



NATIONAL EMPOWERMENT FUND

RFP: NEF/SSSF/09/2026-27

**REQUEST FOR PROPOSAL: APPOINTMENT OF
DELIVERY CHANNEL PARTNERS (DCPs) PANEL
FOR THE IMPLEMENTATION OF
INFRASTRUCTURE REFURBISHMENT SERVICES
UNDER THE SPAZA SHOP SUPPORT FUND**

**CLOSING DATE: 26 OCTOBER 2026
TIME: 14:00**

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

1. **Proprietary Information:**

The National Empowerment Fund (NEF) considers this **RFP** and all related information, either written or verbal, which is provided to the bidders, to be proprietary to the NEF. It shall be kept confidential by the bidders and its officers, employees, agents and representatives. The bidders shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of NEF.

2. **Enquiries**

All communication and attempts to solicit information of any kind relative to these bids should be channeled to names provided below:

Contact person (all questions should be in writing)

Enquiries can be directed to:

Kedibone Mboweni
Supply Chain Management

Telephone Number Office: +27 11 305 8000 Email
address: mbowenik@nefcorp.co.za

Technical Enquiries can be directed to:

Siziwe Zulu
Spaza Shop Support Fund

Telephone Number Office: +27 11 305 8000
E-mail address: Ngobenis@nefcorp.co.za

3. **Medium of Communication**

All the documentation submitted in response to this **RFP** must be in English.

4. **Verification of Documents**

Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The NEF will not be liable for any loss which may occur as a result of any pages or information missing or duplicated from or within the submission.

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

5. Validity Period

Responses to this Request for Proposal (RFP) received from Bidders will be valid for a period of 150 days, calculated from the closing date.

6. Submission of Bids

6.1 Only properly filled and signed documents in line with the RFP requirements must be submitted on PDF format via email to the email address, tenders@nefcorp.co.za and Ngobenis@nefcorp.co.za no later than **14h00 on 26 October 2026**. No proposals will be accepted after cut-off date and time.

6.2 No bids received by telegram, telex, facsimile or similar medium will be considered.

6.3 Where a RFP document is not received at the time of the RFP closing, such a RFP document will be regarded as a late bid. Late bids will not be considered.

6.4 The Bidder is responsible for all the costs that shall be incurred in relation to the preparation and submission of the bid document.

6.5 A list of five (5) contactable references for similar infrastructure refurbishment, construction, maintenance or fit-out projects, including client contact details and project information, must be included in the RFP document.

6.6 Copies of qualifications, identity documents (IDs) and the curricula vitae (CVs) of persons who will be involved in the execution of this bid should the bidder be successful must be attached to the proposal.

6.7 The following information also needs to be provided with the bid document:

- Names and details of senior management
- Employment equity details of employees at an operational level
 - Percentage of ownership by number of:
 - Black ownership, Black women ownership & Youth ownership
 - Percentage of ownership by profit share of:
 - Black ownership, Black women ownership & Youth ownership

6.8 A valid Tax Status Pin document must be included in the bid document. Failure to submit would render your bid invalid.

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

- 6.9 Copy/ies of any affiliations that you may have must be attached to the response to this bid.
- 6.10 Kindly note that the NEF is entitled to amend any RFP conditions, validity period, specifications, or extend the closing date of bids before the closing date. All Bidders, to whom the RFP documents have been issued, will be advised in writing of such amendments within reasonable time after they are made.
- 6.11 The NEF reserves the right not to accept the lowest bid or any bid in part or in whole.
- 6.12 The NEF reserves the right to appoint one or more successful bidders to the Delivery Channel Partners (DCPs) Panel, in whole or in part, for one or more of the geographic areas specified in this RFP. Appointment to the DCP Panel does not guarantee the allocation of any minimum number or value of beneficiaries, projects or work. The NEF reserves the right to withdraw this RFP at any stage with or without giving reasons.
- 6.13 The Bidder hereby offers to be considered for appointment to the Delivery Channel Partners (DCPs) Panel and, if appointed to the Panel, to render the services described in this RFP in accordance with the terms, conditions and specifications stipulated herein. This RFP and the Bidder's response thereto shall form part of any panel agreement, service level agreement or other agreement concluded between the NEF and a Panel DCP. Any beneficiary or project allocation issued to a Panel DCP shall be subject to the applicable terms and conditions communicated by the NEF. In the event of conflict between such documents, the applicable service level agreement or other subsequent contractual instrument shall take precedence over the RFP and the Bidder's response.
- 6.14 Bids submitted by juristic persons or partnerships must be signed by a person or persons duly authorized thereto by a resolution of a board of such juristic person, a copy of which resolution, duly certified be submitted with the bid.
- 6.15 The Bidders shall prepare for a possible presentation should NEF require such and the Bidders shall be notified thereof no later than 4 (four) days before the actual presentation date.

