NAME OF BID	PANEL OF FINANCIAL SECTOR AND RESEARCH EXPERTS
BID NO.	FSCA2024/25-T008
ADVERT DATE	10 December 2024
CLOSING DATE	04 February 2025
CLOSING TIME	11h00 (South African Standard Time, obtained from Telkom SA SOC Limited by dialling 1026)

BIDDER NAME	
ID/REGISTRATION NUMBER	
CSD NUMBER	
CONTACT PERSON	
EMAIL ADDRESS	
TELEPHONE NUMBER	

Riverwalk Office Park, Block B; 41 Matroosberg Road
(Corner Garsfontein and Matroosberg Roads)
Ashlea Gardens, Extension 6
Menlo Park; Pretoria; South Africa; 0081

P.O. Box 35655; Menlo Park; 0102

Switchboard: +27 12 428 8000
Website: www.fsca.co.za

FSCA
Financial Sector
Conduct Authority

Contents

A. INTRODUCTION TO BID

1. Introduction

1.1 The Financial Sector Conduct Authority (FSCA) was established in terms of the Financial Sector Regulation Act No. 9 of 2017. It is responsible for market conduct regulation and supervision of the financial sector. The objectives of the FSCA are to enhance and support the efficiency and integrity of financial markets, to protect financial customers by promoting their fair treatment by financial institutions, as well as providing financial customers with financial education. The FSCA is a Schedule 3A Public Entity, in terms of the Public Finance Management Act (PFMA).

1.2 The vision of the FSCA is to ensure an efficient financial sector where customers are informed and treated fairly and its mission is to ensure a fair and stable financial market, where consumers are informed and protected, and where those that jeopardize the financial well-being of consumers are held accountable. Visit the FSCA website, www.fsca.co.za for further information about the FSCA.

1.3 The FSCA operates from offices in Pretoria at Riverwalk Office Park; 41 Matroosberg Road; Ashlea Gardens Extension 6; Menlo Park; Pretoria.

1.4 All information, including personal information collected during this process will be treated as confidential, and processed in line with the FSCA Privacy Policy. For more information on how your personal information is processed and how you can exercise your rights in term of applicable information privacy laws, please visit the Privacy Policy on www.fsca.co.za.

1.5 Bidders are hereby invited to submit a bid for appointment as a service provider to sit on a panel of financial sector and market researchers, policy and regulatory experts. The contract will commence on 1 May 2025 or earlier.

1.6 This bid is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2022, Broad-Based Black Economic Empowerment Act, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Where, however, the special conditions of contract conflict with the general conditions of contract, the special conditions of contract prevail.

2. Briefing session

2.1 An online non-compulsory briefing session will be held on 20 January 2025 at 11H00 for a maximum of 1 hour. Microsoft Teams link will be provided on the FSCA website.

2.2 **THE FSCA WILL NOT BE COMPELLED TO REPEAT ANY ISSUES ALREADY COVERED TO LATE COMERS, ONCE THE SESSION IS CONCLUDED**.

3. Bid enquiries and questions

3.1 Enquiries relating to minor administrative issues with reference to the bid may be directed to:

Nobusi Mazwai/ Jessie Myanga
Supply Chain Management Department
Tel no.: 012 367 7847/ (012) 367 7159
E-mail: tenders@fsca.co.za

3.2 All questions relating to the contents of the bid (conditions, rules, terms of reference etc.) must be forwarded in writing via email to tenders@fsca.co.za by not later than 24 January 2025. Questions received after this date will not be entertained.

3.3 All questions must reference specific paragraph numbers, where applicable.

3.4 All enquiries (received on or before the closing date for enquiries) will be consolidated and the FSCA will publish one response document on the FSCA website (www.fsca.co.za) within three (3) working days after the date in indicated in paragraph 3.2.

3.5 No requests for information shall be made to any other person or place and in particular not to the existing provider of this service.

4. Bid submission

4.1 Bid documents may either be posted (preferably by registered mail) or placed in the bid box or couriered to the physical address. Bids submitted by means of e-mail, telex facsimile, electronic or similar means shall not be considered.

4.2 Complete documents with supporting annexures shall be packaged, sealed, clearly marked and submitted strictly as follows:

Bid No	FSCA2024/25-T008
Bid Name	PANEL OF FINANCIAL SECTOR AND RESEARCH EXPERTS

4.3 The FSCA requires two (2) printed copies, one (1) original and one (1) copy and one electronic copy (in electronic storage media, preferably a CD or flash drive/memory stick) in PDF format all bound in a sealed envelope marked as stated in paragraph 4.2.

