

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER SERVICES ON BEHALF OF SALGA FOR THE PROFILING OF THE TEN (10) OLD CENTRAL BUSINESS DISTRICTS (CBDS) IN THE GAUTENG CITY REGION (GCR)**

---

**Closing date and time: 15 November 2024 at 11:00**

**Submit via email to :**

**[mmahlalela@salga.org.za](mailto:mmahlalela@salga.org.za)**

## **1. ABOUT SALGA**

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA is managed within the framework of the Public Finance Management Act (Act 1 of 1999) and is listed as a schedule 3A public entity.

## **2. SALGA MANDATE**

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

**Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.

**Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.

**Capacity Building** refers to facilitating capacity building initiatives through among others representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.

**Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans

**Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.

**Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

## LIST OF ACRONYMS

| API     | Application Programme Interface                |
|---------|------------------------------------------------|
| HDI     | Historical Disadvantaged Individual            |
| COGTA   | Cooperative Governance and Traditional Affairs |
| GIS     | Geographic Information Systems                 |
| GCR     | Gauteng City Region                            |
| GPG     | Gauteng Provincial Government                  |
| IGR     | Inter-Governmental Relations                   |
| IP      | Intellectual Property                          |
| MSCOA   | Municipal Standard Chart of Accounts           |
| SACPLAN | South African Council for Planners             |
| SALGA   | South African Local Government Association     |
| SLA     | Service Level Agreement                        |
| SPLUMA  | Spatial Planning and Land Use Management Act   |
| VAT     | Value Added Tax                                |

## 3. PROJECT TITLE

Profiling of the 10 old Central Businesses (CBDs) in the Gauteng City Region (GCR).

## 4. PURPOSE OF THIS REQUEST

The role of CBDs remains relevant and important in order to bolster economic inclusion and development, spatial transformation, and urban management and achieve many

outcomes. There is anecdotal evidence that people migrating to cities, seek to reside in CBDs that are perceived to be locations with access to opportunities.

While it is common cause that CBDs may have evolved and transformed over time, they are still critical to how cities function. Their potential and role is yet to be optimised. A myriad of factors have to be unpacked and understood about CBDs such as their role in the post COVID-19 era, types and forms, but perhaps most importantly, an agreement on the strategies and interventions required to ensure their successes.

The purpose of these terms of reference is to appoint a competent service provider to undertake the profiling of the 10 identified old CBDs in the GCR. The profiling work will be integrated into the broader GCR strategy to revitalise the old CBDs.

## **5. INTRODUCTION**

Gauteng is the largest urban economy in Africa. It is the economic hub of South Africa and is home to numerous foreign banks, stockbrokers, insurance companies, and the head offices of major gold and diamond mining companies. The province's economic dominance is due to its concentration of industries and financial services, making it a critical economic centre on the continent.

Gauteng recorded the highest provincial economic growth rate in 2019. The 0,6% rise in economic activity was mainly driven by finance, real estate and business services, which are the dominant industries in the province. Agriculture is the smallest industry in Gauteng, as a result its poor performance affected Gauteng far less compared to other provinces. The top four largest sectors in the province in 2019 were finance, government, manufacturing and trade.

Gauteng is the most densely populated province, comprising 13,4-million people in 2016, or roughly a quarter of the country's population. 97% of the province's population is urbanised and population numbers are increasing. In fact, three out of the four municipalities that showed the highest growth in population numbers between 1996 and 2011 are Johannesburg, Ekurhuleni and Tshwane.

Gauteng is recognised as the "international migrant gateway to South Africa", with international migrants making up an estimated 13% of the population. Gauteng comprises three metropolitan municipalities (i.e. City of Tshwane, City of Johannesburg and Ekurhuleni Metropolitan Municipality and two districts (i.e. Sedibeng and West Rand). It includes the cities of Johannesburg, once the world's most important centre of gold production and today South Africa's financial capital, and

Pretoria, the country's administrative capital. It also includes business, industrial and mining centres such as Kempton Park, Germiston, Springs, Alberton, Boksburg, Benoni, Vereeniging, Vanderbijlpark, Krugersdorp, Randfontein and Westonaria.

Gauteng is the best-connected province in the country, with the highest density of national roads passing through the province. The four national roads serving the eastern parts of the province (N4, N12, N17 and N3) are all linked to the three major export harbours along the east coast of Southern Africa, namely, Maputo, Richards Bay and eThekweni/ Durban. It also comprises the Gautrain, the country's only rapid commuter rail system.

