



RFP NUMBER:	RFP/SASSETA/20211110
DESCRIPTION:	Appointment of a research company to undertake an impact assessment of the SASSETA learning interventions
PUBLISH DATE:	04 September 2020
CLOSING DATE:	25 September 2020
CLOSING TIME:	11h00
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 Days from the closing date
PREFERENCE POINT SYSTEM	80/20
PROPOSALS TO BE SUBMITTED ELECTRONICALLY ONLY VIA EMAIL	impactstudy@sassetta.org.za
ATTENTION:	Mr. Musa Mazibuko
NB: Proposals to be submitted electronically only via email to impactstudy@sassetta.org.za for the attention of Mr Musa Mazibuko, Please be informed that this email address is for submission of tender proposals only and queries related to this tender are to be sent to scm01@sassetta.org.za	

NB: The SASSETA logo should not be displayed in any shape or form on proposals sent to SASSETA for consideration.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.3)
4. Declaration of Interest (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2017 (SBD 6.1). Bidders are to submit a certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
6. Declaration of bidder's Past SCM Practices (SDB 8)
7. Certificate of Independent Bid Determination (SBD 9)
8. Submission Checklist
9. General Conditions of Contract (Annexure A)
10. Map to SASSETA offices (Annexure B)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no **briefing session** for this Request for Proposal.

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Mr Musa Mazibuko** at scm01@sasseta.org.za by Wednesday **16 September 2020 at 12h00**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted**. If clarifying information will be made available to all bidders by e-mail only.

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically only via email to impactstudy@sasseta.org.za for the attention of Mr Musa Mazibuko, Please be informed that this email address is for submission of tender proposals only and queries related to this tender are to be sent to scm01@sasseta.org.za.

- ❖ Closing date and time: **Friday 25th September 2020 at 11h00**
- ❖ The name and address of the bidder

1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00)
- 1.5.3 Bids sent to SASSETA via normal post or any other mechanism will not be accepted

1.6 FORMAT OF BIDS

- 1.6.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.
- 1.6.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid (SBD 1)

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing (SBD 3.3)

Bidders Must complete SBD 3.3 as attached to this request in full and also must submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the Terms of Reference. **Bidders must also attached their quotation on the company letterhead as part of SBD 3.3**

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable

Part 3: Declaration of Interest (SBD 4)

Each party to the bid must complete and submit the Declaration of Interest.

Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1)

Bidders must complete and submit the Preference Points Claim Form.

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 OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- ❖ 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.

Part 5: Declaration of bidders past supply chain management practices (SBD 8)

Each party to the bid must complete and submit the Declaration of past supply chain management practices

Part 6: Certificate of Independent Bid Determination (SBD 9)

Bidders must complete and submit the "Certificate of Independent Bid Determination" document.

Part 7: Broad Based Black Economic Empowerment Certificate

Bidders are to submit an Original/Certified copy of a valid BBEE Certificate.

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. or a letter from an Accounting Officer/ Auditor or a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

Part 8: General Conditions of Contract

Bidders **must** initial each page of the General Conditions of Contract and submit with their bid document.

Part 9: Technical approach

Bidder must at least:

Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. Bidders are required to have the basic office equipment and the resource/s (which must include, laptop, 3G connection, landline, own office with the basic office equipment) will be located within the region where the work will be done. They should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems.

Describe how the work will be managed. Provide an organisation chart clearly indicating:

- ❖ The lines of reporting and supervision within the bidder's team.
- ❖ The lines of reporting between the bidder and SASSETA.

Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.

Describe the tasks, duties or functions to be performed by staff in these positions.

Indicate the number of hours required to complete each task and the number of hours to be provided by each team member. The bidder must be able to work within strict time lines and have the capacity to do so.

Provide information on any additional value added services for consideration by SASSETA, and which will form part of the overall proposed solution. Please note that the additional value ads must be priced separately in the space provided for in the pricing schedule.

Bidders are to present such information in a matrix. The following is provided merely as guidance. Bidders are free to elaborate as they see fit.