4.4 Bids must be properly packaged and deposited on or before the closing date and before the closing time in the bid box situated at the reception area of the FSCA. The physical address of the FSCA is as follows:

Financial Sector Conduct Authority
Riverwalk Office Park, Block B
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)
Ashlea Gardens, Extension 6
Menlo Park
Pretoria, 0081

GPS Coordinates	
Latitude	-25.7843344
Longitude	28.268365

4.5 Bid documents may also be posted (preferably by registered mail) to:

PO Box 35655
Menlo Park
Pretoria
0102

4.6 Bid documents will only be considered if received by the FSCA on or before the closing date and time, regardless of the method used to send or deliver such documents to the FSCA.

4.7 **Late submissions will not be accepted.**

4.8 Bidders must initial each page of the bid document on the bottom right hand corner.

5. Pricing schedule

5.1 This will be a rate-based tender. Refer Annexure B.

B. DEFINITIONS

6. Definitions

6.1 Unless inconsistent with or expressly indicated otherwise by the context.

6.1.1 **Contract** shall include the General Conditions of Contract and Special Conditions of Contract, the specifications including any schedules attached to the specifications, and any agreement entered into in terms of these Special Conditions of Contract.

6.1.2 **Contractor** shall mean the successful bidder whose bid has been accepted by the FSCA and shall include the bidder's personal representatives.

6.1.3 **FSCA** shall mean the Financial Sector Conduct Authority or any successor in title.

6.1.4 **Panel of Financial Sector and Research Experts** means persons appointed in terms of this bid to provide services as required by the FSCA on an as and when basis, over a period of 3 years.

6.1.5 **Person** includes any company incorporated or registered as such under any law, any body of persons corporate or unincorporated, any trust and any natural person.

6.1.6 **Representative** shall mean a person that is an authorised employee or agent of the service provider.

6.1.7 **Service** shall mean provision of research, drafting, and monitoring and evaluation activities, in relation to the financial sector, financial markets and financial education.

6.1.8 **Service provider** means a person providing services, as defined.

6.2 Except where the context indicates otherwise, in this document the singular includes the plural, and with reference to gender, the one includes the other.

C. BID RULES

7. Capabilities and experience of bidders

7.1 Bidders are required to provide all information as necessary to demonstrate their capabilities and experience with regard to the requested services.

8. Form of bid

8.1 The bid shall be signed and witnessed on the form of bid incorporated herein. The schedule of services shall be fully priced in South African Rand to show the total amount of the bid and shall be signed. The certificates, schedules and forms contained in this document shall be completed and signed by the bidder in blue or black ink.

8.2 **Please note**: No correction fluid such as Tippex or similar product is allowed. All changes must be scratched out and a signature provided next to each change.

8.3 Where the space provided in the bound document is insufficient, separate schedules may be drawn up in accordance with the prescribed formats. These schedules shall be bound with a suitable contents page and submitted with the bid documents.

9. Signing of bid

9.1 The bid must be signed by a person who is duly authorised to do so.

10. Bid all inclusive

10.1 The bidder must provide an all-inclusive fee statement in the bid.

11. Alterations to bid documents

11.1 No unauthorised alteration or addition shall be made to the form of bid, to the schedule of quantities of services to be rendered or to any other part of the bid documents. If any such alteration or addition is made or if the schedule of quantities of services to be rendered, or other schedules or certificates are not properly completed, such submission may be disqualified.

12. Qualifications on bid

12.1 Bids submitted in accordance with this bid document shall be without any qualifications.

13. FSCA'S rights

13.1 The FSCA is entitled to amend, before the bid closing date, any bid conditions, bid validity period, bid specifications, or extend the bid's closing date. The FSCA reserves the right to extend the bid validity period before its expiry period. All bidders, to whom the bid documents have been issued and where the FSCA has a record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the FSCA's website under the relevant bid information. All prospective bidders should, therefore, ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

13.2 The FSCA reserves the right not to accept the lowest priced bid or any bid in part or in whole.

13.3 The FSCA reserves the right to award this bid in part or in whole.

13.4 The FSCA reserves the right to conduct site visits to the bidder's place of business and/or at the bidder's client sites, if so required.

13.5 The FSCA reserves the right to consider the guidelines and prescribe hourly remuneration rates for consultants, as provided in the National Treasury Instruction Note 01 of 2024/2025: Cost Containment Measures, where relevant.

13.6 The FSCA reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the FSCA to conduct background checks on the bidding entity or person and any of its representatives, directors/trustees/shareholders/members.

14. Undertaking by bidder

14.1 By submitting a bid in response to this bid, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the FSCA, under the terms and conditions and in accordance with the specifications stipulated in this bid document.