In contrast to the strong economic position of the province, Gauteng also faces a number of challenges brought about by high population growth. While rapid urban growth may create opportunities, it also comes with a number of challenges in terms of meeting people's expectations for employment, infrastructure, housing and services. Employment creation remains a key priority for the Gauteng provincial government. Notwithstanding the strong economic position of the province, the labour market is not yet dynamic enough to accommodate the aspirations of all prospective workers and unemployment is high. In 2015, the City of Tshwane, Ekurhuleni MM and City of Johannesburg had unemployment rates of 27.4%, 29.4%, and 26.2% respectively (i.e. a quarter of the working-age population). Given that Gauteng exerts a strong attraction for migrant populations both local and foreign, employment creation assumes an even greater urgency.

Like the rest of South Africa, Gauteng cities and towns are hugely unequal, with spatial concentrations of huge wealth existing alongside large informal settlements. This duality results in a quality of life for some that matches and often exceeds, that enjoyed by residents of developed world cities, but high levels of struggle and marginalisation for many others. Most low-income housing is located on the periphery of cities, and residents of these areas suffer poor access to centres of employment and social amenities.

Consequences include higher transport costs for the poor, difficulty in accessing good schooling, and long travel times between places of work and home – time that could otherwise be spent on much more productive uses. Gauteng is particularly vulnerable to the twin challenges of climate change and fuel shortage, given its very high fossil fuel dependency and experiencing an increasingly acute water deficit in the future. South Africa, including Gauteng, has been warming significantly over the period 1913–2015 with a warming rate of 2°C per century, which is in the order of twice the global

rate of temperature increase. Over the period 1921–2015, there is strong evidence that extreme daily rainfall events have increased over large parts of the country, including Gauteng.

## **6. BACKGROUND**

Historically, Central Business Districts (CBDs) were the heart of many cities. The concept of CBDs has evolved over centuries from original market squares, where farmers, merchants and customers gathered in town square to buy and sell. In the West in the 18<sup>th</sup> and 19<sup>th</sup> centuries, business was conducted in a city's transportation hub, with people travelling using public transport to buy and sell goods. In many instances, the CBD is located in the oldest part of the city or near major transportation routes. Over time, CBDs began to house banking, financial and government institutions, and office spaces for lawyers, doctors, academics, and entertainers, among others. Eventually, these areas also grew to include residential and recreational and cultural spaces. More recently, mega shopping malls, theatres, museums, and stadiums are also becoming part of CBDs.

Most CBDs in Gauteng were developed during the apartheid era. CBDs were designed to enforce apartheid policies of racial segregation. CBDs were designed for a few minorities, which meant provision of services was limited, and thus did not cater for all South Africans. Some CBDs thrived due to the discovery of minerals such as gold, etc. while other CBDs served as administrative centres, thereby, introducing the important understanding of different types of CBDs and the role they would place in communities, space and economy.

In the past two years, CBDs have also had to consider and respond to the impact of the COVID-19 pandemic, mostly due to the introduction of lockdowns, which disrupted if not halted economic activity due to the introduction of work from home which led to more empty office buildings in CBDs, on-line shopping, in certain instances, which has resulted in a decline in the use of public transport.

Different municipalities and cities have made attempts in the past to revive their CBDs by introducing a variety of urban renewal programmes such as City Improvement Districts (CIDs), Inner City Improvement Programme, Urban Regeneration Programme, Inner-City Revitalisation Programme, etc. All these programmes had one common goal, which was, to revitalise urban spaces. While the successes of these initiatives are yet to be determined, lessons can be learnt from them.

The CBD Revitalisation Strategy seeks to fill the gap that currently exists within the Gauteng City Region by developing common intervention strategies that can be applied across CBDs without neglecting the comparative and competitive advantage of each. The strategy, will also assist in pulling resources together toward revitalisation of CBDs for the benefit of communities.

## **7. THE PROBLEM STATEMENT**

Old CBDs in Gauteng are confronted with a number of socio-economic and infrastructure challenges which include, but not limited to:

- Limited economic activity (diversity, duration, and investment)
- Poor waste management programmes
- High crime rates/crime and grime
- Old, neglected and derelict buildings
- Poor maintenance of infrastructure (roads, IT, electricity, water, social)
- Fragmented modes of transport
- Poor by-law enforcement
- Hijacked buildings and illegal occupation

In recent years, most CBDs have been experiencing flash floods either as a results of unmaintained infrastructure or old infrastructure.

## **8. IMPORTANCE OF PROFILING OLD CBDs**

Profiling old Central Business Districts (CBDs) is crucial for understanding and addressing their evolution and current challenges, particularly in the South African context. The profiling to revitalise old CBDs aims to:

### **a) Promote and Support Economic Revitalisation and Development**

- **Economic Performance and Inclusive Growth:** Strengthening the informal sector within CBDs can boost economic activities and ensure that growth benefits a broader segment of the population.

- **Support for Small and Medium Enterprises (SMEs):** Profiling CBDs can identify opportunities for SMEs, providing targeted support to foster their growth.