Outcome/ output	Activity	Team member(s) involved (name and position)	Person days for each team member	Total person days

Provide a work plan of activities. In addition to providing details of the estimated number of workdays for each activity, bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.

Please note that part 9 should be no longer than 10 single-sided A4 pages in Arial 11 (font size).

Part 10: Team Details

The bidder must provide:

- ❖ A comprehensive curriculum vitae (relevant to this bid and limited to two pages). In particular, the CV must highlight the team member(s) experience and qualifications to carry out the work

NB: It is to be noted that team members proposed for this assignment cannot be replaced without prior approval by the SASSETA.

Part 11: Experience in this field

It is essential the service provider displays:

- ❖ Experience as set out in the terms of reference
- ❖ The Bidder must provide signed reference letters on company letterheads of previous clients where the Bidder provided similar services.

Part 12: Bidders National Treasury CSD registration report

Bidders to submit their CSD report indicating the validity of the bidder's registration. Directors listed on SBD 4 to be the same as those listed on the CSD report.

1.7 NEGOTIATION

- 1.7.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.7.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.7.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:
 - ❖ Cancel or delay the selection process at any time, without explanation,
 - ❖ Not to select any of the respondents to this bid invitation, without explanation,
 - ❖ Exclude certain services, without explanation.
- 1.7.4 All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.8 REASONS FOR REJECTION

- 1.8.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.8.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
 - 1.8.2.1 have abused the Supply Chain Management systems of SASSETA.

- 1.8.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
- 1.8.2.3 have failed to perform on any previous contract and the proof exists.

1.8.3 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1. INTRODUCTION AND BACKGROUND

2.1.1. The Safety and Security Sector Education and Training Authority (SASSETA) was established on 1 July 2005. It is one of the 21 Sector Education and Training Authorities (SETA's) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. The SETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended) and is accountable to the Department of Higher Education and Training (DHET).

2.1.2. The Safety and Security Sector includes components of two of the major sectors in the Standard Industrial Classification (SIC) namely Group 8 (Finance, Real Estate and Business Services) and Group 9 (General Government Services). SASSETA has grouped its constituencies into seven subsectors (also known as chambers), namely; Policing, Corrections, Defence, Justice, Intelligence Activities, Legal Services, as well as Private Security and Investigation Activities.

2.1.3. In the previous financial years SASSETA have been implementing learning intervention in order to deliver on its mandates, the implemented interventions include but not limited to the following:

- Skills Programme;
- Bursaries;
- Internships; and
- Graduate Placement

2.1.4. SASSETA's Strategic Plan

2.1.4.1. SASSETA's Strategic Plan (2015/16 – 2019/20) outlines the following four Strategic Outcome-oriented Goals (SOG), namely:

- **SOG1:** Provide strategic leadership, technical and administrative support services to SASSETA,
- **SOG2:** Strengthening and institutionalise planning mechanism for skills planning ,monitoring, evaluation and research for the safety and security sector,
- **SOG3:** Reduce the scarce and critical skills gap in the safety and security sector through the provisioning of quality learning programmes, and
- **SOG4:** Strengthening efficacy in SASSETA'S discharge of the quality assurance function.

2.1.5. SASSETA's Research Agenda

2.1.5.1. In response to the Strategic Outcome-oriented Goal 2, that is, "Strengthening and institutionalise planning mechanism for skills planning, monitoring, evaluation and research for the safety and security sector, the Research Department compiled the Research Agenda for the SETA. The purpose of the Research Agenda is to support sound skills planning in order to respond to the skills development needs of the safety and security sector. This document also spells out the SETA's research focus areas for the period: 2016–2020, which are:

- Developing internal research capacity;
- Supporting and developing research networks (i.e. reference group) for the sector;

- Linking SASSETA's post-graduate bursaries holders with certain topics that are of significance in the sector, building a research repository for the sector, and developing systems and processes to improve SASSETA information [management]. In essence, the SASSETA's *Research Agenda* has been developed to support and the advance the SETA-sector strategy, as well as;
- To further inform stakeholders in various sub-sectors about the SETA's research focus areas and priorities.