14.2 The bidder shall prepare for a presentation, should the FSCA require such, and the bidder shall be notified thereof in good time before the presentation date. Such presentation may include a practical demonstration of products or services as called for in the bid.

14.3 The bidder agrees that the offer contained in its bid shall remain binding upon the bidder and receptive for acceptance by the FSCA during the bid validity period indicated in this document and calculated from the bid closing date. Its acceptance shall be subject to the terms and conditions contained in this bid document read with the bid.

14.4 The bidder furthermore confirms that they have satisfied themselves as to the correctness and validity of their bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all their obligations under a resulting contract for the services contemplated in this bid; and that they accept that any mistakes regarding price(s) and calculations will be at their risk.

14.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on them under the supply agreement and Service Level Agreement (SLA) to be concluded with the FSCA, as the principal(s) liable for the due fulfilment of such contract.

14.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with this bid will become FSCA property, unless otherwise stated by the bidder/s at the time of submission.

15. Central supplier database

15.1 The FSCA will not award any bid to a supplier who is not registered as a prospective supplier on the Central Supplier Database (CSD), as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4A of 2016/2017.

15.2 The supplier is responsible to continuously update their information, including personal information on the CSD, to ensure that it is complete, accurate and not misleading.

16. Supplier performance management

16.1 Supplier Performance Management is viewed by the FSCA as a critical component in ensuring it acquires value for money and maintains good supplier relations between the FSCA and all its suppliers.

16.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude an SLA with the FSCA (where applicable), which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to the FSCA's business.

16.3 The successful bidder will be required to comply with the above conditions and provide a scorecard on how their product/service offering is being measured to achieve the objectives of this condition.

17. Cancellation of contract

17.1 If the FSCA becomes aware or is satisfied that any person (including a representative, employee, partner, director or shareholder of the bidder or a person acting on behalf of or with the knowledge of the bidder), firm or company; amongst others:

17.1.1 is executing a contract with the FSCA unsatisfactorily,

17.1.2 has in any manner been involved in a corrupt act or provided a gift or remuneration in relation to any officer or employee of the FSCA, in connection with obtaining or executing a contract,

17.1.3 has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract,

17.1.4 has in any manner influenced or attempted to influence the awarding of an FSCA's bid,

17.1.5 has when advised that his bid has been accepted, given notice of his inability to execute or sign the contract or to furnish any security required,

17.1.6 has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from bidding for this contract, or relating to the bid price to be submitted by either party, and

17.1.7 has disclosed to any other person, any information relating to this bid, except where disclosure, in confidence, was necessary to obtain quotations required for the preparation of the bid,

the FSCA may, in addition to any other legal recourse which it may have, cancel the contract between the FSCA and such a person, firm or company and/or resolve that no bid from such a person will be favourably considered for a period, as prescribed by the National Treasury.

17.2 Any restriction imposed upon any person shall apply to any other person with which such a person is actively associated.

18. Applicable laws

18.1 The laws of the Republic of South Africa shall be applicable to each contract created by the acceptance of a bid and each bidder shall provide an address in the Republic of South Africa and specify it in the bid as his *domicilium citandi et executandi* where any legal process may be served on him.

18.2 Each bidder shall accept the jurisdiction of the courts of the Republic of South Africa.

19. Reasons for disqualification of bid

19.1 The FSCA reserves the right to disqualify any unacceptable bid as defined in the PPPFA Act and such disqualification may take place without prior notice to the offending bidder. The grounds for disqualification amongst others could include the following:

19.1.1 bidders who submit incomplete information and documentation as specified in the requirements of this bid document,

19.1.2 bidders who submit information that is fraudulent, factually untrue or inaccurate,

19.1.3 bidders who receive information not available to other potential bidders through any means,

19.1.4 bidders who do not comply with mandatory requirements, if stipulated in the bid document,

19.1.5 bidders who fail to attend a compulsory briefing session and sign bid register, if stipulated in the bid advert and/ or in this bid document, and/or

19.1.6 bidders who fail to comply with FICA (Financial Intelligence Centre Act) requirements (where applicable).

20. Delegation of authority

20.1 The FSCA may delegate any power vested in it by virtue of these Terms of Reference to an officer or employee of the FSCA.

21. Bid rules are binding

21.1 The bid rules as well as the instructions given in the official bid notice shall be binding on all bidders submitting bid applications for the service or services set out in the bid document.

22. Language of contract

22.1 The bid documents are drafted in English and any contract, which originates from the acceptance of the bid, will be interpreted and construed in English.