**b) Optimise CBD Functions and Enhance Quality of Life**

- **Smart Technologies and the Fourth Industrial Revolution (4IR):** Incorporating smart technologies can enhance the efficiency of CBD operations, create vibrant 24-hour spaces, and improve the overall quality of life for residents and visitors.
- **Infrastructure and Urban Design:** Modernising infrastructure and urban design to make CBDs more attractive and functional is essential for their revitalisation.

**c) Sustainable Infrastructure Development and Climate Adaptation**

- **Green Buildings and Sustainable Practices:** Profiling can help identify opportunities for sustainable infrastructure development, such as green buildings and urban parks, contributing to climate change adaptation and mitigation.
- **Urban Agriculture and Carbon Credits:** Integrating urban agriculture and promoting carbon credit initiatives can support environmental sustainability and local food production.

**d) Review and Adaptation Post-COVID-19**

- **Assessing COVID-19 Impact:** Understanding how the pandemic has affected CBD functions allows for the development of strategies to repurpose and adapt these areas for future resilience.
- **Health and Safety Measures:** Ensuring that CBDs are safe and equipped to handle public health challenges is vital for their continued relevance.

**e) Integrated and Inclusive Human Settlement Development**

- **Mixed-Use Development:** Encouraging developments where people can work, live, and play in close proximity promotes a more integrated and inclusive urban environment.

- **Housing and Social Infrastructure:** Profiling helps identify the need for affordable housing and social infrastructure, making CBDs more inclusive.

**f) Ease of Doing Business**

- **Red Tape Reduction:** Simplifying business processes and land use applications can attract more businesses to CBDs.
- **Business Support Services:** Providing support services to businesses can improve their chances of success and contribute to the overall economic health of CBDs.

**g) Cultural and Heritage Preservation**

- **Refurbishment and Repurposing:** Protecting and repurposing cultural and heritage buildings can preserve historical value while adapting them for modern use.
- **Tourism and Cultural Activities:** Promoting cultural activities and tourism within CBDs can enhance their attractiveness and economic viability.

**h) Consolidation of Revitalisation Efforts**

- **Coordination Among Sectors:** Profiling CBDs allows for a comprehensive understanding of work done to date by various sectors, facilitating better coordination and more effective revitalisation efforts.
- **Strategic Planning and Implementation:** Consolidating efforts ensures that strategies are aligned, resources are used efficiently, and revitalisation initiatives are more impactful.

**i) Sharing and application of global and domestic best practices for CBD revitalisation**

- **Best practice sharing:** Sharing of best practices from CBD's and CBD nodes in South Africa and internationally that have successfully implemented CBD revitalisation programmes saves time and costs amongst cities.
- **Twinning & Peer Learning:** Facilitates and enables knowledge sharing on CBD revitalisation, tools, approaches, methodologies and business models through twinning and peer learning.

## 9. SPECIFICATIONS OF THE PROJECT

The appointed service provider will be required to prepare a profile for each identified site as part of a broader strategy and implementation plan to revitalise old CBDs in the Gauteng City Region (GCR). The service provider must deliver various components of profiling, with a primary focus on:

- **Providing a Spatial Analysis and Profiles of the Old CBDs in the GCR:** Conducting comprehensive spatial analyses and developing detailed profiles for each old CBD in the region.
- **Legal and Policy Framework:** Clearly unpacking the legal and policy frameworks that will enable and support the development and implementation of the revitalisation strategy, and demonstrating how these frameworks will facilitate the process.
- **Identifying Strategic and Key Interventions:** Pinpointing strategic and key interventions across various CBDs based on thorough analysis and stakeholder engagement.
- **Success and Risk Factors:** Identifying and analysing success and risk factors that will either enable or inhibit the implementation of the revitalisation strategy.

## 10. PROJECT TEAM

Bidders should provide a detailed project structure as part of the methodology and approach. The project should be led by a Project Manager with 10-15 years of experience in urban development/management/planning or related areas of work and hold relevant professional qualification. The core team must be made up of professionals with the relevant professional qualification for their respective area of expertise, years of experience and professional registration. The following skills and experience are required as part of the core team:

**Table 1: Skills and experience requirements**

| Core Skills                                                                                                                                                                     | Role                            | Years' Experience | Professional Registration                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Project management in development or related areas of work (urban planning, urban management, urban design) to lead the project team and consolidate all required areas of work | Team Leader/<br>Project Manager | 10 -15            | South African Council for the Project Management Professions (Mandatory)<br>Or<br>South African Council for Town and Regional Planners |

|                                                                                                                                        |                       |        |                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------|
| Professional with experience in strategic planning to clearly demonstrate and express the “strategic need” for the project             | Technical Team Member | 7 - 10 | South African Council for the Project Management Professions (Mandatory)<br>Or<br>South African Council for Town and Regional Planners |
| Professional with experience in economic planning to clearly demonstrate and express the “economic viability” for the project          | Technical Team Member | 7 - 10 | Economic Society of South Africa                                                                                                       |
| Professional with experience in financial management and planning to clearly demonstrate and express “financial needs” for the project | Technical Team Member | 7 - 10 | South African Institute of Professional Accountants                                                                                    |
| Professional with experience in architecture and urban design                                                                          | Technical Team Member | 7 - 10 | South African Council for the Architectural Profession                                                                                 |
| Professional with experience in spatial planning and land use management                                                               | Technical Team Member | 7 - 10 | South African Council for Planners (mandatory)                                                                                         |
| Professional with experience in infrastructure planning/development                                                                    | Technical Team Member | 7 - 10 | Engineering Council of South Africa                                                                                                    |
| Professional with experience in Geographic Information Systems (GIS)                                                                   | Technical Team Member | 7 - 10 | South African Geomatic Council                                                                                                         |
| Professional with experience in sustainable development/climate change                                                                 | Technical Team Member | 7 - 10 | NA                                                                                                                                     |
| Professional with experience in stakeholder management                                                                                 | Technical Team Member | 7 - 10 | N/A                                                                                                                                    |

*Note: Professional registration is compulsory for the indicated competencies.*

## 11. DELIVERABLES (SCOPE OF WORK)

Following on from section 7 above, SALGA requires the appointed service provider to undertake these tasks to ensure that expected deliverables are met:

### 1. Detailed Project Inception, and Stakeholder Engagement Report and Presentation

- Comprehensive report and presentation outlining the project inception and stakeholder engagement process.

**2. Methodology for Project Implementation:** Development of a detailed methodology<sup>1</sup> for project implementation, including:

- **Typologies of old CBDs in the GCR based on the Revitalisation Strategy for Old CBDs in Gauteng.**
- Spatial analysis and profiles of the old CBDs in the GCR.
- Legal and policy frameworks that will enable and support the development and implementation of the strategy, with clear indications of how these frameworks will be implemented.

**3. Benchmarking:**

- Analysis of at least four case studies of similar projects to provide benchmarking<sup>2</sup> insights.

**4. Twinning<sup>3</sup> Programme:**

- Development of a twinning programme to foster collaboration and knowledge sharing.

**5. Identification of Strategic and Key Interventions:**

- Identification of strategic and key interventions across various CBDs based on the profiles.
- Development of Implementation Plan

**6. Analysis of Success and Risk Factors:**

- Detailed unpacking of success and risk factors that will either enable or inhibit the implementation of the strategy.

**7. Transport and Roads Interventions:**

- Development of transport and roads interventions that incorporate street traders in road reserves (e.g., street furniture, pedestrianization).

**8. Municipal Sustainability Intervention Programmes:**

- Development of programmes to promote inclusive cities (aligned with SDG 11), inclusive of climate resilience, disaster risk reduction, and restructuring zones for human settlements and mixed-land use.

<sup>1</sup> The methodology must include more than the three sub-sections included in the terms of reference, the service provide is encouraged to include innovative ideas and approaches they believe will make their proposal unique.

<sup>2</sup> The proposal must indicate a brief background of the case studies, why they have been chosen and how they will benefit this project. The case studies may not be limited to South Africa but examples from the continent would be recommended.

<sup>3</sup> The proposal must include the rationale, a brief background of the twinning programme, and its link to the SDGs, especially goal 11. Include an analysis and recommendations on systems, processes, procedures, cost benefits, and human capital. Ensure the applicability of these recommendations within the South African and Gauteng City Region (GCR) context.

## **9. Profiling Urban Development and Management Practices**

- Comprehensive profiling of urban development and management practices within the GCR.

**Note:** The Association will not tolerate any form of plagiarism. If the service provider is found to have plagiarised content in the research report, the Association reserves the right to terminate the contract/agreement with the service provider.

## **12. FORMAT AND SUBMISSION OF BIDS**

The structured bid submission format outlined below is designed to ensure an efficient, transparent, and objective evaluation process by the Evaluation Committee. Bidders are required to adhere to this format, providing all requested documentation and responses in a clear, organized, and accessible manner. This approach enables the Evaluation Committee to assess bids accurately and consistently, ensuring compliance with the established evaluation criteria. Bidders are welcome to submit any additional supporting documents deemed relevant to strengthen their proposal.

**Section 1: Cover Letter:** A signed cover letter on company letterhead, clearly identifying the bidder, summarising the bid's content, and confirming adherence to the bid terms and conditions.

**Section 2: Executive Summary:** A brief overview of the proposal, highlighting the bidder's understanding of the project requirements, objectives, and key deliverables.

