REQUEST FOR QUOTATION

RFQ 005-2021-22
Enquiries: Nolubabalo Tokwe
Tel: 012 315 5549
Email: Nolubabalo.Tokwe@gtac.gov.za

ATTENTION: PROSPECTIVE BIDDERS

RFQ 005-2021-22: Provision of Technical Advisory Services to the Government Technical Advisory Centre in relation to its Professional Services Procurement Strategy and Operations. PN 1206

1x Procurement Strategy and Operations Expert

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

The evaluation will follow the below stages:

- **Stage 1:** Administrative compliance: submission and completion of standard bidding forms (SBD forms), tax status and CSD registration;
- **Stage 2:** Technical Evaluation as highlighted in the attached ToR.
- **Stage 3:** Evaluation based on PPPFA on 80/20 principle (Price and B-BBEE), refer to SBD 6.1 for details. Only bidders that reached the minimum threshold in the evaluation criteria will be evaluated at this stage.

The following conditions will apply:

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

- Price(s) quoted must be valid for ninety (90) days from date of offer.
- 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 to be compliant and valid (below R1 Mil)

You are requested to email quotations to:

Nolubabalo.Tokwe@gtac.gov.za and copy rfp@gtac.gov.za by 14:00pm, Monday the 23rd of August 2021

REQUEST FOR QUOTATION

- 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 may invalidate your offer.
- Only bidders that have complied with the Terms of Reference (ToR) will qualify to be evaluated and scored in terms of pricing and socio economic goals as indicated above.

The following attachments must be submitted with the quotation:

a. Standard Bidding Document (SBD) forms: (SBD1, SBD 4, SBD 6.1, SBD 8 and SBD 9);

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 if applicable. No points will be allocated due to non-submission/and or submission of non-compliant certificate and affidavit.

You are requested to email the quotations to:

rfp@gtac.gov.za by 14:00 pm, Monday, 23rd of August 2021.

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.

Any clarification regarding this invitation or the specification must be addressed to Nolubabalo Tokwe at Nolubabalo.Tokwe@gtac.gov.za or rfp@gtac.gov.za.

Yours sincerely

Thando Nyoka

Deputy Director: Professional Services Procurement

Date: 13 August 2021

You are requested to email quotations to:

Nolubabalo.Tokwe@gtac.gov.za and copy rfp@gtac.gov.za by 14:00pm, Monday the 23rd of August 2021

TERMS OF REFERENCE

For the Provision of Technical Advisory Services to the Government Technical Advisory Centre in relation to its Professional Services Procurement Strategy and Operations

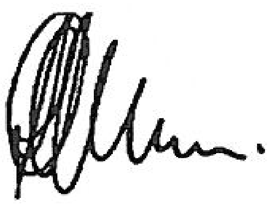
Required Service Provider: Procurement Strategy and Operations Expert

Project Number: 1206

BACKGROUND INFORMATION

Programme Identification

Name of Client	Government Technical Advisory Centre (GTAC)
Name of Project	Professional Services Procurement Turnaround
Contracting Authority	GTAC
Accountable Officer	Acting Head of GTAC; Ms Lindiwe Ndlela
Project Purpose	To provide specialist advice to GTAC in relation its Professional Services Procurement Strategy and Operations



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Lindiwe Ndlela

Acting Head, GTAC

Date: 12 August 2021

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1 BACKGROUND INFORMATION

1.1 Introduction

The Government Technical Advisory Centre (GTAC) has embarked on a project to improve the strategy and operations of its internal Professional Services Procurement (PSP) unit.

This follows a diagnostic assessment which found that there is significant room for improvement in the following dimensions of the PSP Unit:

- Strategy
- Structure
- Staffing and skills
- Systems
- Style
- Values

In response to the diagnostic assessment, a turnaround project plan has been developed by a project team consisting of internal managers and staff of the PSP unit, supported by two of GTAC's Long Term Advisors (LTAs). One of these LTAs is focusing on project management and organisational development support, while the other one focuses on change management support.

The project is overseen by a Project Steering Committee, comprising the acting Head of GTAC and various managers in the PSP unit and GTAC's business units.

During the project plan development and the initial stages of the project execution, it has become evident that PSP management and staff are hardly able to cope with the pressures of the day-to-day operations of the PSP unit, with the result that they are unable to devote sufficient time to the improvement activities contained in the turnaround project plan.