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

- 6.16 The Bidder hereby agrees that its offer for appointment to the Delivery Channel Partners (DCPs) Panel shall remain binding upon it and will be open for acceptance by the NEF during the validity period indicated herein.
- 6.17 The Bidder furthermore confirms that it has satisfied itself as to the correctness and validity of its RFP response, that the price(s) and rate(s) quoted cover the services and requirements specified in the RFP response documents and that the price(s) and rate(s) cover the Bidder's obligations under the Panel appointment and any resulting beneficiary or project allocation, subject to the terms of the applicable agreement. Any mistakes regarding prices, rates or calculations will be at the Bidder's risk.
- 6.18 The Bidders hereby accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this bid as the principal(s) liable for the due fulfillment of this bid and any contract that might be concluded pursuant hereto.
- 6.19 The NEF will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013. The NEF will only process your information (which involves but is not limited to collecting, collating, organising, disseminating, and destroying) in the following circumstances:
- where you have granted the necessary consent;
 - where we are required to do so by law;
 - where processing is necessary to protect our legitimate interests;
 - where it is necessary for the conclusion or performance of a contract to which you are party; or
 - where it is in the public interest to do so.
- 6.20 By signing this RFP document, the bidder hereby consents to the use of their personal information which forms part of the bid process and as may be discovered by the NEF and confirm that the information is supplied

voluntarily without undue influence from any party. Bidders acknowledge that they are aware of their right to access the information at a reasonable time for purposes of rectification or object to the processing of the information.

6.21 Bidders are required to register on the National Treasury Database as per National Treasury Circular No 3 of 2015/2016 – Central Supplier Database (CSD).

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

Name of your Company (in block letters)	
Signature(s) of the Bidders or assignee(s)	
Name of person signing (in block letters)	
Capacity	
Are you duly authorized to sign this bid?	
Company Registration Number	
VAT Registration Number	
Postal address (in block letters)	
Physical address (in block letters)	
Domicillium citandi et executandi in RSA	(full) street address) (in block letters)
Contact Person	
Telephone Number	
Fax Number	
Cell Number	
E-mail	

Section 2

TERMS OF REFERENCE / SCOPE OF SERVICE

2.1 Preamble

The Spaza Shop Support Fund (SSSF) is a Government initiative aimed at improving the sustainability, competitiveness and compliance of township and rural spaza shops through financial and non-financial support.

As the implementing agent of the Spaza Shop Support Fund, the National Empowerment Fund (NEF) seeks to appoint suitably qualified and experienced Delivery Channel Partners (DCPs) to implement the infrastructure refurbishment component of the programme.

This Request for Proposals (RFP) seeks to establish a panel of suitably qualified and experienced Delivery Channel Partners (DCPs) to implement infrastructure refurbishment projects for approved Spaza Shop Support Fund beneficiaries. The refurbishment programme includes, but is not limited to, structural repairs, roofing, painting, electrical and plumbing works, shelving, refrigeration, lighting, security systems, Point of Sale (POS) systems, signage and other approved infrastructure improvements.

DCPs appointed to the Panel will be eligible to receive approved beneficiary allocations within the province(s), district(s), metropolitan municipality(ies), local municipality(ies) and/or cluster(s) for which they are appointed. Bidders may bid for an entire province, an individual district, a metropolitan municipality, one or more local municipalities and/or a cluster, as applicable, and must demonstrate the technical capability, operational capacity and logistical resources necessary to deliver the required infrastructure refurbishment services within the geographic area(s) for which they are applying. This includes the ability to mobilise personnel, equipment and materials, manage multiple projects concurrently, and service both urban and rural locations within the selected geographic area(s).

The objectives of the programme are to:

- Improve compliance with applicable health, safety and municipal requirements.
- Enhance the trading environment and operational efficiency of beneficiary businesses.
- Improve customer experience and long-term sustainability.
- Promote local economic participation through local labour, suppliers and subcontractors.
- Deliver infrastructure projects efficiently through geographically allocated Delivery Channel Partners.

SCOPE OF WORK

Approved beneficiaries will already have been assessed and approved under the Spaza Shop Support Fund, with approved infrastructure interventions and budgets of up to R50 000 per beneficiary. The approved budget of up to R50 000 per beneficiary shall be treated as the maximum implementation budget and shall include all costs necessary to complete the approved intervention, including applicable VAT, transport and delivery, supervision, project management, procurement and installation, reasonable contingencies, applicable professional or specialist fees, testing and certification, and costs associated with the defects liability period.

The role of the Delivery Channel Partner is to implement the approved infrastructure intervention, verify beneficiary readiness, ensure that the completed refurbishment complies with applicable regulatory requirements and programme standards, and submit the required implementation reports to the NEF.

The DCP shall be responsible for the following:

Activity	Scope of Service
1. Beneficiary Allocation	Accept beneficiary allocations from the NEF within the allocated province(s), district(s), local municipality(ies), metropolitan municipality(ies) and/or cluster(s).
2. Pre-Implementation Site Verification	Conduct site visits to verify beneficiary details, confirm measurements, assess the condition of the premises and identify any implementation constraints before commencement of works.
3. Compliance Assessment	Assess whether the approved intervention will enable the beneficiary premises to comply with applicable health, safety and municipal requirements. Where practical, implement reasonable adjustments within the approved budget to achieve programme compliance.
4. Implementation Planning	Develop a project implementation schedule, procurement plan and mobilisation strategy.
5. Procurement and Supply	Procure, deliver and install all approved infrastructure items and materials contained in the beneficiary approval.
6. Infrastructure Refurbishment	Execute all approved refurbishment works in accordance with programme specifications and applicable standards.
7. Project Supervision and Quality Control	Supervise all refurbishment works, manage subcontractors where applicable and ensure quality workmanship throughout implementation.
8. Practical Completion and Handover	Conduct final inspections, rectify defects, obtain beneficiary acceptance and hand over completed projects.
9. Reporting	Submit implementation reports, milestone reports, expenditure reports, completion certificates, beneficiary sign-offs and before-and-after photographs in accordance with NEF reporting requirements.
10. Defects Liability Period	Provide post-implementation support and rectify defects identified during the defects liability period specified in the applicable contract and/or project requirements.
11. Specialist Works and Subcontracting	Specialist works, including electrical, plumbing, refrigeration, security installations and other specialist trades, may be subcontracted where the DCP does not possess the required in-house capability, provided that the DCP remains fully responsible and accountable to the NEF for the performance, quality, compliance, safety, cost and timely completion of all subcontracted work. The DCP shall ensure that all subcontractors are appropriately qualified, registered and licensed where applicable, and