**Section 3: Company Profile and Credentials:** Detailed information on the bidder's organisational background, relevant experience, expertise, and financial stability. This section should include evidence of past projects that demonstrate the bidder's capacity to meet the contract's requirements.

**Section 4: Technical Proposal:** A detailed technical response addressing each requirement outlined in the scope of work. The bidder should provide clear methodologies, timelines, resource allocations, and any other technical information relevant to the proposed solution.

**Section 5: Financial Proposal:** A comprehensive financial proposal that includes a breakdown of costs, payment schedules, and any pricing assumptions. The financial proposal should clearly indicate the total bid price, all applicable taxes, and any additional expenses.

**Section 6: Compliance and Risk Management:** Documentation demonstrating compliance with relevant laws, regulations, and policies. Additionally, the bidder should outline any anticipated risks and proposed mitigation strategies.

**Section 7: Supporting Documentation:** Attach any additional documents required by the bid solicitation, references, etc.

Please note that *functionality* (as outlined in Paragraph 19) will take precedence during the scoring of submissions. This prioritization ensures that proposals are evaluated based on their ability to meet the project's functional requirements effectively. While additional documentation and supplementary materials are encouraged to strengthen the proposal, the primary focus of the evaluation will be on the core functionality criteria specified in the bid requirements.

Bidders should ensure that their responses to functionality criteria are detailed and comprehensive, as this section will heavily influence the overall scoring outcome.

### **13. FINANCIAL IMPLICATIONS**

Bidders should provide a detailed cost quotation inclusive of VAT and disbursements indicating hours allocated to each resource on the project.

### **14. OWNERSHIP OF DATA AND COPYRIGHT**

All outputs prepared by the service provider in connection with the services to be rendered shall become the property of the South African Local Government Association upon submission to the Provincial Director, who shall have full copyright therein. In the event of termination of this appointment the South African Local Government Association reserves the right to use all or any of the material collected and prepared for completion of the project.

## **15. MINIMUM REQUIREMENTS AND QUALIFYING CRITERIA**

Notwithstanding appeal for innovation, bidders are requested to submit detailed proposals for consideration and review to determine the appointment of a capable service provider. Service Providers should display relevant experience, technical expertise, and capabilities in the field.

## **16. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)**

### **16.1 Performing of assignments**

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant Project Manager representing the organisation.

All working papers and reports and documents will become the property of SALGA.

The successful bidder shall work with the Directorate of SALGA on the planning of various phases of the service activities and must be prepared to regularly report the progress to the relevant Project Manager.

### **16.2 Timing of assignments**

The performance of this assignment shall be in accordance with the approved plan by the Project Committee. The final responsibility of approving the scope and extent of the work resides with the relevant Project Manager.

**It is anticipated that the project duration will be approximately 4–6 months for completion.**

### **16.3 Quality assurance reviews of the work**

The service provider shall ensure that all work conforms to all standards set out by SALGA.

### **16.4 Monitoring progress of assignments**

On a mutually agreed basis, the service provider shall meet with the Project Manager to report progress of the work, and at the Project Committee meetings.

### **16.5 Payments**

SALGA undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the service provider.

The parties shall, upon appointment of the service provider, sign a service level agreement to govern their business relationship.

Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

#### **16.6 Expenditure incurred by the bidder**

The SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

### **17. INSTRUCTION TO BIDDERS**

#### **17.1 General Instructions**

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for a service provider to render services on behalf of SALGA for **Profiling of the 10 old Central Businesses (CBDs) in the Gauteng City Region (GCR) as identified**. The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to the National Executive Committee (NEC) of SALGA which is the organisation's accounting authority.

#### **17.2 Objectives**

SALGA's objective in the call for proposals is to select a service provider suitable for the undertaking of the task: **Profiling of the 10 old Central Businesses (CBDs) in the Gauteng City Region (GCR) as identified**.

#### **17.3 Terms of Contract**

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder. It is anticipated that the term of the contract shall be for the duration of the assignment and shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

#### **17.4 Questions during Proposal Process**

Any enquiries regarding this RFP should be directed to **Mayenziwe Mahlalela** at **[mmahlalela@salga.org.za](mailto:mmahlalela@salga.org.za)** located at the SALGA National Office – 012 369 8000. Questions will only be taken up to four days prior the closing date.

Bidders finding apparent discrepancies or omissions in the RFP should notify SCM at **[mmahlalela@salga.org.za](mailto:mmahlalela@salga.org.za)** at once. Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered as valid or official.

No further addenda will be issued by SALGA after 11:00am, four business days prior to RFP closing without providing an extension of time.

#### **17.5. Submission of Proposal**

Submissions are to be made via email to:

**[mmahlalela@salga.org.za](mailto:mmahlalela@salga.org.za)**

Bidders remain solely responsible for the method of conveyance of their proposal to the receiving point.