While the two LTAs supporting the turnaround process, have assisted with some aspects of the project plan development and execution, there is a need for additional support as indicated in these Terms of Reference (ToR).

1.2 Current state of affairs

GTAC's mission is to *'provide analytical, advisory, institutional development and programme management support to public sector institutions to better manage and implement their mandates and consequently improve their quality of spend'.*

This means that GTAC's services are *client-focused* and *demand-driven***.** To execute its various programmes and projects in support of its clients, GTAC requires specialised expertise to advise on introducing fast-track, flexible procurement mechanisms within the parameters of the Public Finance Management Act, Act 1 of 1999 (PFMA), the Treasury Regulations and the various Supply Chain Management (SCM) instructions issued in terms of the PFMA. The Preferential Procurement Policy Framework Act, Act 5 of 2000 (PPPFA) and its associated Regulations also apply.

In the recent past, the PSP unit has dealt with large volumes of bids and also made progress in reducing audit queries. However, it is a constant challenge to balance the need for high procurement performance while also meeting regulatory and procedural requirements.

Currently, the PSP unit is refreshing GTAC's panel of LTAs in a phased way, who are appointed on three-year contracts. These LTAs provide GTAC's business units with a core capability to implement its programmes and projects. However, this process has taken much longer than initially planned, while delays are also occurring in contracting Short Term Advisors (STAs) to augment the pool of LTAs for specific projects.

The reasons for the challenges in the performance and conformance of the PSP unit are multi-faceted, of which some are inter-linked, and these require a combination of improvement actions.

The key elements of the turnaround project plan, consisting of various workstreams, are set out in the table below:

Workstream No	Focus areas & key activities	Expected outcome or deliverable
1	**Project Governance**	
1.1	Set up project steering committee (PSC) - agree on composition.	Agreed PSC composition
1.2	Arrange inception meeting of PSC.	Inception meeting notes
1.3	At inception meeting, agree on Version 1 of project plan.	Project plan V1.0
2	**PSP Strategy & Operational Plan**	
2.1	Analyse demand management plan for 2021/22 to confirm if all Business Units' (BUs) procurement planning and expectations of PSP have been articulated and whether this provides a solid basis for a client-centric sourcing strategy.	Note confirming that this analysis has been done, while highlighting if gaps have been found
2.2	Where demand management plan for 2021/22 has gaps re 2.1. above, conduct focused workshops with relevant BUs to obtain the relevant information.	Notes of BU workshops, if applicable
2.3	Compile client-centric sourcing strategy that highlights the needs and expectations of each BU of PSP and how PSP intends responding to these.	Draft sourcing strategy based on the PSP user needs obtained from each BU
2.4	Consult with GTAC MANCO and all PSP staff on the draft sourcing strategy that is produced flowing from activities 2.1 - 2.3, and update it based on the inputs received.	Notes of inputs received during MANCO & staff discussion
2.5	Incorporate sourcing strategy into draft PSP strategy (the latter will be refined based on the further work to be done as part of focal areas 3 - 6 below).	Draft PSP strategy
3	**PSP Policy & Service Standards**	
3.1	Adjust/align/ review the SCM Policy & Procedure Manual of Sep 2019 to also include SCM Instruction 2 of 2021/22, so that it is user-friendly and aligned to the draft PSP strategy. Also introduce a clear distinction between goods procurement (which is the responsibility of Finance) and services procurement (which is the responsibility of PSP). This needs to be implemented w.e.f. 1 August 2021, as per the new thresholds in the above-mentioned (amended) SCM instruction. Also review the delegations. (Delegations could be an annexure to PSP Policy & Procedure Manual). A secondary (follow-up) review process shall take into account the reviewed PSP Strategy and shall only affect the Policy part in terms of further review. (See activity 3.3)	Updated (draft) SCM Policy and Procedure Manual as well as reviewed delegations
3.2	Confirm that the key services provided by SCM to its users are covered in the draft Service Delivery Charter developed for Programme 1 and check the provisional service standards that have been developed for these, again drawing a clear distinction between goods vs services procurement. These service standards are meant to be implemented w.e.f. 1 July 2021, so feedback on these needs to be provided to Ezre by 25 June 2021.	(Draft) Service delivery charter
3.3	Once the PSP strategy is finalised, conduct a follow-up review of the PSP Policy & Procedure Manual. Consult with GTAC MANCO and all SCM staff on this updated SCM Policy as well as the PSP Strategy as well as any updates to be made of the service delivery standards and adjust these based on the inputs received. [Consider adding the service delivery charter as an annexure to the PSP Policy & Procedure Manual]	Final SCM Policy and Procedure Manual, inclusive of delegations and service delivery charter

