, but overall not appropriate for project– i.e. scope not fully addressed or timeframes are misaligned to ToR requirement = 5 • Proposal does not address the needs of the assignment = 3	10
	Total Score: Technical evaluation	**100**
	Total Technical Minimum Threshold for functionality	**70**

8 PROJECT MANAGEMENT & REPORTING

The successful audit team will report to the DDG: Employment Facilitation in the National Treasury on a regular basis as agreed at inception. The Lead Auditor will be expected to oversee the process.

The audit team will be expected to attend an inception meeting which will include briefing on the Projects. They are to provide bi-weekly updates to the Jobs Fund team. Audit teams are to avail themselves for an inception meeting.

9 LOGISTICS AND SCHEDULE OF THE ASSIGNMENT

9.1 Location where the services are required

The project will be based on site at the relevant Jobs Fund Partner selected for engagement. The assignment will involve occasional travel to the Jobs Fund Partner premises.

9.2 Time Frame

Audits are expected to be completed within 3 months from date of appointment.

9.3 Logistic Support

The Jobs Fund PMO will provide administrative support as required.

The service provider will be responsible for the following requirements:

- Its own premises, work spaces and desks;
- All IT including computers;
- All mobile communications; and
- Any travel and accommodation arrangements (with prior approval of project manager).

10 BID VALIDITY PERIOD

The bid validity period is 60 days from closing date.

11 CONTRACTING AUTHORITY

The Contracting Authority will be the National Treasury through Government Technical Advisory Centre (GTAC).

ANNEXURE B

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state[1], 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, shareholder[2], 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? **YES/NO**

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.

Full Name	**Identity Number**	**Personal Income Tax Reference Number**	**State Employee Number / Persal Number**

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.

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

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = 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 last 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 ………………………………….. ………………………………….. …………………………………..

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

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 *audi alteram partem* 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

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids[1] 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 consortium[3] 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

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