D. TERMS OF REFERENCE

23. Objectives

23.1 The broad objectives of this bid include:

23.1.1 To provide bidders with adequate information to understand and respond to the FSCA's requirements to appoint suitably qualified persons to be listed on the FSCA's Panel of Financial Sector and Research Experts as and when required for a period of three (3) years.

23.1.2 To ensure uniformity in the responses received from each prospective service provider.

23.1.3 To provide a structured framework for the evaluation of proposals.

24. Pre-qualification criteria

24.1 The FSCA requires that any individual applying to be considered as part of the panel hold a minimum qualification of a Postgraduate Degree relevant to the services required in the scope of work. In the instance of the bidder being a juristic person, the key person(s) who will be performing the services must hold a relevant Postgraduate Degree.

24.2 Failure to meet the minimum requirement will result in the bidder not being evaluated.

25. Background

25.1 The FSCA has identified a need to appoint a Panel of financial sector and research experts to effectively execute its legislated mandate as determined by its objectives and functions set out in the Financial Sector Regulation Act (Act 9 of 2017). In executing our objectives and functions, we perform the following activities:

25.1.1 Perform research and analysis for domestic and international developments relating to:

25.1.1.1 the protection of financial customers and fair customer treatment, financial literacy and financial education, fair and efficient financial markets, anti-money laundering and countering the financing of terrorism (AML/CFT), sustainable finance and Environmental, Social and Governance (ESG) matters, 25.1.1.2 market conduct risk, market efficiency and integrity risk, AML/CFT risk and financial stability risk, and

25.1.1.3 licensing, regulatory, supervisory and enforcement practices, in order to achieve the outcomes noted in 25.1.1.1 and identify and mitigate the risks noted in 25.1.1.2;

25.1.2 Perform ongoing monitoring, research and assessment of technological trends and innovations (Fintech focus), to understand their impact on financial sector business models, product and solution design, and customer outcomes.

25.1.3 Develop regulatory policy, including adopting a more empirical-based approach to policy development and implementing a refined methodology for assessing regulatory impact;

25.1.4 Develop and maintain supervisory and regulatory frameworks and practices for which the FSCA has responsibility (for the purpose of this bid, supervision includes aspects relating to licensing, ongoing supervision and enforcement);

25.1.5 Develop a methodology to monitor and assess the effectiveness of regulatory and supervisory framework interventions;

25.1.6 Develop and promote the FSCA's financial inclusion initiatives.

25.1.7 Monitor and evaluate financial education activities, projects and programmes;

25.1.8 Perform research and analysis to further develop and support transformation of the financial sector; and

25.1.9 Conduct mystery shopping, surveys and focus group discussions to gather and test relevant information about financial products and services.

25.2 Due to the nature of the business requirements, the need arises from time to time for the FSCA to utilise the services of external persons in performing the activities set out above.

25.3 Bidders are required to submit proposals in respect of one or more of the following categories. Bids for each category must be clearly ticked and an area of speciality must be specified under each category selected (See Annexure A/Table 1 below). Note: more than one category can be selected.

Table 1

CATEGORY	DESCRIPTION OF CATEGORY	✓ TICK	EXAMPLES OF AREA/S OF SPECIALITY
Category 1	Financial sector, market and financial customer research and analysis		• Financial customer research • Financial markets research • Fintech and suptech • Sustainable finance and ESG matters • Research relating to empowerment of consumers, including financial education and financial literacy needs • Market and customer research, for example through mystery shopping, surveys, and focus group discussions
Category 2	Financial sector regulatory and supervisory framework and policy development and impact assessment (including development of regulatory and supervisory tools)		• Policy analysis and formulation • Legislative impact assessment • Legislative drafting • Establishing monitoring and evaluation methodologies for measuring the effectiveness of policy interventions
Category 3	Monitoring and Evaluation of Financial Education activities		• Monitoring and evaluation of financial education projects and programmes.

NB: Failure to indicate a category may result in disqualification of the bid.

25.4 For the purposes of clarity, it should be noted that an appointment to the panel does not guarantee assignment of work to any panel member. Panel members may be assigned work as and when required by the FSCA.

25.5 The selection of service providers from the panel may be on a rotational basis or be determined by the specific service required.

25.6 For all the categories, rates will be determined by the requirements set out in Annexure B.

26. Purpose of the request for bid

26.1 The purpose of this bid is to request prospective service providers to submit proposals to be listed on the FSCA's Panel of Financial Sector and Research Experts, as and when required for a period of three (3) years.