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

All proposals will remain in force and will be irrevocable for **hundred and twenty days** after the proposal closing.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

#### **17.6. Contract Award**

SALGA reserves the right to accept any proposal submitted, or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

Please outline in your proposal the assistance your institution is prepared to provide in order to meet the estimated contract duration period for the full implementation of the scope of work.

#### **17.7. Termination of Contract**

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

- i. the winning bidder fails to perform in accordance with the specified service requirements as set out in the RFP.
- ii. the winning bidder otherwise violates the provisions of the RFP to a substantial degree.

#### **17.8. Liability**

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

#### **17.9. Important Dates**

15 November 2024 – Last day for submission (11h00)

**18. CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS  
BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)**

- 18.1. The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**
- 18.2. A contract will be signed with the appointed Service Provider.
- 18.3. The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
- 18.4. SALGA may at its own discretion vary an instruction to include more work.
- 18.5. Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- 18.6. In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- 18.7. SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- 18.8. Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorised to do so by SALGA.
- 18.9. Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- 18.10. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 18.11. The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- 18.12. Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- 18.13. Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

18.14. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.

18.15. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.

18.16. SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.

18.17. Completion of the Standard Bidding Documents stated herein below is mandatory, failure to do so may render your bid offer invalid

#### **18.18. Standard Bidding Forms**

##### **18.18.1. Preference Points Claim form**

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

##### **18.18.2. Declaration of Interest**

Form SBD 4 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

## **19. EVALUATION**

The following evaluation method will be used:

- After the closing date of the bid invitation, an appointed evaluation committee of SALGA officials and possibly other external parties will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the approved criteria as well as Preferential Procurement Regulations, 2022

All proposals submitted will be evaluated on three categories:

- Functionality (technical content)
- Price
- B-BBEE status level of contribution

Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2022, using the 80/20 split. The 80/20 preference points system applies for acquisition of goods or services for Rand value equal or above R2 000 and up to R50 million..

Firstly, the assessment of functionality will be done in terms of the evaluation criteria and the minimum threshold value of 70 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

A Bid Evaluation Committee will review and evaluate the proposals. Bidders may be invited to present their proposal for the purpose of providing clarification and answers to questions by the committee. If presentations are necessary, they will be made on the date, time and location to be confirmed.

Thereafter, bids will be evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points will be used for B-BBEE Status Level of Contribution and Specific Goals. The price points will be calculated in accordance with the formula prescribed in Regulation 6. (1) of the Preferential Procurement Regulations, 2022.

A recommendation for the awarding of the contract will be made at the meeting of the Bid Adjudication Committee to be confirmed, where applicable.

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

| SCALE LEVEL DESCRIPTIONS                                       | RATING |
|----------------------------------------------------------------|--------|
| No relevant response or information given to enable evaluation | 0      |
| <b>Very poor</b> response based on expected standard           | 1      |
| <b>Poor</b> response based on expected standard                | 2      |
| <b>Average</b> response based on expected standard             | 3      |
| <b>Good</b> response based on expected standard                | 4      |
| <b>Excellent</b> response based on expected standard           | 5      |

