

INVITATION TO BID

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A PROJECT MANAGEMENT ADOPTION, MATURITY ASSESSMENT AND PROPOSE IMPROVEMENT STRATEGY, PLAN, TOOLS FOR THE GAUTENG PROVINCIAL LEGISLATURE WITHIN A PERIOD OF THREE (3) MONTHS

PR NO: 10058961

COMPULSORY VIRTUAL BRIEFING SESSION: 16 AUGUST 2022 @ 13:00PM

CLOSING DATE: 29 AUGUST 2022

TIME: 11:00 AM

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

| Item | Description | Mandatory | Submitted | |
|--|--|-----------------------------------|-----------|----|
| | | | Yes | No |
| 1 | Technical Proposal | Yes | | |
| 2 | Invitation to bid (SBD1): completed and signed | Yes | | |
| 3 | Pricing Schedule (Firm Pricing) SBD 3.3 | Yes | | |
| 4 | Declaration of interest (SBD 4) Original completed and signed. | Yes | | |
| 5 | Did you submit copies of full Company Registration documents? | Yes | | |
| 6 | Did you submit copies of South African IDs' for Directors? | Yes | | |
| 7 | Did you submit your company profile? | Yes | | |
| 8 | Did you submit a detailed CSD report and SARS Issued PIN? | Yes | | |
| 9 | Did you submit one (1) hard copy bid proposal | Yes | | |
| 9.1 | Did you submit one (1) USB. | Non-mandatory Basic compliance | | |
| 10 | Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members | Yes | | |
| Service Provider's Name: Completed by: Signature: | | | | |

| | | |
|--|-------------------------------------|------------------|
|  GAUTENG LEGISLATURE Your View — Our Vision | INVITATION TO BID (SBD1) | Section 2 |
|--|-------------------------------------|------------------|

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE (GPL)

| | | | | | |
|-------------|---|---------------|----------------|---------------|----------|
| BID NUMBER: | PR 10058961 | CLOSING DATE: | 29 AUGUST 2022 | CLOSING TIME: | 11H00 AM |
| DESCRIPTION | APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A PROJECT MANAGEMENT ADOPTION, MATURITY ASSESSMENT AND PROPOSE IMPROVEMENT STRATEGY, PLAN, TOOLS FOR THE GAUTENG PROVINCIAL LEGISLATURE WITHIN A PERIOD OF THREE (3) MONTHS | | | | |

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
NO. 10 FRASER STREET, SAGE BUILDING (CORNER HELEN JOSEPH & FRASER STREET), 1ST FLOOR, SAGE CENTRE, JOHANNESBURG**

| | | | |
|---|--|--|--|
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | |
| CONTACT PERSON | Ms AMUKELANI MALULEKE | CONTACT PERSON | Mr LEHLOGONOLO MASHIFANE |
| TELEPHONE NUMBER | (011) 498-5859 | TELEPHONE NUMBER | (011) 498-5563 |
| FACSIMILE NUMBER | N/A | FACSIMILE NUMBER | N/A |
| E-MAIL ADDRESS | amaluleke@gpl.gov.za | E-MAIL ADDRESS | lmashifane@gpl.gov.za |

PLEASE NOTE THAT ALL ENQUIRIES SHOULD BE IN WRITING. NO TELEPHONIC ENQUIRIES WILL BE ATTENDED TO. E-MAILS SHOULD BE FORWARDED TO BOTH Ms MALULEKE AND Mr MASHIFANE FOR WRITTEN RESPONSES

SUPPLIER INFORMATION

| | | | | |
|--|--|--|-------------------------------------|---|
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| STREET ADDRESS | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | |
| CELLPHONE NUMBER | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No |

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

| | | | |
|---|--|--|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS | <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 THE QUESTIONNAIRE BELOW] |
|---|--|--|---|

| | | | |
|--|--|--|---|
| /SERVICES /WORKS OFFERED? | | | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? NO | | | <input type="checkbox"/> YES <input type="checkbox"/> |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO | | | <input type="checkbox"/> YES <input type="checkbox"/> |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> NO | | | <input type="checkbox"/> YES |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO | | | <input type="checkbox"/> YES <input type="checkbox"/> |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. | | | |

