



BID NO: RFP04/24

**APPOINTMENT OF A PANEL OF RECRUITMENT AGENCIES, HEAD HUNTING AGENCIES AND
PSYCHOMETRIC/ COMPETENCY ASSESSORS FOR A PERIOD OF THREE (03) YEARS**

CLOSING DATE: 18 OCTOBER 2024 AT 11:00 am

Issued by:

Ithala Development Finance Corporation Limited
29 Canal Quay Road (for GPS 29 Signal Road),
Point Waterfront
Durban

Procurement Enquires:

Supply Chain Management Unit
Email: tenders@ithala.co.za
Tel: 031 907 8911

Name of Bidder:

For any complaints regarding our supply chain management abuses please contact Customer Services at 031 907 8610 or email complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 004 823

REQUEST FOR PROPOSAL

**ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED, 29 CANAL QUAY ROAD, POINT, DURBAN
(FOR GPRS 29 SIGNAL ROAD)** (Hereinafter referred to as (“Ithala”))

BID NUMBER: **RFP04/24**

CLOSING DATE: **18 OCTOBER 2024**

TIME: **11:00 am**

DESCRIPTION: **APPOINTMENT OF A PANEL OF RECRUITMENT AGENCIES, HEAD HUNTING AGENCIES AND PSYCHOMETRIC/ COMPETENCY ASSESSORS FOR A PERIOD OF THREE (03) YEARS**

Please indicate the functional area that you are submitting a bid for:

FUNCTIONAL AREA	INDICATE YES/NO
Psychometric/competency Assessments	
Head Hunting Agencies	
Recruitment Service Agencies	

NON-COMPULSORY ONLINE
BRIEFING SESSION:

Yes

☒

No

☐

DATE:	09 OCTOBER 2024 at 10:00 am
VENUE:	Online session
DETAILS:	Kindly register your interest for the non-compulsory online briefing session by sending an email request to tenders@ithala.co.za . The email should include your company name, contact person, telephone number and the meeting link will then be sent to you.
TELEPHONE:	031 907 8911
Bid Enquiries	Bidders are requested to email all queries to tenders@ithala.co.za

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C.1 TENDER NOTICE AND INVITATION TO TENDER

APPOINTMENT OF A PANEL OF RECRUITMENT AGENCIES, HEAD HUNTING AGENCIES AND PSYCHOMETRIC/ COMPETENCY ASSESSORS FOR A PERIOD OF THREE (03) YEARS

COLLECTION OF BID DOCUMENTS

The bid documents can be obtained online from the Ithala website (www.ithala.co.za) or by request from tenders@ithala.co.za at no cost.

SUBMISSION OF BID DOCUMENTS

The proposals shall be submitted in sealed envelopes delivered at Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point, Durban and should be deposited in the box located at the reception. The closing time for receipt of tenders is **18 OCTOBER 2024 at 11:00 am**.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to tenders@ithala.co.za

Tenders may only be submitted on the original tender documentation that is issued by Ithala written in black ink.

Ithala does not bind itself to accept the lowest or any bid and consider any bid for appointment.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ITHALA DEVELOPMENT FINANCE CORPORATION					
BID NUMBER:	RFP04/24	CLOSING DATE:	18 OCTOBER 2024	CLOSING TIME:	11:00 am
DESCRIPTION	APPOINTMENT OF A PANEL OF RECRUITMENT AGENCIES, HEAD HUNTING AGENCIES AND PSYCHOMETRIC/ COMPETENCY ASSESSORS FOR A PERIOD OF THREE (03) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
Ithala Trade Centre					
29 Canal Quay Road					
Point Water Front					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	SCM	
TELEPHONE NUMBER	031 907 8911		TELEPHONE NUMBER	031 907 8911	
E-MAIL ADDRESS	tenders@ithala.co.za		E-MAIL ADDRESS	tenders@ithala.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

Ithala does not bind itself to accept the lowest or any bid and consider any bid for appointment.

All bidders must furnish the following particulars and include it in their submission (returnable documents)

Name of bidder:

.....

Trading name

.....

Company registration number

VAT registration number

.....

Workman's compensation number

Tax Clearance Certificate
/CSD Report submitted

.....

Postal address:

.....

Street address:

.....

Telephone number:

Code

Number

.....

.....

Cellular number:

.....

Facsimile number:

Code

Number

.....

.....

e-Mail address:

.....