27. Scope of work

27.1 The contractor will be required to render one or more of the following services to below or any other services which might be identified during the contact period in relation to:

27.1.1 **Category 1: Financial sector, market and customer research and analysis**

Bidders will be required to undertake research, do analysis and assessments, monitor trends and produce detailed research reports, presentations and/or technical papers on financial sector issues, trends and conduct risks within the following focus areas:

27.1.1.1 Financial customer behaviours and preferences (including a behavioural sciences approach),

27.1.1.2 Distribution and servicing models, including in lower income customer segments,

27.1.1.3 Financial sector trends, developments and conduct market research,

27.1.1.4 Matters affecting the development and promotion of the FSCA's financial inclusion initiatives and financial sector transformation,

27.1.1.5 Matters affecting the payment system,

27.1.1.6 Matters affecting AML/CFT considerations in the financial sector,

27.1.1.7 Matters affecting the integrity, efficiency, and stability of financial markets,

27.1.1.8 Matters relating to sustainable finance and/or ESG considerations in the financial sector,

27.1.1.9 Conduct, inclusion and transformation, and markets matters that may affect financial stability.

27.1.1.10 Service quality offered by the financial institutions across the financial sector, 27.1.1.11 Disclosure of information made by financial institutions about the financial products and services,

27.1.1.12 Treatment of financial customers and demeanor of staff dealing with financial customers,

27.1.1.13 How financial institutions sell or market their products and services to consumers,

27.1.1.14 How to effectively and efficiently promote the empowerment of financial consumers and SMMEs, for example by considering the role of financial education and how to increase its positive impact,

27.1.1.15 In relation to financial education, research may include the following examples:

27.1.1.15.1 Determining the effectiveness of life event (generational) issues as a basis for financial education interventions;
27.1.1.15.2 Establishing the effectiveness of financial education interventions for targeted policy outcomes, for example consumer indebtedness, and providing contextual recommendations;
27.1.1.15.3 Gauging the influence of income volatility on the effectiveness of financial education;
27.1.1.15.4 Probing the decision making of financial customers and their behaviour and develop financial nudges to effect change;

27.1.1.16 Matters to promote sustainable competition and competitiveness in relation to the financial sector and in the provision of financial products and financial services,

27.1.1.17 Matters relating to technological trends and innovations regarding Fintech and Suptech,

27.1.1.18 Where specialised research tools are necessary for a research project or activity, for example mystery shopping, surveys, and focus groups, are conducted during research, bidders must consider that the research services to be provided may include conducting face-to-face interviews, online computer aided web interviews (CAWI), computer assisted telephonic interviews (CATI), as and when required.

27.1.2 **Category 2: Financial sector regulatory and supervisory frameworks and policy development and impact assessment**

Bidders will be expected to provide technical support to the FSCA in carrying out legislative reviews and development of market conduct regulatory and supervisory frameworks and impact assessment. This includes but is not limited to:

27.1.2.1 Reviewing existing financial sector laws,

27.1.2.2 Developing regulatory policy, including support in an empirical-based approach to policy development, and/or developing policy proposals (e.g. Discussion or Position Papers),

27.1.2.3 Develop and maintain supervisory and regulatory frameworks and practices for which the FSCA has responsibility (for the purpose of this bid, supervision includes aspects relating to licensing, ongoing supervision and enforcement);

27.1.2.4 Support in formulating and enhancing the methodology for regulatory impact assessments,

27.1.2.5 Drafting legislation or similar type instruments,

27.1.2.6 Analysing feedback on draft legislation or policy proposals and preparing appropriate responses,

27.1.2.7 Developing appropriate best-practise supervisory and regulatory approaches,

27.1.2.8 Developing a methodology to monitor and assess the effectiveness of regulatory and supervisory interventions, and

27.1.2.9 Participating in identified policy projects.

27.1.2.10 Drafting of reports and conducting presentations of all legislative reviews and development of market conduct regulatory and supervisory frameworks and impact assessment done, for the approval of the FSCA.

27.1.3 **Category 3: Financial Education**

Bidders will be required to provide monitoring and evaluation services of financial education projects and programmes to the FSCA according to a terms of reference provided. This will include, but is not limited to:

27.1.3.1 Developing and implementing Monitoring and Evaluation (M&E) frameworks in accordance with the Development Assistance Committee (DAC) criteria developed by the Organisation for Economic Co-operation and Development (OECD). The M&E framework must include a theory of change (TOC) developed by or in consultation with the FSCA.

27.1.3.2 Developing a monitoring and evaluation plan. which must include, but is not limited to:

27.1.3.2.1 a detailed description of the proposed process to be followed

27.1.3.2.2 how the process will assess the project objectives against the outputs, outcomes, and impact

27.1.3.2.3 full details of the data collection approach to be followed, including all data collection instruments

27.1.3.3 Working closely with the FSCA's supporting service providers and the FSCA's Communications and Language Services Department on the collection and reporting of Public Relations and Marketing data, which include social media metrics.