Workstream No	Focus areas & key activities	Expected outcome or deliverable
3.4	Communicate the updated PSP Policy to all BUs and SCM staff.	Informed end users and staff
4	**Delivery/Operating Model, Organisational Structure and Staffing/Skills**	
4.1	Pave the way for obtaining temporary resources for PSP in areas of critical need by putting in place the new HR recruitment panel.	Approved HR Recruitment Panel
4.2	Identify the types and number of temporary resources needed by PSP and determine whether funds are available.	PSP requirements submitted to HR & funding requirements determined
4.3	Recruit the identified temporary resources.	Temp resources recruited
4.4	As part of the broader GTAC organisational structure review, establish a client-centric and fit-for-purpose PSP delivery model and organisational structure. As part of this, explore the possibility of introducing a matrix/project-based delivery model. Link this to a PSP staffing strategy, to ensure the equitable distribution of work among permanent staff members, while being able to rapidly draw in suitable temporary staff when work volumes exceed the available permanent staff capacity. (This may require the temporary appointment of staff additional to the approved post establishment (or contractors), to help manage the workload during peak periods.)	Effective, efficient & agile delivery model
4.5	Review job descriptions and performance agreements/workplans of all managers and staff to accurately reflect their responsibilities and required qualifications, experience and skills.	Reviewed job descriptions, performance agreements and workplans of all managers and staff
4.6	As part of the broader GTAC process, conduct independent skills audit of all managers and staff [both technical (SCM) and behavioural ("soft") skills]. For managers, there should also be a focus on leadership style. Each staff member should receive personal feedback, and the opportunity to participate in developing his/her personal development plan.	Skills audit results, indicating both strengths and development areas of managers and staff
4.7	Embark on a skills-based reassignment of staff across the PSP to ensure that staff are placed in appropriate positions. (E.g., some staff can be moved from the Contracts unit to the Acquisition unit or vice versa or be placed in an admin pool to provide cross-functional support.) Also review staff suitability in management positions so that staff that are placed in positions of leadership, have the required competencies, or where they are lacking in these, have the opportunity to develop these.	Re-assigned staff, based on skills audit results as well as personal preferences
4.8	Building on the quality assurance of performance agreements and workplans of staff as per 4.5, closely monitor their mid-year and end-of-year performance assessments, and support supervisors so that they follow a fair and participative process, while ensuring that they apply consequence management for persistent under-performance while recognising and rewarding high performance.	Full adherence to performance management system
4.9	Develop a skills development plan for PSP, including regular SCM refresher courses, based on the priority skills deficits identified during the skills audit. For managers, skills development should include leadership skills development, and where required, personal coaching.	PSP skills development plan

Workstream No	Focus areas & key activities	Expected outcome or deliverable
4.10	Review the personal development plans (PDPs) of all managers and staff, based on the results of the independent skills audit.	Reviewed PDPs for all managers and staff
5	**Processes and Systems**	
5.1	Identify suitable manual (interim) solutions for PSP for document & records management as well as for workflow tracking.	Proposed interim solutions identified
5.2	Identify suitable automated solutions for PSP for document & records management as well as for workflow tracking. (e.g., Pastel module)	Proposed automated solutions identified
5.3	Identify SCM units in government that are regarded as high-performing and benchmark PSP's policies, procedures, processes, practices and systems against theirs. (E.g., DPME, DBSA, SARS, SIU).	Benchmarking report
5.4	Considering these benchmarking results, map and streamline all PSP's business processes, focusing on both high service delivery performance and full compliance with policy prescripts.	Re-engineered business processes and standard operating procedures
5.5	Formulate & review recommendations to automate high volume, repetitive procedures such as bid processes.	Recommendations on automated processes
5.6	Ensure that the PSP performance tracking system is able to measure actual performance against these service standards, and that regular management information reports on this is produced, for the purpose of identifying and resolving bottlenecks and learning from these (continuous improvement), as well as for organisational performance measurement.	Effective & accessible PSP tracking system
5.7	Make the PSP performance tracking system accessible to GTAC management, end users, and PSP staff.	Effective & accessible PSP tracking system
5.8	Complement the PSP performance tracking system with a quarterly internal client (BU) satisfaction survey and use results of survey to further improve PSP's processes, practices, systems and behaviours.	Bi-annual client satisfaction survey
6	**Leadership style, Shared Values, Change Mgt and Communication**	
6.1 (a)	Introduce a bi-annual 360-degree leadership and interpersonal skills evaluation for all managers to enhance self–awareness and improve impact on others in the workplace.	5 Lens assessment for Chief Director, Director and Deputy Directors
6.1 (b)		Enneagram as a possible follow-up in the third quarter of 2021
6.2	As PSP, participate in programme for the development of female middle managers (deputy & assistant directors). Timeframe still t.b.c.	Female managers developed