In case of a consortium/joint venture, full details on consortium/joint venture members:

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____
Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____
Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____

Name of contracting entity in case of a consortium/joint venture

Entity name: _____

Postal address: _____

Street address: _____

Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid

Name and Surname _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname

.....

Telephone number:

Code

Number

.....

Cellular number:

.....

Facsimile number:

Code

Number

.....

e-Mail address:

.....

Confirmation

Are you the accredited representative in South Africa for the services offered by you: YES / NO

Declaration

I/We have examined the information provided in this bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Are you duly authorised to commit the bidder:

YES / NO

SIGNATURE:of person authorised to sign the tender)

C.2 INTRODUCTION

Ithala is a Development Finance Corporation operating within the confines of the KZN Ithala Development Finance Corporation Act, No 5 of 2013.

Our VISION is “To be the catalyst for growth, economic development and empowerment” and our MISSION is “To drive economic development and empowerment whilst remaining financially sustainable”.

We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black Economic Empowerment.

The objectives of Ithala are to promote, support and facilitate social and economic development in the Province of Kwa-Zulu Natal (KZN) by:

1. Mobilising financial resources and providing financial and supportive services to persons domiciled, ordinary resident, or carrying on business within the KZN Province
2. Planning, executing, financing, and monitoring the implementation of development projects and programmes in the province of KZN
3. Promoting, assisting and encouraging the development of the Province’s human resources and its social, economic, financial and physical infrastructure
4. Promoting, encouraging and facilitating private sector investment in the Province and the participation of the private sector and community organisations in development projects and programmes and in contributing to economic growth and development generally
5. Acting as the Government’s agent for performing any development related tasks and responsibilities that the government considers may be more effectively performed by a corporate entity

Our primary mandate is implemented by our three operating divisions and a subsidiary with an external market focus, namely:

1. Properties
2. Business Finance
3. Implementing Agent
4. Ithala SOC Limited

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers.

We strive for continuous improvement in our critical business areas and seek to establish relationships with suppliers that are equally passionate in their quest for better quality, price and service. By exceeding our requirements and expectations, you will not only ensure that you maintain the current business; you will be positioning yourself for future business within Ithala.

PROCUREMENT PHILOSOPHY

It is the policy of Ithala, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being had to the importance of :

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BBBEE Policy.
- b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and

- c) The development, promotion and support for the moral values that underpin the above, in terms of Ithala's Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within Ithala.

C3 CONDITIONS OF BID AND CONTRACT

Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box.

--	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.	GUIDELINE ON COMPLETION				
1.1	The bidder must clearly state if a deviation from these requirements are offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected.				
2.	ITHALA SERVICE LEVEL AGREEMENT				
2.1	The Ithala Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. Ithala's standard terms and conditions will not be negotiated.				
3.	ADDITIONAL INFORMATION REQUIREMENTS				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded.				
4.	CONFIDENTIALITY				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentially agreement preventing the unauthorised disclosure of any information regarding Ithala or of its activities to any other organisation or				

--	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
.					
	individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.				
5.	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT				
5.1	Copyright of all documentation relating to this assignment belongs to Ithala. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in Ithala and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from Ithala.				
5.4	Ithala shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP Ithala shall be entitled to freely cede and assign to parties nominated by Ithala.				
6	PAYMENTS				
6.1	Ithala will pay the service provider for the actual services rendered in line with the contract.				
6.2	The service provider shall from time to time during the duration of the contract, invoice Ithala for the services rendered. No payment will be made to the service provider unless an invoice				

--	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
.					
	complying with section 20 of VAT Act No 89 of 1991 has been submitted to Ithala.				
6.3	Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
7	NON-COMPLIANCE WITH DELIVERY TERMS				
7.1	As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, Ithala must be given immediate written notice to this effect. Ithala reserves the right to implement remedies as provided for in the SLA.				
8	WARRANTIES				
8.1	The service provider warranties that: It is able to conclude this Agreement to the satisfaction of Ithala.				
8.2	Although the service provider will be entitled to provide services to persons other than Ithala, the service provider shall not without the prior written consent of Ithala, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
8.3	The Service Provider under contract is obligated to ensure that should a resource who is scheduled to carry out work for Ithala or is carrying out work for Ithala and becomes unavailable then that resource should be replaced within 7 days with a resource in possession of the same professional registration and/or qualifications/experience. The replace resource is subject to the vetting of the Ithala project manager.				
9.	PARTIES NOT AFFECTED BY WAIVER OR BREACHES				