27.1.3.4 Regular reporting and drafting of data, data analysis and narrative M&E reports for the approval of the FSCA. Reporting will also include presentations of findings and drafting and design of case studies and infographics.

28. Contract conditions

28.1 The following conditions are applicable to this bid:

28.1.1 Subsequent to appointment to the panel, a panel member will be required to enter into an agreement with the FSCA, stipulating the terms of engagement.

28.1.2 The FSCA may at its own discretion vary an instruction to include more work or exclude work areas.

28.1.3 For every assignment, an assignment letter and a purchase order will be issued to the assigned panel member.

28.1.4 The FSCA reserves the right to appoint a service provider outside the approved panel for purposes of rendering the services to the FSCA, subject to the approval by the delegated authority .

28.1.5 A bidder assigned any work may not cede, assign or sub-contract any part thereof to any person unless with the written consent of the FSCA or as may be required by the applicable laws.

28.1.6 A bidder assigned work will report directly to the delegated authority responsible for the area of work assigned or any person delegated by the FSCA in respect of any engagement and for the receipt and handling of all forms of reports and all administration pertaining to any particular assignment.

28.1.7 The bidder must declare any possible conflict of interest with the FSCA in the pursuance of the proposed assignment.

28.1.8 In the event that any conflict of interest is discovered during an assignment, the FSCA reserves the right to summarily cancel the assignment and demand that all information, documents and property of the FSCA be returned forthwith.

28.2 The FSCA reserves the right to eliminate the bidder at any stage of this assignment should the bidder be unable to meet the set service level measurements requirements detailed in 28.1 above.

29. Bid evaluation.

29.1 The proposals will be evaluated as follows.

29.1.1 **Evaluation Stage One: Compliance**

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed in paragraph 34 below. In this evaluation stage, all bidders that fail to provide the required information and documentation, will be disqualified from further evaluation.

29.1.2 **Evaluation Stage Two**: **Functional Evaluation (Desktop Evaluation)**

In this evaluation stage, bidders are expected to obtain a minimum of 80 out of 100 points to proceed to the next evaluation stage. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation stage.

29.1.3 **Evaluation Stage Three: Preference Point System**

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents specific goals. Points will be awarded to a bidder for attaining the specific goal points in accordance with the table as listed in the bid documentation.
NB. Specific goals will be considered for all bidders who passed functionality. A value of R1 will be used for evaluation of price and preference.

29.1.4 **Evaluation Stage Four: Site Inspection**

At the FSCA's discretion, a site inspection may be conducted at this stage. The FSCA will visit the selected bidders' premises with the objective of verifying information as contained in their respective bid documents. Should it be discovered during a site inspection or presentation that the information submitted by the bidder is inconsistent with what is on their current premises of business, such bidders will be disqualified.

30. Functional evaluation (Desktop)

30.1 The bid/proposal will be evaluated for functionality and be rated as follows:

Values: 0=Poor 1=Below average, 2=Average, 3=Good, 4=Very Good, 5=Excellent

TABLE 2

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
A. Experience	A.1. The bidder must submit detailed CV(s) of the project team, including the project lead (i.e. natural person or the project leader of the bidder, if the bidder is juristic person) which demonstrates experience and qualifications from accredited tertiary institutions, related to categories selected.	A.1.1 The bidder did not submit CV(s) or submitted CV(s) of experts with less than 5 years' experience relating to the categories selected and referred to in the scope of work.	0	40
		A.1.2 The bidder submitted detailed CV(s) of the project team, including the CV of the project lead with 5 to 10 years' experience relating to the categories selected and referred to in the scope of work.	1 – 3	
		A.1.3 The bidder submitted detailed CV(s) of the project team, including the CV of the project lead with 10 or more years' experience relating to the categories selected and referred to in the scope of work.	4 – 5	
	B.1 The bidder must submit a detailed	B.1.1 The bidder did not submit a portfolio of evidence.	0	40

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
B. Portfolio of evidence	portfolio of evidence (such as research reports, M&E reports, statistical analysis reports, legislation/frameworks drafted, or any other relevant supporting documents) of projects undertaken on relevant categories of expertise referred to in the scope of work and area/s of specialisation under each category selected. (Manual documents and/or electronic files for each category will be accepted). **NB: For each category selected, bidders must specify area/s of speciality based on the range of activities as specified in paragraph 25 and the scope of work as set out in paragraph 27**	B.1.2 The bidder submitted a detailed portfolio of evidence with 1 to 4 projects undertaken on relevant categories	1 – 3	
		B.1.3 The bidder submitted a detailed portfolio of evidence with 5 or more projects undertaken on relevant categories.	4 - 5	
C. Reference	C.1 The bidder must submit verifiable	C.1.1 The bidder did not submit reference letters	0	20