PART B

TERMS AND CONDITIONS FOR BIDDING

| |
|--|
| 1. BID SUBMISSION: 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7). |
| 2. TAX COMPLIANCE REQUIREMENTS 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE." |

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



**Compulsory Virtual Briefing Session
(Declaration of Attendance)**

Section 3

BID NUMBER: PR 10058961

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A PROJECT MANAGEMENT ADOPTION, MATURITY ASSESSMENT AND PROPOSE IMPROVEMENT STRATEGY, PLAN, TOOLS FOR THE GAUTENG PROVINCIAL LEGISLATURE WITHIN A PERIOD OF THREE (3) MONTHS

BID CLOSING DATE: 29 AUGUST 2022 **CLOSING TIME:** 11H00am

BRIEFING SESSION: YES

Applicable: YES

Compulsory: YES

Venue: Microsoft Teams

Date: 16 AUGUST 2022 **Time:** 13h00pm

I/We hereby declare that I/we attended the compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED AT THE COMPULSORY BRIEFING SESSION AS UNDERSTOOD.

SIGNATURE OF BIDDER OR ASSIGNEE(S)

DATE:

Position

Name Bidder

Name of Company.....

SIGNATURE OF GPL OFFICIAL

DATE:

3.1 DOCUMENTS

- 3.1.1. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 3.1.2. The bid shall be signed by a relevant company representative who has the relevant authority to sign legal and binding contracts on behalf of the company.
- 3.1.3. If any part of this bid is not duly filled in and signed in ink it may invalidate the bid.
- 3.1.4. Where alterations have been made to any part of the bid, the bidder must sign next to (Correction ink/Tippex is not allowed).
- 3.1.5. All bids must be submitted on the official forms (not to be re- typed or altered). The bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.
- 3.1.6. The company, its Directorship and personnel assigned will be subject to vetting by GPL's Security Services. A register of will be requested of the successful company.
- 3.1.7. The bidder must certify that the personnel identified in its response to this bid will be the persons assigned to GPL. Any changes in the personnel from those identified in the response to the Bid must be approved by GPL. GPL may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.

3.2 SUBMISSION OF BID PROPOSAL

- 3.2.1 This bid must be submitted in accordance with the format, times and place as prescribed in the bid document.
- 3.2.2 All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this bid will be considered appropriate cause for rejection of the response and will result in instant disqualification.
- 3.2.3 Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.
- 3.2.4 No faxed or e-mailed copies will be accepted.

3.3 BID RESPONSES

- 3.3.1 Bidders' responses must be laid out in the format prescribed in this section.
- 3.3.2 Sections must be clearly labelled as follows:

3.3.2.1 Service Provider Contact Details

- Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the bidding organisation responsible for leading the bid process and to whom all correspondence should be directed.
- Who, within the service provider's organisation, will be authorised to conduct the contract negotiations and sign the eventual contract.

3.3.2.2 Service Provider Profile

- Bidder's name and address
- Company / organisation structure
- Commencement date of business
- Certificate of Incorporation

3.3.2.3 Pricing Structure

- Prices must be quoted in South African currency and must be inclusive of Value Added Tax (VAT).
- Bidders are further requested to indicate their price in all elements listed on the pricing schedule below.
- Pricing on the pricing schedule is for comparative purposes.
- Prices must remain fixed for the duration of the contract. The pricing schedule must be completed. (SBD 3.3 pricing schedule to be downloaded with the bid documents)
- The total costs must be inclusive of all costs such as delivery, labour rates, Transfer of skills etc.