Workstream No	Focus areas & key activities	Expected outcome or deliverable
6.3 (a)	Develop and implement a change engagement plan for PSP focusing on the attitudes and behaviours of PSP managers and staff, in particular to foster a more client-centric and high-performance environment. The latter includes an emphasis on teamwork, supporting each other, and embracing automation and the use of information technology.	Change engagement plan (this will be a detailed activity plan with timelines, and will indicate the persons responsible for implementation of this in the Change Management Workstream)
6.3 (b)		Behaviour change workshops (these could be linked to the Programme 1 service standards)
6.4 (a)	Appoint, brief and activate the Change Champions for each workstream.	Each Change Champion to receive a letter from the Acting Head appointing them to be a Change Champion for their workstream.
6.4 (b)		Brief Change Champions on their role and its importance (initial briefing during workshop of 23 April & to be followed up with on-line session on 30 June) [Outcome: Change Champions to confidently represent the project and be the ears and eyes on the ground for PSP.]
6.4 (c)		As part of the PSP weekly meetings & via email, inform staff of the role of the Change Champions and who they are. (Outcome: Staff can feel confident in sharing their views, ideas etc. with the Change Champions.)
6.5	Support each workstream in the development and implementation of plans by supporting their change management requirements	Buy-in from PSP staff into the changes in policy, structure, systems, processes, etc.
6.6 (a)	Provide coaching support to those who need such support, with a particular focus on treating staff respectfully, and in a fair, just and transparent manner, while reinforcing the 'higher purpose' of PSP and upholding its service standards.	One-on-one coaching to senior managers (CD and D) during this T/A project
6.6 (b)		Team/Group Coaching for Deputy Directors, Assistant Directors and other staff
6.7 (a)	Develop and implement a communication plan and programme.	Launch PSP turnaround project with the PSP team
6. 7(b)		PSP stakeholders mapped (in order to provide clarity on PSP's stakeholders and each of their requirements)
6.7 (c)		Communicate regularly via email, written reports or via face-to-face on the progress of the project to the different category of stakeholders. Each workstream to provide input to the communication. (Outcome: All stakeholders stay informed of the progress, challenges and successes of the project.) [Timeframes: Monthly to external stakeholders; and weekly to internal stakeholders.]

Workstream No	Focus areas & key activities	Expected outcome or deliverable
6.7 (d)		Create opportunities for PSP staff and other stakeholders to share their views, concerns and insights on any element of the project via dedicated email address or a suggestion box. Find opportunities to respond to these emails individually or generally. (Outcome: Staff and stakeholders will feel that they are being heard and that their views matter. This will attain stronger buy-in into the project.)
6.7 (e)		Establish a whatsapp group for each workstream of the project. (Outcome: Members of each group will feel part of the workstream, and it promotes transparency.)
6.8	Provide Employee Assistance Programme (EAP) support for staff during these changes.	Staff will feel supported during the project.

The two LTAs mentioned in paragraph 1.1, are assisting with Workstreams 1, 4 and 6 which means that there is a gap in support for Workstreams 2, 3 and 5. Whereas the procurement expert to be procured through this ToR will be required to provide support with specific reference to Workstreams 2, 3 and 5, she/he may also be required to provide specialist advice with respect to the other Workstreams, and the coherence or dependencies/linkages across the entire plan.

2 OBJECTIVES OF THE SERVICES TO BE PROVIDED

2.1 General objective

The general objective of the technical support is to position GTAC to support its clients effectively and efficiently through its PSP unit.