2.1.5.2. In essence, SASSETA is committed to its mandate to be labour market intelligent centre for the sector and take any possible and viable measure to ensure that it has a credible and professionally researched sector skills plan and hence; be able to support relevant education and training interventions in the sector, particularly in the context of the National Skills Development Strategy (NSDS) III, the National Skills Development Plan (NSDP), 2030, as published by the DHET in March 2019 and the White Paper for Post-School Education and Training.

a) The National Skills Development Strategy III

The SETA is also committed to the National Skills Development Strategy (NSDS) III Goal 4.1 which focuses on "*Establishing a credible institutional mechanism for skills planning*" and its related outputs. Additionally, SASSETA is steadfast about Output 4.1.1.2 of the NSDS III which states that "Sector skills plans are professionally researched; provide a sound analysis of the sector and articulate an agreed sector strategy to address skills needs." (NSDS III, 2011).

Central to the objective of the NSDS III is to promote a skills development system that effectively responds to the needs of the labour market, particular to the needs of the safety and security industry. Therefore, research is a key pillar to the advancement of the NSDS III targets, objectives and commitments. Therefore, SASSETA's Research Department is enjoined to play a significant role in the production of accurate and factual information to be used for planning, implementation and evaluation of SASSETA's skills development initiatives.

b) The National Skills Development Plan

The National Skills Development Plan (NSDP) as a policy document envisions of South Africa, an educated, skilled and a capable workforce. The NSDP's quest is to support economic growth, employment creation and social development through improving access to occupations in high demand and priority skills aligned to economic enhancement. In addition, the NSDP seeks to achieve an adequate and appropriate skilled workforce that is critical for and responsive to the economic needs. Moreover, the NSDP details the outcome, which as the SETA must contribute towards achieving them. In a nutshell, the aim of the NSDP is to promote and advance the goals of the National Development Plan (NDP) through skills development.

c) The White Paper for Post-School Education and Training

In addition to the NSDS III (and now the National Skills Development Plan (2030), the White Paper for Post-School Education and Training notes that research should be at a centre of building a focus and responsive post-schooling system. It also asserts that partnership with higher education institutions (HEI) and industry need to be established to support research on industry needs and skills planning. It is envisaged that research will support skills priority actions as identified in the SSP. These are:

- Partnership with sector training institutions and academies;
- Transformation and professionalization of the sector;
- Information communication and technology (ICT) skills;
- Technical and specialised skills; and
- Building an active citizenry (DHET, 2019; DHET 2013; DHET, 2011).

2.1.6. SASSETA's Research priorities

2.1.6.1. SASSETA's *Research Agenda* comprises four focus areas. It therefore worth noting that the themes/topics under each focus area are complementary and not exhaustive. The research priority areas for the Research Agenda are:

- Sub-sector and labour market research;
- Professionalization and transformation of the sector;
- Evaluation studies, including tracer, tracker and impact assessment studies; and
- Supporting and developing research capacity in the sector.

a) Sub-sector and labour market research

This priority area is aimed at ensuring that sector needs are best catered for and to enable the SETA to address and align skills production for the sector. It builds on past knowledge of the subsector(s) reports which feeds into the annual update of the *Sector Skills Plan* (SSP), especially chapters on the Sector profile, Key skills issues as well as the Extent of skills mismatch in order to identify scarce and critical skills for the sector.

b) Professionalization and transformation of the sector

This priority area seeks to contribute towards professionalization and transformation of the sector by providing knowledge or understanding to progressively implement skills development interventions that would contribute towards transformation and professionalization in the sector.

c) Evaluation studies (including tracer, tracker and impact assessment studies)

This priority area focuses on studies that seek to reflect on and self-critique the efficacy and effectiveness, as well as the impact of skills development interventions implemented in advancing the mandate of the SETA, particular in terms of professionalising and transforming the sector.

d) Supporting and developing research capacity in the sector

The focus of this priority area is threefold. Firstly, it seeks to support and develop research capacity in the sector in order to close knowledge gaps. Secondly, the priority strives to harness existing knowledge in order to improve SASSETA's interventions and response in addressing skills development in the sector. Finally, the priority area seeks to increase the pool of researchers within the safety and security sector.

