



National Empowerment Fund

RFP No: NEF 02/2024/25

**REQUEST FOR TENDER: MONITORING
AND EVALUATION SPECIALIST**

CLOSING DATE: 11 October 2024

TIME:14:00

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

1. **Proprietary Information:**

The National Empowerment Fund (NEF) considers this **tender** 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:

Technical Enquiries can be directed to:

Name: Xoli Tofile

Name: Palesa Mzolo

Department: Procurement

Department: Strategy and Planning

Telephone Number Office: +27 11 305 8000

Telephone Number Office: +27 11 305 8000

Email address: tofilex@nefcorp.co.za

E-mail address: mzolop@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 Quote received from Bidders will be valid for a period of **150 days**, calculated from the closing date.

6. Briefing session

7. A non-compulsory briefing session will be held electronically on MS Teams. Please submit your name and email address to tenders@nefcorp.co.za before **17:00 on 23 September 2024** to join the meeting. The briefing will be on the **25 September 2024** at **11:00am**.

8. Submission of Response

- 8.1 Only properly filled and fully signed documents in line with the RFP requirements must be submitted on PDF format via email to tenders@nefcorp.co.za by **no** later than 14h00 on **11 October 2024**. No proposals will be accepted after cut-off date and time. No
- 8.2 bids received by telegram, telex, facsimile, hand-delivery, post or any medium other than the above prescribed method will be considered.
- 8.3 Where RFP document is not received at the time of closing, the RFP document will be regarded as a late bid. Late bids will not be considered.
- 8.4 The Bidder is responsible for all the costs that shall be incurred in relation to the preparation and submission of the bid document.
- 8.5 A list of all references (minimum 2) with contact details must be included in the RFP document.
- 8.6 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.
- 8.7 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

- 8.8 A valid Tax Status Pin document must be included in the bid document. Failure to submit would render your bid invalid.
- 8.9 Bidders are advised to submit / send its bid responses at least 15 minutes before the deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. NEF's e-mail servers are configured to receive e-mails with sizes up to **18MB**.
- 8.10 The NEF will not be held responsible for any of the following:
- bid responses sent to the incorrect email address;
 - bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
 - any security breaches and unlawful interception of tender / bid responses by third parties outside the NEF's IT network domain;
 - bid responses received late due to any IT network related congestions and/or technical challenges; and bid responses with file size limits greater than NEF's e-mail receipt capacity of **18MB**.

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

- 8.11 Copies of any affiliations that you may have must be attached to the response to this bid.
- 8.12 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.
- 8.13 The NEF reserves the right not to accept the lowest bid or any bid in part or in whole.
- 8.14 The NEF also reserves the right to award this bid to any party whom it decides as a whole or in part without furnishing reasons. The NEF reserves the right to withdraw this RFP at any stage with or without giving reasons.
- 8.15 The Bidders hereby offers to render all or any of the services described in this RFP document to the NEF on the terms and conditions and in accordance with the specifications stipulated in this RFP document. This RFP document and the bidder's response thereto shall form part of any service level agreement that may be concluded between the NEF and the bidder. In the event of conflict between such documents, the service level agreement shall take precedence over all other documents.
- 8.16 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.
- 8.17 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

- 8.18 The Bidders hereby agrees that the offer herein shall remain binding upon him/her and will be open for acceptance by the NEF during the validity period indicated herein.
- 8.19 The Bidders furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her RFP response, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the RFP response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 8.20 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.
- 8.21 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.
- 8.22 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.

- 8.23 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 National Empowerment Fund Act No.105 of 1998 established the National Empowerment Fund Trust (**NEF**), for the purpose of promoting and facilitating economic equality and transformation, by providing development finance for Black empowered South African businesses and by designing investment products in promoting savings and investment activity amongst Black South Africans. The NEF is an agency of the Department of Trade and Industry (**the dtic**) and is committed to the implementation of the Broad Based Black Economic Empowerment Act, Act 53 of 2003, and the Codes of Good Practice.

2.2 Background

The existence of the NEF as a creature of statute is validated and certified by section 9 of the Constitution of the Republic of South Africa, 1996, which asserts that "equality includes the full and equal enjoyment of all rights and freedoms. To promote the achievement of equality, legislative and other measures designed to protect or advance persons, or categories of persons, disadvantaged by unfair discrimination may be taken".

Deriving from this constitutional injunction, the NEF Act of 1998 empowers the development financier "to establish structures and mechanisms to redress the inequalities brought about by apartheid by facilitating the broader economic ownership by historically disadvantaged persons". The NEF does this by promoting and facilitating black economic participation through the provision of financial and non-financial support to black-owned businesses as well as promoting a culture of savings and investment amongst black people. In addition, the South African government also established the Broad-Based Black Economic Empowerment Act of 2003 to support the implementation of section 9 of the Constitution.

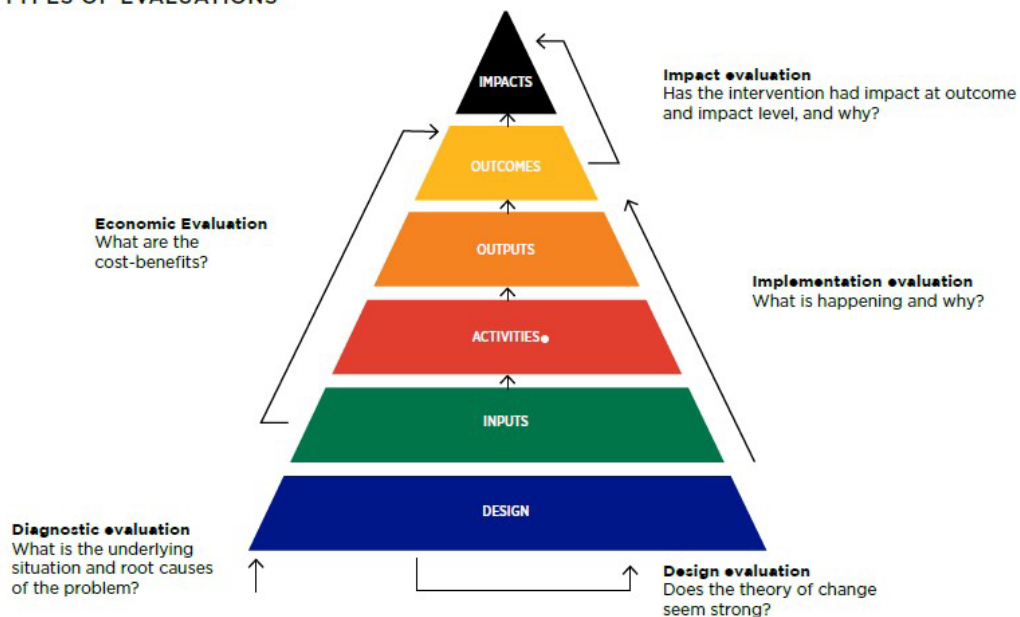
The NEF is a schedule 3A Public Entity under the Executive Authority of the Minister of Trade, Industry and Competition. Since its establishment, the NEF has been implementing its mandate through the five-year Strategic Plans (SP) and Annual Performance Plans (APP) approved by the Minister and tabled in Parliament. The NEF reports performance quarterly and annually to the Department of Trade, Industry and Competition (**the dtic**).

The South African Constitution requires government to demonstrate transparency, be accountable, and

promote good governance and intergovernmental efficiency. Monitoring and Evaluation (M&E) becomes a critical management tool to make this possible.

The policy documents that underpin the development of the Impact Evaluation Study include the Policy Framework for the Government-wide Monitoring and Evaluation System (The Presidency, 2007) and the National Evaluation Framework (2019). Evaluation is important as it generates evidence that can shape policy and practice which is critical to support institutions in their quest to achieve the desired impact in accordance with their mandate and development priorities of government as set out in the National Development Plan (NDP). Accordingly, there are four primary purposes of evaluation in government which includes improving performance, improving accountability, generating knowledge and decision making.

FIGURE 1: TYPES OF EVALUATIONS



The above chart shows various the types of evaluation. The NEF intends to conduct impact evaluation at the organisational and programme level using an external evaluator to determine the outcomes and impacts of the NEF’s interventions. In addition, the impact evaluation study will also provide reasons and recommendations.

2.3 Purpose

To invite prospective service providers to submit proposals for the undertaking of the Impact Evaluation Study of the NEF’s Interventions.

The Impact Evaluation Study of the NEF Intervention is intended to assess policies, programmes and/or systems; to make judgements systematically and objectively about the achievement of intended results (impacts and outcomes); and to assess the causal links between implementation and observed results.

2.4 Scope of the project

The impact assessment study involves the assessment of long-term and/or significant changes brought about through a development intervention or series of interventions by NEF in providing financial and non-financial support to Black SMMEs in South Africa.

2.5 Key activities

- Measuring the impact of the NEF and its programmes in supporting the establishment, growth and sustainability of Black SMMEs for the period 2014/15 to 2023/24 (10 years), by identifying programme successes, failures and recommendations for improvement.
- Determine the number of Black SMMEs that have actively participated in sustainable economic activities following the provision of non-financial and financial support by the NEF over the period 2014/15 to 2023/24.
- The number of jobs supported (sustained and new jobs created) through the NEF's non-financial and financial support to Black SMMEs.
- Determine the direct and indirect benefits emanating from the NEF support.
- Determine the contribution and extent of NEF support to poverty reduction in the South Africa.
- Determine whether the assistance provided to Black SMMEs created access to markets.
- Determine whether the turnover of the SMMEs supported by the NEF increased during the period under review.
- Determine the level of Black SMMEs development since the NEF support was provided.
- Determine if there's value for money from NEF's intervention.
- Determine what has changed in the supported SMMEs pre and post NEF intervention.

2.6 Approach and methodology.

In conducting the research and impact evaluation/assessment, the study should include both qualitative and quantitative research methods. Qualitative method maybe be in a form of person-to-person interviews, telephonic interviews, observation, descriptive analysis, field visits, literature review etc. On the other hand, quantitative research will assist in measuring the extent of NEF interventions in supporting Black SMMEs and the impact to the society (social impact audit). This will be done to determine the impact of services

rendered, customer satisfaction levels as well as the support programmes and effectiveness levels by establishing the growth and sustainability of Black SMMEs that received assistance from NEF over the ten-year period 2014/15 – 2023/24. This approach will provide NEF with valuable insights into the perceived impact made by the Agency, assist to identify challenges and develop recommendations for an enhanced organisational strategy.

2.7 Project deliverables

- Comprehensive report
- Summary report
- Best practice guide
- Specific action plan

2.8 Skills Transfer

The service provider should in their proposal indicate how they will impart relevant knowledge and skills to officials identified by the NEF. These officials may also include those from **the dtic** and any other entity within **the dtic** group, like the IDC. The Skills Transfer Plan will be closely monitored in respect to the implementation and progress of skills transferred to nominated officials.

2.9 Time frame

The project is expected to take place in the 2024/25 financial year over a period of three to six months.

2.10 Payment schedule

The payments shall be processed as per the below milestones:

- 25% upon completion of activity 1 (Project relevance and strategic fit).
- 25% upon completion of activity 2 (Project methodology).
- 25% upon completion of activity 3 (Implementation capacity).
- 25 % upon completion of activity 4 & 5 (Project proposed budget for which a template is to be attached as annexure – use Excel).

2.11 Project management

- Steering committee

A Steering Committee has been established comprising the NEF, **the dtic** and other key stakeholders. They are responsible for overseeing the project including approving the inception report and other main deliverables.

- Contracting and Reporting Arrangements

The development of the Impact Evaluation Study will be funded by the NEF and the selected Service Provider will sign a Memorandum of Agreement (MOA) with the NEF. The Service Provider will report to the NEF through the Project Lead, Mr. Naledzani Mulaudzi who will sign off milestones and recommend payments to the NEF Project Manager, Ms. Palesa Mzolo. The NEF will provide reporting templates to the contracted service provider(s). The Project Lead and Project Manager shall be responsible for:

- The provision of all documents required for the project.
- Tracking the progress of tasks against planned timeframes.
- Facilitating engagement between the NEF and the Service Provider.
- Facilitating the organisation of the Theory of Change workshop (if necessary).
- Provision of approval list and all necessary data required from the NEF.
- The assessment of the quality of the deliverables.

2.12 Requirements of the service provider

The Service Provider should specify the number of researchers and evaluators expected to be part of the team, their areas of expertise and their respective responsibilities. Inclusion of experts with proven experience in the area of study is a requirement. The team must possess relevant qualification(s), including at least one Postgraduate Degree.

The team leader must have at least 10 years of experience including working with senior officials of national entities and government in the area of M&E. The team leader should be able to demonstrate knowledge of the NEF and should have undertaken at least three research project involving economic empowerment and development. The team leader should be able to demonstrate knowledge of the broader socio-economic dynamics of South Africa. The required expertise and experience of the Service Provider are detailed below:

- a) **Monitoring and Evaluation:** In-depth knowledge of monitoring and evaluation techniques and methodologies, including experience in developing, delivering and managing M&E Frameworks.
- b) **Research and/or evaluation practice:** Design specific research methods and tools. This may include qualitative, quantitative, or mixed methods. Exposure in systematically gathering, analysing, and synthesising relevant evidence, data and information from a range of sources. Ability to identify relevant material, assessing its quality, shortcomings, and drawing appropriate findings and recommendations.
- c) **Project Management:** Manage project team effectively and efficiently to ensure delivery of high-quality outputs timeously.
- d) **Capacity Development:** Meaningful capacity development on M&E for the NEF staff.
- e) **Report writing and communication:** Write clear, concise, and focused reports that are credible, actionable, and address the key questions. The report must show evidence, analysis, synthesis, and recommendations.

2.13 Documents to be provided to service provider.

The following documents will be provided to the Service Provider:

- The NEF Act
- Strategic Plan.
- Joint KPIs and defined by **the dtic** and relevant KPIs
- Annual Performance Plan
- Contact List of NEF Investees
- Contact List of NEF Employees
- Standard Operation Procedure of the Strategy and Planning department
- Any other relevant documentation

3 Project adjudication and evaluation processes

The NEF project adjudications and evaluation process involves administrative compliance, technical evaluation, due diligence, funding recommendation and adjudication Committees.

All applicants who submitted by the deadline and time will receive acknowledgement letters at the end of the administrative compliance stage. The outcome of all applications will only be communicated at the end of the adjudication and/or evaluation process.

The completed application together with relevant annexures will all be evaluated using the following stages and scoring guidelines:

3.1 Administrative Compliance

This stage of evaluation assesses the completeness and adherence to all administrative requirements. Applications must comply with all administrative compliance (score 'Yes' to all) requirements to proceed to the next stages.

Table 1: Administrative Compliance Criteria

Criterion	Notes	Submitted (Yes/No)	If “No”. Why?
Completion of Checklist, declaration, and Signature.	Applicants must fully complete the application checklist (Annexure A), applicant details and sign the declaration (Annexure B).		
Tax Compliance	Applicants must submit either a valid tax clearance certificate, tax exemption letter or letter of good standing (Annexure G).		
Company Registration	Company registration documents of the applicant have been submitted with the application (Annexure H).		

Budget Format	The budget is presented in the format supplied with the application documents (Annexure C & Annexure E). Use Ms Excel for Annexure E.		
Budget cap/limit	The actual and final cost of the project would be determined through a tender system.		
Application submission	One electronic application should be submitted in searchable PDF format, inclusive of all annexures. NB: NEF will not take responsibility of documents that cannot be opened due to incompatible formatting and will automatically be disqualified.		

2.3. 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

- 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 8 – Company Details
 - Pages 14 to 26 – Declarations and Annexures

- Bidders are advised to submit / send its bid responses at least 15 minutes before the deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. NEF's e-mail servers are configured to receive e-mails with sizes up to **18MB**.

- The NEF will not be held responsible for any of the following:
 - bid responses sent to the incorrect email address;
 - bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
 - any security breaches and unlawful interception of tender / bid responses by third parties outside the NEF's IT network domain;
 - bid responses received late due to any IT network related congestions and/or technical challenges; and bid responses with file size limits greater than NEF's e-mail receipt capacity of **18MB**.

**E
C
T
I
O
N

3**

EVALUTION CRITERIA: MANDATORY TECHNICAL REQUIREMENTS

Responses will be evaluated in terms of the following parameters and scored on the weightings stated below. **Phase 1: Technical:** Bidders are required to score a minimum of **60 points in technical scoring** to be able to qualify for further consideration and evaluation.

Points Allocated: 0=Poor 1=Below average, 2=Average, 3=Good, 4=Very Good, 5=Excellent

Phase 1: TECHNICAL SCORING		80
Criterion	Notes	Score
<p>1. Research Design</p> <p>Demonstrate understanding of Terms of Reference, approach and methodology in undertaking this project. Details of what activities each member of the research team will conduct alongside their relevant experience.</p>	<p>Proposal to contain Design, Approach and Methodology to be attached as follow:</p> <ul style="list-style-type: none"> • Evidence of a clear understanding of the research questions, and the purpose, objectives and need for the proposed research project. (4) • Full details of approach to conducting each stage of the project. (10) • Full details on the rationale for the suggested approach. (4) • Details on how the different forms of data (qualitative and quantitative) will be collected, analysed, reviewed and assessed. (10) • Details of approach to data protection and information security. (2) • Details of ethical approach and considerations. (2) 	<p>/32</p>

<p>2. Required Experience</p> <p>Track record of conducting qualitative and quantitative research using telephonic interviews, focus groups and interviews of other relevant stakeholders. Experience in data analysis. Details on how this study will benefit from your industry knowledge. Understanding of the Black SMMEs and empowerment fraternity.</p>	<p>Curriculum Vitae of Human Resources to be deployed in the project to be attached with Academic Credentials and Contactable References as follow:</p> <ul style="list-style-type: none"> • 10 or more years' experience (24) • 8 - 9 years' experience (20) • 6 - 7 years' experience (16) • 4 – 5 years' experience (12) • 2 -3 years' experience (6) • 0 -1 years' experience (0) 	<p>/24</p>
<p>3. Project Management</p> <p>Indicate the proposed project management approach; how will the project be monitored; what are the key risks to delivery and how will they be managed effectively; what is the proposed quality assurance)</p>	<p>Project Plan with proposed Methodology, Phases,</p> <p>Deliverables and Timelines to be attached:</p> <ul style="list-style-type: none"> • Project Plan with Gant Chart (4) • Project Methodology (4) • Quality Assurance Plan (2) • Project Risk Plan (2) • Project Time Management Plan (2) • Project Monitoring and Control Plan (2) 	<p>/16</p>
<p>4. References</p> <p>Provide references for impact evaluation/ customer satisfaction surveys completed – with contactable referees i.e. Company Name, Referee Letter Head, Name of Contact Person, Email Address and Contact Numbers)</p>	<p>References to be attached with contactable referees as follows:</p> <ul style="list-style-type: none"> • 5 or more References (8) • 4 Reference (6) • 3 References (4) • 2 References (2) • 1 Reference (1) • 0 Reference (0) 	<p>/8</p>
<p>Total score</p>		<p>80</p>

Only Shortlisted companies from Phase 1 will be invited to Phase 2 of the evaluations.

Phase 2: Presentation: Bidders are required to score a minimum of **15 points in technical scoring** to be able to qualify for further consideration and evaluation.

Points Allocated: 0=Poor 1=Below average, 2=Average, 3=Good, 4=Very Good, 5=Excellent

PHASE 2 EVALUATION: PRESENTATION		Points 20
1. Demonstrate understanding of the purpose of the project		4
2. Demonstrate understanding of evaluation design and implementation		4
3. Demonstrate understanding of the suitable methodology		4
4. Demonstrate understanding of data interpretation and analysis		4
5. Demonstrate understanding of project management		4

Phase 3: 80/20 Preference Point System

All tenders that will achieve the minimum qualifying score for technical will be evaluated further in terms of the preference point system as follows:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

NATIONAL EMPOWERMENT FUND – SPECIFIC GOALS	NUMBER OF POINTS FOR(80/20 PREFERENCE SYSTEM)
<ul style="list-style-type: none"> 51% and above Black ownership 	10
<ul style="list-style-type: none"> 30% and above Black Women’s Ownership 	5
<ul style="list-style-type: none"> Any % of ownership by Black Designated Groups >0 	1
<ul style="list-style-type: none"> Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE) 	2
<ul style="list-style-type: none"> Youth ownership 	2
TOTAL POINTS	20

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).

1.2.1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender.

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:

$$P_s = 8888 \left(1 - \frac{P_t - P_{min}}{P_{min}}\right) \quad \text{or} \quad P_s = 9988 \left(1 - \frac{P_t - P_{min}}{P_{min}}\right)$$

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

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

3.2.1 POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$P_s = 8888 \left(1 + \frac{P_t - P_{max}}{P_{max}}\right) \text{ or } P_s = 9988 \left(1 + \frac{P_t - P_{max}}{P_{max}}\right)$$

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)
• Black ownership	10	
• 30% Black Women’s Ownership	5	
• Any % of ownership by Black Designated Groups >0	1	
• Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2	
• Youth ownership	2	
Total Points	20	

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. 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 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 for 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 RFB.

[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
<p>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.</p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

Annexure 3: Bidder's Disclosure

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ in the enterprise,

employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

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

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature	Date

.....
Position	Name of bidder

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