2.2 Specific objectives

The specific objective is to appoint a procurement expert for a period of 12 months to provide advice and support to GTAC's Turnaround Project Team and Steering Committee, with a particular focus on Workstreams 2, 3 and 5. These Workstreams have the following objectives:

Workstream 2 (PSP Strategy and Operational Plan): To better align the procurement requirements/expectations of GTAC's business units with PSP's ability to deliver on these.

Workstream 3 (PSP Policy and Service Standards): To strengthen PSP's policies and service standards as a basis for improved service delivery and accountability.

Workstream 5 (PSP Processes and Systems): To review PSP's business processes based on benchmarking with high performing SCM units elsewhere in government and streamline/automate repetitive/high volume processes.

As mentioned in paragraph 1, the procurement expert may also be required to provide specialist advice with respect to the other Workstreams, and in relation to the coherence of, or dependencies/linkages across, the entire plan.

3 ASSUMPTIONS AND RISKS

3.1 Assumptions

The following assumptions are made:

a) That most information that is required to provide the technical support is readily available through existing reports and documents.

b) That managers and staff of the PSP unit and the two LTAs already assigned to the project, will be readily available for interviews, focus group discussions or meetings.

3.2 Risks

The main risk to the project is that, because of the high day-to-day workload of the managers and staff of the PSP unit, they will not be able to pay sufficient attention to the change agenda as per the turnaround project plan. Hence the need to draw in additional support to support the workstreams to deliver on the commitments in the turnaround project plan.

4 SCOPE OF THE WORK

The procurement expert will be responsible for:

- Supporting Workstreams 2, 3 and 5, as indicated above.
- Providing specialist advice with respect to the other Workstreams as and when needed, and in relation to the coherence of, or dependencies/linkages across, the entire plan.

The support will take the form of research, advice, and support in producing the required deliverables or achieving the relevant outcomes as highlighted in the table in paragraph 1.2, especially those pertaining to Workstreams 2, 3 and 5.

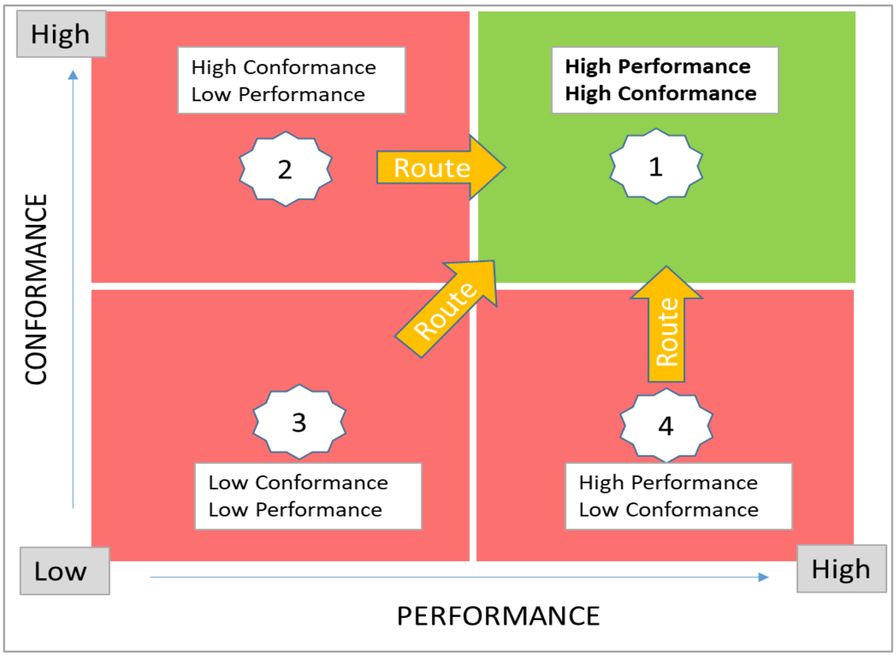
5 EXPECTED OUTPUTS AND OUTCOMES

5.1 Outputs

The procurement expert will be expected to provide support as indicated in paragraph 4 above. The expert will form part of the support team that work with the relevant Workstreams and report to the Project Steering Committee. The expert will be required to assist in reviewing the progress reports against the turnaround project plan and to identify as well as mitigate risk areas. In addition, at the end of each month, and in support of her/his invoices, the expert will be required to submit monthly reports. Lastly, at the end of the 12 months' period, the expert will be expected to submit a closure report.