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
letters	and signed reference letters on their previous clients' company letterhead for similar projects undertaken in the past five years from the closing date of this bid. Reference letters must include: • Contact person and telephone numbers, • Nature of work done, • Project period; and • Completion date.	C.1.2 The bidder submitted 1 to 3 reference letters which meets all the requirements.	1 - 3	
		C.1.3 The bidder submitted 4 or more reference letters which meets all the requirements.	4 - 5	
Total				**100**

31. Preference point system

31.1 General conditions

31.1.1 The following preference point systems are applicable to invitations to tender:

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

the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

31.1.2 The applicable preference point system for this tender is the 80/20 preference point system.

31.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

31.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

31.4 Failure on the part of a tenderer to submit proof or documentation, required in terms of this tender, to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

31.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

32. Formulae for Procurement of Goods and Services

32.1 POINTS AWARDED FOR PRICE

32.1.1 THE 80/20 OR 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 tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

33. Points Awarded for Specific Goals

33.1.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender.

33.1.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of:

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Specific goals for the tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
Women ownership of 51% or more of the enterprise shareholding.	5	
Enterprises owned by 51% or more black people	10	
Small, Medium and Micro Enterprises	5	
Note: In the event that the bidder is claiming specific goals, the FSCA will allocate points claimed, provided that proof of evidence such as valid BBBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit the acceptable verifiable proof will result in an allocation of 0 points.		

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

34. Standard bidding documents

34.1 The following compulsory additional information are required. Failure to complete, and supply any of these documents might lead to disqualification from this bid:

Table 3

Invitation to bid	SBD 1
Bidder's Disclosure	SBD 4
Preference Points Claim Form for Preferential Procurement Regulations 2022 **Should a bidder not complete and sign the SBD6.1, the bidder will be allocated 0.00 points for specific goals**	SBD 6.1

35. Timeline of the bid process

35.1 The period of validity of the bid and the withdrawal of offers, after the closing date and time are 120 days, expiring on 04 June 2025. The project timeframes of this bid are set out below:

Table 4

STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
1.	Advertisement of bid on Government e-tender portal / print media / Tender Bulletin	10 December 2024
2.	Non-compulsory briefing session	20 January 2025
3.	Questions relating to bid from bidder(s)	24 January 2025
4.	Bid closing date	04 February 2025
5.	Compliance: Bid Evaluation Committee	11 February 2025
6.	Functional Evaluation: (Desktop evaluation)	18 February 2025
7.	Preference Point System: Bid Evaluation Committee	25 February 2025
8.	Bid Award: Bid Adjudication Committee	04 March 2025
9.	Notification of the outcome to the bidders	13 March 2025

35.2 All dates and times in this bid are South African Standard Time.

35.3 Any time or date in this bid is subject to change at the FSCA's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the FSCA to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the FSCA extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

E. ANNEXES

36. ANNEXURE A - CATEGORIES OF EXPERTISE

36.1 Bidders must select one or more categories.

BIDS FOR EACH CATEGORY MUST BE CLEARLY TICKED

CATEGORY	DESCRIPTION OF CATEGORY	✓ TICK	AREA/S OF SPECIALITY
Category 1	Financial sector, market and financial customer research and analysis		• Financial customer research • Financial markets research • Research relating to empowerment of consumers, including financial education. • Market research, including through Mystery Shopping, Surveys, and Focus groups
Category 2	Financial sector regulatory and supervisory framework and policy development and evaluation (including development of regulatory and supervisory tools)		• Policy analysis and formulation • Legislative impact assessment • Legislative drafting • Establishing monitoring and evaluation methodologies
Category 3	Financial Education		• Research (Financial literacy needs) • Monitoring and evaluation of CFE programmes • Providing financial education activities

NB: Failure to indicate a category may result in disqualification of the bid.

37. ANNEXURE B - GUIDELINE FOR DETERMINING FEES

FUNCTIONAL ROLE	QUALIFICATION AND EXPERIENCE	MINIMUM HOURLY RATE	MAXIMUM DAILY RATE
Partner/Account Manager/Director/Sector Expert Legal Drafter/ Senior Financial Sector Policy or Regulatory Expert.	Relevant Postgraduate degree and 15 years or more experience.	R 3 500	R 28 000
Project Manager/Project Lead/Senior Legal Drafter/Senior Regulatory Expert or Advisor/Senior Financial Sector Policy or Regulatory Expert.	Relevant Postgraduate degree and 10 years or more experience.	R 3 000	R 24 000
Senior Consultant/Senior Researcher/Senior Specialist/Senior Manager/ Legal Drafter Financial Sector Policy or Regulatory Expert/ Senior M&E Specialist /Manager	Relevant Postgraduate degree and 8-year experience.	R 2 700	R 21 600
Associate Consultant/Associate Researcher/ Specialist/Manager	Relevant bachelor's degree and 5 years or more experience.	R 1 800	R 14 400
Junior Consultant/Junior Researcher/Analyst	Relevant bachelor's degree and 3 or more years' experience.	R 1 500	R 12 000
Report Editor/SR	Relevant bachelor's degree and 3 years or more experience.	R 1 200	R 9 600
Data Collector	Relevant Diploma and 1 year or more experience.	R 500	R 4 000
Data Capturer	Relevant Diploma and 1 year or more experience.	R 800	R 6 400
Data Analyst	Relevant Diploma and 1 year or more experience.	R 700	R 5 600

37.1 In exceptional circumstances, for specific projects, bidders must provide adequate motivation should they deem it necessary to charge rates higher than the rates provided in the table.

37.2 Rates in the table exclude operational/project expenditure e.g., travelling, hotel accommodation, parking, travel and subsistence allowance. If this expenditure will be incurred, the pricing must be shown separately.

37.3 Value Added Tax is excluded from the rates in the table.

37.4 Project-specific experience requirements will be specified in the project-specific terms of reference.

37.5 Rate's increase will be based on the CPI applicable for that specific year.

F. STANDARD BIDDING DOCUMENTS

Standard Bidding Document (SBD 1)

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL SECTOR CONDUCT AUTHORITY					
BID NUMBER:	**FSCA2024/25-T008**	CLOSING DATE:	**04 February 2025**	CLOSING TIME:	**11H00**
DESCRIPTION	**PANEL OF FINANCIAL SECTOR RESEARCHERS, POLICY, AND REGULATORY EXPERTS**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
Riverwalk Office Park, Block B					
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)					
Ashlea Gardens, Extension 6, Menlo Park					
Pretoria, South Africa, 0081					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO					
DEPARTMENT	**Supply Chain Management Department**				
FACSIMILE NUMBER	**Not applicable**				
E-MAIL ADDRESS	tenders@fsca.co.za				
TELEPHONE NUMBER	**(012) 367 7847 / (012) 367 7159**				
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
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 THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

Standard Bidding Document (SBD 4)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] in the enterprise, employed by the state?

YES/NO……………………………………...

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:
……………………………………………………………………………………
……………………………………………………………………………………

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
……………………………………………………………………………
……………………………………………………………………………

3 DECLARATION

I, the undersigned, (name)………………………………………………………………………. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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[2] will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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

[2] 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.

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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS

OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND

COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS

DECLARATION PROVE TO BE FALSE.

………………………………… ……………………………………………………
Signature Date

………………………………… ……………………………………………………
Position Name of bidder

Standard Bidding Documents (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and the applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender shall be awarded for: Price; and Specific Goals.

1.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
(b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
(c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
(d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of

income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 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 tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Specific goals for the tender and points claimed are indicated per the table below. ***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women ownership of 51% or more of the enterprise shareholding	5	
Enterprises owned by 51% or more black people	10	
Small, Medium and Micro Enterprises	5	
Note: In the event that the bidder is claiming specific goals, the FSCA will allocate points claimed, provided that proof of evidence such as valid BBBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit the acceptable verifiable proof will result in an allocation of 0 points.		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm...

4.3. Company registration number: ....

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[Tick applicable box]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

…………………………………………
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………………
DATE: ……………………………………………………………
ADDRESS: ……………………………………………………………
……………………………………………………………
……………………………………………………………
……………………………………………………………

G. ADMINISTRATIVE CHECKLIST

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document.

ITEM	DOCUMENT REFERENCE		ACTION TO BE TAKEN	YES/NO
1.	SBD 1	Invitation to bid	Is the form duly competed and signed?	
2.	SBD 4	Declaration of Interest	Is the form duly competed and signed?	
3.	SBD 6.1	Preference Points Claim Form for Preferential Procurement Regulations 2022	Is the form duly competed, specific goals points claimed, and form signed?	
4.	Tender submission		*Two (2) printed copies (One (1) original copy and One (1) copy of original submitted?*	
			One (1) electronic copy submitted?	

I, the undersigned (name) ………………………………………………………………….

certify that the information furnished on this checklist is true and correct.

………………………………………………….. ……………………………………

Signature Date

………………………………………………….. ……………………………………

Position Name of Bidder