## POINTS BREAKDOWN

| CRITERIA                  | FUNCTIONALITY BREAKDOWN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | WEIGHT |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>EXPERTISE<br/>(40)</b> | <p><b>Demonstrate years of experience in leading complex strategic initiatives, programmes and projects to successful completion or similar work.</b></p> <p><b>Provide an excellent and proven track record in delivering similar required solution, substantiated by reference letters from clients where similar services have been rendered, the letters should reflect the following:</b></p> <ul style="list-style-type: none"> <li>• Name of the organisation</li> <li>• Contact person name and number</li> <li>• Project description</li> <li>• Project timeframes (start and end)</li> <li>• Value of the project</li> </ul> <p><b><u>NB: Purchase order, Appointment letters will not count. Letters should not be more than 7 years old.</u></b></p> <p>Scores will be allocated as follows:</p> <p>0 points = No relevant letters submitted<br/> 1 point = 1 letter<br/> 2 points = 2 letters<br/> 3 points = 3 letters<br/> 4 points = 4 letters<br/> 5 points = 5 letters</p> | 20     |
|                           | <p><b>Demonstrate <i>quality of work</i> in developing urban design strategies, neighbourhood development strategies, town/CBD revitalisation strategies or similar work. Provide summary reports of previously done work.</b></p> <ol style="list-style-type: none"> <li>1. Understanding scope or problem statement or analysis of status quo</li> <li>2. Purpose/Objectives</li> <li>3. Methodology or implementation plan</li> <li>4. Conclusion</li> <li>5. Comprehensive list of abbreviations and acronyms</li> </ol> <p>3 Reports that meets all five criteria = <b>(Score 5)</b><br/> 2 Reports that meets all five criteria = <b>(Score 3)</b><br/> 1 Reports that meets all five criteria = <b>(Score 1)</b></p>                                                                                                                                                                                                                                                                  | 20     |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|                                                          | <p>No Report/criteria not met = <b>(Score 0)</b></p> <p><i><b>Note:</b> A full report submission is not required. Bidders are only requested to provide a brief overview of the proposal, including the cover page, contents page, and a sample section or chapter to demonstrate the quality and structure of the report. SALGA reserves the right to verify the authenticity of all information provided by the bidder.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |
| <p><b>APPROACH &amp; METHODOLOGY</b><br/><b>(40)</b></p> | <p><b>Clear approach and methodology of how the project will be executed to achieve deliverables including a Project Plan indicating a coordinated approach of how various project deliverables will be managed against timeframes (Project plan is included, indicates timeframes, milestones, and link payment plan with project plan)</b></p> <ol style="list-style-type: none"> <li>1. Methodology and implementation plan are linked with resources and timeframes visibly specify the way the project will be delivered and indicate additional value adds - <b>Excellent (score 5)</b></li> <li>2. Methodology and implementation plan are linked with resources and timeframes visibly specify the way the project will be delivered - <b>Very good (score 4)</b></li> <li>3. Methodology and implementation plan adequately specify the way the project will be delivered - <b>Good (score 3)</b></li> <li>4. Methodology and implementation plan poorly specify the way the project will be delivered - <b>Average (score 2)</b></li> <li>5. Methodology do not include implementation and do not specify the way the project will be delivered - <b>Poor (score 0)</b></li> </ol> | 40 |
| <p><b>CAPACITY</b><br/><b>(20)</b></p>                   | <p>Team leader must have a Built-Environment Degree (excluding civil engineering), preferably a Town Planner or an Urban Designer, and registered with applicable council or professional body, with project management experience plus 10-15 years working experience in a spatial planning environment. <b>(Attach copy of CV, council or professional registration certificate with relevant professional body (e.g. SACPLAN or South African Council for the Project Management Professions) as well as letter of good standing, copy of Degree, copy of project management certificate/qualification)</b></p> <ol style="list-style-type: none"> <li>1. CV that meets criteria plus more than 10 years 'working experience in a spatial planning environment. Accompanied by copy of built environment degree, copy of council or professional registration certificate with relevant professional body (e.g. SACPLAN or South African Council for the Project Management Professions) as well as letter of good standing, copy of project management certificate/qualification - <b>Excellent (score 5)</b></li> </ol>                                                                 | 10 |

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                                            | <p>2. CV that meets criteria plus 9 years 'working experience in a spatial planning environment. Accompanied by copy of built environment degree, copy of council or professional registration certificate with relevant professional body (e.g. SACPLAN or South African Council for the Project Management Professions) as well as letter of good standing, copy of project management certificate/qualification - <b>Very Good (score 4)</b></p> <p>3. CV that meets criteria plus 8 years' working experience in a spatial planning environment. Accompanied by copy of built environment degree, copy of council or professional registration certificate with relevant professional body (e.g. SACPLAN or South African Council for the Project Management Professions) as well as letter of good standing, copy of project management certificate/qualification - <b>Good (score 3)</b></p> <p>4. CV that meets criteria plus 7 years' working experience in a spatial planning environment. Accompanied by copy of built environment degree, copy of council or professional registration certificate with relevant professional body (e.g. SACPLAN or South African Council for the Project Management Professions) as well as letter of good standing, copy of project management certificate/qualification - <b>Average (score 2)</b></p> <p>5. CV not meeting criteria/ less than 7 years' working experience in a spatial planning environment/ or no CV - <b>Poor (score 0)</b></p> <p><i>Note: All copies must be certified and not older than 6 months.</i></p> <p>Team leader must have successfully managed a minimum of 2 similar projects in the past 5 years. (<b>Attach list of similar projects managed in the past 5 years clearly indicating start and end date of each project, and designation of each project with contactable references - List names, addresses, telephone numbers, and e-mail addresses for verification purposes</b>)</p> <p>1. 2 or more similar projects that meets the criteria in the past 5 years- <b>Excellent (score 5)</b></p> <p>2. 1 similar project that meets the criteria in the past 5 years - <b>Good (score 3)</b></p> <p>3. 0 similar projects that meets the criteria in the past 5 years/criteria not met - <b>Poor (score 0)</b></p> | <p>10</p> |
| <b>Total Functionality Points</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 100       |
| <b>Minimum Threshold for Functionality</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 70        |

Bidders who score 70 (average) points and above will be considered in phase 2 of the evaluation.