5.2 Outcome

The outcome of the project is envisaged to be visible improvement in the responsiveness and understanding of business unit requirements by the PSP unit, and a reduced risk of adverse PSP audit findings. In short, high performance and high conformance as illustrated in quadrant 1 of the figure below:



6 REQUIRED EXPERTISE

6.1 Number of Advisors

Only one expert is required.

6.2 Expertise

The following expertise is required:

A. Appropriate qualifications: Qualifications will be regarded as appropriate if they were obtained in commerce, supply chain management or logistics management. **Demonstration: As reflected in the CV and certified copies of qualifications to be attached to the CV.**
B. Relevant experience: Experience will be deemed to be relevant if this was acquired in roles of management, consulting and/or programme/project management in supply chain management or logistics management. **Demonstration: As reflected in the CV.**
C. Similar projects completed: Projects will be regarded as similar if they were about leading or supporting the modernisation or improvement of the procurement strategies, processes, systems, operating models and/or skills of the procurement units of organisations. **Demonstration: As reflected in the CV.**
D. Competencies in key performance areas: Qualifying experts will be invited to an interview, during which certain competency-based questions, according to the requirements of this assignment, will be asked of the experts. **Demonstration: During the interview of qualifying experts.**

E. Interpretation of Terms of Reference and approach:

During the same interview mentioned in D above, qualifying experts will be asked certain questions around their understanding of the Terms of Reference and their proposed approach in ensuring that the PSP turnaround project succeeds.

Demonstration: During the interview of qualifying experts.

7 REPORT/S AND EVALUATION

The reports to be produced by the expert are identified in par 5.1.

The quality of the reports will be assessed by the GTAC project manager and the Steering Committee.

Monthly invoices must be accompanied by the relevant reports and monthly timesheets in the required format. Should the reports or timesheets not be attached or if they do not pass the quality assurance process, payment of monthly invoices may be withheld until the identified shortcomings have been corrected.

8 CONTRACTUAL CONDITIONS

8.1 Appointment terms

The Service Provider will be contracted by GTAC as a Short-term Advisor (STA) for a period of 12 months.

A maximum of 48 consulting days is available over the contract period.

8.2 Maximum contract fees and budget

The maximum amount available for this contract is R1 million (VAT included). This means that the bid amount may not exceed R20 833,33 per day (VAT included).

8.3 Location where the services are required

GTAC's head office is located at 240 Madiba street, Pretoria. However, because of the covid-19 lockdown restrictions, it is envisaged that most of the work will be done remotely. If travel is required to GTAC's head office, this will need to happen at the expert's own expense since no disbursement budget will be provided.

8.4 Logistic support

No office accommodation will be provided. The expert must provide his/her own equipment. He/she will, however, be assisted in collecting a set of base documents through a remote platform like dropbox.

9 EVALUATION CRITERIA

A three-phased evaluation approach will be followed:

1) Technical evaluation of CVs
2) Interview evaluation of qualifying experts
3) Price and BBBE evaluation

9.1 Technical evaluation of CVs

The technical evaluation of CVs will be based on the following:

Evaluation Criteria	Weights
A. Appropriate qualifications	30
B. Relevant experience	30

Evaluation Criteria	Weights
C. Similar projects completed	40
TOTAL SCORE	**100**
Total Technical Threshold	**70%**

Failure to meet a minimum total technical threshold of 70% will result in disqualification of the service provider. Only those experts whose CVs score 70% or more will be invited to an interview.

The matrix reflected below will be used in scoring the CVs.

Resource	A. Appropriate qualifications	B. Relevant experience	C. Similar projects completed
Procurement expert	5 = Honour’s degree or equivalent diploma, or higher, in commerce, supply chain management or logistics management 3 = Degree or equivalent in commerce, supply chain management or logistics management 1 = Certificate in commerce, supply chain management or logistics management 0 = None of the above. **Note:** Qualifications will be regarded as “appropriate” if they were obtained in commerce, supply chain management or logistics management.	5 = 13 or more years’ relevant experience 4 = 10 - 12 years’ relevant experience 3 = 7 – 9 years’ relevant experience 2 = 4 – 6 years’ relevant experience 1 = 1 – 3 years’ relevant experience 0 = less than 1 year’s relevant experience **Note:** Experience will be deemed to be “relevant” if this was acquired in roles of management, consulting and/or programme/project management in supply chain management or logistics management.	5 = 5 or more similar projects completed 4 = 4 similar projects completed 3 = 3 similar projects completed 2 = 2 similar projects completed 1 = 1 similar project completed 0 = no similar projects completed **Note:** Projects will be regarded as “similar” if they were about leading or supporting the modernisation or improvement of the procurement strategies, processes, systems, operating models and/or skills of the procurement units of organisations.

