



**BID NUMBER: CATHS/IA/015/2017**

**TERMS OF REFERENCE**

**INTERNAL AUDIT SERVICES**

### 1. Background to CATHSSETA

CATHSSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of Culture, Arts, Tourism, Hospitality and Sport in the Large, Medium, Small levy paying and non-levy paying companies in the sector. As guided by its mandate, the CATHSSETA is as such, an agent of transformation by promoting employment equity and broad based BEE through skills development. In this context, the CATHSSETA is keen to form sustainable partnerships that will further promote its support for transformation.

### 2. Background to project/service requirements

The Public Finance Management Act, 1999 (Act No 1 of 1999)(PFMA), as amended, requires the public entity to have an effective internal audit function under the control and direction of an Audit Committee. This function will be outsourced by the CATHSSETA.

### 3. Overall objective

The objective of this bid is to appoint a suitable independent internal audit service provider who can maintain and support an appropriate internal audit function to the Accounting Authority and Management of CATHSSETA.

### 4. Contract period

Start: July 2018  
End: 31 March 2020

### 5. Indication if the tender will be evaluated on functionality as well as minimum acceptable qualifying score

Yes the bid will be evaluated on functionality and bidders require a minimum of **70 out of 100** points allocated for professional ability. Bidders will be evaluated in terms of the gatekeeper/minimum requirements. Bidders who do not fulfill all the requirements or do not submit the required documents will be disqualified. Those who fulfill all requirements or have submitted the required documents will be further evaluated on critical requirements.

### 6. Indication if the bid will be evaluated related to local production and contents as well as the minimum thresholds applicable to local production and contents

Not applicable

### 7. Detailed scope of services to be rendered by the service provider

In terms of the PFMA, CATHSSETA should have an effective internal audit function, which should also perform its work in terms of and comply with the Internal Audit Standards issued by the Institute of Internal Auditors (IIA).

The internal audit function should assist CATHSSETA to accomplish its objectives by applying a systematic and disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes. The risk management strategy must include mitigation of the risk of fraud in line with the fraud prevention plan.

Some of these objectives/standards/controls subject to evaluation, are to review:

- Risk management activities;
- Corporate governance activities;
- The information systems environment;
- The reliability and integrity of financial and operational information;
- Quarterly reporting of preterminded objectives;
- Compliance with policies and regulations and contracts;
- The safeguarding of assets;
- The economical and efficient use of resources;
- Achievement of established operational goals and objectives;
- Compliance with laws, regulations and controls;
- Keeping abreast of the latest technological development and best practice in internal auditing, risk management and corporate governance.
- Consulting services, e.g. advisory role, facilitation, training, research services, with regard to related internal controls, risk management and governance process.
- Information Systems (IT)
- Forensic
- Data Analytics
- Health and Safety
- Useful of performance information

Assisting the Audit Committee and through them, the Accounting Authority and Management in the effective discharge of their responsibilities, furnishing them with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed and regular follow up.

#### **ORGANISATIONAL STATUS OF INTERNAL AUDIT**

The internal audit function reports directly to the Audit Committee, through the Audit & Risk Manager. The function must be independent of activities that are audited, with no limitation on its access to information.

The internal audit function is an integral part of the organisation and functions under the policies established by executive management and the Accounting Authority. The purpose, authority and responsibility of the internal audit function are formally defined in the Internal Audit Charter and must

be consistent with the Institute of Internal Auditors (IIA) definition of internal auditing. The internal Audit Charter is available on request.

The Accounting and the Audit Committee must, on an annual basis, approve the Internal Audit Charter.

The Charter should make clear the purposes of the Internal Audit unit, specify the scope of its work, and declare the Internal auditors shall not be involved in any operational work.

The Audit Plan of the Internal Audit is formally approved by the Audit Committee on annual and regular basis.

### **SCOPE OF INTERNAL AUDIT**

The internal audit must be conducted in accordance with the International Standards for the Professional Practice of Internal Auditing set by the IIA.

The scope of the Internal Audit Function includes at least the under-mentioned. Should any other function be regarded as imperative by the bidder, the functions shall be offered and clearly defined.

The internal audit function must, in consultation with the Audit committee, prepare:

- A Three Year Rolling plan based on the current assessment of key areas of risk for the public entity, having regard to its current operations, the operations proposed in its corporate or strategic plan and its risk management strategy;
- An annual Internal Audit Plan;
- Plans indicating the scope, cost and time lines of each audit in the annual internal audit;
- Audit reports directed to the Audit Committee detailing its performance against the plan to allow for effective monitoring and intervention where necessary;
- The annual assessment report of internal and financial control systems.