--	Conditions	Confirmation			
.		Yes	No	Noted	If no, indicate deviation
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
10	SUBMITTING BIDS				
10.1	Supply Chain Management (SCM)				
10.2	An original and electronic copy must be delivered to: ITHALA TRADE CENTRE 29 Canal Quay Road (for GPS use 29 signal road) Point Waterfront, Durban				
11	LATE BIDS				
11.1	Late submissions will not be accepted. A submission will be considered late if arrived one second after 11:00am or any time thereafter. The bid (tender) box shall be locked at exactly 11:00am and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				
12.	BID CLARIFICATIONS				
12.1	Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (by e-mail). Please make reference to Bid Notice and Invitation to Tender page of this bid pack for contact details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If				

--		Confirmation			
Conditions		Yes	No	Noted	If no, indicate deviation
.					
	appropriate, the clarifying information will be made available to all bidders by e-mail only.				
13.	FORMAT OF BIDS				
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
14.1	PART 1: INVITATION TO BID				
14.2	PART 2: PART 2: RFP SUMMARY AND DETAILS				
	Bid summary must be completed and indicate what returnable documents will be submitted.				
14.3	PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA				
	Bidders must complete C3. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
14.4	PART 4: SARS TAX STATUS				
	The bidder must be in compliance with SARS and such information will be verified with Central Supplier Database (CSD). In case of a consortium/ joint venture each consortium/ joint venture member must be in compliance with SARS and the information will be verified on Central Supplier Database (CSD).				
14.5	<u>PART 5:</u> Certificate of Authority to Sign a Bid Declaration of Interest				
14.5.1	Bidders must complete and submit the Declaration forms. A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with Ithala. Any other irrelevant sections to the tendering entity must be marked 'N/A'.				

--	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
.					
14.6	PART 6: JOINT VENTURE/CONSORTIUM AGREEMENT				
14.6.1	A copy of the joint venture/consortium agreement must be included.				
14.7	PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL				
14.7.1	Bidders must, at least:				
14.7.1.1	Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.				
14.7.2	The bidder must confirm, by providing letters of reference from previous/current clients including contact details, for the previous, current or ongoing projects of similar nature. This will be verified by Ithala.				
14.8	PART 8: DEVIATIONS FROM REQUEST FOR BID				
14.8.1	Please indicate deviations or modifications to this Request for Bid on form C13				
14.8.2	If no deviations are required, please mark the form "Nil" and sign				
14.9	PART 9: PRICING SCHEDULE –				
14.9.1	Pricing will be based on the prescribed rates provided in this bid document and rates are to be accepted by the tenderer by signing the pricing schedule on page 38 failure to sign indicates non-acceptance of rates which will result in your bid being non-responsive.				
14.10	PART 9: PROCUREMENT TIMELINES				
14.10.1	This part of a bid documents informs bidders when the bid process is expected to be finalised. It may not necessarily be followed.				

--	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
.					
14.10.2	Terms of reference (TOR) are the requirements by Ithala. When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service.				
14.11	PART 10: ANNEXURES				
14.11.1	Bidder must insert all their additional annexures in part 10. This can include professional registrations, insurances etc.				
14.12	VAT				
14.12.1	Ithala is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.12.2	Ithala reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be in excess of R1m for 12 consecutive months as the VAT Act requires.				
15	PRESENTATIONS				
15.1	Ithala reserves the right to invite bidders for presentations before the award of the bid.				
15.2	Presentation may affect the points awarded for functionality.				
16	NEGOTIATION				
16.1	Ithala has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
16.2	Ithala shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, Ithala reserve the right not to award the tender to highest ranking bidder in terms of SCM Policy.				
16.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
17	DOMICILIUM				

--		Confirmation			
Conditions		Yes	No	Noted	If no, indicate deviation
.					
17.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				
	Ithala Trade Centre 29 Canal Quay Road (for GPS 29 Signal Road) Point Waterfront Durban				
18	COST OF BID PREPARATION				
18.1	Bidders shall prepare and submit a bid at their own expense.				
19.	SITE INSPECTIONS				
19.1	Not Applicable				
20	BID VALIDITY PERIOD				
20.1	Bid will be valid for a period of 90 days				
20.2	The bidder must hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				
20.3	If requested by the employer, the bidder must consider extending the validity period stated in the tender data for an agreed additional period.				
21	ISSUE ADDENDA				
21.1	If necessary, the employer may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list				
21.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from				