3.3.3 Quantity of Bids to be Submitted

3.3.3.1 Every prospective bidder must submit one (1) Bid proposal and (1) USB.

3.3.3.2 This Bid document, proposal and all other relevant documentation requested must be submitted in one sealed envelope or sealed box. (except for Financial proposal and all references where bidders' costs are displayed in this document, please put this in a separate envelope)

3.3.3.3 Bids must be clearly marked on the front as follows: Bid No: **Bid No: PR 10058961**

3.3.3.4 Bids must be clearly marked **on the back** as follows:

- **Bidders Name & Bidders Address**
- **Bidders Contact Numbers**

3.3.3.5 Bid documents may be couriered by registered mail or deposited in the tender box situated at:
**No 10 FRASER STREET, SAGE BUILDING
(CORNER HELEN JOSEPH & FRASER STREET)
1ST FLOOR, JOHANNESBURG**

3.4 ACCESSIBILITY OF THE TENDER/BID BOX

3.4.1 The Bid box can be accessed for twenty-four (24 hours). Monday to Friday (including Week-ends and Public Holidays), at, **No 10 FRASER STREET, SAGE BUILDING (CORNER HELEN JOSEPH & FRASER STREET)
1ST FLOOR, JOHANNESBURG**

3.4.2 Bidders must ensure that bids are delivered in a timely manner and to the correct address. If the bid is late, it will not be accepted for consideration. Bidders must allow sufficient time to access the tender box in the GPL through the visitor's entrance and other security checkpoints.

3.5 TIME FRAMES

3.5.1 Bidders are advised that GPL reserves the right to change any of the dates indicated in the bid document.

3.6 OWNERSHIP OF PROPOSALS

3.6.1 All proposals in response to this bid, whether successful or unsuccessful, will become the property of GPL.

3.6.2 Any costs incurred by the service providers in preparing and submitting their response will be the sole responsibility of the service provider.

3.7 BID VALIDITY PERIOD

3.7.1 This bid and all proposals (costs included) shall remain binding and valid for a period of 120 days calculated from the closing date of the Bid. Gauteng Provincial Legislature (GPL) reserves the right to notify bidders in writing to extend the above validity period for another 30 days if deemed necessary and in the interest of Gauteng Provincial Legislature (GPL). Any additional extension after the above days, Gauteng Provincial Legislature (GPL) will request approval from bidders.

3.8 JOINT VENTURES OR CONSORTIUM

- 3.8.1 A Copy of the Trust, Consortium or Joint Venture agreement duly signed must be attached.
- 3.8.2 Ensure one responsible lead Bidder in the case of a consortium or joint venture.
- 3.8.3 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 consolidated B-BBEE status level certificate.

3.9 DISCOUNTS

- 3.9.1 When calculating comparative prices, GPL will consider any discounts which have been offered unconditionally.
- 3.9.2 A discount which has been offered conditionally will be implemented when payment is effected despite not being considered for evaluation purposes.

3.10 GENERAL REQUIREMENTS

- 3.10.1 Prospective bidders may submit their questions to Amaluleke@gpl.gov.za or contact the person assigned to deal with enquiries on the advertisement for this bid.
- 3.10.2 Any costs incurred by the bidders in preparing and submitting their response to the Request for Bids (RFB) will be the sole responsibility of the bidder.
- 3.10.3 GPL may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations.
- 3.10.4 GPL reserves the right to invite short-listed bidders to make a presentation to GPL's bids evaluation committee to further clarify or substantiate their submissions.
- 3.10.5 GPL reserves the right not to award this bid in total, or part thereof.
- 3.10.6 GPL reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such bidder has been awarded a bid by GPL or has performed services for GPL during the last 12 months prior to the closing date of the bid.
- 3.10.7 GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 3.10.8 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.
- 3.10.9 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance.
- 3.10.10 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.
- 3.10.11 All items supplied by the successful bidder/s must meet the minimum approved requirements of the South African National Standards.
- 3.10.12 All items supplied by the successful bidder/s must be manufacturer guaranteed.
- 3.10.13 All relevant clearances and/or memberships must be submitted to GPL upon the renewal throughout the duration of the contract.
- 3.10.14 In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the GPL's request.

3.11 CENTRAL SUPPLIER DATABASE REQUIREMENTS

- 3.11.1 Bidders should register on the Central Supplier Database (CSD) to upload 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.
- 3.11.2 This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2017, Financial Management of Parliament and Provincial Legislatures Act of 2009 and the Financial Management of Parliament and Provincial Legislature Regulations of 2015, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract (SCC).
- 3.11.3 GPL cannot award contracts to provide goods and/or services to a Member of GPL or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state/government whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.