The internal audit function must co-ordinate with other internal and external assurance providers to ensure proper coverage and to minimize duplication of effort and cost.

The internal audit function must assist the Accounting Authority in maintaining effective controls by evaluating those controls and by developing recommendations for enhancement or improvement.

The internal audit function must assist the Accounting Authority in achieving the objectives of the institution by evaluating and developing recommendations for the enhancement or improvement of the processes through which:

- Objectives and values are established and communicated;
- The accomplishment of objectives are monitored;
- Accountability is ensured;

- Corporate values are preserved;
- The adequacy and effectiveness of the system of internal controls are reviewed and appraised;
- The relevance, reliability and integrity of management, financial and operating data and reports are appraised;
- Systems established to ensure compliance with policies, plans, procedures, statutory requirements including updates or revisions and regulations, which could have significant impact on operations are reviewed;
- The means of safeguarding assets are reviewed and, as appropriate, verifying the existence of such assets;
- The economy, efficiency and effectiveness with which resources are employed, are appraised;
- The results of operations or programmes are reviewed to ascertain whether results are consistent with the CATHSSETA's established objectives and goals, whether the operations or programmes are being carried out as planned;
- The adequacy of established systems and procedures are assessed.

The internal audit function may be tasked with ad-hoc assignments such, follow up on the previous audit findings as raised by the Auditor General of South Africa, review of annual financial statements prior to submission per the PFMA, review of quarterly performance information reports prior to submission to the Department of Higher Education (DHET).

**Audits assignments should be designed to detect fraud.**

Fraud and irregularities in planning and conducting its work, the internal auditor should seek to identify serious defects in the internal controls, which might result in possible malpractices. Any such defects must be reported immediately to the Audit & Risk Manager and/or the Audit Committee, without disclosing these to any other member of staff. This also applies to instances where serious fraud and irregularity is uncovered.

**EXPECTED OUTCOMES AND DELIVERABLES**

Performance of audit assignments

Each assignment should at least consist of the following:

- Pre-audit survey;
- Audit Planning memorandum;
- Minutes of entrance meeting;
- Risk assessment document;
- System description(s);
- Audit programme;

- Sampling methodology;
- Mechanisms for follow-up on matters previously reported and feedback to the Audit Committee;
- Mechanisms to ensure that working papers are reviewed at the appropriate level;
- Record of work performed;
- Audit findings and recommendations;
- Reporting (draft internal audit report and final internal audit report);
- Follow up of previous audit findings.

**QUALITY ASSURANCE REVIEWS OF THE WORK**

The auditor shall ensure that all work conforms to the International Standards for the Professional Practice of the Institute of Internal Auditing. Such work may further be subject to an external quality assurance as may be considered necessary.

**INDEPENDENCE AND OBJECTIVITY OF AUDIT STAFF**

In carrying out the work, the auditor must ensure that its personnel maintain their objectivity by remaining independent of the activities they audit. The consultant shall:-

- Have no executive or managerial powers, functions or duties except those relating to internal audit;
- Not be involved in the day-to-day operation of the CATHSSETA;
- Not be responsible for the detailed development or implementation of new systems and procedures.

Where are the services needed;	The internal audit service provider will be required to work at the CATHSSETA operational premises including CATHSSETA Regional Offices. In some instances, where necessary, work may be extended to where projects are being implemented outside the SETA's premises CATHSSETA will provide office space for the internal auditor as required.
Possible phases and how the project will progress from one phase to another;	Not applicable
Detailed project implementation plan and methodology;	Bidders should provide the proposed approach to meeting the BID Requirements. This will include a high level description of the planned solution and the activities to be performed during the initial planning phase and the detailed design and implementation phase. Bidders must further provide an overall high-level (macro) plan covering the delivery of the required services. The plan must demonstrate the solution proposed by the respondent and contain sufficient detail to allow an analysis of the solution to determine the sustainability and feasibility of the solution. Include information on lead times to mobilise, given that the intended start date of the Internal Audit Services is July 2018.

Milestones and date of completion of service.	Milestones to be negotiated with preferred bidder
Critical performance areas related to that services;	The IIA professional body membership is mandatory and proof thereof should be attached.  The bidder must provide information that demonstrates specific related experience in successfully completed projects of similar scope and complexity. Such claims must be supported with sufficient references to permit CATHSSETA to verify the claimed capabilities.
Contact details for technical enquiries	<a href="mailto:supplychain@cathsseta.org.za">supplychain@cathsseta.org.za</a>
Contact details for procurement enquiries	<a href="mailto:supplychain@cathsseta.org.za">supplychain@cathsseta.org.za</a>

#### **8. Details of CATSSETA's role and functions in the service/project**

CATHSSETA's management will work with the appointed service provider to establish the scope for each area prior to commencement of the audit and submit all the required documentation to enable efficiencies in the completion of the audits.

#### **9. Competence and expertise requirements**

Preference will be given to firms registered with the Institute for Internal Auditors (IIA) of South Africa. Firm to be appointed need to be a member of the Information Systems Audit and Control Association (ISACA) or equivalent professional body for the Information Systems and Technology audits.

It is essential that the service provider has the knowledge and experience of internal audit in a public entity environment. CATHSSETA also requires that the service provider has the experience of working in a SETA environment.

#### **10. Monitoring and report requirements after contract is signed**

##### **MONITORING PROGRESS OF ASSIGNMENTS**

1. On completion of each assignment, the auditor shall distribute the reports to the Audit Committee and the Risk Manager;
2. On a monthly basis, the auditor shall prepare a report to the Risk Manager regarding any engagement underway.
3. On a quarterly basis and whenever the Audit Committee so desire, the auditor shall prepare a report to the Audit Committee on the progress against plan, including significant findings and administrative matters.
4. On an annual basis, the auditor shall report to the Audit Committee on the status of CATHSSETA's risk management and internal control activities.

##### **Reporting requirements**

The structure of the report is to be as follows:-

- I. Introduction;
- II. Audit objective and scope;
- III. Background;

- IV. Executive summary, highlighting significant findings;
- V. Findings, recommendations and management responses (including implementation dates);
- VI. Conclusion;
- VII. The auditor is to deliver to the chairperson of the Audit Committee and the CATHSSETA CEO an electronic copy and one signed copy of the final report.

**11.Price specification/ requirements**

Bidders should indicate the hourly rate per level of employees that will be utilised during the contract period. Bidders must indicate the average hourly rate that they will charge for the activities for the contract period. The nature and number of audits to be conducted on an annual basis will be decided on the approved final annual internal audit plan.

**12.Requirements regarding pre-bid meeting**

Compulsory Briefing Session

**13.Validity period**

Validity period: 90 days. The Bidder is required to confirm that it will hold its proposal valid for 90 days from the closing date of the submission of proposals, during which time it will maintain without change, the personnel proposed for the services together with their proposed rates.

**14.Available data/information to the potential supplier relevant to this bid**

The internal Audit Charter is available and It can be requested from: [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za)

**15.Transfer of knowledge and/ training**

Yes– Skills transfer to relevant custodians

**16.The following bid process will be followed**

Description	Due Date
Opening of bid	04 December 2017
Compulsory Briefing Session	13 December 2017 at 11:00am
Closing date	08 January 2018 at 11:00am

**17.Evaluation process**

Bid evaluation process if functionality/local content production is stipulated	Bid evaluation process if functionality is not an requirement
<p>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.</p> <p><b>Bids that do not meet the minimum qualifying score for functionality/ or minimum stipulated threshold for local content or production will be eliminated from further evaluation.</b></p> <p>The responsive proposals will then be evaluated further based on the 80/20 preference point system in terms of the PPPFA Act and its regulations 2017.(See SBD 6.1)</p> <p>The contract will be awarded to the bid proposal that scored the highest total number of points.</p>	<p>All bids duly lodged will be examined to determine compliance with bidding requirements/ specifications and other conditions.</p> <p>The responsive proposals will then be evaluated further based on the 80/20 preference point system in terms of the PPPFA Act and its regulations 2017.(See SBD 6.1)</p> <p>The contract will be awarded to the bid proposal that scored the highest total number of points.</p>