--	Conditions	Confirmation			
.		Yes	No	Noted	If no, indicate deviation
	those tendering entities appearing on the attendance list				
21.3	The bidder must acknowledge receipt of addenda to the tender documents, which the employer may issue.				
22	SUBMITTING OF FRAUDULENT DOCUMENTS				
22.1	Ithala will disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
22.2	Ithala will list bidders/ directors in the list of restricted suppliers, and they will not conduct any business with an organ of state.				
22.3	All documentation will be verified and bidders who have submitted fraudulent documentation will be disqualified from further evaluation and reported to the relevant authorities.				
23	Awarding of contract				
23.1	Ithala reserves the right to award this bid in full or in part.				
23.2	An Ithala SLA will be utilised to manage the relationship.				

C.4 CERTIFICATE OF AUTHORITY TO SIGN A BID

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(V) SOLE PROPRIETOR	(VI) JOINT VENTURES

i. CERTIFICATE FOR COMPANY

I,, chairperson of the Board of Directors of, hereby confirm that by resolution of the Board (copy attached) taken on 20....., Mr/Ms, acting in the capacity of, was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

Chairman:

As Witnesses:

Date:

ii. CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as.....

..... Hereby authorise Mr/Ms..... acting in the capacity of, to sign all documents in connection with the tender for Contract No: and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

iii. CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as,

..... hereby authorise Mr/Ms.

acting in the capacity of, to sign all documents in

connection with the tender for Contract No and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

iv. CERTIFICATE FOR SOLE PROPRIETOR

I,, hereby confirm that I am the sole owner of the business trading as.....

Signature of Sole owner:

As Witnesses:

1.....

2.....

Date:

v. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by **EACH member** of a joint venture submitting a tender.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms....., authorised signatory of the Company.....acting in the capacity of lead JV partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf as a joint venture.

NAME OF JV ORGANIZATION.....

ADDRESS:

.....

.....

DULY AUTHORISED SIGNATORY NAME

DESIGNATION:

SIGNATURE

DATE:.....

C.5.1 CERTIFICATE OF ATTENDANCE AT COMPULSORY BRIEFING SESSION – N/A- ONLINE

This is to certify that (tenderer).....
of (address)
..... was represented by the person(s)
named below at the **compulsory** online meeting held for all tenderers :-

Date	Time	Site
N/A	N/A	NA

Particulars of Bidder's representative attending the meeting:

Name: Signature:

Capacity:

Attendance of the above person(s) at the meeting is confirmed by the Ithala's representative, namely:

Name: Signature:

Capacity:

C.6 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	26 SEPTEMBER 2024	
Non-Compulsory Online briefing session	09 OCTOBER 2024	10:00
Written questions of clarification – closing date	10 OCTOBER 2024	16:00
Written response to all clarifications	14 OCTOBER 2024	16:00
Service Provider Proposals Due	18 OCTOBER 2024	11:00

***Indicative dates**

C.7 TERMS OF REFERENCE

APPOINTMENT OF A PANEL OF RECRUITMENT AGENCIES, HEAD HUNTING AGENCIES AND PSYCHOMETRIC/ COMPETENCY ASSESSORS FOR A PERIOD OF THREE (03) YEARS

Ithala Development Finance Corporation (IDFC) hereby requests experienced and reputable service providers to submit proposals in respect of:

1. Psychometric/competency Assessors
2. Head Hunting Service Agencies
3. Recruitment Service Agencies

SCOPE OF WORK

The scope of work for the recruitment agencies includes, but not limited, to the following key activities:

Recruitment Agencies

Recruitment Service Agencies for IDFC and/or its subsidiaries as follows:

- Source suitable candidates for a job opening (all levels);
- Sourcing of rapid temporary staff (emergency staff requirement of less than 24-hour notice)
- Source applicants in line with EE targets
- Screening applicants;
- Interviewing and assessing prospective applicants;
- Preparing CVs for candidates;
- Previous/current employment verifications for prospective applicants;
- Personal credential checks of prospective applicants submitted by agency; and
- Act as intermediary between IDFC, and/ or its subsidiaries & the applicants.

The final selection interviews will be carried out by IDFC, and/or subsidiaries.

Head Hunting Service Agencies

The approach of locating experienced and highly qualified people with the required skill set for Executive positions or positions that require skills that are scarce in the market. The service provider will be required to facilitate all processes leading to a successful placement of a candidate; however, the final selection interviews will be carried out by IDFC, and/or subsidiaries.