	shall provide details of proposed specialist subcontractors when requested by the NEF.
12. Technical Standards and Statutory Compliance	All refurbishment works shall comply with applicable legislation, municipal requirements, the Occupational Health and Safety Act, applicable SANS standards, building regulations and electrical compliance requirements, where applicable. Where specialist works require statutory inspections, certificates, registrations or approvals, the DCP shall ensure that these are obtained and submitted to the NEF as part of project close-out documentation.

Geographic Delivery Model and Panel Coverage

The NEF intends to establish a geographically distributed panel of Delivery Channel Partners (DCPs) to support infrastructure refurbishment implementation across all provinces, districts, metropolitan municipalities and local municipalities, subject to programme demand, geographic considerations, operational requirements and the final packaging strategy.

Bidders shall indicate the province(s), individual district(s), metropolitan municipality(ies), local municipality(ies) and/or cluster(s) for which they wish to be considered.

Bidders must demonstrate sufficient operational capacity for the specific geographic area(s) applied for. Where a bidder applies for an entire province, the bidder must demonstrate capacity to service all districts and local municipalities within that province. Where a bidder applies for a district, the bidder must demonstrate capacity to service the relevant local municipalities within that district. The NEF may award one or more provinces, districts, metropolitan municipalities, local municipalities or clusters to a bidder and may appoint more than one DCP within the same geographic area.

Bid Selection Instruction: Bidders may bid for an entire province, an individual district, a metropolitan municipality, one or more local municipalities and/or a cluster. Bidders must tick the applicable option(s) in the geographic coverage table below.

Province	District / Metropolitan Municipality	Local Municipalities / Coverage Areas	Bid (✓)
Eastern Cape	Entire Province	All districts, metropolitan municipalities and local municipalities within the province	☐
Eastern Cape	Buffalo City Metropolitan Municipality	Metropolitan municipality / metropolitan area	☐
Eastern Cape	Nelson Mandela Bay Metropolitan Municipality	Metropolitan municipality / metropolitan area	☐

Province	District / Metropolitan Municipality	Local Municipalities / Coverage Areas	Bid (✓)
Eastern Cape	Alfred Nzo District Municipality	☐ Matatiele Local Municipality ☐ Ntabankulu Local Municipality ☐ Umzimvubu Local Municipality ☐ Winnie Madikizela-Mandela Local Municipality	☐
Eastern Cape	Amathole District Municipality	☐ Amahlathi Local Municipality ☐ Great Kei Local Municipality ☐ Mbhashe Local Municipality ☐ Mnquma Local Municipality ☐ Ngqushwa Local Municipality ☐ Raymond Mhlaba Local Municipality	☐
Eastern Cape	Chris Hani District Municipality	☐ Dr AB Xuma Local Municipality ☐ Emalahleni Local Municipality ☐ Enoch Mgijima Local Municipality ☐ Intsika Yethu Local Municipality ☐ Inxuba Yethemba Local Municipality ☐ Sakhisizwe Local Municipality	☐
Eastern Cape	Joe Gqabi District Municipality	☐ Elundini Local Municipality ☐ Senqu Local Municipality ☐ Walter Sisulu Local Municipality	☐
Eastern Cape	OR Tambo District Municipality	☐ Ingquza Hill Local Municipality ☐ King Sabata Dalindyebo Local Municipality ☐ Mhlontlo Local Municipality ☐ Nyandeni Local Municipality ☐ Port St Johns Local Municipality	☐
Eastern Cape	Sarah Baartman District Municipality	☐ Blue Crane Route Local Municipality ☐ Dr Beyers Naudé Local Municipality ☐ Kouga Local Municipality ☐ Koukamma Local Municipality ☐ Makana Local Municipality ☐ Ndlambe Local Municipality ☐ Sundays River Valley Local Municipality	☐
Free State	Entire Province	All districts, metropolitan municipalities and local municipalities within the province	☐
Free State	Mangaung Metropolitan Municipality	Metropolitan municipality / metropolitan area	☐
Free State	Fezile Dabi District Municipality	☐ Mafube Local Municipality ☐ Metsimaholo Local Municipality ☐ Moqhaka Local Municipality ☐ Ngwathe Local Municipality	☐
Free State	Lejweleputswa District Municipality	☐ Masilonyana Local Municipality ☐ Matjhabeng Local Municipality ☐ Nala Local Municipality ☐ Tokologo Local Municipality ☐ Tswelopele Local Municipality	☐

Province	District / Metropolitan Municipality	Local Municipalities / Coverage Areas	Bid (✓)
Free State	Thabo Mofutsanyana District Municipality	☐ Dihlabeng Local Municipality ☐ Maluti-A-Phofung Local Municipality ☐ Mantsopa Local Municipality ☐ Nketoana Local Municipality ☐ Phumelela Local Municipality ☐ Setsoto Local Municipality	☐
Free State	Xhariep District Municipality	☐ Kopanong Local Municipality ☐ Letsemeng Local Municipality ☐ Mohokare Local Municipality	☐
Gauteng	Entire Province	All districts, metropolitan municipalities and local municipalities within the province	☐
Gauteng	City of Ekurhuleni Metropolitan Municipality	Metropolitan municipality / metropolitan area	☐
Gauteng	City of Johannesburg Metropolitan Municipality	Metropolitan municipality / metropolitan area	☐
Gauteng	City of Tshwane Metropolitan Municipality	Metropolitan municipality / metropolitan area	☐
Gauteng	Sedibeng District Municipality	☐ Emfuleni Local Municipality ☐ Lesedi Local Municipality ☐ Midvaal Local Municipality	☐
Gauteng	West Rand District Municipality	☐ Merafong City Local Municipality ☐ Mogale City Local Municipality ☐ Rand West City Local Municipality	☐
KwaZulu-Natal	Entire Province	All districts, metropolitan municipalities and local municipalities within the province	☐
KwaZulu-Natal	eThekweni Metropolitan Municipality	Metropolitan municipality / metropolitan area	☐
KwaZulu-Natal	Amajuba District Municipality	☐ Dannhauser Local Municipality ☐ eMadlangeni Local Municipality ☐ Newcastle Local Municipality	☐
KwaZulu-Natal	Harry Gwala District Municipality	☐ Dr Nkosazana Dlamini Zuma Local Municipality ☐ Greater Kokstad Local Municipality ☐ Johannes Phumani Phungula Local Municipality ☐ Umzimkhulu Local Municipality	☐
KwaZulu-Natal	iLembe District Municipality	☐ KwaDukuza Local Municipality ☐ Mandeni Local Municipality ☐ Maphumulo Local Municipality ☐ Ndwedwe Local Municipality	☐
KwaZulu-Natal	King Cetshwayo District Municipality	☐ City of uMhlathuze Local Municipality ☐ Mthonjaneni Local Municipality ☐ Nkandla Local Municipality ☐ uMfolozi Local Municipality ☐ uMlalazi Local Municipality	☐
KwaZulu-Natal	Ugu District Municipality	☐ Ray Nkonyeni Local Municipality ☐ Umdoni Local Municipality ☐ Umuziwabantu Local Municipality ☐ Umzumbe Local Municipality	☐

Province	District / Metropolitan Municipality	Local Municipalities / Coverage Areas	Bid (✓)
KwaZulu-Natal	uMgungundlovu District Municipality	☐ Impendle Local Municipality ☐ Mkhambathini Local Municipality ☐ Mpofana Local Municipality ☐ Msunduzi Local Municipality ☐ Richmond Local Municipality ☐ uMngeni Local Municipality ☐ uMshwathi Local Municipality	☐
KwaZulu-Natal	uMkhanyakude District Municipality	☐ Big 5 Hlabisa Local Municipality ☐ Inkosi uMtubatuba Local Municipality ☐ Jozini Local Municipality ☐ uMhlabyalingana Local Municipality	☐
KwaZulu-Natal	uMzinyathi District Municipality	☐ Endumeni Local Municipality ☐ Nquthu Local Municipality ☐ uMsinga Local Municipality ☐ Umvoti Local Municipality	☐
KwaZulu-Natal	uThukela District Municipality	☐ Alfred Duma Local Municipality ☐ Inkosi Langalibalele Local Municipality ☐ Okhahlamba Local Municipality	☐
KwaZulu-Natal	Zululand District Municipality	☐ AbaQulusi Local Municipality ☐ eDumbe Local Municipality ☐ Nongoma Local Municipality ☐ Ulundi Local Municipality ☐ uPhongolo Local Municipality	☐
Limpopo	Entire Province	All districts, metropolitan municipalities and local municipalities within the province	☐
Limpopo	Capricorn District Municipality	☐ Blouberg Local Municipality ☐ Lepelle-Nkumpi Local Municipality ☐ Molemole Local Municipality ☐ Polokwane Local Municipality	☐
Limpopo	Mopani District Municipality	☐ Ba-Phalaborwa Local Municipality ☐ Greater Giyani Local Municipality ☐ Greater Letaba Local Municipality ☐ Greater Tzaneen Local Municipality ☐ Maruleng Local Municipality	☐
Limpopo	Sekhukhune District Municipality	☐ Elias Motsoaledi Local Municipality ☐ Ephraim Mogale Local Municipality ☐ Fetakgomo Tubatse Local Municipality ☐ Makhuduthamaga Local Municipality	☐
Limpopo	Vhembe District Municipality	☐ Collins Chabane Local Municipality ☐ Makhado Local Municipality ☐ Musina Local Municipality ☐ Thulamela Local Municipality	☐
Limpopo	Waterberg District Municipality	☐ Bela-Bela Local Municipality ☐ Lephalale Local Municipality ☐ Modimolle-Mookgophong Local Municipality ☐ Mogalakwena Local Municipality ☐ Thabazimbi Local Municipality	☐
Mpumalanga	Entire Province	All districts, metropolitan municipalities and local municipalities within the province	☐

Province	District / Metropolitan Municipality	Local Municipalities / Coverage Areas	Bid (✓)
Mpumalanga	Ehlanzeni District Municipality	☐ Bushbuckridge Local Municipality ☐ City of Mbombela Local Municipality ☐ Nkomazi Local Municipality ☐ Thaba Chweu Local Municipality	☐
Mpumalanga	Gert Sibande District Municipality	☐ Chief Albert Luthuli Local Municipality ☐ Dipaleseng Local Municipality ☐ Dr Pixley Ka Isaka Seme Local Municipality ☐ Govan Mbeki Local Municipality ☐ Lekwa Local Municipality ☐ Mkhondo Local Municipality ☐ Msukaligwa Local Municipality	☐
Mpumalanga	Nkangala District Municipality	☐ Dr JS Moroka Local Municipality ☐ Emakhazeni Local Municipality ☐ Emalahleni Local Municipality ☐ Steve Tshwete Local Municipality ☐ Thembisile Hani Local Municipality ☐ Victor Khanye Local Municipality	☐
North West	Entire Province	All districts, metropolitan municipalities and local municipalities within the province	☐
North West	Bojanala Platinum District Municipality	☐ Kgetlengrivier Local Municipality ☐ Madibeng Local Municipality ☐ Moretele Local Municipality ☐ Moses Kotane Local Municipality ☐ Rustenburg Local Municipality	☐
North West	Dr Kenneth Kaunda District Municipality	☐ City of Matlosana Local Municipality ☐ JB Marks Local Municipality ☐ Maquassi Hills Local Municipality	☐
North West	Dr Ruth Segomotsi Mompati District Municipality	☐ Greater Taung Local Municipality ☐ Kagisano-Molopo Local Municipality ☐ Lekwa-Teemane Local Municipality ☐ Mamusa Local Municipality ☐ Naledi Local Municipality	☐
North West	Ngaka Modiri Molema District Municipality	☐ Ditsobotla Local Municipality ☐ Mahikeng Local Municipality ☐ Ramotshere Moiloa Local Municipality ☐ Ratlou Local Municipality ☐ Tswaing Local Municipality	☐
Northern Cape	Entire Province	All districts, metropolitan municipalities and local municipalities within the province	☐
Northern Cape	Frances Baard District Municipality	☐ Dikgatlong Local Municipality ☐ Magareng Local Municipality ☐ Phokwane Local Municipality ☐ Sol Plaatje Local Municipality	☐
Northern Cape	John Taolo Gaetsewe District Municipality	☐ Gamagara Local Municipality ☐ Ga-Segonyana Local Municipality ☐ Joe Morolong Local Municipality	☐

Province	District / Metropolitan Municipality	Local Municipalities / Coverage Areas	Bid (✓)
Northern Cape	Namakwa District Municipality	☐ Hantam Local Municipality ☐ Kamiesberg Local Municipality ☐ Karoo Hoogland Local Municipality ☐ Khai-Ma Local Municipality ☐ Nama Khoi Local Municipality ☐ Richtersveld Local Municipality	☐
Northern Cape	Pixley Ka Seme District Municipality	☐ Emthanjeni Local Municipality ☐ Kareeberg Local Municipality ☐ Renosterberg Local Municipality ☐ Siyancuma Local Municipality ☐ Siyathemba Local Municipality ☐ Thembelihle Local Municipality ☐ Ubuntu Local Municipality ☐ Umsobomvu Local Municipality	☐
Northern Cape	ZF Mgcawu District Municipality	☐ !Kheis Local Municipality ☐ Dawid Kruiper Local Municipality ☐ Kai !Garib Local Municipality ☐ Kgatelopele Local Municipality ☐ Tsantsabane Local Municipality	☐
Western Cape	Entire Province	All districts, metropolitan municipalities and local municipalities within the province	☐
Western Cape	City of Cape Town Metropolitan Municipality	Metropolitan municipality / metropolitan area	☐
Western Cape	Cape Winelands District Municipality	☐ Breede Valley Local Municipality ☐ Drakenstein Local Municipality ☐ Langeberg Local Municipality ☐ Stellenbosch Local Municipality ☐ Witzenberg Local Municipality	☐
Western Cape	Central Karoo District Municipality	☐ Beaufort West Local Municipality ☐ Laingsburg Local Municipality ☐ Prince Albert Local Municipality	☐
Western Cape	Garden Route District Municipality	☐ Bitou Local Municipality ☐ George Local Municipality ☐ Hessequa Local Municipality ☐ Kannaland Local Municipality ☐ Knysna Local Municipality ☐ Mossel Bay Local Municipality ☐ Oudtshoorn Local Municipality	☐
Western Cape	Overberg District Municipality	☐ Cape Agulhas Local Municipality ☐ Overstrand Local Municipality ☐ Swellendam Local Municipality ☐ Theewaterskloof Local Municipality	☐
Western Cape	West Coast District Municipality	☐ Bergrivier Local Municipality ☐ Cederberg Local Municipality ☐ Matzikama Local Municipality ☐ Saldanha Bay Local Municipality ☐ Swartland Local Municipality	☐

The NEF reserves the right to allocate beneficiary projects to one or more Panel DCPs within any province, district, metropolitan municipality, local municipality and/or geographic cluster, based on programme demand, geographic coverage requirements, operational requirements and DCP performance. The NEF may appoint multiple DCPs within the same geographic area and may allocate work among such Panel DCPs to ensure adequate capacity, service coverage and timely implementation of the programme.

Panel Appointment and Work Allocation

The outcome of this RFP is the establishment of a Panel of DCPs, rather than the appointment of a single service provider for the full programme. One or more bidders may be appointed to the Panel for each selected geographic area, subject to the outcome of the evaluation and the NEF's operational requirements.

Appointment to the Panel does not constitute an award of all, or any guaranteed volume or value of, infrastructure refurbishment work. The NEF will allocate approved beneficiaries and/or projects to appointed Panel DCPs within their approved geographic coverage areas as programme requirements arise.