The 80/20 preference point system will be used when evaluating this Request for Proposal in terms of section 4(2) and 4(3) of the Preference Procurement Regulations of 2022 with 80 points allocated for price and 20 points for Specific goals as per table below:

Table 1:

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of points (80/20 system)</b> |
|-------------------------------------------|----------------------------------------|
| 1                                         | 10                                     |
| 2                                         | 9                                      |
| 3                                         | 7                                      |
| 4                                         | 6                                      |
| 5                                         | 4                                      |
| 6                                         | 3                                      |
| 7                                         | 2                                      |
| 8                                         | 1                                      |
| <b>Specific Goals</b>                     |                                        |
| SMME's                                    | 4                                      |
| 100% Black Women owned                    | 3                                      |
| 100 % Youth                               | 3                                      |
| <b>Total Points</b>                       | <b>20</b>                              |

Phase 2 of evaluation will include the sum of the two criterions below:

| <b>CRITERIA</b> | <b>WEIGHT</b> |
|-----------------|---------------|
| Price           | 80            |
| Specific Goals  | 20            |
| <b>TOTAL</b>    | <b>100</b>    |

***Points claimed shall be verified through the Central Supplier Database (CSD) and valid BBEE certificates.***

## 20. GENERAL CONDITIONS

The following should be noted by interested parties:

- Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
- Materials and products may not be made available to any unauthorised person or institution or sold for profit without prior written consent from SALGA.
- On completion or termination of the agreement, all materials and products must be handed over to SALGA.

- No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.
- SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
- SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however, the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- SALGAs (general conditions of bid, contract and order) shall be applicable to this bid.
- The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- SALGA reserves the right not to award the bid to any bidder at its own discretion.



## REQUEST FOR QUOTATIONS (RFQ)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>You are hereby invited to submit Quotation for the requirements of</b></p> <p><b>SALGA</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                           |
| <b>RFQ number:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RFQ028                                                                                                                                                                                                                                    |
| <b>RFQ Issue Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 01 OCTOBER 2024                                                                                                                                                                                                                           |
| <b>COMPULSORY/ NON<br/>COMPULSORY BRIEFING<br/>SESSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | None                                                                                                                                                                                                                                      |
| <b>Briefing Session Date and<br/>Time: (if applicable)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | None                                                                                                                                                                                                                                      |
| <b>RFQ Closing date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 15 NOVEMBER 2024                                                                                                                                                                                                                          |
| <b>RFQ Description:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>REQUEST FOR PROPOSALS FOR THE<br/>APPOINTMENT OF A SERVICE PROVIDER TO<br/>RENDER SERVICES ON BEHALF OF SALGA FOR<br/>THE PROFILING OF THE TEN (10) OLD CENTRAL<br/>BUSINESS DISTRICTS (CBDs) IN THE GAUTENG<br/>CITY REGION (GCR)</b> |
| <p><b><u>SPECIFICATIONS</u></b></p> <ul style="list-style-type: none"> <li><b>Please see attached TOR.</b></li> </ul> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>Quotation should be valid for at least 30 days.<br/>Is the offer strictly according to specifications? Yes/No</li> <li>If not to specification, state deviation(s)</li> <li>Please indicate your delivery period:</li> <li>All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the</li> </ol> |                                                                                                                                                                                                                                           |

quotation.

5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
  - a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
  - a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

**NAME OF SERVICE PROVIDER:**

**TOTAL PRICE (INCL VAT):**

I hereby accept the above-mentioned conditions.

**This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).**

**NAME OF BIDDER (COMPANY NAME)**

**SIGNATURE**

**CAPACITY:**

**DATE:**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

- 2.2 Do you, or any person connected with the bidder, have a relationship

---

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### **3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

---

<sup>2</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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

|           |                |
|-----------|----------------|
| .....     | .....          |
| Signature | Date           |
| .....     | .....          |
| Position  | Name of bidder |

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

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

| B-BBEE Status Level of Contributor | Number of points<br>(80/20 system) |
|------------------------------------|------------------------------------|
| 1                                  | 10                                 |
| 2                                  | 9                                  |
| 3                                  | 7                                  |

|                        |    |
|------------------------|----|
| 4                      | 6  |
| 5                      | 4  |
| 6                      | 3  |
| 7                      | 2  |
| 8                      | 1  |
| <b>Specific Goals</b>  |    |
| SMME's                 | 4  |
| 100% Black Women owned | 3  |
| 100 % Youth            | 3  |
| Total Points           | 20 |

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

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

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

| The specific goals allocated points in terms of this tender | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| SMME's                                                      | 4                                                                                       |                                                                                 |
| 100% Black Women owned                                      | 3                                                                                       |                                                                                 |
| 100 % Youth                                                 | 3                                                                                       |                                                                                 |
|                                                             |                                                                                         |                                                                                 |
|                                                             |                                                                                         |                                                                                 |
|                                                             |                                                                                         |                                                                                 |
|                                                             |                                                                                         |                                                                                 |

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

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....