3.12 VISITS / MEETINGS / INSPECTION

- 3.12.1 As part of the adjudication process, GPL may request certain providers to organise a visit to an existing facility under the management of the service provider to gain an understanding of the provider's service standards.

- 3.12.2 GPL may require presentations or meetings with bidders, at the cost of bidders, as part of the evaluation process to provide further information, submission of substantiating documentation or clarification to GPL as deemed necessary.

3.13 AWARD OF BID

- 3.13.1 The award of this Bid by the Secretary to GPL shall constitute a binding contract, and such acceptance shall be by means of a letter.
- 3.13.2 The Secretary to GPL may award this Bid to more than one successful Bidder, either in full or in part.
- 3.13.3 GPL reserves the right not to award this contract.
- 3.13.4 Service Level Agreements will be concluded with the successful service provider.

3.14 SUBCONTRACTING

- 3.14.1 A bidder shall not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.14.2 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.14.3 In relation to a designated sector, a contractor must not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3.15 SUBCONTRACTING AFTER AWARD OF TENDER

- 3.15.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 3.15.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 3.15.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3.16 FRONTING

- 3.16.1 The GPL supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the GPL condemns any form of fronting.
- 3.16.2 The GPL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition (the dtic), be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the GPL may have against the bidder / contractor concerned.

3.17 SECURITY AND OCCUPANCY

- 3.17.1 Where applicable, All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as "Restricted Areas" and all of the provisions of these Acts will apply to this contract.

- 3.17.2 Where applicable, all buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition, all workmen and staff on site or in any way involved in this contract are subject to prior security clearance. Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidders will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.
- 3.17.3 Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.
- 3.17.4 Successful Bidder will be required to hand in to the GPL Security Unit within 48 hours after being requested, following formal acceptance of the Bid, the following information:
- Full names of each of the persons intended to be utilised on site, including supervisory staff.
 - Position in firm plus service to be performed.
 - Intended areas they will be working in.
 - A copy of Identification Document, certified as a true copy of the original by the SAPS. Such document shall be the original certified copy.
 - Home address.
- 3.17.5 Bidders are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.
- 3.17.6 Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.
- 3.17.7 Such clearance shall remain valid for a period not exceeding 12 months and shall only apply for one project at a time.

3.18 SAFEGUARDING OF DOCUMENTS

- 3.18.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.
- 3.18.2 All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.
- 3.18.3 All documentation shall be strictly handled as set out in the SSA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.
- 3.18.4 It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

3.19 BID CANCELLATION

- 3.19.1 GPL may amend or cancel this Bid before the award should it deem it necessary.
- 3.19.2 GPL may before the award of a bid, cancel a bid if – but not limited to:
- due to changed circumstances there is no longer need for the goods and services specified in the invitation.
 - funds are no longer available to cover the total envisaged expenditure
 - no acceptable bid is received; or
 - there is a material irregularity in the bidding process
 - there is material change of scope after the tender has closed.

3.20 DELIVERY ADHERENCE

- 3.20.1 Delivery of goods must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL.
- 3.20.2 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery/milestone has been affected.
- 3.20.3 Deliveries not complying with the order forms will be returned to the supplier or service provider's expense

1) IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.

We the undersigned partners / joint ventures / consortium, tendering as

.....
.....

hereby authorize

to sign this Bid as well as any contract resulting from this Bid and any other documents correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES:..... CAPACITY

SIGNATURE

2) IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.

I, the undersigned

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

.....

3) IF THE BIDDER IS SUB-CONTRACTING.

I, the undersigned

hereby confirm that I will be sub-contracting work to the following company/companies

.....

.....

If more than 25% of the contract/work you enter into GPL is to be subcontracted, indicate the following details:

| Sub-contractor's name | Value of work to be sub-contracted | % of work to be sub-contracted | BBBEE Level of the sub-contractor |
|-----------------------|------------------------------------|--------------------------------|-----------------------------------|
| | | | |
| | | | |
| | | | |

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

- 1) The information furnished is true and correct.
- 2) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of GPL that the claims are correct.
- 3) If the claims are found to be incorrect, GPL may, in addition to any other remedy it may have –:
 - a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - b) 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;
- 4) Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
- 5) I hereby undertake to render services described in the attached Bidding documents to GPL in

- 6) accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by GPL during the validity period indicated and calculated from the closing date of the Bid.
- 7) I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 8) I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 9) Declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
- 10) I confirm that I am duly authorised to sign this contract.

DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to GPL shall have the right to:

- recover any losses or damages sustained by GPL under such agreement
- restrict the supplier from further business with GPL depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

COMMISSIONER OF OATHS

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20____, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

| COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON |
|--|
| STAMP NAME & SURNAME: DESIGNATION/RANK: PERSAL/EMPLOYEE NO/SERVICE NUMMBER: PLACE/DATE: |

The Gauteng Provincial Legislature (Gauteng Legislature, GPL) is one of nine provincial legislatures in South Africa, which are a product of extensive negotiations that gave shape to the 1996 Constitution. The Constitution empowers the Legislature to make laws for Gauteng, oversee that the Gauteng government works efficiently and honestly, and ensure that the people of Gauteng participate in the running of their province.

The Legislature moved from Pretoria to Johannesburg in 1994 after the first democratic elections in 1994 and following a decision to move the Government of the Gauteng Province. The Johannesburg City Hall opened as the Gauteng Legislature's new home on 21 October of 1995.

HOW THE GAUTENG LEGISLATURE IS COMPOSED

The Legislature is a House comprising the speaker (who heads up the organisation) and Members of the Provincial Legislature (MPLs) from various political parties, allocated per the vote of the Gauteng Province. Political parties get seats in the Legislature through a system of proportional representation – meaning, the party with most votes gets the majority of MPLs in the House.

The Constitution empowers each of the nine provincial legislatures to make laws that apply uniquely to each of their provinces. MPLs divided into portfolio committees conduct the business of the House. Each committee is attached to a provincial government department (or cluster of departments) in the Provincial Government and enhances the department's ability to deliver services through advisory, monitoring and oversight.

Standing committees deal with diverse issues (other than government departments). These committees consider Bills and other matters referred to them either by the Speaker or the House.

Ad hoc committees work with various experts to matters that need specialised expertise. The Legislature's administration staff complement gives operational support to the committees. The administrative wing of the Legislature is headed by the provincial secretary (or secretary to the legislature).

LEGISLATURE OVERSIGHT'S ROLE

MPLs consider Bills placed before them by the provincial executive, comprised of the Premier of Gauteng and the Members of the Executive Council (MECs). MPLs debate Bills, budgets, statements and speeches by MECs in committee meetings or in plenary sessions of the Legislature. Committees have the power to summon MECs and Department officials to answer questions relating to service delivery in the Province. The MECs must be prepared to answer hard questions on how they are delivering a better life to the people of Gauteng. Committees can also undertake investigations into activities by government departments and such investigations are often open to public scrutiny.

The Legislature allows the people of Gauteng to participate in law-making and oversight processes. **It is a Constitutional requirement that the Provincial Legislature affords Citizens an opportunity to partake in legislative processes – and this is an obligation that the Gauteng Provincial Legislature has vigorously embraced.**

LAW MAKING

New legislation starts out as a Bill, which is carefully discussed to ensure that it is relevant to the needs of the Province, clear, practical and in line with the Constitution. MPLs also receive submissions from the people of Gauteng on matters of concern to the Province, which may require specific legislation to be instituted. MPLs can also initiate legislation individually, as can any of the Legislature's standing committees.

| | | |
|---|--|------------------|
|  GAUTENG LEGISLATURE <small>Your View — Our Vision</small> | Specifications & Terms of Reference | Section 6 |
|---|--|------------------|

SPECIFICATIONS & TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A PROJECT MANAGEMENT ADOPTION, MATURITY ASSESSMENT AND PROPOSE IMPROVEMENT STRATEGY, PLAN, TOOLS FOR THE GAUTENG PROVINCIAL LEGISLATURE WITHIN A PERIOD OF THREE (3) MONTHS

1. INTRODUCTION

This Terms of Reference (ToR) aim to enable the Gauteng Provincial Legislature (GPL) to appoint a company to render professional services. The professional services sought are for the purposes of assessing the GPL's project management adoption, maturity, and other consequential work therein as detailed in the scope section. It is the GPL's expectation that the assignment will be concluded within three months.