9.2 Interview evaluation of qualifying experts

Interviews will be used to verify the bidder’s specific knowledge, skills and abilities (competencies) in areas of work that are relevant to this assignment, as well as their understanding of these Terms of Reference and the approach they intend following in ensuring that the PSP turnaround project is successful.

Interview evaluation criteria for the qualifying experts are stipulated in the table below.

Only bidders whose experts score a minimum of 70% during the interviews will be considered for the Preferential Procurement Policy Framework Act (PPPFA) evaluation as articulated in the information to bidders.

Only bidder’s that meet the 70% threshold for both the technical evaluation and interviews will be considered for PPPFA evaluation to consider pricing proposals. However, the final score for functionality will be the simple average of the sum of the technical evaluation and interview scores.

Evaluation Criteria	**Weights**
D. Competencies in key performance areas	80
E. Interpretation of Terms and Reference and approach	20
TOTAL SCORE	**100**
Total Technical Threshold	**70%**

The matrix reflected below will be used during the interview evaluation:

Resource	D. Competencies in key performance areas				E. Interpretation of Terms and Reference and approach
Procurement expert	**D.1.** Demonstrated ability to advise on, and contribute to, the modernisation and transformation of procurement in public sector organisations	**D.2** Demonstrated ability to identify and prioritise key issues and improvement areas within procurement in public sector organisations	**D.3** Demonstrated ability and experience in conceptualisating, developing, and implementing solutions to procurement in public sector organisations	**D.4** Demonstrated advisory, and skills transfer ability	**E.1** Understanding of the Terms of Reference and their proposed approach in ensuring that the PSP turnaround project succeeds
	5 = Excellent (Significantly exceeds the requirements) 4 = Very good (Above average compliance to the requirements) 3 = Good (Satisfactory and should be adequate for stated element) 2 = Below average (Does not meet set criteria) 1 = Poor (Unacceptable, does not meet set criteria)	5 = Excellent (Significantly exceeds the requirements) 4 = Very good (Above average compliance to the requirements) 3 = Good (Satisfactory and should be adequate for stated element) 2 = Below average (Does not meet set criteria) 1 = Poor (Unacceptable, does not meet set criteria)	5 = Excellent (Significantly exceeds the requirements) 4 = Very good (Above average compliance to the requirements) 3 = Good (Satisfactory and should be adequate for stated element) 2 = Below average (Does not meet set criteria) 1 = Poor (Unacceptable, does not meet set criteria)	5 = Excellent (Significantly exceeds the requirements) 4 = Very good (Above average compliance to the requirements) 3 = Good (Satisfactory and should be adequate for stated element) 2 = Below average (Does not meet set criteria) 1 = Poor (Unacceptable, does not meet set criteria)	5 = Excellent (Significantly exceeds the requirements) 4 = Very good (Above average compliance to the requirements) 3 = Good (Satisfactory and should be adequate for stated element) 2 = Below average (Does not meet set criteria) 1 = Poor (Unacceptable, does not meet set criteria)

10 RFQ SUBMISSION REQUIREMENTS

Service providers should ensure that the following submission requirements are included in their quotations:

a) Duly completed and signed Standard Bidding Documents (SBD 1, 4, 6.1, 8 and 9).
b) Tax compliance status requirements: Central Supplier Database (CSD) number/report.
c) Bidders must submit all the information required for evaluation purposes including the CV of the person proposed for this role. The CV of the person proposed for this role must be provided in the format at **Annexure A,** accompanied by certified copies of the person's tertiary qualifications. GTAC reserves the right not to evaluate CVs that are not in the required format.
d) Non-submission of a certified copy of a qualification will lead to such qualification not being evaluated in accordance with the relevant technical criterion.
e) International qualifications must be accompanied by SAQA confirmation of accreditation. Non-submission of SAQA confirmation for such qualifications will lead to such qualifications not being evaluated in accordance with the relevant technical criterion.
f) GTAC reserves the right to reject/not consider non-compliant CVs and qualifications.
g) GTAC also reserves the right to conduct reference checking.
h) Bidders must comply with all South African laws; including the Immigration Act 13 of 2002 (as amended).
i) Prior to appointment, the recommended bidder may be required to submit additional supporting documentation with respect to the person proposed for this role.
j) Service providers are at liberty to sub-contract a suitable person for this role.
k) Failure to adhere to the above requirements i.e. misrepresentation and/or non-submission of the required documentation may lead to a disqualification or termination of the contract with the appointed service provider at any stage of the implementation.

Annexure A: CV Template

Personal Information:	Surname	
	First names	
	Identity Number	
	Date of birth	
	Sex	
	Nationality	
Contact Details:	Telephone number (land line)	
	Cell Number	
	Email Address	

Work Experience: (Add entries if needed. Start from the most recent)

Date [*from – to*]	Position Held	
	Employer's or Consulting Company's Name	
	Employer's or Consulting Company's locality and contact details	
	Main Activities and Responsibilities	
Date [*from – to*]	Position Held	
	Employer's or Consulting Company's Name	
	Employer's or Consulting Company's locality and contact details	
	Main Activities and Responsibilities	
Date [*from – to*]	Position Held	
	Employer's or Consulting Company's Name	
	Employer's or Consulting Company's locality and contact details	
	Main Activities and Responsibilities	
Date [*from – to*]	Position Held	
	Employer's or Consulting Company's Name	

	Employer's or Consulting Company's locality and contact details	
	Main Activities and Responsibilities	

Tertiary Qualifications: (Add entries if needed. Start from the most recent)

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

References: (provide at last three references from the past 5 years)

1	Name	
	Organisation	
	Position	
	Dates	
	Contact telephone / Cell number	
2	Name	
	Organisation	
	Position	
	Dates	
	Contact telephone / Cell number	
3	Name	
	Organisation	
	Position	
	Dates	
	Contact telephone / Cell number	

List projects in the table on the next page that were similar to the one described in these Terms of Reference that the proposed procurement expert was involved in:

NO	***NAME OF CLIENT***	***CLIENT CONTACT PERSON & HER/HIS TELEPHONE OR CELLPHONE NUMBER***	***BRIEF PROJECT DESCRIPTION*** *(Aims and objectives)*	***ROLE AND CONTRIBUTION OF PROPOSED PROCUREMENT EXPERT TO THE PROJECT***	***PERIOD OF PROJECT EXECUTION*** *(From month & year to month & year)*	***WAS THE PROJECT COMPLETED? (****Mark with X)*	
						Yes	**No**

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RFQ 005-2021-21**	CLOSING DATE:	**23 AUGUST 2021**	CLOSING TIME:	**14:00 PM**
DESCRIPTION	**Provision of Technical Advisory Services to the Government Technical Advisory Centre in relation to its Professional Services Procurement Strategy and Operations Required Service Provider: Procurement Strategy and Operations Expert - Project Number: 1206**				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	☐	A REGISTERED AUDITOR
		NAME:

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	………………………………	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE (ALL INCLUSIVE)**	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	GTAC	CONTACT PERSON	Nolubabalo Tokwe
CONTACT PERSON	Nolubabalo Tokwe	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	-
FACSIMILE NUMBER	-	E-MAIL ADDRESS	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.

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**

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

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 ………………………………….. ………………………………….. …………………………………..

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER: .... **RFQ 005-2021-22**

CLOSING TIME 14:00 PM ON 23 AUGUST 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

PROVISION OF TECHNICAL ADVISORY SERVICES TO THE GOVERNMENT TECHNICAL ADVISORY CENTRE IN RELATION TO ITS PROFESSIONAL SERVICES PROCUREMENT STRATEGY AND OPERATIONS
REQUIRED SERVICE PROVIDER: PROCUREMENT STRATEGY AND OPERATIONS EXPERT
PROJECT NUMBER: 1206

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.

Name of Resource	Daily rate [inclusive of all applicable taxes]	Total rate (Daily rate x 48) [inclusive of all applicable taxes]
	R	**R**

Note that the total rate may not exceed R1 million, as indicated in the attached Terms of Reference.

3. The financial proposal for this assignment should cover for all assignment activities as per the Terms of Reference (ToR).

4. Period required for commencement with project after acceptance of bid______________________________

5. Are you a VAT vendor? Yes/No

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

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

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

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

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

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

Js914w 2

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:

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

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

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: ___________________________

Date:_________________________________

____

Commissioner of Oaths
Signature & stamp