2.2. PURPOSE

2.2.1. SASSETA requires a service provider to **conduct an impact assessment of the learning interventions on its sector strategic skills priority actions**. The appointed bidder will be expected to execute various assignments as indicated in the. Scope of work below:

- To understand the impact of the learning interventions towards its sector strategic skills priority actions.
- To recommend relevant policies in line with SASSEATA strategic objective.
- To identify the impact of the on employment.

2.3. SCOPE OF WORK

2.3.1. Successful bidders will:

- 2.3.1.1. Conduct qualitative and quantitative analysis to understand the impact of the learning intervention towards its sector strategic skills priority actions.
- 2.3.1.2. Conduct research on the labour market for the identification of the skills needs implications;
- 2.3.1.3. To identify the impact of the progress in achieving the strategic objectives

2.4. REQUIRED DELIVERABLES

2.4.1. The required deliverables will be specified on project by project basis among successful bidders as outlined in paragraph 2.3 (Scope of work) above. Nonetheless, for research as well as evaluation studies, the required deliverables will include:

- Inception reports;
- Revised first draft reports;
- Final reports with Data collection instruments and the data sets; and
- Final Power-Point presentations.

2.4.2. Inception reports

2.4.2.1. Inception reports will provide details about

- The research methodology to be utilised, including the main research methods, the sampling framework, proposed sources of data, procedures for data collection and analysis, and a draft (but detailed) table of contents; and
- The proposed research tools will be discussed with and approved by the M&E Department of SASSETA before data collection commences.

2.4.3. Revised first draft reports

2.4.3.1. The revised first draft final reports will incorporate suggestions and recommendations from SASSETA. Moreover, second round of revisions may be required before final versions of final report can be produced.

2.4.4. Final reports

2.4.4.1. Final reports will be submitted as follows:

- One electronic copy in PDF and Ms Word formats;
- Two hard Copies; and
- One Compact Disc (CD).

2.4.5. Data collection instruments and the data sets

2.4.5.1. An electronic copy of all data collection instruments and the sector-specific data set will be submitted to SASSETA M&E Department.

2.4.6. Final Power-Point presentations

2.4.6.1. Final presentations of the overall findings and recommendations will be made to SASSETA's management for validation.

2.5. SKILLS AND EXPERIENCE OF THE BIDDING COMPANY WITH THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT

2.5.1. Research methodology and report writing

2.5.1.1. The bidders are expected to demonstrate a comprehensive understanding and experience in terms of approaches of undertaking research studies. However, the following guiding principles will be taken into consideration:

- Knowledge and experience in utilising qualitative and quantitative research methods;
- Knowledge and experience in the application of different data analysis methods; and
- Knowledge and experience in the production research reports, with feasible recommendations.

2.5.1.2. Therefore, the bidder should demonstrate the following skills and experience:

- At least three (3) research assignments completed for public institutions or entities, accompanied three (3) by reference letters for from previous clients.
- In addition, the bidder should provide details of the project team leader, including the rest of the proposed research team members (should more than one member be involved and their respective roles in the project).

2.5.2. Qualifications and experience

2.5.2.1. The team leader should be in possession of the following qualifications and demonstrate the following experience:

- Must have a master's degree in social sciences or Economics.

- At least four (4) research outputs published on DHET accredited journals.
- At least three years (3) experience in leading research teams and/or managing research assignments.

2.6. TIMEFRAMES DELIVERY OF THE WORK

- 2.6.1. The project must be completed within the five (5) months starting from the appointment date.

2.7. SUBMISSION REQUIREMENTS

- 2.7.1. The proposal and the bidder is required to consist of, and demonstrate, the following:
- 2.7.1.1. Understanding of and experience in the scope of work;
 - 2.7.1.2. Research methodology to be utilised to execute the scope of work;
 - 2.7.1.3. Project plan detailing various activities (milestones) and when the deliverables will be submitted;
 - 2.7.1.4. Profile of the bidder;
 - 2.7.1.5. Project team structure, roles and responsibilities;
 - 2.7.1.6. Detailed CVs of the project leader and other team members (should more than one researcher be proposed for the project);
 - 2.7.1.7. Certified qualifications of the team members (Project leader/manager must be in possession of at least NQF level 9, other researchers in the team at least NQF level 8);
 - 2.7.1.8. Experience of the bidder and team related to the skills required and in similar projects successfully undertaken, and
 - 2.7.1.9. Signed reference letters on an official letterhead from three contactable referees demonstrating skills and expertise to undertake the contract.

2.8. PRICING

- 2.8.1. Service Providers are requested to provide an all-inclusive cost of this project assignment.
- 2.8.2. Bidders are reminded that SASSETA will award the bid based on a bidder's total project cost and not hourly or daily rates. The bidder must ensure delivery of the project within the required timeframes as stipulated in the terms of reference.

2.9. ACCOUNTABILITY AND REPORTING

- 2.9.1. The service provider will report directly to the M&E Department of SASSETA for the duration of the assignment.

2.10. INTELLECTUAL PROPERTY

- 2.10.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

2.11. THE PROPOSED SELECTION CRITERIA

2.11.1. Functionality Evaluation

2.11.1.1. All proposals will be evaluated on the criteria provided in the table below. The proposals from all bidders will be rated on a scale of 0 to 5 as follows:

0: Required documents(s)/item(s) not submitted/Unacceptable. Does not meet the set criteria.

3: Satisfactory. Should be adequate for the stated element.

5: Exceptional mastery of the requirement. Should ensure extremely effective performance.

2.11.2. Functionality Table

2.11.2.1. The functionality table addresses the proposed technical approach and research methodology, as well as the suitability of the project team

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
1. Proposed technical approach and research / evaluation methodology of the bidder	Rating out of 5	Evaluation criteria		
Bidding Company to outline research/Evaluation design and methodology to be applied (40 Points)	0	Research / evaluation methodology and report writing details NOT included/ Short research / evaluation methodology and report writing details that does not relate to the full scope of work.	40%	
	3	Research / evaluation methodology and report writing details include: <ul style="list-style-type: none"> • Full scope of work, • Detailed Research/evaluation designs and methodologies • Detailed research/evaluation data analysis techniques/methods • Deliverables. 		

	5	Research / evaluation methodology and report writing details that includes: <ul style="list-style-type: none"> • Full scope of work, • Detailed Research/evaluation designs and methodologies • Detailed research/evaluation data analysis techniques/methods • Deliverables • Project plan which indicates activities and timeframes that adhere to the terms of reference, and • Detailed risk and mitigation plan. 		
2. Suitability of the bidding Company				
Bidding company to demonstrate a minimum of four (4) research / evaluation assignments completed for public/private institutions/entities, accompanied by four (4) signed reference letters from previous client(s) on the letterhead of the client(s). (10 points)	0	Bidding company has NOT undertaken research / evaluation assignments for public/private institutions/entities and/or no reference letters submitted/less than three (3) reference letters attached.	10%	
	3	Bidding company has completed three (3) research / evaluation assignments for public/private institutions/entities.		
	5	Bidding company has completed four (4) or more research / evaluation assignments for public/private institutions/entities.		
3. Suitability of the project team leader				
3.1 The project team leader must be in possession of a masters/Doctoral degree in in social sciences. (20 points) NB: Copies of certificates must be attached. International qualifications must be verified by SAQA and a copy of letters confirming the validity of the qualifications must be attached.	0	Copies of certificates or letter(s) confirming international qualification(s) not attached.	20%	
	3	Copy of a master's degree in social sciences or conformation of an equivalent international qualification attached.		
	5	Copy of a PhD degree or higher in social sciences or conformation of an equivalent international qualification attached		
3.2 The project team leader to demonstrate a minimum of six (6) published Articles in accredited Department of Higher Education and Training (DHET) Journals. <u>The Bidder to</u>	0	The team leader has no experience in conducting research / evaluation assignments for public/private institutions/entities. Or the project team leader has completed less than five (5) published Articles accredited by Department of Higher Education and Training (DHET) Journals.	30%	

<u>record the reference number for the published journal.</u> (30 points) Comprehensive CV to be attached demonstrating the required number of published articles undertaken.	3	The project team leader has completed five (5) research published Articles accredited by Department of Higher Education and Training (DHET) Journals		
	5	The project team leader has completed six (6) or more published Articles accredited by Department of Higher Education and Training (DHET) Journals.		
Total			100%	

NB: Bidders need to obtain a minimum of 80% for functionality for them to be evaluated further on the 80/20 preference point system. If none of the bidders obtain 80% threshold, the threshold will be reduced to 70%. If none of the bidders meet the 70% functionality threshold will be eliminated from further evaluation.

Presentation (optional)

Bidders who meet the required functionality threshold may be invited to conduct a presentation on the element below:

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
1. Proposed technical approach and research / evaluation methodology of the bidder	Rating out of 5	Evaluation criteria		
Bidding Company to outline research/Evaluation design and methodology to be applied (40 Points)	0	Research / evaluation methodology and report writing details NOT included/ Short research / evaluation methodology and report writing details that does not relate to the full scope of work.	100%	
	5	Research / evaluation methodology and report writing details that includes: <ul style="list-style-type: none"> • Full scope of work, • Detailed Research/evaluation designs and methodologies • Detailed research/evaluation data analysis techniques/methods • Deliverables • Project plan which indicates activities and timeframes that adhere to the terms of reference, and • Detailed risk and mitigation plan. 		
Total presentation score			100%	

NB: Should presentations be part of this tender, Bidders need to obtain a minimum of 100% for presentations in order for them to be evaluated further on the 80/20 preference point system. Bidders who do not achieve 100% for presentation will be eliminated from further evaluation.

80/20 Preference point system

Evaluation Criterion on Price and BBEE	
Relative competitiveness of proposed price	80
B-BBEE Status Level of Contribution	20
TOTAL FOR PRICE AND PREFERENCE	100

2.1. ADJUDICATION OF BID

2.1.1. The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

INVITATION TO BID

YOU ARE HEREBY INVITED TO SUBMIT A PROPOSAL FOR REQUIREMENTS OF THE SASSETA

RFP NUMBER: RFP/SASSETA/20211110 **CLOSING DATE:** 25 September 2020 **CLOSING TIME:** 11h00

DESCRIPTION: Appointment of a research company to undertake an impact assessment of the SASSETA learning interventions.

VALITY PERIOD: Offer to be valid for 120 days from the closing date of the bid

The successful bidder will be required to fill in and sign a written Contract Form.

BID DOCUMENT MUST BE EMAILED TO:

Impactstudy@sasseta.org.za

Hand delivered or Couriered bids will not be accepted.

Bidders should ensure that bids are emailed timeously to the correct email address. If the bid is late, it will not be accepted for consideration.

Bids can be emailed anytime up to 11h00 on the closing date.

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

This RFP is subject to the following:

- General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
- the Preferential Procurement Policy Framework Act, 2000
- the Preferential Policy Regulations, 2017
- All other SCM prescripts

- Bids submitted that do not comply with the following will be disqualified**
 - A late Bid (a bid emailed one second after 11h00 or any time thereafter)

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/20211110	CLOSING DATE:	25 September 2020	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a research company to undertake an impact assessment of the SASSETA learning interventions				
PROPOSALS TO BE EMAILED:					
impactstudy@sasseta.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Musa Mazibuko		CONTACT PERSON	Mr Musa Mazibuko	
E-MAIL ADDRESS	Scm01@sasseta.org.za		E-MAIL ADDRESS	Scm01@sasseta.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:

BID NO.: RFP/SASSETA/20211110

CLOSING TIME: 11: 00

CLOSING DATE: 25 September 2020

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

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

- The accompanying information must be used for the formulation of proposals.
- 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.**

NO.	DETAILS	AMOUNT (INCL. OF VAT)
1	Inception reports;	R
2	Revised first draft reports;	R
3	Final reports;	R
TOTAL PROJECT COST		

Bidders are to complete the name and surname of the proposed team leader on this assignment and ensure that comprehensive CVs of this member is attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME	IS CV ATTACHED (circle the response below)
1.	Proposed team leader		Yes/No

- PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	-----
-----	R-----	-----
-----	R-----	-----

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

-----	R-----	-----days
-----	R-----	----- days
-----	R-----	----- days

5. Travel expenses (specify, for example rate/km and total km, class of air travel, 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.....
TOTAL:		

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

4.2Other 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.....
TOTAL:			R.....