2. BACKGROUND

The Gauteng Provincial Legislature project management environment has been on a gradual development track since inception, approximately 20 years ago. In that period, a project management methodology, governance, and process frameworks were introduced, including the establishment of a Project Governance Office (PGO). The scope of the PGO is limited to the provision of support to Project Managers. The support is confined to the following: methodology, governance, and process requirements. Project are managed by officials in different business units and are accountable to their functional supervisors in this regard.

The methodology and frameworks were developed against the requirements of the Enterprise Project Information Centre (EPIC). The EPIC tool has since been decommissioned. In its place, the GPL is introducing the Microsoft projects online software, which is a preferred enterprise project management tool. The introduction of the enterprise project management tool seeks to move the GPL from the management of project on an individual basis to portfolio management.

The GPL's current project management methodology is based on both the PRINCE2 and Waterfall methodologies. The successful service provider is required to implement the assignment using best practice standards as per the Project Management Institute, Project Management South Africa, International Project Management Association, and AXELOS. Where it is not possible to employ all or some, the service provider must disclose and provide reasons.

3. OBJECTIVES

The objectives of this exercise are as listed below:

- a. To enable the GPL to appreciate its current project management adoption and maturity levels.
- b. To develop a strategy, framework/s, plan/s, policy positions, and processes & workflows required for the implementation of project portfolio management approach.
- c. To acquire tools to enable the GPL to conduct project adoption, maturity, complexity, and resourcing assessments in the future.

4. SCOPE OF WORK

The GPL is a public sector organisation that has adopted the Management by Projects (MBP) approach to strategy execution. Our targeted project management maturity level is that which is commensurate to having the capacity and capability to execute projects using the portfolio management approach. The successful service provider is required to deliver on the following scope of work:

- 4.1 Assess the GPL's project management adoption and maturity levels and develop a gap analysis report with recommendations.
- 4.2 Develop a project portfolio management approach implementation strategy, phased implementation plan, resourcing plan, and change management framework.
 - 4.2.1 A feasibility study to determine the viability of the proposed strategy and plans must be conducted and reported upon. The feasibility study must be conducted using the GPL's business case templates.
- 4.3 Develop portfolio, programme, and project management methodology, and processes (including, but not limited to the selection and prioritisation framework and tools) which can be built into the Microsoft projects online software for the GPL.
 - 4.3.1 The methodology should outline the portfolio, programme, and projects stages: Initiation, planning, execution, Optimisation, and closeout.
- 4.4 Develop project maturity, complexity, and resourcing frameworks and tools and accord the GPL all the accompanying rights of use.
 - 4.4.1 Project maturity assessment framework, process, and tool to enable the GPL to perform assessments in the future.
 - 4.4.2 Portfolio, programme, and project complexity assessment and resourcing framework, processes, and tools. The tool should enable the GPL to decide how to resource its programmes, and projects based on prerequisite skills and competencies.
 - 4.4.3 Develop portfolio, programme and project selection and Prioritisation framework, process, and tool/s.
 - 4.4.4 The tools should be adaptable to the Microsoft projects online software for the GPL.
- 4.5 To develop a draft project management policy for the GPL. The policy must provide for an end-to-end process including Initiation, planning, execution, Optimisation, and closeout.
- 4.6 All business processes must be developed in line with the GPL's Business Process Management Framework.
- 4.7 Workshop the deliverables with a team selected by the GPL to ensure understanding.

5. ROLES AND RESPONSIBILITIES

5.1 The role of the GPL

- 5.1.1 Provide the service provider with relevant documentation required for the fulfilment of the contract assignment.
- 5.1.2 Enable the service provider to access GPL employees when required for purposes of completing the requirements of the contract assignment.
- 5.1.3 Facilitate the necessary internal processes required for the consideration and approval of deliverables.
- 5.1.4 Perform all contract management obligations as duly assigned.