**18.Evaluation criteria That will be used to evaluate functionality**



Evaluation criteria	Sub evaluation criteria	Points allocation for sub-evaluation criteria
Response to the scope of work- Methodology and Implementation Plan (Implementation plan, Costing, Timeframes)	<ul style="list-style-type: none"> <li>A methodology and implementation plan is fully complete and displays detailed costing and clear timeframes</li> </ul>	35
	<ul style="list-style-type: none"> <li>A Methodology and Implementation plan provided is complete and contains some costing and timeframes</li> </ul>	20
	<ul style="list-style-type: none"> <li>A very vague methodology and Implementation plan with no clear timeframes and costing</li> </ul>	10
Demonstrated experience – detailed CV including reference summary for each key project personnel must be submitted for evaluation	<ul style="list-style-type: none"> <li>6 – 8 years+ Team Leader Certification+</li> </ul>	15
	<ul style="list-style-type: none"> <li>3 – 5 years+ Team Leader Certification</li> </ul>	10
	<ul style="list-style-type: none"> <li>1-2 years+ Team Leader Certification</li> </ul>	5
Reference letters from clients currently or previously serviced for the Internal Audit functions	<ul style="list-style-type: none"> <li>+ 5 reference letters</li> </ul>	10
	<ul style="list-style-type: none"> <li>2 – 4 reference letters</li> </ul>	5
	<ul style="list-style-type: none"> <li>0 – 1 reference letters</li> </ul>	0
Personnel compliment	<ul style="list-style-type: none"> <li>Acceptable personnel compliment for project support and completion based on permanent staff</li> </ul>	20
	<ul style="list-style-type: none"> <li>Acceptable personnel compliment for project support and completion based on ability to recruit staff</li> </ul>	10
	<ul style="list-style-type: none"> <li>Inadequate personnel compliment</li> </ul>	0
Experience in comparative projects in a SETA environment	<ul style="list-style-type: none"> <li>Execution of 5 or more comparative projects</li> </ul>	20
	<ul style="list-style-type: none"> <li>Execution of 3 or 4 comparative projects</li> </ul>	15
	<ul style="list-style-type: none"> <li>Execution of 1 or 2 more comparative projects</li> </ul>	10
	<ul style="list-style-type: none"> <li>No comparative projects</li> </ul>	0

**19. Bidders must score a minimum qualifying score for functionality and motivate decision**

**70 out of 100**

**20. General Bid administrative information**

The completed response and submissions must be returned to –

01 Newtown Avenue  
Killarney, Johannesburg  
2193

Attention: Supply Chain Office

Bid proposals must consist of at least **five (5)** hardcopies and **one** electronic copy (CD).

Incomplete submissions, including insufficient numbers of printed copies or electronic copies **may** result in disqualification or will negatively impact scoring during evaluation process.

E-mail or fax proposals are not acceptable.

Questions for clarification of issues will be considered by the CATHSSETA up to the close of business **72 hours** before the closing date and time. No verbal requests for information or clarification will be accepted. Answers to queries shall be posted to the CATHSSETA web site [www.Cathsseta.org.za](http://www.Cathsseta.org.za) (under Bids), and will therefore be in the public domain.

All documentation and responses will be supplied and exchanged utilising standard Microsoft Office (Word, Excel and PowerPoint) products.

Any attempt to gain information in a manner deemed to be fraudulent or disadvantageous to other respondents or any attempt to influence the outcome of the response evaluation will result in immediate disqualification from the bid process.

The SBD 1 "Invitation to Bid" must be completed and attached as the front sheet to the response and any other separate submissions.

Documents must be submitted in the following order:

Bidding documents, *viz*

- Invitation to bid; (SBD 1)
- Tax clearance certificate;
- Pricing schedule(s); (SBD 3.1 or SBD 3.3)
- Technical Specification(s)/ Technical proposal based on TOR. The technical proposal should address the following content and if applicable the proposal must adhere to the sequence indicated below:
  - **Background information of service provider/Joint venture/Consortium and of any sub contractors.**
    - Executive Summary of proposal
    - Service provider Profile / Management structure
    - B-BBEE status level.
  - **Proposal regarding the scope of services to be rendered**
    - Approach, Plan and Time Lines
    - Project Organisation and logistical arrangements
    - Methodology to ensure successful completion of contract
    - Business arrangement approach
      - ✓ An overview of the proposed business arrangement;
      - ✓ How CATHSSETA and the service provider will manage risks and realise benefits;
  - **Information and evidence to address the evaluation criteria set in the particular bid documents:**
    - Proof of Financial Stability
    - Proven Credentials and Team Expertise
    - A detail of any professional associations the respondents belongs to and indicate the length of membership.

- Performance capabilities
- Performance abilities relevant to the scope of services to be rendered
- Senior Management Experience
- Reference sites and contact details where a project of this nature was conducted
- Major client profile / including government
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011; (SBD 6.1)
- Declaration certificate for local production and content (SBD 6.2) (if applicable)
- Declaration of interest; (SBD 4)
- Declaration of bidder's past SCM practices;(SBD 8)
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract;
- Special Conditions of Contract; and
- Other documents such as:
  - Financial statements in support of financial stability;
  - Required detail regarding references; and
  - Résumés of key project personnel.

All bid proposals must at least adhere to the minimum requirements as specified in the Terms of Reference.

If the bidder suggests certain changes to the General conditions of contract or the special conditions of contract, the proposed changes will be evaluated and if acceptable by CATHSSETA such suggested changes may be included into the contract as special conditions of contract. If the suggested changes are unacceptable the General conditions of contract and the special conditions of contract will stand. The potential bidder will then have to decide to abide by the decision or to withdraw its bid proposal.

If any clarity needs to be obtained for evaluation purposes CATHSSETA may require the potential service provider to substantiate certain information, or to allow officials to undertake a financial/ physical inspection to assure that capacity and ability is proven.

Supporting documentation should be attached as annexures and cross-referenced to the appropriate section of the bid.

Please note that the scope of services as indicated in this TOR reflects CATHSSETA true requirements and once the contract is signed amendments to the contract will only be allowed in exceptional circumstances. Please ensure that your costing is based on the scope of services to be rendered.

#### **Disclaimer**

Whilst CATHSSETA is issuing this RFP in good faith, it reserves the right to cancel the selection process and reserves the right not to select any of the respondents to this RFP. CATHSSETA also reserves the right to negotiate cost of the projects and negotiate an acceptable solution with one or more potential providers.

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The SETA reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any proposal. CATHSSETA reserves the right to:

- Award contract or any part thereof to one or more Service Providers;

- Reject all bids;
- Consider any bids that may not conform to any aspect of the bidding requirements;
- Decline to consider any bids that do not conform to any aspect of the bidding requirements;
- Request further information from any Service Provider after the closing date;
- Cancel this tender or any part thereof at any time.

Take note that if **subcontractors** are going to be utilized the following B-BBEE rules will be applicable for the allocation of B-BBEE points:

Pre-contract (Regulation 11.8)

- (8) A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
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Post contract (Regulation 11.9)

- (9) A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

Unsuccessful respondents will be notified by fax and/or e-mail.



## SPECIAL CONDITIONS OF CONTRACT

**Special conditions of Contract (SCC) relevant to a specific bid, (if applicable) should be compiled separately for every bid and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions of the SCC shall prevail. The following conditions will be applicable to this bid:**

**1. Sub-contracting will be allowed subject to section 12 of the Preferential Procurement Policy Framework Act, 2000 (PPPFA)**

**2. Joint ventures and consortiums will be allowed**

**The following Standard Bid documents must be completed and will form part of a signed contract.**

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All documentation and responses will be supplied and exchanged utilising standard Microsoft Office (Word, Excel and PowerPoint) products.

Any attempt to gain information in a manner deemed to be fraudulent or disadvantageous to other respondents or any attempt to influence the outcome of the response evaluation will result in immediate disqualification from the bid process.

The SBD 1 “Invitation to Bid” must be completed and attached as the front sheet to the response and any other separate submissions.

Documents must be submitted in the following order:

Bidding documents, *viz*

- Invitation to bid; (SBD 1)
- Tax clearance certificate;
- Pricing schedule(s); (SBD 3.1 or SBD 3.3)
- Technical Specification(s)/ Technical proposal based on TOR. The technical proposal should address the following content and if applicable the proposal must adhere to the sequence indicated below:
  - **Background information of service provider/Joint venture/Consortium and of any sub contractors.**
    - Executive Summary of proposal
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    - B-BBEE status level.
  - **Proposal regarding the scope of services to be rendered**
    - Approach, Plan and Time Lines
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      - ✓ An overview of the proposed business arrangement;
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  - **Information and evidence to address the evaluation criteria set in the particular bid documents:**
    - Proof of Financial Stability
    - Proven Credentials and Team Expertise
    - A detail of any professional associations the respondents belongs to and indicate the length of membership.
    - Performance capabilities
    - Performance abilities relevant to the scope of services to be rendered
    - Senior Management Experience
    - Reference sites and contact details where a project of this nature was conducted
    - Major client profile / including government
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011; (SBD 6.1)
- Declaration certificate for local production and content (SBD 6.2) (if applicable)
- Declaration of interest; (SBD 4)
- Declaration of bidder's past SCM practices;(SBD 8)
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unacceptable the General conditions of contract and the special conditions of contract will stand. The potential bidder will then have to decide to abide by the decision or to withdraw its bid proposal.

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Supporting documentation should be attached as annexures and cross-referenced to the appropriate section of the bid.

Please note that the scope of services as indicated in this TOR reflects CATHSSETA true requirements and once the contract is signed amendments to the contract will only be allowed in exceptional circumstances. Please ensure that your costing is based on the scope of services to be rendered.

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- Award contract or any part thereof to one or more Service Providers;
- Reject all bids;
- Consider any bids that may not conform to any aspect of the bidding requirements;
- Decline to consider any bids that do not conform to any aspect of the bidding requirements;
- Request further information from any Service Provider after the closing date;
- Cancel this tender or any part thereof at any time.

Take note that if **subcontractors** are going to be utilized the following B-BBEE rules will be applicable for the allocation of B-BBEE points:

#### Pre-contract (Regulation 11.8)

- (8) A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
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#### Post contract (Regulation 11.9)

- (9) A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

Unsuccessful respondents will be notified by fax and/or e-mail.







**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CULTURE ARTS, TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY (CATHSSETA)

BID NUMBER: ..... CLOSING DATE: ..... CLOSING TIME: 11:00

DESCRIPTION.....

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).**

BID DOCUMENTS MAY BE POSTED TO CATHSSETA

BIDS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)  
**01 Newtown Avenue, Killarney, Johannesburg**

**Bidders should ensure that bids are delivered timeously to the correct Address. If the bid is late, it will not be accepted for consideration.**

The bid box is open from 8am to 4.30pm Monday to Friday

All bids must be submitted on the official forms– (not to be re-typed)

This bid is subject to the Preferential Procurement Policy framework Act and the Preferential Procurement Regulations, 2011, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC)

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE .....NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED ? (SBD 2) YES or NO

TYPE OF BUSSINESS ENTERPRISE: .....

BUSSINESS ENTERPRISE NUMBER .....

SDL NUMBER ..... PAYE NUMBER: ..... UIF NUMBER: .....

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (See SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY? [TICK APPLICABLE BOX]

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) .....

A REGISTERED AUDITOR .....

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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 or NO  
[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED.....

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

Department: .....

Contact Person: .....

Tel: .....

Fax: .....

E-mail address:.....

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

Contact Person: .....

Tel: .....

Fax: .....

E-mail address:.....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable

SBD 3.3



**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 11:00	CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

1. The accompanying information must be used for the formulation of proposals.
  
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
  
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
  

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....

  
5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT
  

.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid .....  
.....
- 7. Estimated man-days for completion of project .....  
.....
- 8. Are the rates quoted firm for the full period of contract? \*YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....  
.....

\*[DELETE IF NOT APPLICABLE]





### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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<sup>2</sup>, 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.

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: .....

presently employed by the state?

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 **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

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

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

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

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

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
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?

2.9.1 If so, furnish particulars.  
.....  
.....  
.....



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**

1 If so, furnish particulars.

.....  
 .....  
 .....

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**

1 If so, furnish particulars:

.....  
 .....  
 .....

**Full details of directors / trustees / members / shareholders**

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

"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.

"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.

**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

November 2011



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

1.2 The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
<b>1.3.1.1 PRICE</b>	.....
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	.....
<b>Total points for Price and B-BBEE must not exceed</b>	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. 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

- 2.1.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution:..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

What percentage of the contract will be subcontracted?	The name of the sub-contractor?	The B-BBEE status level of the sub-contractor?	Whether the sub-contractor is an EME?

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm ..... :

9.2 VAT registration number :.....

9.3 Company registration number ..... :

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium/Trust
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.  
[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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. ....

1. ....

.....

**SIGNATURE(S) OF BIDDER(S)**

DATE:.....

ADDRESS:.....





## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9. (1) and 9. (3) make provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left[ \frac{x}{y} \right] \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as indicated in paragraph 4.1 below.

1.1. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and.
- this declaration certificate is not submitted as part of the bid documentation.

2. Definitions

2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

**1. The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

2. Does any portion of the services, works or goods offered have any imported content? YES / NO

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on **[www.reservebank.co.za](http://www.reservebank.co.za)**.

Indicate the rate(s) of exchange against the appropriate currency in the table below:

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID No.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):  
.....

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, ..... (full names), do hereby declare, in my capacity as ..... of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	
Local content % , as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**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	<p>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?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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



1. 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<sup>3</sup> will not be construed as collusive bidding.
2. 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.
3. 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.
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.

<sup>3</sup> 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