Psychometric/competency Assessments

Psychometric/competency assessments will be used by IDFC /or subsidiaries to measure individual's mental capabilities, behavioural style as well as suitability for a role based on the required personality characteristics abilities. The service provider will then do a report on the prospective applicants so that the recruitment team and management can make an informed decision.

The service provider will be required to:

- administer the appropriate battery of psychometric/competency tests for prospective applicants and submit a detailed and confidential reports to IDFC and/or subsidiaries.
- Conduct competency assessments as and when required by IDFC and/or its subsidiaries to measure job specific skills proficiencies.
- Ad-hoc psychometric/competency assessments for the current staff members for IDFC, and/or subsidiaries.
- Any other appropriate assessments that may be required by IDFC, and/or its subsidiaries

Contract Period

The contract period will be for a three (3) year duration.

METHODOLOGY ON UTILISATION OF THE PANEL

- Where general soliciting of CVs is required from recruitment service providers, the brief will be sent to all panellists for submission of CVs limited to a specified number at the time of the brief and IDFC will shortlist from the list the candidates to be interviewed.
- Duplicate CVs submitted will be treated on a first submission first recorded basis and the service provider who submitted the duplicated candidate will be informed that the candidate has already been submitted.
- For headhunting and psychometric assessment briefs will be issued on a rotational basis to the panel subject to brief specification of the service required at the time of brief.
- Candidates who applied for a position when IDFC advertised directly to the market but due to not having enough candidates to shortlist at such instance and IDFC extends the brief to service providers, should such candidate be submitted by the service provider the service provider will be informed and such candidate shall be treated as a direct self-applicant and shall not be treated as one submitted by the service provider.

Mandatory requirements

- **Psychometric/competency Assessment Agencies** – Member of the Association of Test publishers South Africa (**ATPSA**) or equivalent professional body
- **Head Hunting Service Agencies** and **Recruitment Service Agencies** – Member of the National Association of Executive Recruiters (**AESC**) / Member of The Federation of African Professional Staffing Organisations (**APSO**) or equivalent professional body

NQF level guide

NQF Level	Qualification Type	Minimum Total Number of Credits
5	Higher Certificate	120 credits at NQF level 5
6	Advanced Certificate	120 credits at NQF level 6
	Diploma (240 credit)	240 credits at NQF level 6
	Diploma (360 credit)	360 credits at NQF level 6, which must include 120 credits of workplace-based learning
7	Advanced Diploma	120 credits at NQF level 7
	Bachelor's Degree (360-credit)	360 credits with at least 120 credits on NQF level 7
8	Professional Bachelor's Degree (480-credit)	480 credits with at least 120 credits on NQF level 8
	Postgraduate Diploma	120 credits on NQF level 8
	Honours Degree	120 credits on NQF level 8 of which 30 credits must be allocated to research
9	Master's Degree	180 credits with at least 60 credits allocated to research
	Professional Master's Degree	180 credits with at least 45 credits allocated to research and supported by a professional body
10	Doctoral	360 credits

C. 8 EVALUATION PROCESS & CRITERIA (THREE STAGE EVALUATION PROCESS)

	<u>EVALUATION</u>	Yes	No	Noted	If no, indicate deviation
1	<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>				
1.1	All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication. Mandatory Bids will only be compliant if bidder has submitted the following documents: • The bidder must registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury instruction note 4a of 2016/2017 • The bidder must be in good standing with SARS prior to the award of the bid. and such information will be verified through Central Supply Database or using SARS e-filing pin, in compliance with National Treasury instruction note 9 of 2017/2018 • SBD 1 – A completed and duly signed Invitation to bid- A resolution letter MUST be attached as per the requirement of SBD 1. • SBD 4- A completed and duly signed declaration of interest. Should a conflict of interest not be declared or identified, the bid would be declared non-responsive. NB Bidder must ensure all pages are complete of all questions answered, you are indicating not applicable (N/A) where appropriate. • The following mandatory requirements are only requirement for the specific functional area that you are bidding for: (where applicable) • Psychometric/competency Assessment Agencies – Member of the Association of Test publishers South Africa (ATPSA) or equivalent professional body – bidders to provide valid certified proof of membership.				

	• Head Hunting Service Agencies and Recruitment Service Agencies – Member of the National Association of Executive Recruiters (AESC) / Member of The Federation of African Professional Staffing Organisations (APSO) or equivalent professional body – bidders to provide valid certified proof of membership. Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.				
2	<u>STAGE TWO (2) : FUNCTIONALITY (QUALITY CRITERIA)</u>				
2.1	Responsive bids will be evaluated according to the criteria indicated on page 32-37				
3	STAGE THREE (3): PRICE AND SPECIFIC GOALS				
3.1	Price and specific goals evaluation will be performed on bidders who qualified for stage 1 and 2 above				
4	ADJUDICATION OF BID				
4.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
4.2	The bid shall be awarded at the sole and absolute discretion of Ithala. Ithala hereby represents that it is not obliged to award this bid to any bidder. Ithala is entitled to retract this bid at any time as from the date of issue. Ithala is not obliged to award this bid to the bidder that quotes the lowest.				
4.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of Ithala regarding this bid from the date the offer is submitted until the date of award of the bid.				

5	Awarding of contract				
5.1	Ithala reserves the right to award this bid in full or in part. Ithala further reserves the right to award to more than one service provider.				

STAGE 2 – FUNCTIONAITY EVALUATION

THE QUALITY CRITERIA AND MAXIMUM SCORE IN RESPECT OF EACH OF THE CRITERIA ARE AS FOLLOWS:

The evaluation will be conducted per functional area

Psychometric/Competency Assessors

Criteria	Description	Score	Max	Guidelines
Positive reference letters from previous clients	More than 5 reference letters	45	45	The bidder is required to submit the required number of signed and contactable client reference letters specific to conducting psychometric assessments/ competency assessments – The reference letters must be on a client's letter head and include the contract duration and description of projects successfully completed by the bidder. [Ithala reserves the right to verify with the client the content of the reference letter.]
	4 – 5 reference letters	30		
	1 – 3 reference letters	15		
	No reference letter	0		
Senior project resource per functional area	Senior project resource per functional area <u>Qualifications</u> • No Qualification or less than NQF Level 7 = 0 • Relevant qualification at NQF Level 7 or higher (as per above NQF level descriptors=20) <u>Experience</u> • Relevant experience of > 8 years = 15 • Relevant experience of greater than 6 years and up to 8 years = 10 • Relevant experience of between 3 - 6 years = 5 • Less than 3 years Relevant experience = 0 IDFC reserves the right to conduct verification checks on all documents submitted.		35	The bidder is required to submit an experienced resource with experience and qualifications specific to conducting psychometric assessments/competency assessments, and must be a registered member in good standing of the Health Professions Council of South Africa (HPCSA) PSYCHOMETRIC/COMPETENCY Assessors - Relevant qualification at NQF Level 7 or higher in Psychology or Industrial Psychology or Social Sciences or HPCSA Accredited Field of Study Detailed CV, certified copies of qualifications and copy of valid membership certificates must be submitted.
Junior project	Junior project resource per functional area	20		The bidder is required to submit an experienced resource with specific experience in

resource per functional area	<u>Qualifications</u> • No Qualification or less than NQF Level 6 = 0 • Relevant qualification at NQF Level 6 or higher (as per above NQF level descriptors=10) <u>Experience</u> • Relevant experience of > 4 years = 10 • Relevant experience of 1 to 4 years = 5 • Less than 1 year Relevant experience = 0 IDFC reserves the right to conduct verification checks on all documents submitted		20	psychometric assessments/competency assessments, and must be a registered member in good standing of the Health Professions Council of South Africa (HPCSA) PSYCHOMETRIC/COMPETENCY Assessors - Relevant qualification at NQF Level 6 or higher (as per above NQF level descriptors) in Psychology or Industrial Psychology or Social Sciences or HPCSA Accredited Field of Study Detailed CV, certified copies of qualifications and copy of valid membership certificates must be submitted
TOTAL				100
MINIMUM REQUIREMENT PER FUNCTIONAL AREA				70

Head Hunting Service Agencies

Criteria	Description	Score	Max	Guidelines
Positive reference letters from previous clients for head hunting services	More than 5 reference letters	45	45	The bidder is required to submit the required number of signed and contactable client reference letters specific to head hunting services. The reference letters must be on a client's letter head and include the contract duration and description of projects successfully completed by the bidder. [Ithala reserves the right to verify with the client the content of the reference letter.] The bidder must be registered with the Department of Employment and Labour as either a Private Employment Agency (PEA) or Temporary Employment Services (TES) provider. Must be a member of at least one of the following professional bodies, whom are all affiliated to the Confederation of Associations in the Private Employment Sector (CAPES) • Federation of African Professional Staffing Organisations (APSO) • Allied Healthcare Agencies of South Africa (AHASA) • Construction Engineering Association (CEA) • Information Technology Association (ITA)
	4 – 5 reference letters	30		
	1 – 3 reference letters	15		
	No reference letter	0		
Senior project resource per functional area	Senior project resource per functional area <u>Qualifications</u> • No Qualification or less than NQF Level 7 = 0 • Relevant qualification at NQF Level 7 or higher (as per above NQF level descriptors) = 20 <u>Experience</u> • Relevant experience of >8 years = 15		35	The bidder is required to submit an experienced resource for head hunting services, the below qualifications are required: - Relevant qualification at NQF Level 7 or higher in Human Resources, Social Sciences or Humanities or SAQA Accredited Field of Study Detailed CV and certified copies of qualifications must be submitted

	• Relevant experience of greater than 6 years and up to 8 years = 10 • Relevant experience of between 3 - 6 years = 5 • Less than 3 years Relevant experience = 0 IDFC reserves the right to conduct verification checks on all documents submitted			
Junior project resource per functional area	Junior project resource per functional area <u>Qualifications</u> • No Qualification or less than NQF Level 6 = 0 • Relevant qualification at NQF Level 6 or higher (as per above NQF level descriptors) =10 <u>Experience</u> • Relevant experience of > 4 years = 10 • Relevant experience of between 1 - 4 years = 5 • Less than 1 year Relevant experience = 0 IDFC reserves the right to conduct verification checks on all documents submitted		20	The bidder is required to submit an experienced resource specific to head hunting services, the below qualifications are required: - Relevant qualification at NQF Level 6 or higher in Human Resources, Social Sciences or Humanities or SAQA Accredited Field of Study Detailed CV and certified copies of qualifications must be submitted
TOTAL				100
MINIMUM REQUIREMENT PER FUNCTIONAL AREA				70

Recruitment Service Agencies

Criteria	Description	Score	Max	Guidelines
Positive reference letters from previous clients	More than 5 reference letters	45	45	The bidder is required to submit the required number of signed and contactable client reference letters specific to recruitment services. The reference letters must be on a client's letter head and include the contract duration, value and description of projects successfully completed by the bidder. [Ithala reserves the right to verify with the client the content of the reference letter.] The bidder must be registered with the Department of Employment and Labour as either a Private Employment Agency (PEA) or Temporary Employment Services (TES) provider. Must be a member of at least one of the following professional bodies, whom are all affiliated to the Confederation of Associations in the Private Employment Sector (CAPES) • Federation of African Professional Staffing Organisations (APSO), • Allied Healthcare Agencies of South Africa (AHASA) • Construction Engineering Association (CEA) • Information Technology Association (ITA)
	4 – 5 reference letters	30		
	1 – 3 reference letters	15		
	No reference letter	0		
Senior project resource per functional area	Senior project resource per functional area <u>Qualifications</u> • No Qualification or less than NQF Level 6 =0 • Relevant qualification at NQF Level 6 or higher (as per above NQF level descriptors) =20 <u>Experience</u> • Relevant experience of >8 years = 15 • Relevant experience of greater than 6 years and up to 8 years = 10		35	The bidder is required to submit an experienced resource specific to recruitment services, the below qualifications are required: Recruitment Service Agencies - Relevant qualification at NQF Level 6 or higher in Human Resources, Social Sciences or Humanities or SAQA Accredited Field of Study Detailed CV and certified copies of qualifications be submitted

	• Relevant experience of between 3 - 6 years = 5 • Less than 3 years Relevant experience = 0 IDFC reserves the right to conduct verification checks on all documents submitted			
Junior project resource per functional area	Junior project resource per functional area <u>Qualifications</u> • No Qualification or less than NQF Level 5 = 0 • Relevant qualification at NQF Level 5 or higher (as per above NQF level descriptors) =10 <u>Experience</u> • Relevant experience of > 4 years = 10 • Relevant experience of between 1 - 4 years = 5 • Less than 1 year Relevant experience = 0 IDFC reserves the right to conduct verification checks on all documents submitted		20	The bidder is required to submit an experienced resource specific to recruitment services, the below qualifications are required: - Relevant qualification at NQF Level 5 or higher in Human Resources, Social Sciences or Humanities or SAQA Accredited Field of Study Detailed CV and certified copies of qualifications must be submitted
TOTAL				100
MINIMUM REQUIREMENT PER FUNCTIONAL AREA				70

STAGE 3: ACCEPTED RATES

Pricing Schedule Final Summary

NAME OF BIDDER:

RECRUITMENT SERVICE AGENCIES

1. **Temporary Contract Position:** 5% on basic salary per month
2. **Conversion Temporary to Permanent position:** 5% of annual basic salary (once-off)
3. **Permanent Recruitment:** 10% of annual salary (once-off)
4. **Sourcing of rapid temporary staff:** R62.70* (including vat) per hour.

HEAD HUNTING RATE

1. **Head Hunting Service Agencies:** 15% of annual package (once-off) limited to TGP

PSYCHOMETRIC/COMPETENCY/COMPETENCY ASSESSMENTS RATES

1. **Executive Assessments:** R14 000.00* (including Vat) per assessment
2. **Middle Management Assessments:** R11 000.00* (including Vat) per assessment
3. **Junior /Supervisory Employees Assessments:** R9 000.00* (including Vat) per assessment
4. **Role Specific Competency Assessments:** R7 000.00* (Including Vat) per candidate

* Escalation will be linked to CPI and only applicable on the second and third year of the contract.

By signing this pricing schedule, you are accepting the rates prescribed by IDFC, failure to sign indicates non-acceptance of rates which will result in your bid being non-responsive.

I (bidders name) hereby accept the above rates

Bidders signature.....

C.9 SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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

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:

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

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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.

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

Specific goals allocated points in terms of this tender			
PRICE – 80 points – N/A			
SPECIFIC GOALS –20 points - N/A			
Specific goals	Percentage of Specific Goal target	Proof / Evidence to be submitted by the tenderer	Points claimed by bidder (Max total of 20)
≥51%Black Ownership -	2	CSD, CIPC registration	
≥51%Women Ownership	6	CSD, CIPC registration	
≥51Youth Ownership	6	CSD, CIPC registration - Youth is defined as person under the age of 35	
≥25%People living with disability Ownership	6	CSD report support by Certificate of disability issued by a medical physician	
TOTAL POINTS	20	CSD, CIPC registration	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- Y Partnership/Joint Venture / Consortium
 - Y One-person business/sole propriety
 - Y Close corporation
 - Y Public Company

- Y Personal Liability Company
- Y (Pty) Limited
- Y Non-Profit Company
- Y 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:

.....

.....

.....

C10. TAX CLEARANCE REQUIREMENTS

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

1. the bidder must be in good standing with SARS and such information will be verified through Central Supplier Database (CSD)
2. In bids where Consortia/Joint Ventures/Sub-Suppliers/Partners are involved, each party must submit a separate valid Tax Clearance Certificate for their organization.
3. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

C.11 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 interest¹ 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

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

2.2 Do you, or any person connected with the bidder, have a relationship 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 consortium² 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.5 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.

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

3.7 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. 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 bid der

C12. CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- 1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
- 2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
- 3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
- 5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES

1

.

2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity
as..... accept your bid under reference number
.....dated.....for the rendering of services indicated hereunder and/or further
specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the
contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUT ION	MINIMUM THRESHOL D FOR LOCAL PRODUCTIO N AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES	
1	
2	

C.13 DEVIATIONS FROM THE REQUEST FOR PROPOSAL

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked “NIL” and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder’s Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

SIGNATURE OF BIDDER

DATE

C.14 BID SUMMARY AND DETAILS

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

No.	Description in detail	Documents Attached
A. Commercial Documents		(Yes/ No/ N.A.)
1.	Deviations from Request for Proposal	
2.	Entire Bid Document	
3.	CC or Company Registration Documents or copy of ID if sole propriety	
4.	In good standing with SARS and such information will be verified through Central Supply Database (CSD);	
5.	BBBEE Certificate/Affidavit	
6.	Joint Venture Agreement where applicable	
7	Attendance of a Compulsory Online Briefing session	N/A
B. Technical Documents		
08	Bidders' proposal indicating relevant experience per functional area	
09	Bidders reference letters per functional area	
10	Senior and Junior project resource CVs, certified qualifications per functional area and copy of valid membership certificates	
11	Bidder's mandatory certifications	

Name

Date

Signature