5.2 The role of the service provider

- 5.2.1 Submit a detailed project implementation plan in fulfilment of the scope of this Terms of Reference and as per the bid documents for consideration by the GPL and obtain approval prior to commencement with work.
- 5.2.2 Ensure that the deliverables produced are in line with and enable the achievement of the objectives as stated in section 3 of this ToR.
- 5.2.3 Conclude a contract with the GPL within the stipulated time and fulfil all contract obligations as per the terms stated therein.
- 5.2.4 Assign an experienced and competent team to perform the assigned work in accordance with the contract. The team must be led by a qualified, competent, and experienced individual in the relevant field and must be a liaison person between the service provider and the GPL.
- 5.2.5 The service provider must ensure that they are available for meetings and present to relevant governance committees when required.
- 5.2.6 To ensure that the deliverables are of an expected quality, the service provider must perform the work in line with practice standards set by reputable project management industry bodies.
- 5.2.7 Prepare and submit editable power point presentations for all or a combination of deliverables to the GPL's Project Governance Officer (to whom they are responsible) in the legislature for use in furtherance of the objectives of the assignment.
- 5.2.8 It is expected of the appointed service provider to treat all documents as confidential and only for the purpose of this exercise.

6. REQUIRED COMPETENCIES

6.1. The service provider must:

- 6.1.1. have a minimum 5 years' experience and proven track record of performing project management adoption and maturity assessments.
- 6.1.2. have a minimum 5 years' experience and proven track record of designing and implementing portfolio management methodologies..
- 6.1.3. have a minimum of 5 (five) years' experience in consulting in the public and/or private sectors on project management.
- 6.1.4. A service provider must have implemented a combination of at least 3 projects consisting of the following (a) project management adoption and maturity assessments, or (b) project portfolio management methodology within either the public or private sectors in the past 10 years.

6.2. Personnel assigned to the project team must:

- 6.2.1. Include a team leader with a minimum of 5 years' experience in the design and implementation of project portfolio management methodologies, and/or proven track record of conducting project management adoption and maturity assessments for client organisations.
- 6.2.2. Include a team leader who either have a minimum of a degree (NQF Level 7) in project management, or
- 6.2.3. possess recognised certification/s or designations conferred by recognised industry bodies.
The certifications or designations referred to above are:
 - 6.2.3.1. Project Management Professional (PMP),
 - 6.2.3.2. Program Management Professional (PgMP),
 - 6.2.3.3. Portfolio Management Professional (PfMP),
 - 6.2.3.4. PM (Project Manager),
 - 6.2.3.5. Senior Project Manager (Sr.PM),
 - 6.2.3.6. Professional Project Manager (Pr.PM).
- 6.2.4. Include appropriately qualified, experienced, and competent personnel to perform the assigned work in accordance with the project scope.

7. KEY ASSUMPTIONS

- 7.1 The GPL will perform all actions required to enable the service provider to fulfil their contract obligations. This may include the provision of relevant documents, and available data as may be required by the service provider for purposes of fulfilling their contract obligations.
- 7.2 The work is to be completed as per scope, budget, and time, without any delays on the part of the service provider.
- 7.3 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform the work assigned to them.
- 7.4 The service provider is well vest and has experience in applying best practice project management practices.
- 7.5 GPL will not incur any additional costs because of timeline extension/s requested by the service provider.

8. PERIOD OF THE ASSIGNMENT

The service provider should commence and complete the assignment within a period of 3 months from date of award

9. EVALUATION CRITERIA

- 9.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process
- 9.2 The 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

9.2.1 Phase 1: Administrative Compliance (Preliminary Evaluation)

To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., certification of professional bodies, financial statements etc). Only those proposals whose compliance is in order will move to Phase 2 (Evaluation on functionality).

9.2.2 Phase 2: Functionality Evaluation Criteria (100)

9.2.2.1 This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for Phase 3 of the evaluation, i.e., Price and BEE Status Level of Contributor

| FUNCTIONALITY EVALUATION CRITERIA | | | | |
|-----------------------------------|--|---|-------|--------|
| # | CRITERION | DESCRIPTION | SCORE | WEIGHT |
| 1. | Industry Experience The company's industry experience is defined in section 6.1. of the ToR. | The company must meet the requirements stated in subsection 6.1. of the ToR and submit a list of at least 3 completed projects and signed client reference letters. | 15 | 30 |
| | | Industry experience exceeding the minimum defined in section 6.1. of the ToR implies the following: <ul style="list-style-type: none">• 6 or more years' experience on the requirements of subsections 6.1.1 – 6.1.3, and• 5 or more projects in areas stated under subsection 6.1.4. The company must submit project list of 5 or more completed projects and signed client reference letters for each. | 30 | |

FUNCTIONALITY EVALUATION CRITERIA

| # | CRITERION | DESCRIPTION | SCORE | WEIGHT |
|----|--|--|-------|--------|
| 2. | Project Methodology and Project Plan A detailed project implementation plan and schedule developed based on sound project management methodology | The proposal must comprise of a comprehensive project implementation plan detailing ALL of the following components: <ul style="list-style-type: none"> • outline of the project management methodology applied, • project scope, • activities/tasks, • project schedule, • resource allocation, • milestones, and • risk management plan. | 30 | 30 |
| 3. | Internal Capacity Internal capacity requirements are defined in subsection 6.2. of the ToR. | The company must meet the minimum requirements as stated below and provide organogram including roles, CV's and qualifications of resources allocated to the project: <ul style="list-style-type: none"> • subsection 6.2.1. • subsection 6.2.2, or subsection 6.2.3 • for subsection 6.2.3. the team leader must either have option (a) 6.2.3.1 and/or 6.2.3.2; or option (b) 6.2.3.4 and/or 6.2.3.5. • subsection 6.2.4. Subsections 6.2.3.3 and 6.2.3.6 do not form part of the minimum requirements. | 20 | 40 |
| | | Requirements exceeding the minimum requirements defined in subsection 6.2. imply the following: <ul style="list-style-type: none"> • 10 or more years of experience in the requirements of 6.2.1. • A degree (NQFL 09) in either project management, MBA, or | 40 | |

| FUNCTIONALITY EVALUATION CRITERIA | | | | |
|-----------------------------------|-----------|--|-------|--------|
| # | CRITERION | DESCRIPTION | SCORE | WEIGHT |
| | | certification/designation stated in subsection 6.2.3.3 or 6.2.3.6. The company must provide an organogram including roles, CV's and qualifications of resources allocated to the project. | | |
| TOTAL POINTS | | | | 100 |
| THRESHOLD | | | | 70 |

9.2.3 Phase 3: Price and BEE Status Level of Contributor

9.2.3.1 Only bidders that score a combined 70% out of 100 points on Functionality i.e., 70 points and above will be considered on this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

| The following formula will be used to calculate the points for price: Criteria | Points |
|---|---------------|
| Price Evaluation $Ps \ 80 \left(1 - \frac{Pt - P \min}{P \min} \right)$ | 80 |
| BEE | 20 |
| TOTAL | 100 |

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

9.2.3.2 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table as set out in the Preference Points Claim Form (SBD 6.1).

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

9.2.3.3 The GPL reserves the right not to appoint or to appoint one or more service providers for this project



SBD 3.3

PRICING

SCHEDULE

(Professional Services)

| | |
|-----------------------|----------------|
| NAME OF BIDDER: | BID NO.: |
| CLOSING TIME : | CLOSING DATE : |
| | |

OFFER TO BE VALID FOR 120 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.
R.....

3. 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----- |
| ----- | | 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: | | | |
| R..... | | | |

"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.

.....

.....

.....
*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Amukelani Maluleke

Tel: 011 498-5859 and **E-mail address:** AMaluleke@gpl.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Lehlogonolo Mashifane

Tel: 011 498-5563 and **E-mail address:** LMashifane@gpl.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

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

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**

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 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

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.

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 |

THE END