

TENDER DATA

Project title:	Appointment of Service Providers into the Panels for Finance Technical Advisors for a term of three (3) years with the option to extend for a period of two (2) years.
Bid no:	SENT/060/2024-25

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Sentech plays a pivotal role in the communications landscape, delivering critical services in broadcasting signal distribution and telecommunications.

Sentech is a schedule 3B public entity as listed in the Public Finance Management Act.

Sentech is registered for Income tax and Value Added Tax.

Sentech prepares its annual financial statements in accordance with IFRS Accounting Standards, the Companies Act and Public Finance Management Act.

Sentech intends to appoint three panels of finance technical advisors for a period of thirty-six (36) months to conduct all activities associated with the following professional services:

- **PANEL 1: Technical accounting advisory services**

Sentech prepares its annual financial statements in accordance with IFRS Accounting Standards, the Companies Act and Public Finance Management Act. It is Sentech's strategic goal to achieve a clean audit outcome. To ensure the set target is IFRS Accounting Standards, the Companies Act and Public Finance Management Act achieved all transactions recorded and annual financial statements for Sentech must comply with the requirements of IFRS Accounting Standards, the Companies Act and Public Finance Management Act.

- **PANEL 2: Tax advisory services**

Sentech is currently registered for Income tax and Value Added Tax. Sentech may in future be liable for any other taxes that may be applicable in future. Sentech is expected to comply with all the requirements of the applicable tax laws and regulations.

- **PANEL 3: Pricing Model development**

The change in landscape that Sentech as an organisation finds itself in has become imperative that Sentech reviews its current cost structure and service fees to be in line with the market in which it operates in. Sentech needs to review its current tariff model to ensure that it conforms to International best practice and remain competitive.

Due consideration to be taken regarding:

- Sentech's tariff philosophy based on the common carrier obligations in the Content and Multimedia business offerings.
- Sentech's fixed wireless tariff as there is no standard tariff for example 10Mbps, standard tariffs are required to enable quicker turn around for the sales team

- Understanding of the competitive landscape within the broadband market.
- Due consideration be given to capital costs, both new as well as historical.

A panel will be formed for each of the advisory service categories listed above.

Bidders must indicate which section(s) they are bidding for in the table below:

Section Description	Bidder to indicate by inserting “YES” for participating in the Section and “NO” for non-participation	
PANEL 1: Technical accounting advisory services		
PANEL 2: Tax advisory services		
PANEL 3: Pricing Model development		

2. SUBMISSION OF BIDS and CLOSING

2.1 This Bid closes on the date and time stipulated on the Notice and Invitation to Bid (SBD1). Bids can be submitted electronically via the eTender Portal and/or by hand to the tender box at Sentech Offices, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

- a) Bidders that opt to deposit their bid documents in the tender box must do so on or before the closing date and time, during working hours only (08:30-15:30). No late submissions will be accepted.
- b) Bidders who opt to submit via the Sentech eTender Portal (“the eTender Portal”) are advised that the eTender Portal has a files size limit of 30MB. Bidders must upload their tender documents timeously. The eTender Portal is available 24hrs a day. No late submissions will be accepted.
- c) It is incumbent on the bidder to ensure that their bids are submitted timeously via the selected method before the closing date and time. Sentech will not take any responsibility of any incomplete submissions or late tenders, for any reason whatsoever.
- d) Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted.

2.2 This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

- a) For manual submissions, Envelope One must consist of “Original Technical Proposal together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).
- b) No Financial Information must be included in Envelope One.
- c) Envelope Two “Original Financial Proposal” (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of “Financial Proposal” together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.
- d) Bidders are required to place the sealed Envelope One together with the sealed Envelope Two into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

For Attention:

- HEAD OF SUPPLY CHAIN MANAGEMENT
- BID REFERENCE NO: ###
- TECHNICAL AND FINANCIAL PROPOSALS
- INSERT CLOSING DATE AND TIME

- **BIDDER'S NAME AND ADDRESS**
- e) Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.
- f) The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.
- g) The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- h) Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- i) Late submissions will not be considered.
- j) For online submissions via the e-Tender portal, submission requirements are directed by the system. Bidders must follow instructions in the Bidder's manual.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

8. SUBCONTRACTING AS A CONDITION OF BID

No subcontracting will be allowed.

9. TRANSFORMATION PLAN

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

10. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

11. OBJECTIVE CRITERIA

Sentech reserves the right not to consider proposals from Bidders who are currently involved in litigation with Sentech. Sentech further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects with Sentech. Bidders who are blacklisted or have committed any acts of fraud and/or misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid.

12. AWARD OF BID/S

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

13. ALTERNATIVE/SUBSTITUTE PRODUCTS

In the case of contracts and/or panels which are in excess of 12 (twelve) months, Sentech shall be entitled to consider alternative products and product upgrades during the tenure of the contract and/or panel in order to accommodate new products and upgrades in the market. Bidders are required to bring all such developments to the attention of Sentech for approval. No alternative products may be supplied without Sentech's prior written approval.

14. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

15. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

16. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

An 80/20 system will be followed for Technical and Price offer	1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents. 2. Stage 2 –Technical Evaluation The evaluation will be conducted per PANEL. <u>Mandatory Criteria:</u> All Proposals that qualify based on the administrative responsiveness requirements will be evaluated against the Mandatory Evaluation Criteria. Bidders must COMPLY TO ALL the Mandatory Evaluation Criteria in order to qualify for further evaluation. <u>Functional Criteria:</u> Bidders qualifying in Mandatory criteria will be evaluated against the Functional Criteria. Bidders must score 70 points or more out of a total 100 points allocated to qualify for further evaluation. 3. Stage 3 – Appointment onto the Panel Bidders who comply fully with the Mandatory Criteria and obtain the minimum threshold points in the Functional Criteria may be appointed onto the panel for finance technical advisors based on the panels bided for.
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17. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure they meet all the criteria mentioned below. Bidders that do not meet all the below-mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights with respect to the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initiated. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability about any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.

- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6.1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders MUST separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

18. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption, fraud, bribery, collusion, or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

19. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass the evaluation of:

- Mandatory Criteria
- Functional / Technical Criteria

20. TECHNICAL EVALUATION CRITERIA

20.1. PANEL 1: TECHNICAL ACCOUNTING ADVISORY SERVICES

20.1.1. Mandatory Eligibility Criteria

The following criteria are mandatory for ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence	Provide the reference page number in your proposal
The key member Director/Partner must be Chartered Accountant (CA)(SA)	Please provide certification	
The team must have at least one member who is an Actuary registered with ASSA	Please provide certification	
The Senior manager/Manager must be a Chartered Accountant (CA)(SA)	Please provide certification	
Any other team members must at least hold a degree in accounting	Please provide qualification	

NOTE: Bidders not complying with the above criteria will not be evaluated further.

20.1.2. Functional Criteria

The list of professional services under technical accounting advisory services is provided in the SLA Template - ANNEXURE A - DESCRIPTION OF SERVICES - Scope of Work - II. Description of the services

Functional Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
20.1.2.1. Capacity to execute the Scope of Work relevant to the professional services listed under technical accounting advisory services			
(a) Capacity to execute the Scope of Work relevant to the professional services in the technical accounting advisory services category -Team structure The team is composed of at least Engagement partner/director, manager and 2 other team members Provide proposal with team structure/(s) to conduct the work required for all the professional services in the technical accounting advisory services category. The structure/(s) must include the roles and responsibilities.		Team structure and roles and responsibilities for the professional services required as per proposal submitted	5%
The team is composed of at least Engagement partner/director, manager and more than 3 other team members	5		

Functional Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
The team is composed of at least Engagement partner/director, manager and 3 other team members	4		
The team is composed of at least Engagement partner/director, manager and 2 other team members	3		
The team is composed of at least Engagement partner/director, manager and 1 other team member	2		
The team is composed of at least Engagement partner/director, manager and no other team member	1		
No team structure submitted	0		
(b) Capacity to execute the Scope of Work relevant to technical accounting advisory services -Ability to complete project within expected time Based on previous experience the required work was delivered within agreed upon timelines. Details of similar and/or relevant projects completed in the last 3 years. Please complete in full and submit Table (1) of this document and attach reference letters from clients for those projects listed on Table (1). The reference letter must confirm one of the following: • if the project was completed was completed before agreed upon timelines • if the project was completed was completed within the agreed upon timelines • if the project was completed after the agreed upon timelines The reference letters must not be older than 36 months and must be in the client letterhead and include reference contact details. List of previous similar projects, required time to complete the project and time taken to complete the project. A list of at least 5 projects completed must be provided. The project without a reference letter that complies with the above requirements will not be considered.		List of projects completed (complete Table 1) Reference letters with contact details	5%
Based on previous experience as listed in Table 1 and reference letters the required work was delivered BEFORE agreed upon timelines	5		
Based on previous experience as listed in Table 1 and reference letters the required work was delivered within/by agreed upon timelines	3		

Functional Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
Based on previous experience as listed in Table 1 and reference letters the required work was delivered AFTER agreed upon timelines	1		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.1.2.2. Experience of Bidder the (Company)			
(a) Company Experience-Organisation level The bidder must have successfully completed similar or related projects within the telecommunications industry and public sector in the past for all the professional service listed under technical accounting advisory services. The bidder must submit, as part of its proposal, the following: Details of similar and/or relevant projects completed in the last 3 years. Please complete in full and submit Table (1) of this document. Note: the following scoring matrix will be used to evaluate this criterion: The evaluation will be conducted for all the professional services listed under technical accounting advisory services		List of projects completed (complete Table 1)	10%
- A minimum of 7 or more Projects completed within the telecommunication industry and - A minimum of 5 or more projects completed in the public sector	5		
- A minimum of 6 Projects completed within the telecommunication industry and - A minimum of 4 projects completed in the public sector	4		
- A minimum of 5 Projects completed within the telecommunication industry and - A minimum of 3 projects completed in the public sector	3		
- A minimum of 4 Projects completed in within the telecommunication industry and - A minimum of 2 projects completed in the public sector	2		
Less than 4 projects completed in within the telecommunication industry and	1		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Less than 2 projects completed in the public sector			
No similar projects completed	0		
(b) Company Experience-Organisation level The bidder must have successfully completed similar or related projects within the telecommunications industry and public sector in the past for all the professional service listed under technical accounting advisory services. The bidder must submit reference letters from their clients stating the professional service/(s) within the technical accounting advisory services category. The reference letter must not be older than 36 months and must be in the client letterhead and include reference contact details. The evaluation will be conducted for all of the professional services listed under technical accounting advisory services		Reference letters with contact details	25%
Reference letters for: - A minimum of 7 or more Projects completed within the telecommunication industry and - A minimum of 5 or more projects completed in the public sector	5		
Reference letters for: - A minimum of 6 Projects completed within the telecommunication industry and - A minimum of 4 projects completed in the public sector	4		
Reference letters for: - A minimum of 5 Projects completed within the telecommunication industry and - A minimum of 3 projects completed in the public sector	3		
Reference letters for: - A minimum of 4 Projects completed in within the telecommunication industry and - A minimum of 2 projects completed in the public sector	2		
Reference letters for: - Less than 4 projects completed in within the telecommunication industry and - Less than 2 projects completed in the public sector	1		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Reference letters not submitted for similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.1.2.3. Experience of the Engagement Partner/Director			
(a) Experience of the Engagement Partner/(s) or Director/(s) The Engagement Partner/(s) or Director/(s) assigned to the project must have extensive and relevant experience in similar services within the telecommunications industry and public sector in the past for all professional service listed under technical accounting advisory services. Please provide CV of the Engagement Partner/(s) or Director/(s) clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure The evaluation will be conducted for all of the professional services listed under technical accounting advisory services		CV of the Engagement Partner/ Director clearly listing the name of clients and work done	20%
- A minimum of 7 or more Projects completed within the telecommunication industry and - A minimum of 5 or more projects completed in the public sector	5		
- A minimum of 6 Projects completed within the telecommunication industry and - A minimum of 4 projects completed in the public sector	4		
- A minimum of 5 Projects completed within the telecommunication industry and - A minimum of 3 projects completed in the public sector	3		
- A minimum of 4 Projects completed in within the telecommunication industry and - A minimum of 2 projects completed in the public sector	2		
- Less than 4 projects completed in within the telecommunication industry and - Less than 2 projects completed in the public sector	1		

Technical Information	Scoring	Proof of documents	Weighting Percentage
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.1.2.4. Experience of the Manager/Senior Manager			
(a) Experience of the Manager/(s) or Senior Manager/(s) The Manager/(s) or Senior Manager/(s) assigned to the project must have extensive and relevant experience in similar services within the telecommunications industry and public sector in the past for all professional service listed under technical accounting advisory services. Please provide CV of the Manager/(s) or Senior Manager/(s) clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure The evaluation will be conducted for all of the professional services listed under technical accounting advisory services		CV of the Manager /Senior Manager clearly listing the name of clients and work done	15%
- A minimum of 7 or more Projects completed within the telecommunication industry and - A minimum of 5 or more projects completed in the public sector	5		
- A minimum of 6 Projects completed within the telecommunication industry and - A minimum of 4 projects completed in the public sector	4		
- A minimum of 5 Projects completed within the telecommunication industry and - A minimum of 3 projects completed in the public sector	3		
- A minimum of 4 Projects completed in within the telecommunication industry and - A minimum of 2 projects completed in the public sector	2		
- Less than 4 projects completed in within the telecommunication industry and - Less than 2 projects completed in the public sector	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.1.2.5. Experience of the Proposed Team			
(a) Experience of the Proposed Team The Proposed Team assigned to the project must have extensive and relevant experience in similar services within the telecommunications industry and public sector in the past for all the professional service listed under technical accounting advisory services. Please provide CV of the Proposed Team clearly listing the name of clients and work done. The evaluation will be conducted for all of the professional services listed under technical accounting advisory services		CV of the Proposed Team clearly listing the name of clients and work done	10%
- A minimum of 4 or more projects completed within the telecommunication industry and - A minimum of 4 or more projects completed in the public sector	5		
- A minimum of 3 projects completed within the telecommunication industry and - A minimum of 3 projects completed in the public sector	4		
- A minimum of 2 similar projects completed within the telecommunication industry and - A minimum of 2 similar project completed in the public sector	3		
- A minimum of 1 project completed within the telecommunication industry and 1 project completed in the public sector	2		
- Either 1 project completed in the public sector Or 1 project completed within the telecommunication industry	1		
No similar projects completed within the telecommunication industry or in the public sector	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.1.2.6. Understanding of the services required and skills transfer plan			
(a) Experience of the company The bidder must have successfully completed similar or related projects within the telecommunications industry and public sector in the past for all the professional		Example/ Sample of the Report for the technical	10%

Technical Information	Scoring	Proof of documents	Weighting Percentage
service listed under technical accounting advisory services. Please provide an Example/sample of the: - Report for the technical accounting advisory services conducted and - skills transfer plan developed previously. The evaluation will be conducted for the professional services listed under technical accounting advisory services		accounting advisory services Skills transfer plan	
- The standard of the report submitted meets best practise and include proposals for implementation of recommendations - The skills transfer plan submitted is for technical accounting advisory services	5		
- The standard of the report submitted meets best practise - The skills transfer plan submitted is for technical accounting advisory services	3		
- The standard of the report submitted does not meet best practise - The skills transfer plan submitted is not for technical accounting advisory services	1		
- No report submitted and/or - No skills transfer plan submitted	0		
Total			100

20.2. PANEL 2: TAX ADVISORY SERVICES

20.2.1. Mandatory Eligibility Criteria

The following criteria are mandatory for ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence	Provide the reference page number in your proposal
The key member Director/Partner must be Chartered Accountant (CA)SA and have Masters in Taxation)	Please provide Proof in form of certification	
The Senior manager/Manager must be a Chartered Accountant (CA)SA or BCom Honours Taxation	Please provide Proof in form of certification	
Any other team members must at least hold a degree in accounting or taxation	Please provide Proof in form of qualification	

NOTE: Bidders not complying with the above criteria will not be evaluated further.

20.2.2. Functional Criteria

The list of professional services under tax advisory services is provided in the SLA Template - ANNEXURE A - DESCRIPTION OF SERVICES - Scope of Work - II. Description of the services.

Functional Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
20.2.2.1. Capacity to execute the Scope of Work relevant to the professional services listed under tax advisory services			
(a) Capacity to execute the Scope of Work relevant to the professional services in the tax advisory services category -Team structure The team is composed of at least Engagement partner/director, manager and 2 other team members Provide proposal with team structure/(s) to conduct the work required for all the professional services in the tax advisory services category. The structure/(s) must include the roles and responsibilities.		Team structure and roles and responsibilities for the professional services required as per proposal submitted	5%
The team is composed of at least Engagement partner/director, manager and more than 3 other team members	5		
The team is composed of at least Engagement partner/director, manager and 3 other team members	4		
The team is composed of at least Engagement partner/director, manager and 2 other team members	3		

Functional Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
The team is composed of at least Engagement partner/director, manager and 1 other team member	2		
The team is composed of at least Engagement partner/director, manager and no other team member	1		
No team structure submitted	0		
(b) Capacity to execute the Scope of Work relevant to tax advisory services -Ability to complete project within expected time Based on previous experience the required work was delivered within agreed upon timelines Details of similar and/or relevant projects completed in the last 3 years. Please complete in full and submit Table (2) of this document and attach reference letters from clients for those projects listed on Table (2). The reference letter must confirm one of the following: - if the project was completed was completed before agreed upon timelines - if the project was completed was completed within the agreed upon timelines - if the project was completed after the agreed upon timelines The reference letters must not be older than 36 months and must be in the client letterhead and include reference contact details. List of previous similar projects, required time to complete the project and time taken to complete the project. A list of at least 5 projects completed must be provided. The project without a reference letter that complies with the above requirements will not be considered.		List of projects completed (complete Table 2) Reference letters	5%
Based on previous experience as listed in Table 2 and reference letters the required work was delivered BEFORE agreed upon timelines	5		
Based on previous experience as listed in Table 2 and reference letters the required work was delivered within/by agreed upon timelines	3		
Based on previous experience as listed in Table 2 and reference letters the required work was delivered AFTER agreed upon timelines	1		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.2.2.2. Experience of Bidder the (Company)			
(a) Company Experience-Organisation level The bidder must have successfully completed similar or related projects within the telecommunications industry and public sector in the past for all the professional services listed under tax advisory services. The bidder must submit, as part of its proposal, the following: Details of similar and/or relevant projects completed in the last 3 years. Please complete in full and submit Table (2) of this document. Note: the following scoring matrix will be used to evaluate this criterion: The evaluation will be conducted for all of the professional services listed under tax advisory services		List of projects completed (complete Table 2)	10%
- A minimum of 7 or more Projects completed within the telecommunication industry and - A minimum of 5 or more projects completed in the public sector	5		
- A minimum of 6 Projects completed within the telecommunication industry and - A minimum of 4 projects completed in the public sector	4		
- A minimum of 5 Projects completed within the telecommunication industry and - A minimum of 3 projects completed in the public sector	3		
- A minimum of 4 Projects completed in within the telecommunication industry and - A minimum of 2 projects completed in the public sector	2		
- Less than 4 projects completed in within the telecommunication industry and - Less than 2 projects completed in the public sector	1		
No similar projects completed	0		
(b) Company Experience-Organisation level The bidder must have successfully completed similar or related projects within the telecommunications industry and public sector in the past for all the professional services listed under tax advisory services.		Reference letters with contact details	25%

Technical Information	Scoring	Proof of documents	Weighting Percentage
The bidder must submit reference letters from their clients stating the professional service/(s) in the tax advisory services category. The reference letter must not be older than 36 months and must be in the client letterhead and include reference contact details. The evaluation will be conducted for all the professional services listed under tax advisory services			
Reference letters for: - A minimum of 7 or more Projects completed within the telecommunication industry and - A minimum of 5 or more projects completed in the public sector	5		
Reference letters for: - A minimum of 6 Projects completed within the telecommunication industry and - A minimum of 4 projects completed in the public sector	4		
Reference letters for: - A minimum of 5 Projects completed within the telecommunication industry and - A minimum of 3 projects completed in the public sector	3		
Reference letters for: - A minimum of 4 Projects completed in within the telecommunication industry and - A minimum of 2 projects completed in the public sector	2		
Reference letters for: - Less than 4 projects completed in within the telecommunication industry and - Less than 2 projects completed in the public sector	1		
Reference letters not submitted for similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.2.2.3. Experience of the Engagement Partner/Director			

Technical Information	Scoring	Proof of documents	Weighting Percentage
(a) Experience of the Engagement Partner/(s) or Director/(s) The Engagement Partner/(s) or Director/(s) assigned to the project must have extensive and relevant experience in similar services within the telecommunications industry and public sector in the past for all professional services listed under tax advisory services. Please provide CV of the Engagement Partner/(s) or Director/(s) clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure The evaluation will be conducted for all of the professional services listed under tax advisory services		CV of the Engagement Partner/ Director clearly listing the name of clients and work done	20%
- A minimum of 7 or more Projects completed within the telecommunication industry and - A minimum of 5 or more projects completed in the public sector	5		
- A minimum of 6 Projects completed within the telecommunication industry and - A minimum of 4 projects completed in the public sector	4		
- A minimum of 5 Projects completed within the telecommunication industry and - A minimum of 3 projects completed in the public sector	3		
- A minimum of 4 Projects completed in within the telecommunication industry and - A minimum of 2 projects completed in the public sector	2		
- Less than 4 projects completed in within the telecommunication industry and - Less than 2 projects completed in the public sector	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.2.2.4. Experience of the Manager/Senior Manager			

Technical Information	Scoring	Proof of documents	Weighting Percentage
(a) Experience of the Manager/(s) or Senior Manager/(s) The Manager/(s) or Senior Manager/(s) assigned to the project must have extensive and relevant experience in similar services within the telecommunications industry and public sector in the past for all the professional services listed under tax advisory services. Please provide CV of the Manager/(s) or Senior Manager/(s) clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure The evaluation will be conducted for all of the professional services listed under tax advisory services		CV of the Manager /Senior Manager clearly listing the name of clients and work done	15%
- A minimum of 7 or more Projects completed within the telecommunication industry and - A minimum of 5 or more projects completed in the public sector	5		
- A minimum of 6 Projects completed within the telecommunication industry and - A minimum of 4 projects completed in the public sector	4		
- A minimum of 5 Projects completed within the telecommunication industry and - A minimum of 3 projects completed in the public sector	3		
- A minimum of 4 Projects completed in within the telecommunication industry and - A minimum of 2 projects completed in the public sector	2		
- Less than 4 projects completed in within the telecommunication industry and - Less than 2 projects completed in the public sector	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.2.2.5. Experience of the Proposed Team			

Technical Information	Scoring	Proof of documents	Weighting Percentage
(a) Experience of the Proposed Team The Proposed Team assigned to the project must have extensive and relevant experience in similar services within the telecommunications industry and public sector in the past for all the professional services listed under tax advisory services. Please provide CV of the Proposed Team clearly listing the name of clients and work done. The evaluation will be conducted for all of the professional services listed under tax advisory services		CV of the Proposed Team clearly listing the name of clients and work done	10%
- A minimum of 4 or more projects completed within the telecommunication industry and - A minimum of 4 or more projects completed in the public sector	5		
- A minimum of 3 projects completed within the telecommunication industry and - A minimum of 3 projects completed in the public sector	4		
- A minimum of 2 similar projects completed within the telecommunication industry and - A minimum of 2 similar project completed in the public sector	3		
- A minimum of 1 project completed within the telecommunication industry and 1 project completed in the public sector	2		
- Either 1 project completed in the public sector Or 1 project completed within the telecommunication industry	1		
No similar projects completed within the telecommunication industry or in the public sector	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.2.2.6. Understanding of the services required and skills transfer plan			

Technical Information	Scoring	Proof of documents	Weighting Percentage
(a) Experience of the company The bidder must have successfully completed similar or related projects within the telecommunications industry and public sector in the past for all the professional service listed under tax advisory services. Please provide an Example/sample of the: - Report for the tax advisory services conducted and - skills transfer plan developed previously. The evaluation will be conducted for the professional services listed under tax advisory services		Example/ Sample of the Report for the tax advisory services Skills transfer plan	10%
- The standard of the report submitted meets best practise and include proposals for implementation of recommendations - The skills transfer plan submitted is tax advisory services	5		
- The standard of the report submitted meets best practise - The skills transfer plan submitted is for tax advisory services	3		
- The standard of the report submitted does not meet best practise - The skills transfer plan submitted is not for tax advisory services	1		
- No report submitted and/or - No skills transfer plan submitted	0		
Total			100

20.3. PANEL 3: PRICING MODEL DEVELOPMENT

20.3.1. Mandatory Eligibility Criteria

The following criteria are mandatory for ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence	Provide the reference page number in your proposal
The key member Director/Partner hold BCom Honours in Financial Modelling or similar qualification and must have previous experience of at least 10 years in financial modelling and corporate finance	Please provide Proof in form of CV and qualification	
At least one team member must be an Economist with previous experience of at least 7 years in financial modelling and corporate finance	Please provide Proof in form of certification/qualification and CV	
Any other team members must at least hold a degree in finance with at least 5 years previous experience in financial modelling	Please provide Proof in form of qualification and CV	

NOTE: Bidders not complying with the above criteria will not be evaluated further.

20.3.2. Functional Criteria

The list of professional services under Pricing Model development is provided in the SLA Template - ANNEXURE A - DESCRIPTION OF SERVICES - Scope of Work - II. Description of the services.

Functional Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
20.3.2.1. Capacity to execute the Scope of Work relevant to the professional services listed under Pricing Model development			
(a) Capacity to execute the Scope of Work relevant to the professional services in the Pricing Model development category -Team structure The team is composed of at least Engagement partner/director, manager and 2 other team members Provide proposal with team structure/(s) to conduct the work required for all the professional services in the Pricing Model development category. The structure/(s) must include the roles and responsibilities.		Team structure and roles and responsibilities for the professional services required as per proposal submitted	5%

Functional Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
The team is composed of at least Engagement partner/director, manager and more than 3 other team members	5		
The team is composed of at least Engagement partner/director, manager and 3 other team members	4		
The team is composed of at least Engagement partner/director, manager and 2 other team members	3		
The team is composed of at least Engagement partner/director, manager and 1 other team member	2		
The team is composed of at least Engagement partner/director, manager and no other team member	1		
No team structure submitted	0		
(b) Capacity to execute the Scope of Work relevant to the Pricing Model Development-Ability to complete project within expected time Based on previous experience the required work was delivered within agreed upon timelines Details of similar and/or relevant projects completed in the last 3 years. Please complete in full and submit Table (3) of this document and attach reference letters from clients for those projects listed on Table (3). The reference letter must confirm one of the following: • if the project was completed was completed before agreed upon timelines • if the project was completed was completed within the agreed upon timelines • if the project was completed after the agreed upon timelines The reference letters must not be older than 36 months and must be in the client letterhead and include reference contact details. List of previous similar projects, required time to complete the project and time taken to complete the project. A list of at least 5 projects completed must be provided. The project without a reference letter that complies with the above requirements will not be considered.		List of projects completed (complete Table 3) Reference letters	5%
Based on previous experience as listed in Table 3 and reference letters the required work was delivered BEFORE agreed upon timelines	5		
Based on previous experience as listed in Table 3 and reference letters the required work was delivered within/by agreed upon timelines	3		

Functional Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Percentage
Based on previous experience as listed in Table 3 and reference letters the required work was delivered AFTER agreed upon timelines	1		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.3.2.2. Experience of Bidder the (Company)			
(a) Company Experience-Organisation level The bidder must have successfully completed similar or related projects within the telecommunications industry and public sector in the past for all the professional services listed under the pricing model development. The bidder must submit, as part of its proposal, the following: Details of similar and/or relevant projects completed in the last 5 years. Please complete in full and submit Table (3) of this document. Note: the following scoring matrix will be used to evaluate this criterion: The evaluation will be conducted for all the professional services listed under pricing model development		List of projects completed (complete Table 3)	10%
- A minimum of 5 or more Projects completed within the telecommunication industry and - More than 1 project completed in the public sector	5		
- A minimum of 4 Projects completed within the telecommunication industry and - A minimum of 1 project completed in the public sector	4		
A minimum of 3 Projects completed within the telecommunication industry	3		
A minimum of 2 Projects completed within the telecommunication industry	2		
A minimum of 1 Project completed within the telecommunication industry	1		
No similar projects completed	0		
(b) Company Experience-Organisation level The bidder must have successfully completed similar or related projects within the telecommunications industry		Reference letters with	25%

Technical Information	Scoring	Proof of documents	Weighting Percentage
and public sector in the past for all the professional services listed under pricing model development. The bidder must submit reference letters from their clients stating the professional service/(s) within the pricing model development. The reference letter must not be older than 60 months and must be in the client letterhead and include reference contact details. The evaluation will be conducted for all of the professional services listed under pricing model development		contact details	
Reference letters for: - A minimum of 5 or more Projects completed within the telecommunication industry and - More than 1 project completed in the public sector	5		
Reference letters for: - A minimum of 4 Projects completed within the telecommunication industry and - A minimum of 1 project completed in the public sector	4		
Reference letters for: A minimum of 3 Projects completed within the telecommunication industry	3		
Reference letters for: A minimum of 2 Projects completed within the telecommunication industry	2		
Reference letters for: A minimum of 1 Project completed within the telecommunication industry	1		
Reference letters not submitted for similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.3.2.3. Experience of the Engagement Partner/Director			

Technical Information	Scoring	Proof of documents	Weighting Percentage
(a) Experience of the Engagement Partner/(s) or Director/(s) The Engagement Partner/(s) or Director/(s) assigned to the project must have extensive and relevant experience in similar services within the telecommunications industry and public sector in the past for all the professional services listed under pricing model development. Please provide CV of the Engagement Partner/(s) or Director/(s) clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure The evaluation will be conducted for all the professional services listed under pricing model development		CV of the Engagement Partner/ Director clearly listing the name of clients and work done	20%
- A minimum of 5 or more Projects completed within the telecommunication industry and - More than 1 project completed in the public sector	5		
- A minimum of 4 Projects completed within the telecommunication industry and - A minimum of 1 project completed in the public sector	4		
A minimum of 3 Projects completed within the telecommunication industry	3		
A minimum of 2 Projects completed within the telecommunication industry	2		
A minimum of 1 Project completed within the telecommunication industry	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.3.2.4. Experience of the Manager/Senior Manager			
(a) Experience of the Manager/(s) or Senior Manager/(s) The Manager/(s) or Senior Manager/(s) assigned to the project must have extensive and relevant experience in similar services within the telecommunications industry and public sector in the past for all the professional services listed under pricing model development.		CV of the Manager /Senior Manager clearly listing the name of clients and work done	15%

Technical Information	Scoring	Proof of documents	Weighting Percentage
Please provide CV of the Manager/(s) or Senior Manager/(s) clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure The evaluation will be conducted for all of the professional services listed under pricing model development			
- A minimum of 5 or more Projects completed within the telecommunication industry and - More than 1 project completed in the public sector	5		
- A minimum of 4 Projects completed within the telecommunication industry and - A minimum of 1 project completed in the public sector	4		
A minimum of 3 Projects completed within the telecommunication industry	3		
A minimum of 2 Projects completed within the telecommunication industry	2		
A minimum of 1 Project completed within the telecommunication industry	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.3.2.5. Experience of the Proposed Team			
(a) Experience of the Proposed Team The Proposed Team assigned to the project must have extensive and relevant experience in similar services within the telecommunications industry and public sector in the past for all the professional services listed under pricing model development. Please provide CV of the Proposed Team clearly listing the name of clients and work done. The evaluation will be conducted for all the professional services listed under pricing model development		CV of the Proposed Team clearly listing the name of clients and work done	10%
- A minimum of 5 or more Projects completed within the telecommunication industry and - More than 1 project completed in the public sector	5		

- A minimum of 4 Projects completed within the telecommunication industry and - A minimum of 1 project completed in the public sector	4		
A minimum of 3 Projects completed within the telecommunication industry	3		
A minimum of 2 Projects completed within the telecommunication industry	2		
A minimum of 1 Project completed within the telecommunication industry	1		
No similar projects completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
20.3.2.6. Understanding of the services required and skills transfer plan			
(a) Experience of the company The bidder must have successfully completed similar or related projects within the telecommunications industry and public sector in the past for all the professional service listed under pricing model development. Please provide an Example/sample of the: - Report for the pricing model developed and - skills transfer plan developed previously. The evaluation will be conducted for the professional services listed under pricing model development		Example/ Sample of the Report for the pricing model developed Skills transfer plan	10%
- The standard of the report submitted meets best practise and include proposals for implementation of recommendations - The skills transfer plan submitted is pricing model development	5		
The standard of the report submitted meets best practise The skills transfer plan submitted is pricing model development	3		
The standard of the report submitted does not meet best practise The skills transfer plan submitted is not for tax advisory services pricing model development	1		
- No report submitted and/or - No skills transfer plan submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
Total			100

The total minimum qualifying functional score is **70** points for each of the three panels.

21. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on a weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

22. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination based on Race	10	A valid BBBEE Certificate showing at least 51% black ownership
	5	A valid BBBEE Certificate showing at least 25.1 – 50% black ownership
	3	Black-owned company showing at least 5 – 25% black ownership
	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 51% women ownership
	4	A valid BBBEE Certificate showing at least 25.1 – 50% women ownership
	2	A valid BBBEE Certificate showing at least 5-25% women ownership
	0	A valid BBBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation
Total Points	20	

23. Price Calculation 80/20

The following formula will be used to calculate the points for price.

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

Where:

P_s	=	Points scored for price of bid under consideration
P_t	=	Rand value of bid under consideration
P_{min}	=	Rand value of lowest acceptable bid

25. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

Please complete the list of projects completed for each of the advisory service categories

TABLE 1: LIST OF PROJECTS COMPLETED

- **PANEL 1: Technical Accounting Advisory services**

Customer		Specific advisory service provided	Reference Contact Person	Reference Contact no. tel.	Contractual commencement date	Contractual completion date	Actual completion date
1							
2							
3							

Customer		Specific advisory service provided	Reference Contact Person	Reference Contact no. tel.	Contractual commencement date	Contractual completion date	Actual completion date
4							
5							

Name of Tenderer	Signature	Date

TABLE 2: LIST OF PROJECTS COMPLETED

- **PANEL 2: Tax Advisory services**

Customer		Specific advisory service provided	Reference Contact Person	Reference Contact no. tel.	Contractual commencement date	Contractual completion date	Actual completion date
1							
2							
3							
4							

Customer		Specific advisory service provided	Reference Contact Person	Reference Contact no. tel.	Contractual commencement date	Contractual completion date	Actual completion date
5							

Name of Tenderer	Signature	Date

TABLE 3: LIST OF PROJECTS COMPLETED

- **PANEL 3: Pricing model development**

Customer		Specific advisory service provided	Reference Contact Person	Reference Contact no. tel.	Contractual commencement date	Contractual completion date	Actual completion date
1							
2							
3							
4							

Customer		Specific advisory service provided	Reference Contact Person	Reference Contact no. tel.	Contractual commencement date	Contractual completion date	Actual completion date
5							

Name of Tenderer	Signature	Date