Signature -----
Date

Position -----
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state, 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 bid 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 authorized representatives 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 representatives:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder, 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 individually Identity numbers, tax reference numbers and, if applicable, employee/PERSAL number must be indicated in paragraph 3 below.

1"state means-

- (a) any national or provincial department, national or provincial public entity or constitutional within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament

2"shareholder "means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES/NO**

2.7.1 If so, furnish the following particulars:

Name of person /director /trustees /shareholder /member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO/N/A**

NB: (Please tick NO or N/A if your answer was NO on 2.7. above)

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

NB: (Please tick NO or N/A if your answer was NO on 2.7. above)

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

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

.....
.....

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

2.8.1 If so, furnish particulars:

.....
.....

NB.: (If a bidder has had a contract with any government department, /municipality/entity/parastatal/SOE, etc. please tick YES on 2.8 above and name the institutions worked for)

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.9.1 If so, furnish particulars:

.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars:

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors /trustees / members /shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number/ Persal Number
Directors listed here to be the same as those listed on CSD.			

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information on all their directors/trustees/members/shareholders

4 DECLARATION

I, THE UNDERSIGNED (NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVES TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

**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).

a) The value of this RFP is estimated **not to exceed R50 000 000, therefore the 80/20 reference point system shall be applicable.**

- 1.2 Points for this bid shall be awarded for:

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

- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

SBD 6.1

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR
- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. **BID DECLARATION**

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

6. **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. **SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?
(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted?.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

SBD 6.1

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....
- 8.4 TYPE OF COMPANY/ FIRM
 - Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]
- 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....
- 8.6 COMPANY CLASSIFICATION
 - Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]
- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of

SBD 6.1

contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process; recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (b) 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;
 - (c) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (d) forward the matter for criminal prosecution.

WITNESSES
1.
2.
(Both witnesses are required to sign this document. SBD 6.1 submitted without signatures will be disqualified from evaluation)

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

**(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).
Non adherence to this requirement will lead to a disqualification)**

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 supply chain management system
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failure 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>(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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</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>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars		
4.4	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

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

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and bids.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____
that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
7. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
8. 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.

9. 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.

10. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

11. BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) • To be signed by a duly Authorised Delegate.	
2.	Part 2: Completed and signed the Pricing schedule (SBD 3.3) • To be signed by a duly Authorised Delegate.	
3.	Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document)</i> • To be signed by a duly Authorised Delegate	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1) • To be signed by a duly Authorised Delegate. • Not claiming points as per bullet 6.1 and 6.2 on SBD 6.1 will lead to B-BBEE points not awarded	
5.	Part 5: Completed and signed the Declaration of bidders past Supply Chain Management Practices document (SBD 8). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the Declaration of bidders past Supply Chain Management Practices document)</i> • To be signed by a duly Authorised Delegate.	
6.	Part 6: Completed and signed the Certificate of Independent Bid Determination (SBD 9) • To be signed by a duly Authorised Delegate.	
7.	Part 7: Submitted an original/ certified copy of a valid BBBEE Certificate/Sworn Affidavit signed by a Commissioner of Oath. <i>(In case of a trust, consortium or joint venture, bidders 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.</i> • Non submission of a valid B-BBEE Certificate/sworn affidavit will lead to zero points awarded	
8.	Part 8: Submitted the General Conditions of Contract (initialled each page)	
9.	Part 9: Submitted the Technical approach	
10.	Part 10: Submitted the Details of the team and included their CV	
11.	Part 11: Submitted Experience in the field document and reference letters	
12.	Part 12: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
13.	Part 13: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs	