



REQUEST FOR BIDS

RFB NUMBER : SHRA/RFB/SD&T/04/202122
CLOSING DATE : Friday 10th December 2021
TIME : 11h00
DESCRIPTION : **Appointment of a service provider to develop a five (5) year social housing rental strategy and implementation plan for Buffalo City Metropolitan Municipality**

BRIEFING: Yes No

DOCUMENTS IN THIS BID DOCUMENT PACK

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

SECTION A

1. Background
2. RFB Submission Conditions and Instructions
3. Terms of Reference
4. Evaluation Process
5. Evaluation Criteria

SECTION B

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

SECTION A

1. BACKGROUND

The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance Management Act.

1.1 MISSION

The SHRA will regulate and invest to deliver affordable rental homes and renew communities.

1.2 VISION:

Affordable rental homes in integrated urban environments through sustainable institutions.

1.3 FUNCTIONS

- Promote the development and awareness of social housing by providing an enabling environment for the growth and development of the social housing sector.
- Provide advice and support to the Department of Human Settlements in its development of policy for the social housing sector and facilitate national social housing programmes
- Provide best practice information and research on the status of the social housing sector
- Support provincial governments with the approval of project applications by social housing institutions
- Provide assistance, when requested, with the process of the designation of restructuring zones
- Enter into agreements with provincial governments and the National Housing Finance Corporation to ensure the co-ordinated exercise of powers

2. RFB SUBMISSION CONDITIONS AND INSTRUCTIONS

2.1 FRAUD AND CORRUPTION

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

2.2 COMPULSORY BRIEFING SESSION

2.2.1 There will be **no compulsory briefing session** for this Request for Bids

2.3 CLARIFICATIONS/QUERIES

2.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from Ms Katlego Panana at scm03@shra.org.za by **Monday 6th December 2021 at 12h00**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted**. If appropriate, the clarifying information will be made available to all bidders by e-mail only.

2.4 SUBMITTING BIDS

2.4.1 An **original plus three (3) copies** of the bid, i.e., four (4) documents in total should be handed in/delivered to:

Ms. Katlego Panana
Supply Chain Management
SHRA
Sunnyside Office Park, Sentinel House
3rd Floor
32 Princess of Wales Terrace
Parktown

Faxed or e-mailed bids will not be accepted

Bids should be submitted in a sealed envelope, marked with:

- RFB number: SHRA/RFB/SD&T/04/202122
- Closing date and time: Friday 10th December 2021 at 11h00
- The name and address of the bidder

Documents submitted on time by bidders shall not be returned.

2.5 LATE BIDS

2.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders

are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

2.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00)

2.5.3 Bids sent to SHRA via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the SHRA premises (tender/bid box or reception). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

2.6 DIRECTIONS TO SHRA OFFICE FOR DELIVERY OF BIDS

2.6.1 Directions to SHRA offices are attached as **Annexure B** to this document.

2.6.2 **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

2.7 FORMAT OF BIDS

2.7.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.

2.7.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing Schedule

Bidders must complete and submit the pricing schedule document.

The appointed Service Provider will:

- Claim travel costs applicable to this contract as per the AA rates
- Book only economy class flight and preferably Group A hire cars, otherwise Group B are to be used for Service Providers outside of Gauteng.
- Book only hotels, or other equivalent accommodation up to a Rand value of R1 400 per night per person (including dinner, breakfast and parking).

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

Part 3: Declaration of Interest

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

Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017

Bidders must complete and submit the Preference Points Claim Form.

A trust, consortium or joint venture:

- will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Part 5: Declaration of bidders' past supply chain management practices

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

Part 6: Certificate of Independent Bid Determination

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

Part 7: Broad Based Black Economic Empowerment Certificate

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

- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. or a letter from an Accounting Officer/ Auditor or a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

Part 8: General Conditions of Contract

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

Part 9: Technical approach

Bidder must at least:

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

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

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

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

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

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

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

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

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

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

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

Part 10: Team Details

The bidder must provide:

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

Part 11: Experience in this field

It is essential the service provider displays:

- Experience as set out in the terms of reference
- The Bidder must provide at least three (3) reference letters on company letterheads of previous clients where the Bidder provided similar services.

Part 12: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration

2.8 PRESENTATIONS

2.8.1 SHRA reserves the right to invite Bidders for presentations before the award of this Bid. Only Bidders who have met the minimum functionality criteria will be invited to presentation.

2.9 NEGOTIATION

2.9.1 SHRA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.

2.9.2 SHRA shall not be obliged to accept the lowest of any quotation, offer or bid.

2.9.3 SHRA issues this bid invitation in good faith; however, it reserves the right to:

- Cancel or delay the selection process at any time, without explanation,

- Not to select any of the respondents to this bid invitation, without explanation,
- Exclude certain services, without explanation.

2.9.4 All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of SHRA is the Chief Executive Officer or his/her written authorised delegate.

2.10 REASONS FOR REJECTION

- 2.10.1 SHRA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 2.10.2 SHRA may disregard the bid of any bidder if that bidder, or any of its directors:
 - 2.10.2.1 have abused the Supply Chain Management systems of SHRA.
 - 2.10.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 2.10.2.3 have failed to perform on any previous contract and the proof exists.
- 2.10.3 Such actions shall be communicated to the National Treasury.

3. TERMS OF REFERENCE

3.1. INTRODUCTION

- 3.1.1. The Social Housing Regulatory Authority “SHRA” mandate is to enable, invest in and regulate the social housing sector. Part of a decision to invest in social housing in a specific region is informed by the demand for affordable rental housing. This is one of the many dynamics taken into account in making this key decision.
- 3.1.2. The Social Housing Programme is an important human settlement programme and government investment is on the increase to expand the programme. The social housing programme is also challenged by the fact that social housing units may only be delivered in **designated restructuring zones**. These zones are intended to provide the geographic focus for accommodation opportunities for low to middle-income earners that are close to facilities, amenities and income-generating opportunities. This ensures that social housing developments protect low to middle-income earners from displacement and bring them into areas of economic opportunities.
- 3.1.3. Besides being a restructuring instrument, Social Housing response has been an attempt to intervene in a market to cater to this low- to- middle-income households **earning between R1 500 – R15 000**; however, the strategy needs to also consider MinMEC proposed increase in the bands from R1850 -R22 000, though not yet gazetted.
- 3.1.4. The Social Housing Regulatory Authority “SHRA” was established by the National Department of Human Settlements (NDoHS) as prescribed by the Social Housing Act (Act 16 of 2008). The primary intent of the SHRA is to deliver affordable rental housing to the low to moderate incomes groups, through spatial, economic and social integration of urban environments in South Africa. The core aim of this programme is to ensure integration, access to economic opportunities and spatial restructuring and densification. (The National Development Plan pg 257) in turn also refers to the “Small Town Development Strategy” which notes that “A Strategy should be developed to enhance the developmental role of small towns in rural economies with a focus on economic viability, sustaining public services, skills development, the green agenda and connecting infrastructure.
- 3.1.5. There has been a demand study which was commissioned in 2018 by the SHRA for Buffalo City Metropolitan and Nelson Mandela Bay Municipalities in order to provide information on the demand for rental and affordability.

3.2. BACKGROUND

3.2.1. A key strategic priority for Buffalo City Metropolitan Municipality is to strive to realize the following Five (5) strategic outcomes by the year 2030 (*referenced* from Buffalo City Metropolitan Intergraded Human Settlement Plan 2018):

- An innovative and productive city: with rapid and inclusive economic growth, and a decline in unemployment
- A green city: environmentally sustainable with optimal benefits from our natural assets. A clean and healthy city of subtropical gardens.
- A connected city: high-quality (and competitively priced) connections to ICT, electricity, and transport networks (inside BCMM and to the outside world).
- A spatially integrated city: progressively overcome previous spatial divisions and fragmentation with township economies becoming more productive.
- A well-governed city: a smart and responsive municipality (working with other levels of government) that plans and efficiently delivers high quality services and cost-effective infrastructure, without maladministration and political disruptions.

3.2.2. In terms of the “Breaking New Ground” policy framework, the emphasis on housing for the subsidized housing market is to move away from the predominance of ownership as a form of tenure to create a range of housing products to suit people’s needs.

3.2.3. National policies and programmes on the provision of rental housing opportunities to people on low to medium income levels have been developed. These include the following programmes:

- Social Housing
- Community Residential Units (CRU)
- Private Affordable Rental
- Inner City and Small-Scale Rental

These programmes and initiatives are directly supported by the Social Housing legislation and policy; the CRU policy framework, the Institutional Subsidy programme and the developing policy framework on backyard rentals respectively. Social Housing, CRU and Institutional Subsidy Programmes have well-developed process plans; grant financing mechanisms and flows as well as programmes for technical support.

3.2.4. The Rental Housing policy clarify the role of all three spheres of government as well as Social Housing Institutions (SHIs) and private delivery agents in undertaking the delivery and management of the stock. It recognises the importance of municipalities in the following functions:

- Spatial targeting through the demarcation of Restructure Zones and 136 Priority Human Settlements and Housing Development Areas (PHSHDAs)
- Land identification, allocation, release and packaging
- Bulk Infrastructure provision
- Special dispensation for utilities and rates
- Partnership arrangements for delivery of rental housing;
- Direct management of some of the rental stock (CRU);
- Provision of indigent grant services that help make parts of programme sustainable; and
- The provision of social amenities

3.2.5. In terms of the Medium-Term Strategic Framework (MTSF 2021-2025), the National Department of Human Settlement has set target to deliver 18 000 social housing units delivered in partnership with delivery agents.

3.2.6. It is for these reasons that the Buffalo City Metropolitan Municipality requires the development of a Municipal Rental Housing Strategy and Implementation Plan that can guide practical implementation as part of the City's IDP and specifically its housing chapter and yearly budget and MTEF targets.

3.2.7. Buffalo City Metropolitan Municipality has requested support from the SHRA through its Institutional Investment Grant for the development of a Social Housing Rental Strategy and Implementation Plan.

3.3. PURPOSE

3.3.1. The purpose is to appoint a service provider to develop a 5-year Municipal Social Housing Rental Strategy, detailed Social Housing Rental Programme and short-medium- and long-term implementation plans and budgets.

3.3.2. The ultimate outcome of this process is to have a detailed rental housing strategy that will address the current and future direction of the Social Housing Rental Programme for the Buffalo City Metropolitan Municipality.

3.4. SCOPE OF WORK

3.4.1. In developing the strategy, the document would concentrate on a five (5) year time span. It also needs to cover all two (2) key programme thrusts:

- CRU
- Social Housing

The strategy must clearly define the interaction between these programmes and linkage and interaction with other key housing delivery

processes for low-income households in the area. This document must use existing national and provincial policies and procedures as its reference and draw on national and international best practices.

- 3.4.2. Undertake consultations with key stakeholders that would include the local municipality and those involved in the planning and delivery of human settlements. Review documentation such as human settlements policy, spatial development frameworks and municipal IDP.
- 3.4.3. Development of a rental housing strategy and integrated implementation plan integrated into the housing chapter of the IDP that covers a (5) year time span and outlines the rental interventions to be undertaken by the municipality.
- 3.4.4. The appointed service provider will need to ensure that the Municipal Rental Housing Strategy is approved by the relevant municipality and is linked to their IDP, budget plans and institutional arrangements for implementation. A detailed implementation plan for the first three years of the roll-out strategy linked to municipal budgets and MTEF must also be provided.

3.5. DELIVERABLES

The successful bidder must submit a comprehensive project schedule that clearly indicates the deliverable milestones, costs, time frames, delivery dates and progress reports. The scope of work should thus consist of the following deliverables:

Phase 1: Inception Report:

Based on desktop research of relevant documents and providing for a PESTEL and SWOT analysis, stakeholder mapping and analysis. This reporting milestone could include a consultation so the document provides meaningful a baseline.

Phase 2: key strategic directions, Targets and Indices.

From the analysis above, define key product outputs to come from the implementation of the strategy and, with it define targets and indicators that will permit measurement of progress. This should include:

- Municipal policy or system changes;
- Land parcels targeted for development and present status and potential projects that are or could be earmarked for social housing rental programmes/interventions.
- potential yield of each land parcel, quality and size of the product
- financing required and sources of funding;
- organisational arrangement to achieve this both internal and external;
- identification of key projects for the next 10 years
- Incentive from the municipality
- Include municipality's plan on Smart Partnerships with SHIs or ODAs
- Necessary capacity development to ensure the programme roll-out;
- Programme monitoring form and general content; and

- The linkage between rental programmes and other housing programmes.

Phase 3: Draft Social Housing Rental Strategy & Implementation plan

5-year Implementation Programme including a pipeline of projects and estimates for an operational plan and associated budget.

Phase 4: Final Social Housing Rental Strategy and Implementation plan

Phase 5: Close-out report

Including policy recommendations for local and national consideration to enhance the delivery and implementation of the devised strategy.

3.6. IMPLEMENTATION PLAN

A detailed and realistic five (5) year implementation plan taking into account existing and realisable resources on the following:

- Projects – internal Programme and External Delivery
- Time frames;
- Key activities;
- Responsibilities; and
- Budgets – capital and operational with sources.

3.7. REQUIRED SKILL AND EXPERIENCE

The service provider is required to have the following knowledge, skills and experience:

- 3.7.1. The Bidder or Team leader must have a minimum of eight (8) years' experience with thorough knowledge in the business of rental housing policies of the government, procedural and financing approaches of a different programme, institutional analysis, and working of provincial and municipal government.
- 3.7.2. The Team Leader must have five (5) years' experience in strategy development and implementation plans within the Housing Sector, must have produced at least 3 Strategic Plans within provincial and municipal government. Relevant Qualifications and CV attached.
- 3.7.3. The Team members must have a minimum of five (5) years proven experience in policy research, strategy development and implementation plans with government, budget planning, land identification, use, zoning and town planning. Relevant qualifications in the following fields:
- 3.7.4. Bidder and or team leader has done three comprehensive similar assignments/projects successfully in the past. Service Providers are required to submit at least three (3) reference letters of similar assignments (policy and strategy development on rental housing programme) done previously as set out in the Terms of Reference indicating the scope, scale and date of the assignments; track record of

successful implementation; demonstrate technical expertise; suitability to the assignment. The letters must be signed and dated.

3.8. CONSTRAINTS AND ASSUMPTIONS

- 3.8.1. The Service Provider will have to use relevant and up to date statistics.
- 3.8.2. The service provider should have unlimited access to all relevant statistics and documentation / information relating to this assignment.
- 3.8.3. The service provider will have to produce monthly progress reports.
- 3.8.4. The service provider must be available to undertake field visits and physical interactions to execute not all but some part of this contract.
- 3.8.5. As part of this contract, the service provider must be prepared to work with the various stakeholders (SHRA, Province, SHI, and Municipality) who will give input and/or feedback to the process. It is therefore the responsibility of the service provider to ensure that parties are informed and are available for inputs and or participation in the various pieces of work that pertains to elements of this contract.
- 3.8.6. The service provider will prepare a budget outline as part of the proposal showing anticipated expenditure for this project implementation.
- 3.8.7. The service provider will also be required to document and keep a record of engagements with the various parties and build up evidence throughout this project and this will be part of the evidence submitted to the SHRA.

3.9. INTELLECTUAL PROPERTY

- 3.9.1. The service provider will be contracting with the SHRA, however, the work to be done will be for the Municipality. All records and data produced through this project in whatever format will be the confidential information and property of both the SHRA and the Municipality.
- 3.9.2. All information, documents and records received from the Municipality and any of the related bodies, are to be kept confidential and may not be used or distributed in any format. All data, product including but not limited to standard forms information summary outcomes, presentations and reports will remain the confidential property of the Municipality and may not be used or distributed in any format without the written approval of the Municipality. To this end, the service provider will be required to sign a confidentiality agreement.

3.10. DURATION OF CONTRACT

The duration of this assignment will be six (6) months from start date which will be indicated on the project initiation document (PID).

3.11.SUBMISSION REQUIREMENTS AND FORMAT OF THE PROPOSAL

The format of the proposal the bidder submits is required to consist of and demonstrate the following:

Section 1

Understanding of the required scope of work
Methodology and approach
Value add

Section 2

Profile of the bidder
Team composition, roles and responsibilities
Experience of the bidder's team and outputs matrix
Detailed CVs of all team members
At least 3 Reference letters with contactable references confirming service provider successful completion of similar projects

Section 3

Bidders are expected to provide an all-inclusive cost of this project with the following indicated:

- Anticipated travel and disbursements
- Total cost for the entire duration of the assignment.

Bidders are reminded that the SHRA will award the bid based on a bidders' total project cost and not hourly or daily rates. The bidders must ensure that the delivery of this project is within the required timeframes as stipulated in the Terms of Reference.

3.12. ACCOUNTABILITY AND REPORT

- 3.12.1. The service provider will report to the Sector Development and Transformation Specialist who serves as a project manager for this project of the SHRA. In the event where a matter has to be escalated beyond the project manager, the service provider may make contact with the SD&T Specialist.
- 3.12.2. Project Initiation Document will be developed and signed upon the appointment which will outline the deliverables, timeframes, milestones, and disbursement schedule.
- 3.12.3. The service providers will be required to compile the intermediary project progress report on the project giving an outline of the work and progress thus far achieved in the project. The service provider will also be required to compile all minutes of the meetings held on the project and associated action registers and submit them to the SHRA within 48 hours of that meeting.

4. EVALUATION PROCESS

4.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

4.1.1. 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.

4.2 FUNCTIONALITY, PRICE AND PREFERENCE POINTS

4.2.1 All remaining bids will be evaluated as follows:

4.2.2 The functionality calculation will be done based on the defined criteria and weighting thereof. Functionality will be scored out of a 100. If it is deemed necessary, presentations may be held with Bidders who have met the minimum functionality criteria. If presentations are held, the functionality score will be adjusted whereby 80 percent will be awarded to during the bid evaluation and 20 percent will be for presentation score. **If a bidder fails to score a minimum of 70% out of 100% for functionality, the bid will be disregarded from further consideration.**

4.2.3 The second part will then be done on the 80/20 split whereby (80) points will be awarded for price and 20 points will be awarded for B-BBEE Status Level Contribution.

4.3 ELIMINATION OF BIDS ON GROUNDS OF FUNCTIONALITY

4.3.1 Bids that score less than 70% of the 100% available for functionality will be eliminated from further consideration. Points will therefore not be awarded for their cost bids or for B-BBEE Status Level of Contribution

4.3.2 The percentage scored for functionality should be calculated as follows:

4.3.3 Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score. The following formula should then be used to convert the total score to a percentage for functionality:

$$Ps = \frac{So}{Ms} X Ap$$

where

Ps = percentage scored for functionality by bid/bid under consideration

So = total score of bid/bid under consideration

Ms = maximum possible score

Ap = percentage allocated for functionality

The percentages of each panel member shall be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality.

After calculation of the percentage for functionality, the prices of all bids that obtained the minimum score for functionality should be taken into consideration.

4.4 PRESENTATIONS

4.4.1 SHRA may decide to have compulsory presentations made by Bidders who met the minimum functionality criteria once the functionality score has been calculated.

4.4.2 Presentations shall only affect the marks awarded for functionality. If SHRA wishes to use presentations as an additional selection criterion between bidders, the evaluation criteria to be affected shall be determined in advance and due allowance made in the mark scheme.

4.4.3 If the date of the presentation meeting is not indicated in the bid document, at least three days' notice will be given to bidders required to attend a presentation.

4.4.4 Presentations will be made to the full Evaluation Committee.

4.4.5 Points determined by the presentation will be awarded to each bidder by each member of the Evaluation Committee and then an average calculated.

4.5 AWARDING OF PREFERENCES POINTS

4.5.1 Points for B-BBEE Status Level of Contribution will be awarded according to the table indicated in the preference points claim form(s).

4.6 COMBINING PRICE AND PREFERENCE POINTS

4.6.1 The B-BBEE Status Level of Contribution marks for each bid will now be added to the price points for that bid

4.6.2 The Evaluation Committee may recommend that the contract be awarded to the bidder obtaining the highest aggregate mark as determined by 4.5.1 or to a lower scoring bid based on firm, verifiable and justifiable grounds.

4.7 ADJUDICATION OF BID

4.7.1 The Adjudication Committee will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

5. EVALUATION CRITERIA

5.1 In order to facilitate a transparent selection process that allows equal opportunity to all Services Providers, the SHRA will adhere to its policy on the appointment of Service Providers. Bids will be evaluated in terms of the following criteria:

- Years' Experience by the Bidder on previous similar services conducted;
- Administration, management and institutional capacity to render services;
- Suitability of the proposed team, knowledge and experience of company staff;
- Proposed technical approach and Methodology to be followed and innovation;

5.2 The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than 70 points on functionality will be eliminated from further consideration.

5.3 Service Providers must be able to demonstrate their ability, capacity and resources to render the requested services, and proof of previous work experience by submitting a testimony letter from their previous or current clients.

5.4 PROPOSED SELECTION CRITERIA

All proposals will be evaluated on the criteria provided in the table above. The proposals of all service providers will be rated on a scale of 1 to 5.

- 1: Unacceptable, does not meet set criteria
- 2: Weak, less than acceptable. Insufficient for performance requirements
- 3: Satisfactory should be adequate for stated element
- 4: Very good, above-average compliance with the requirement
- 5: Exceptional mastery of the requirement should ensure extremely effective performance.