Where more than one DCP is appointed within the same geographic area, the NEF may allocate beneficiaries and projects among the relevant Panel DCPs based on programme demand, geographic coverage requirements, operational capacity, implementation readiness, performance and other applicable programme requirements. No Panel DCP shall have an exclusive right to a province, district, metropolitan municipality, local municipality or geographic cluster unless expressly stated in writing by the NEF.

Each beneficiary or project allocation shall be subject to the approved intervention, applicable budget, scope, pricing and contractual requirements communicated by the NEF. Panel DCPs shall not commence work outside an approved allocation or instruction issued by the NEF.

EVALUATION CRITERIA

Bidders will need to score a minimum of 70 out of 100 points in technical functionality in order to qualify for further evaluation. Each functionality criterion shall be evaluated against measurable scoring guidelines to promote consistency, transparency and objectivity.

Where a 0–5 scale is applied: 0 = No evidence / unacceptable; 1 = Very weak; 2 = Below average; 3 = Acceptable; 4 = Very good; 5 = Excellent.

Evaluation Criteria	Weight	Required Evidence	Rating Guide (0-5)
Relevant Experience and Track Record	20	Company Profile, appointment letters, contracts, purchase orders, completion certificates, signed reference letters, or other proof of successfully completed infrastructure refurbishment, maintenance, construction or fit-out projects within the last five (5) years.	0 = No evidence submitted. 1 = Limited relevant experience with insufficient supporting evidence. 2 = Some relevant experience

			demonstrated but scope and value are limited. 3 = Adequate experience demonstrated through multiple similar projects. 4 = Extensive experience demonstrated through several similar projects over multiple years. 5 = Exceptional and extensive experience supported by substantial evidence of successfully completed similar projects.
Implementation Methodology and Work Plan	20	Detailed methodology and implementation plan covering site verification, planning, procurement, implementation, project scheduling, quality management, reporting, beneficiary sign-off and project handover.	0 = No methodology submitted. 1 = Methodology inadequate and does not address project requirements. 2 = Basic methodology submitted but significant gaps identified. 3 = Acceptable methodology addressing the minimum requirements. 4 = Comprehensive methodology demonstrating a clear understanding of requirements and implementation approach. 5 = Detailed and innovative methodology demonstrating exceptional understanding, project controls, risk management and quality assurance measures.
Geographic Delivery Capacity	20	Organogram, fleet list, equipment list, branch information, resource allocation plan, operational footprint and evidence of ability to service the geographic area(s) applied for.	0 = No evidence submitted. 1 = Insufficient capacity to service the geographic area(s) applied for. 2 = Limited teams, resources or operational footprint

			demonstrated. 3 = Adequate capacity demonstrated to service the geographic area(s) applied for. 4 = Strong operational footprint with multiple teams, vehicles and resources available. 5 = Extensive operational capacity demonstrating the ability to execute multiple projects concurrently across all geographic areas applied for.
Team Capacity and Technical Competence	15	CVs, certified qualifications, trade certificates, professional registrations and proof of experience of key personnel, supervisors and project managers.	0 = No evidence submitted. 1 = Personnel do not demonstrate the required qualifications or experience. 2 = Limited qualifications and relevant experience demonstrated. 3 = Personnel suitably qualified and experienced for the required services. 4 = Well-qualified personnel with extensive relevant experience and supervision capability. 5 = Highly qualified personnel with exceptional experience, specialist skills and professional registrations.
Compliance and Accreditation	10	CIDB Registration (minimum Grade 1GB), COIDA Letter of Good Standing, Public Liability Insurance and specialist registrations where applicable.	0 = No compliance documentation submitted. 1 = Major compliance requirements outstanding or non-compliant. 2 = Partial compliance demonstrated with significant gaps. 3 = All minimum compliance requirements submitted and valid.

			4 = Full compliance demonstrated together with additional relevant accreditations. 5 = Full compliance with all requirements supported by comprehensive industry registrations, certifications and accreditations.
Local Economic Participation Plan	5	Local Economic Participation Plan indicating utilisation of local labour, SMMEs, local suppliers and subcontractors.	0 = No plan submitted. 1 = Plan submitted but does not adequately address local participation. 2 = Limited commitment to local labour and SMME participation. 3 = Acceptable plan addressing minimum local participation requirements. 4 = Strong local economic participation commitments with measurable initiatives. 5 = Comprehensive plan demonstrating significant and measurable local economic development outcomes.
Contactable References	5	Minimum five (5) signed and contactable reference letters on client letterheads for similar completed projects.	0 = No references submitted. 1 = 1 Relevant reference letter 2 = 2 Relevant reference letter 3 = 3 Relevant reference letter 4 = 4 Relevant reference letter 5 = 5 or more relevant reference letter
Reporting and Contract Administration	5	Sample reports, reporting templates, project controls, contract administration process and quality assurance procedures.	0 = No evidence submitted. 1 = Reporting and contract administration capability inadequate. 2 = Basic reporting capability

			demonstrated with significant shortcomings. 3 = Acceptable reporting and contract administration capability demonstrated. 4 = Strong reporting systems, monitoring controls and administration processes demonstrated. 5 = Excellent reporting, monitoring, record management and contract administration capability demonstrated.
TOTAL	100		

Bidders must provide documentary evidence supporting each functionality criterion. Where sufficient evidence is not submitted, the relevant criterion may receive zero points. NEF reserves the right to verify submitted information and contact references.

Functionality Evaluation – Evidence Requirements

LIST OF RETURNABLES

- Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- A valid Tax Status Pin document
- BEE credentials / rating certificate
- Valid CIDB Registration Certificate or CIDB CRS Registration Number (Minimum Grade 1GB or higher).
- The following information also needs to be provided with the RFP document:
 - Names and details of Senior Management.
 - Shareholders Certificate.
 - Details of employees at an Operational Level.
- Completed and signed bid document including annexures:
 - Page 7 – Company Details
 - Pages 14 to 24 – Declarations and Annexures

SECTION: 3

Pricing Schedule

Pricing submitted in response to this RFP will be considered as part of the establishment of the DCP Panel and for services subsequently allocated to appointed Panel DCPs. Inclusion on the Panel does not guarantee any minimum volume or value of work.

(VAT should be included in the total cost of the proposal where applicable. All pricing must be inclusive of the full cost of delivering the approved beneficiary intervention, including transport, supervision, installation, applicable specialist/subcontracted works, testing/certification and the defects liability period, unless specifically excluded in the pricing schedule.)

80/20 or 90/10 Preference Point System

All bids that meet the minimum functionality threshold will be evaluated in terms of the applicable preference point system prescribed by the Preferential Procurement Regulations. The 80/20 or 90/10 preference point system shall apply depending on the estimated value of the procurement, beneficiary allocation, package of work, or project instruction issued by the NEF.

CRITERIA	POINTS	POINTS
Price	80	90
Specific Goals	20	10
TOTAL	100 points	100 points

B-BBEE VERIFICATION

B-BBEE (Broad-Based Black Economic Empowerment) size is determined by a company's annual turnover, which dictates the level of BEE compliance required.

There are three main categories:

- Exempted Micro Enterprises (EMEs) with a turnover of R10 million or less
- Qualifying Small Enterprises (QSEs) with a turnover between R10 million and R50 million
- Generic/Large Enterprises with a turnover exceeding R50 million

Definition of “Black People” - As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation i.e. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”

Definition of “Black Designated Groups” - “Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = _____ %
- Black Disabled % = _____ %
- Black Unemployed % = _____ %
- Black People living in Rural areas % = _____ %
- Black Military Veterans % = _____ %

SPECIFIC GOALS

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS AND DEFINITIONS

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2 The applicable preference point system (80/20 or 90/10) will be determined by the estimated value of the procurement, project allocation, package of work, or instruction, in accordance with the applicable Preferential Procurement Regulations.

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific goals must not exceed	100

1.5 Failure on the part of a bidder to submit the required documents to substantiate the points claimed with the bid, will be interpreted to mean that points for specific goals are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals in any manner required by the purchaser.

2. DEFINITIONS

(a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.

(b) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development

Programme as published in *Government Gazette* No. 16085 dated 23 November 1994

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE (the 80/20 or 90/10 preference point systems)

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 8888 \left(1 - \frac{P_t - P_{min}}{P_{min}}\right) & \mathbf{OR} & P_s = 9988 \left(1 - \frac{P_t - P_{min}}{P_{min}}\right) \end{array}$$

Where

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

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 8888 \left(1 + \frac{P_t - P_{max}}{P_{max}}\right) & \text{or} & P_s = 9988 \left(1 + \frac{P_t - P_{max}}{P_{max}}\right) \end{array}$$

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{max} = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 3 (1) an organ of state must, in the tender documents, stipulate the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

NATIONAL EMPOWERMENT FUND – SPECIFIC GOALS	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)	NUMBER OF POINTS (90/10 PREFERENCE SYSTEM)
• > 51% Black ownership	10	5
• > 30% Black Women's Ownership	5	3
• Any % of ownership by Black Designated Groups >0	1	0
• Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2	2
• Youth ownership	2	0
Total Points	20	10

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of specific goals must complete the following:

SPECIFIC GOAL	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)	NUMBER OF POINTS (90/10 PREFERENCE SYSTEM)
1. >51% Black ownership		
2. > 30% Black Women's Ownership		
3. Any % of ownership by Black Designated Groups >0		
4. Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)		
5. Youth ownership.		
Total Points		

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 3.1

- 6.1 Specific goals: = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 3.1 and must be substantiated by submitting the required documents.)

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm:.....

7.2 VAT registration number:.....

7.3 Company registration number:.....

7.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium ☐

One person business/sole propriety ☐

Close corporation

☐ Company ☐

(Pty) Limited

[TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

7.6 COMPANY CLASSIFICATION

☐ Manufacturer ☐

Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc. [TICK
APPLICABLE BOX]

7.7 Total number of years the company/firm has been in business:.....

7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals indicated in paragraphs 1.4 and 5.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we

acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of appointment to the Panel or a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....
.....

I, the undersigned, certify that the information contained in this document is accurate and correct. I am fully responsible f or any misrepresentation in this document and am aware of the repercussions that may arise as a result of such a misrepresentation.

Name: _____ID Number/Passport Number:_____

Signed:_____Date:_____

Position: _____

Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	
Name of Authorised Signatory	
Position of Authorised Signatory	

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:

Supplier Number	
Unique registration reference number	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

Annexure 2: Tax Compliance Requirements

1. TAX COMPLIANCE REQUIREMENTS		
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.		
1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.		
1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	YES NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	YES NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

Annexure 3: Bidder's Disclosure

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? YES/NO

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3.1 If so, furnish particulars:

.....
.....

2.4 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 under

this RFP or for any resulting allocation?

YES/NO

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 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 Panel appointment or the awarding of any resulting 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....

Signature	Date
-----------	------

Designation	Name of bidder
-------------	----------------

POLITICALLY EXPOSED PERSON DECLARATION FORM

Section 21 of the Financial Intelligence Centre Act (FICA) requires that the NEF takes steps to establish and verify the identity of a client. This includes determining whether an individual is a domestic politically exposed person or a prominent influential person.

Name of Entity:	
Identification: VAT Number:	Registration Number
Physical Address:	
Postal Address <i>(if different from physical):</i>	
Date of Incorporation:	Country of Incorporation:

Kindly list any Directors, Shareholders (10% or more), Beneficial Owners or Account Signatories that are classified as PEP using the definitions provided.

		PEP	
		☐	☐
		Yes	No
1.	 (Full name in block letters) (Job Title/ Position) (Please indicate function entrusted to this individual from the attached definitions)	☐	☐
2.	 (Full name in block letters) (Job Title/ Position) (Please indicate function entrusted to this individual from the attached definitions)	☐	☐
3.	 (Full name in block letters) (Job Title/ Position) (Please indicate function entrusted to this individual from the attached definitions)	☐	☐
4.	 (Full name in block letters) (Job Title/ Position) (Please indicate function entrusted to this individual from the attached definitions)	☐	☐
5.	 (Full name in block letters) (Job Title/ Position) (Please indicate function entrusted to this individual from the attached definitions)	☐	☐

Based on the responses to the above,

I hereby
confirm on behalf of
(Name in Block letters)

..... that the
information provided
(Name of Entity)

above is true, correct and complete to the best of my knowledge.

Additionally, the Entity will notify the National Empowerment Fund in writing of any change to its Directors, Shareholders, Beneficial Owners and/or Account Signatories who are classified as PEP within 30 days of such change.

.....
Signature of Secretary/ Chairman/ Director

1 <https://www.gov.za/about-government/leaders>

2 <https://www.gov.za/links/provincial-government>

3 <https://www.judiciary.org.za>

4 <http://www.salga.org.za/Municipalities%20MCD.html>

5 <https://www.elections.org.za/pw/Parties-And-Candidates/Party-Contact-Information>

6 <https://www.gov.za/about-government/contact-directory/provincial-local-government>

7 <http://www.salga.org.za/Municipalities%20MCD.html>

8 <https://www.gov.za/about-government/contact-directory>

9 https://www.cogta.gov.za/?p_938

10 <http://www.salga.org.za/Municipalities%20MCD.html>

11 <https://www.dirco.gov.za/foreign/forrep/index.htm>

DEFINITION OF A PEP

“PEP or DPIIP” means a politically exposed person or domestic prominent or influential person (**DPIIP**) which is a generic term referring to any individual who is or has been entrusted with a prominent public function which person can either be any of the following categories:

- A. Head of State, Government Ministers or Deputy Ministers, Senior Politicians and Government officials¹;
- B. A member of the Executive Council of a Province²;
- C. Senior Judicial officers³;
- D. An executive mayor of a municipality elected in terms of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)⁴;
- E. A leader of a political party registered in terms of the Electoral Commission Act, 1996 (Act No. 51 of 1996)⁵;
- F. The head, accounting officer or chief financial officer of a national or provincial department or government component, as defined in section 1 of the Public Service Act, 1994 (Proclamation No. 103 of 1994)⁶;
- G. The municipal manager of a municipality appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), or a chief financial officer designated in terms of section 80(2) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003)⁷;
- H. The chairperson of the controlling body, board member, the chief executive officer, or a natural person who is the accounting authority, the chief financial officer or the chief investment officer of a public entity listed in Schedule 2 or 3 to the Public Finance Management Act, 1999 (Act No. 1 of 1999)⁸;
- I. Members of ruling royal families⁹;
- J. The chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipal entity as defined in section 1 of the Local Government: Municipal Systems Act, 2000 (Act 3 No. 32 of 2000);
- K. An ambassador or high commissioner or other senior representative of a foreign government based in the Republic.

Obligation to report

In terms of the Public Administration Management Act (PAMA) 11 of 2014 Section 8 (2) an employee may not (a) conduct business with the State; or (b) be a director of a public or private company conducting business with the State.

The Act further states that a contravention of subsection (2) (a) is an offence, and any person found guilty of the offence is liable to a fine or imprisonment for a period not exceeding 5 years or both such fine and imprisonment; and (b) constitute[s] serious misconduct which may result in the termination of employment by the employer.

In terms of PAMA, the Minister for the Public Service and Administration is obliged to report to Parliament twice a year on the implementation of the prohibition.

Section 15 (5) of PAMA, 2014 further states that:

- (a) When an institution discovers an act of corruption, such corruption must immediately be reported to the police for investigation in terms of any applicable law, including the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004).
- (b) Issues of misconduct emanating from criminal investigations must be reported to the Unit and the relevant head of institution for initiation and institution of disciplinary proceedings.

According to section 15 (6) (b) of PAMA, the head of institution must report to the Unit on steps

Declaration For Conducting Business with an Organ of State

Do you or your company conduct any business with an Organ of State: Yes ☐ or No ☐

If yes, please complete the form below:

Name of the Department/Entity	
Name of the Province/National Department	
Name of the Declarant	

Designation	
Cell Number	
Tel Number	
Email Address	
Signature:	
Date:	