| ELEMENT | FUNCTIONALITY EVALUATION | | FUNCTIONALITY WEIGHT | TOTAL SCORE |
|---|--------------------------|---|----------------------|-------------|
| Proposed Technical approach and methodology of the bidder: | Rating out of 5 | Evaluation criteria | 50% | |
| <ul style="list-style-type: none"> Bidders understanding of the scope of work (20 points); | 1 | Scope of work is referred to but is inaccurate | 20 | |
| | 2 | Copy and paste the terms of reference | | |
| | 3 | Reference to the full scope of work, with additions to the original scope | | |
| | 4 | Reference to the full scope of work but written in own words | | |
| | 5 | Reference to the full scope of work, written in own words and provision of examples of similar type of projects the service provider has undertaken | | |
| <ul style="list-style-type: none"> Proposed Methodology and Project Work Plan shows how specific proposed actions will lead to the attainment of the various elements of this project deliverable (30 points); | 1 | Short Project Work Plan that does not relate to the full scope of work | 30 | |
| | 2 | A methodology that includes the full scope of work, with own timeframes and deliverables | | |
| | 3 | A methodology that includes the full scope of work, required timeframes and deliverables | | |
| | 4 | A methodology that includes the full scope of work, required timeframes and deliverables. Inclusion of a project plan which indicates activities and timeframes that adhere to the terms of reference. | | |
| | 5 | A methodology that includes the full scope of work, required timeframes and deliverables. Inclusion of a project plan which indicates activities and timeframes that adhere to the terms of reference. The project plan also includes a matrix that shows how the activities will result in the attainment of the various elements/aspect of this project deliverables. | | |
| Suitability of the proposed team: | Rating out of 5 | Evaluation criteria | 50% | |
| <ul style="list-style-type: none"> The Bidder or Team leader must have a minimum of eight (8) years' experience in developing Housing policies of the government, procedural and financing approaches of a different programme, institutional analysis, and working of provincial and municipal government. (Comprehensive CV's and relevant | 1 | 0-4 years' experience in developing Housing policies of the government, procedural and financing approaches of a different programme, institutional analysis, and working of provincial and municipal government | 20 | |
| | 2 | 5-7 years' experience in Housing policies of the government, procedural and financing approaches of a different programme, institutional analysis, and working of provincial and municipal government | | |
| | 3 | 8 years of experience in Housing policies of the government, procedural and financing approaches of a different programme, institutional analysis, and working of provincial and municipal government | | |
| | 4 | 9 years of experience in Housing policies of the government, procedural and financing approaches of a different programme, institutional analysis, and working of | | |

| | | | | |
|---|---|--|-------------|--|
| qualifications attached) (20 Points) | | provincial and municipal government | | |
| | 5 | 10+ years' experience in developing government Housing policies, strategies, implementation plans and financing approaches of different programme and working of provincial and municipal government | | |
| <ul style="list-style-type: none"> The Team Leader must have five (5) years' experience in development of strategy and implementation plans within the Housing Sector, must have produced at least 3 Strategic Plans within provincial and municipal government. (15 Points) | 1 | 0-2 years' experience in strategy development and implementation plans within the housing sector. | 15 | |
| | 2 | 3-4 years' experience of experience in strategy development and implementation plans within the housing sector. 2 strategic plans produced and relevant qualifications attached | | |
| | 3 | 5 years' experience in strategy development and implementation plans within the housing sector. 3 strategic plans produced and relevant qualifications attached | | |
| | 4 | 6 years' experience in strategy development and implementation plans within the housing sector. 4 strategic plans produced and no relevant qualifications | | |
| | 5 | 7+ years of experience strategy development and implementation plans within the housing sector. 5 strategic plans produced and relevant qualifications attached | | |
| <ul style="list-style-type: none"> The Team members must have a minimum of five (5) years of proven experience in policy research and strategic planning with government, budget planning, land identification, use and zoning and town planning. Relevant qualifications (10) | 1 | 0-2 years' experience in policy research and strategy planning and development with government, budget planning, land identification, use and zoning and town planning. | 10 | |
| | 2 | 3-4 years' experience in policy research and strategy planning with government, budget planning, land identification, use and zoning and town planning. | | |
| | 3 | 5 years' experience in policy research and strategy development with government, budget planning, land identification, use and zoning and town planning. | | |
| | 4 | 6 years' experience in policy research and strategy development with government, budget planning, land identification, use and zoning and town planning. | | |
| | 5 | 7+ years' experience in research policy and strategy development with government, budget planning, land identification, use and zoning and town planning. | | |
| <ul style="list-style-type: none"> Bidder and or team leader has done five (5) comprehensive similar assignments/projects successfully in the past with a Municipality. Service Providers are required to submit at least three (3) reference letters of similar assignments. The letters must be signed and dated. (5 Points) | 1 | The service provider has done 1 similar project | 5 | |
| | 2 | The service provider has done 2 similar projects in the past successfully | | |
| | 3 | The service provider has completed 3 similar projects in the past successfully | | |
| | 4 | The service provider has completed at least 4 to 5 similar projects in the past successfully | | |
| | 5 | The service provider has completed more than five (5) similar projects in the past successfully | | |
| TOTAL POINTS | | | 100% | |

Preferential Procurement Evaluation

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

The value of this RFB is estimated **not to exceed R50 000 000.00** (all applicable taxes included) and therefore the 80/20 system shall be applicable.

A bidder must achieve a minimum average score of 70% to qualify for further evaluation.

SECTION B

1. SPECIAL CONDITIONS OF CONTRACT

1.1. GENERAL

1.1.1 Proper bids for the services specified must be submitted.

1.2. ADDITIONAL INFORMATION REQUIREMENTS

1.2.1 During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted in writing, within five (5) working days or as otherwise indicated. Failure to comply may lead to your bid being disregarded.

1.3. CONFIDENTIALITY

1.3.1 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. Bidders shall undertake to limit the number of copies of this document.

1.3.2 All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding the SHRA or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.

1.4. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT

1.4.1 Copyright of all documentation relating to this contract belongs to the SHRA. The successful bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.

1.4.2 All the intellectual property (IP) rights arising from the execution of this Agreement shall vest in SHRA 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.

1.4.3 In the event that the service provider would like to use information or data generated by the service, the prior written permission must be obtained from SHRA.

1.4.4 SHRA shall own all materials produced by the Service provider during the course of this contract, or as part of the service including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts and other information whether capable of being copyrighted or not ("IP").

1.4.5 The Service provider assigns all IP rights in respect of all materials referred to in clause 1.3.4 to SHRA. No other document needs to be executed to give effect to this cession, assignment or transfer.

1.4.6 The Service provider hereby irrevocably cedes, assigns and transfers to SHRA, as SHRA directs, all rights, title and interest in and to all IP (which includes, but is not limited to methodologies and products) connected with or applicable to the Services.

1.4.7 The Service provider acknowledges and agrees that:

1.4.7.1 Each provision of clause 1.3 is separate, severally and separately enforceable from any other provisions of this agreement.

1.4.7.2 The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this agreement; and

1.4.7.8 This clause 1.3 shall survive termination of this agreement.

1.5. NON-COMPLIANCE WITH DELIVERY TERMS

1.5.1 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 bid price and/or as specified, the SHRA must be given immediate written notice to this effect. The SHRA serves the right to implement remedies as provided for in the GCC.

1.6. WARRANTIES

1.6.1 The Service provider warrants that it is able to conclude this Agreement to the satisfaction of the SHRA.

1.6.2 Although the Service provider will be entitled to provide services to persons other than SHRA, the Service provider shall not without the prior written consent of SHRA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the Service provider to provide the Services.

1.7. PARTIES NOT AFFECTED BY WAIVER OR BREACHES

1.7.1 The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract 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.

1.7.2 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 contract 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.

1.8. RETENTION

1.8.1 On termination of this agreement, the Service provider shall on demand hand over all documentation, information, software, etc., relating to the provision of services as per this bid without the right of retention, to the SHRA.

1.8.2 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall

2. GENERAL CONDITIONS OF CONTRACT

2.1 The General Conditions of Contract must be accepted. The general conditions applicable to government entity bids, contracts and order are attached herein as **Annexure A** as they will apply to this bidding process.

2.2 Bidders are required to initial each page of the General Conditions of Contract as an indication of acceptance.

INVITATION TO SUBMIT BIDS

YOU ARE HEREBY INVITED TO PROPOSE FOR REQUIREMENTS OF THE SHRA

RFB NUMBER: SHRA/RFB/SD&T/04/202122 **DATE:** 10th December 2021
CLOSINGTIME: 11h00

DESCRIPTION: Appointment of a service provider for the development of a social housing rental strategy and implementation plan for Buffalo City Metropolitan Municipality

VALITY PERIOD: Offer to be valid for 90 days from the closing date of the bid

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

BID DOCUMENT MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Ms. Katlego Panana
 Supply Chain Management
 SHRA
 Sunnyside Office Park, Sentinel House
 3rd Floor
 32 Princess of Wales Terrace
 Parktown

Faxed or e-mailed bids will not be accepted.

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

Bids can be delivered between 08h30 and 16h30, Mondays to Friday, prior to the closing date and between 08h30 and 11h00 on the closing date.

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

This RFB is subject to the following:

- General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
- the Preferential Procurement Policy Framework Act, 2000
- the Preferential Policy Regulations, 2017
- Bids submitted that do not comply with the following will be disqualified**
 - A late Bid (a bid arriving one second after 11:00 or any time thereafter)

PART A INVITATION TO BID

| | | | | | |
|---|--|---|--|--|---|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOCIAL HOUSING REGULATORY AUTHORITY) SHRA. | | | | | |
| BID NUMBER: | SHRA/RFB/SD&T/04/202122 | CLOSING DATE: | 10 th December 2021 | CLOSING TIME: | 11h00 |
| DESCRIPTION | Appointment of a service provider for the development of a social housing rental strategy and implementation plan for Buffalo City Metropolitan Municipality | | | | |
| THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7). | | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| SHRA, Sunnyside Office Park, Sentinel House, 32 Princess of Wales Terrace, Parktown, 2193 | | | | | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| NAME OF REPRESENTATIVE | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| | | | TCS PIN: | | OR CSD No: |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY? | | | | | |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX | | <input type="checkbox"/> | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) | | |
| | | <input type="checkbox"/> | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) | | |
| | | <input type="checkbox"/> | A REGISTERED AUDITOR | | |
| NAME: | | | | | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW] |
| SIGNATURE OF BIDDER | | | DATE | | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) | | | | | |
| TOTAL NUMBER OF ITEMS OFFERED | | | TOTAL BID PRICE (ALL INCLUSIVE) | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | | |
| DEPARTMENT/ PUBLIC ENTITY | SHRA | | CONTACT PERSON | Ms Katlego Panana | |
| E-MAIL ADDRESS | Scm03@shra.org.za | | E-MAIL ADDRESS | Scm03@shra.org.za | |

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 ONLINE |
| 1.3. | BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. |
| 1.4. | WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. |
| 1.5. | 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT. |
| 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. |
| 2.3 | 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. |
| 2.4 | BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. |
| 2.5 | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. |
| 2.6 | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |
| 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | |
| 3.1. | IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. | DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. | DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. | DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE. | |

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE
(Professional Services)

| | |
|---------------------------|--|
| NAME OF BIDDER: | BID NO.: ... SHRA/RFB/SD&T/04/202122 |
| CLOSING TIME 11:00 | CLOSING DATE: 10th December 2021 |

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

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

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project, (including VAT and all disbursements).
R.....

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

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

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

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

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

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

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

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

6. Period required for commencement with project after Acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a bid or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representatives declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representatives:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder, member):

.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors/trustees/shareholders/members, their individually Identity numbers, tax reference numbers and, if applicable, employee/PERSAL number must be indicated in paragraph 3 below.

1“state means-

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

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

.....
.....

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars:

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

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

2.10.1 If so, furnish particulars:

.....
.....

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

YES/NO

2.11.1 If so, furnish particulars:

.....

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

| Full Name | Identity Number | Personal Income Tax Reference Number | State Employee Number/ Peral Number |
|-----------|-----------------|--------------------------------------|-------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

4 DECLARATION

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

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

1.2

a) The value of this RFB is estimated **not to exceed R50 000 000.00** (all applicable taxes included) and hence it is issued as a closed Request. **Therefore, the 80/20 reference point system shall be applicable.**

1.3 Points for this bid shall be awarded for:

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

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

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

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

1.6 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 preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

SBD 6.1

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

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

5. **BID DECLARATION**

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

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

6.1 B-BBEE Status Level of Contributor: = (maximum of 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. **SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....? %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

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

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

SBD 6.1

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

8. OUTCOMES AGAINST PREFERENTIAL PROCUREMENT CRITERIA

| | |
|--|--|
| B-BBEE status level of contributor | |
| Percentage owned by black people | |
| Percentage owned by black people who are youth | |
| Percentage owned by black people who are women | |
| Percentage owned by black people with disabilities | |
| Percentage owned by black people who are military veteran | |
| Percentage owned by black people living in rural or underdeveloped areas | |
| Percentage owned by black people living in townships | |

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm.....

9.2 VAT registration number.....

9.3 Company registration number.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

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

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

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (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.

| |
|--|
| <p>WITNESSES</p> <p>1.</p> <p>2.</p> |
|--|

| |
|---|
| <p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> |
| <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p> |

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by Institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution supply chain management system
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failure to perform on any previous contract.

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

| Item | Question | Yes | No |
|-------|---|---------------------------------|--------------------------------|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars | | |
| 4.4 | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____
that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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

| NO. | DETAILS | TICK BY BIDDER |
|-----|--|----------------|
| 1. | Part 1: Completed and signed the invitation to bid document (SBD 1) | |
| 2. | Part 2: Completed the pricing schedule (SBD 3.3) | |
| 3. | Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <u>must</u> complete and sign the declaration of interest document)</i> | |
| 4. | Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1) | |
| 5. | Part 5: Completed and signed the Declaration of bidders past Supply Chain Management Practices document (SBD 8). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <u>must</u> complete and sign the Declaration of bidders past Supply Chain Management Practices document)</i> | |
| 6. | Part 6: Completed and signed the Certificate of Independent Bid Determination (SBD 9) | |
| 7. | Part 7: Submitted an original/ certified copy of a valid BBBEE Certificate. <i>(In case of a trust, consortium or joint venture, bidders will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity <u>submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</u></i> | |
| 8. | Part 8: Submitted the General Conditions of Contract (initialled each page) | |
| 9. | Part 9: Submitted the Technical approach | |
| 10. | Part 10: Submitted the Details of the team and included their CV | |
| 11. | Part 11: Submitted Experience in the field document and 3 reference letters | |
| 12. | Part 12: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration | |