

**INVITATION TO BID**

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND PROPOSE THE ORGANISATIONAL ARCHITECTURE FOR THE GPL WITHIN A PERIOD OF 100 DAYS.**

**BID NO. : GPL 001/2027**  
**NON-COMPULSORY VIRTUAL**  
**BRIEFING SESSION : 23 APRIL 2026 @ 11H00 AM**  
**CLOSING DATE : 27 APRIL 2026**  
**TIME : 11H00 AM**

Any enquiries regarding bidding procedures may be directed to the –

**1.1 ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department : Supply Chain Management**  
**Contact Person : Vhukhudo Letshokota**  
**E-mail address : [VLetshokota@gpl.gov.za](mailto:VLetshokota@gpl.gov.za)**

**1.2 ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Department : Institutional Support Services**  
**Contact Person : Christopher Steenkamp**  
**Email address : [csteenkamp@gpl.gov.za](mailto:csteenkamp@gpl.gov.za)**



**ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS**

**SECTION 1**

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

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 3.1	Yes		
4.	Bidders Disclosure (SBD 4) Original completed and signed.	Yes		
5.	Preference Point Claim form (SBD 6.1) Original completed and signed.	Yes		
6.	Did you submit copies of full Company Registration documents?	Yes		
7.	Did you submit copies of South African IDs' for Directors?	Yes		
8.	Did you submit your company profile?	Yes		
9.	Did you submit one (1) hard copy bid proposal?	Yes		
10.	Did you submit one (1) USB with information replica of the bid proposal? <b>Non-mandatory Basic compliance</b>			
11.	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> <li>Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? All documents listed below: <ul style="list-style-type: none"> <li>✓ Certified copies of shareholders certificates</li> <li>✓ Certified copy of Company Registration documents</li> <li>✓ Certified copy of ID documents of the Directors or Members</li> </ul> </li> </ul>	Yes		

**Service Provider's Name:** .....

**Completed by:** .....

**Signature:** .....



**INVITATION TO BID  
(SBD1)**

**SECTION 2**

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

BID NUMBER:	<b>GPL 001/2027</b>	CLOSING DATE:	<b>27 APRIL 2026</b>	CLOSING TIME:
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DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND PROPOSE THE ORGANISATIONAL ARCHITECTURE FOR THE GPL WITHIN A PERIOD OF 100 DAYS.</b>
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**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**NO 43 RISSIK STREET, JOHANNESBURG, GAUTENG PROVINCIAL LEGISLATURE, CITY HALL**

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>
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PLEASE NOTE THAT ALL ENQUIRIES SHOULD BE IN WRITING. NO TELEPHONIC ENQUIRIES WILL BE ATTENDED TO. E-MAILS SHOULD BE FORWARDED TO BOTH MR VHUKHUDO LETSHOKOTA AND MR CHRISTOPHER STEENKAMP FOR WRITTEN RESPONSES

<b>CONTACT PERSON</b>	Mr Vhukhudo Letshokota	<b>CONTACT PERSON</b>	Mr Christopher Steenkamp
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<b>E-MAIL ADDRESS</b>	<a href="mailto:Vletshokota@gpl.gov.za">Vletshokota@gpl.gov.za</a>	<b>E-MAIL ADDRESS</b>	<a href="mailto:CSteenkamp@gpl.gov.za">CSteenkamp@gpl.gov.za</a>
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**SUPPLIER INFORMATION**

NAME OF BIDDER			
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POSTAL ADDRESS			
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STREET ADDRESS			
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TELEPHONE NO.			
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CELLPHONE NO.			
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FAX NO.			
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EMAIL ADDRESS			
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VAT REGISTRATION NUMBER			
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COMPLIANCE STATUS	<b>MAAA-</b>		
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<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS</b>	<b>CERTIFICATE</b>	<b>SWORN AFFIDAVIT</b>
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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? <b>SUBMIT PROOF</b>	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <b>SUBMIT PROOF</b>
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YES	NO	YES	NO
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**QUESTIONNAIRE FOR FOREIGN BIDDERS  
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.**

	YES	NO
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		

**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, AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE GPL WILL NOT 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 ORGAN OF STATE IN WHICH ANY OF THE MENTIONED PERSONS IS A DIRECTOR OR HAS CONTROLLING OR OTHER SUBSTANTIAL INTEREST.
- 1.5. 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: ..... DATE:.....

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

### **3.1 DOCUMENTS**

- 3.1.1. Specify name, position, address and other contact details (e-mail and telephone) 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 the GPL's Security Services. A register 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 the GPL. Any changes in the personnel from those identified in the response to the Bid must be approved by the GPL. The 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 disqualification.
- 3.2.3 Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.

### **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**

- a) Specify name, position, address and other contact details (e-mail and telephone) of the person within the bidding organisation responsible for leading the bid process and to whom all correspondence should be directed.
- b) 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**

- a) Bidder's name and address
- b) Company / organisation structure
- c) Commencement date of business

d) Certificate of Incorporation

### 3.3.2.3 Pricing Structure

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

### 3.3.3 Bids submission

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: GPL001/2027**

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

a) **Bidders Name & Bidders Address**

b) **Bidders Contact Numbers**

3.3.3.5 Bid documents may be couriered by registered mail or deposited in the tender box situated at the below address (Bid box can be accessed from 08:00am to 17:00pm, Monday to Sunday (including Public Holidays):

**43 RISSIK STREET,  
GAUTENG PROVINCIAL LEGISLATURE,  
CITY HALL  
JOHANNESBURG, 2000**

3.3.3.6 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.

### 3.4 OWNERSHIP OF PROPOSALS

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

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

### 3.5 BID VALIDITY PERIOD

3.5.1 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. The GPL reserves the right to notify bidders in writing to extend the above validity period if deemed necessary and in the interest of the GPL. Any additional extension after the above days, the GPL will request approval from bidders.

### **3.6 JOINT VENTURES OR CONSORTIUM**

- 3.6.1 A Copy of the Trust, Consortium or Joint Venture agreement duly signed must be attached.
- 3.6.2 Ensure one responsible lead Bidder in the case of a consortium or joint venture.
- 3.6.3 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.

### **3.7 DISCOUNTS**

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

### **3.8 GENERAL REQUIREMENTS**

- 3.8.1 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.
- 3.8.2 The GPL may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations and content information.
- 3.8.3 The 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.
- 3.8.4 The GPL reserves the right not to award this bid in total, or part thereof if minimum requirements is not met.
- 3.8.5 The 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.
- 3.8.6 The GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 3.8.7 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.
- 3.8.8 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance.
- 3.8.9 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.
- 3.8.10 All items supplied by the successful bidder/s must meet the minimum approved requirements of the South African National Standards.
- 3.8.11 All items supplied by the successful bidder/s must be manufacturer guaranteed.
- 3.8.12 All relevant clearances and/or memberships must be submitted to the GPL upon the renewal throughout the duration of the contract.
- 3.8.13 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.

### **3.9 CENTRAL SUPPLIER DATABASE REQUIREMENTS**

- 3.9.1 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.
- 3.9.2 This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022, 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).

### **3.10 AWARD OF BID**

- 3.10.1 The award of this Bid by the Secretary to the GPL shall constitute a binding contract, and such acceptance shall be by means of a letter.

### **3.11 SUBCONTRACTING**

- 3.11.1 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.
- 3.11.2 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the GPL.
- 3.11.3 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.
- 3.11.4 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.

### **3.12 FRONTING**

- 3.12.1 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.
- 3.12.2 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.
- 3.12.3 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.

### **3.13 SECURITY AND OCCUPANCY**

- 3.13.1 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.
- 3.13.2 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.
- 3.13.3 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.
- 3.13.4 Signing of contract 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:
- a) Full names of each of the persons intended to be utilised on site, including supervisory staff.
  - b) Position in firm plus service to be performed.
  - c) Intended areas they will be working in.
  - d) A copy of Identification Document, certified as a true copy of the original by the SAPS. Such document shall be the original certified copy.
  - e) Home address.
- 3.13.5 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.
- 3.13.6 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.
- 3.13.7 Such clearance shall remain valid for a period not exceeding 12 months and shall only apply for one project at a time.

### **3.14 SAFEGUARDING OF DOCUMENTS**

- 3.14.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.
- 3.14.2 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.
- 3.14.3 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.
- 3.14.4 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.

### **3.15 BID CANCELLATION**

3.15.1 The GPL may amend or cancel this Bid before the award should it deem it necessary.

3.15.2 The GPL may before the award of a bid, cancel a bid if – but not limited to:

- a) due to changed circumstances there is no longer need for the goods and services specified in the invitation.
- b) funds are no longer available to cover the total envisaged expenditure
- c) no acceptable bid is received; or
- d) there is a material irregularity in the bidding process
- e) there is material change of scope after the tender has closed.

### **3.16 DELIVERY ADHERENCE**

3.16.1 Delivery of services must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL.

**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 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 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.

- 6) 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.
- 7) 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.
- 8) Declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
- 9) 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:

- o recover any losses or damages sustained by GPL under such agreement
- o 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 \_\_\_\_\_ 2026, 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	
<b>STAMP</b>	
NAME & SURNAME: _____	DESIGNATION/RANK: _____
PERSAL/EMPLOYEE NO/SERVICE NUMBER: _____	
PLACE and DATE: _____	

**BIDDER 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<sup>1</sup> 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:

.....  
.....

<sup>1</sup> 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.

2.3 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 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 consortium<sup>2</sup> 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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I 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

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

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

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

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- ✓ the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - ✓ The applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.
- 1.3 The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.5 The Gauteng Provincial Legislature reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the

time of bid invitation, and includes all applicable taxes.

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

$$P_s = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

### 3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left( 1 + \frac{80/20 (P_t - P_{max})}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{90/10 (P_t - P_{max})}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of:
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.
- 4.3. The 20 preference points will be distributed as follows:

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

Groupings	Points	Verification
<b>1. Black Ownership (7)</b>		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	

Groupings	Points	Verification
<b>2. Women Ownership (5)</b>		Registration documents and ID Copy
Enterprise is 100% Women Owned	5	
Enterprise is 51% Women Owned	3	
Enterprise is less 51% Women Owned	1	
Enterprise is not Women Owned	0	
<b>3. Youth Ownership (5)</b>		ID Copy
Enterprise is 100% Youth Owned	5	
Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Women Owned	0	
<b>4. PWDs Ownership (3)</b>		Letter from the doctor
Enterprise is 100% PWDs Owned	3	
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

5.1 Name of company/firm.....

5.2 Company registration number: .....

5.3 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the

conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process.
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND PROPOSE THE ORGANISATIONAL ARCHITECTURE FOR THE GPL WITHIN A PERIOD OF 100 DAYS.**

---

**1. INTRODUCTION**

The Gauteng Provincial Legislature (GPL) seeks to appoint a service provider to lead the review of its operating model and the redesign of its organisational structure applying organisational design principles, systems, tools, and templates to propose a fit-for-purpose organisational structure. This will entail the review of the organisational business processes; job profiles; conduct job evaluation; propose a macro and microstructure for the institution; and review pay scales and in addition advise the GPL on the optimal number of positions required for each job in the organisation.

**2. BACKGROUND**

The Gauteng Provincial Legislature has undertaken two organisational review and design projects since 2018; however, the results were never implemented. The project undertaken in 2018 was conducted by an external service provider who proposed the macro and micro-organisational structure for implementation by the GPL. However, the GPL decided to halt implementation owing to the COVID-19 lockdown during which a hybrid working model which had a major impact on the execution of some of its functions was implemented.

In 2022, the GPL initiated a value creation project which investigated the business processes analysed by its internal staff members to review its operating model and unlock value by redesigning the organisational structure and enriching jobs impacted upon by the hybrid working model. The project was halted in 2024. In its endeavour to design a fit for purpose operating model and organisational structure in the post-pandemic era, the GPL seeks to appoint a service provider who must be able to review its current operating model, business processes, job profiles and pay scales and propose a redesigned operating model and organisational structure and lead the consultation process involved in the migration from current to new organisation design within a period of **100 days**.

### 3. OBJECTIVES

The GPL intends to have a reviewed operating model aligned to the strategic objectives of the 7<sup>th</sup> Term of Legislature and a fit for purpose organisational structure redesigned to provide optimal capacity with the relevant competencies to support execution of its constitutional mandate.

### 4. SCOPE OF WORK

#	Detailed Description of Tasks	Deliverables
1.	Project Plan	Project Plan and Change management Plan
2.	Change management Plan	
	Review the Operating Model of the GPL and its alignment to the Business Model	Report: Proposed new operating model
4.	Facilitate Consultation on the proposed operating model.	Report on the consultations with input on the proposed Operating Model
5.	Sessions must be held with the Executives, Secretary, Executive Authority and Advisory Committee.	
6.	Present the Proposed Operating Model to obtain approval of the Operating Model from the Secretary, applicable oversight structures, and the Executive Authority.	Report and Presentation: Approved Operating Model
4.	Analyse current business processes and consult with business process owners and end-users to obtain relevant input whilst redesigning new business processes	Proposed new business processes
5.	Present the proposed new business processes to the stakeholders for input and adoption, Institutionally and across the five (5) Programmes	Report on the Consultation process stipulating adopted and revised as well as new business processes.
6.	Consultation on the proposed revised and proposed new business processes to the Secretary, applicable structures, and Executive Authority for adoption.	Report: Adopted business processes

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND DESIGN THE ORGANISATIONAL ARCHITECTURE FOR THE GPL FOR A PERIOD OF 100 DAYS**

#	Detailed Description of Tasks	Deliverables
7.	Design and propose the macro and micro-structures	Report: Draft macro and microstructures
8.	Conduct analysis of current jobs and design of new jobs	Report on the Job Families, clusters and individual jobs including both new and redesigned jobs.
9.	Conduct Job Evaluation and grading of the proposed new jobs; propose the optimal number of positions per job; and the fit for purpose organizational structure.	Report on Job Evaluation conducted and associated job grades as well as revised pay scales and proposed pay structure
10.	Develop the Strategic Workforce Plan stipulating migration plan and resourcing plan to facilitate the transition from the current to the redesigned organisational structure.	Completed Strategic Workforce Plan
11.	Consult on the new Job Architecture with all the jobs and associated grades on the proposed organizational structures for input and approval	Approved report on the proposed redesigned organizational structure. Approved report on the migration plan.
12.	Consult with staff and organised labour/non-unionized staff on the approved redesigned operating model, organisational structure, Migration, and resourcing plan	Facilitate Consultation sessions with Organised labour and non-unionised employees
13.	Feedback on the outcomes of the consultation sessions to Executives and oversight structures	Approved report on the outcomes and recommendations of the consultations with organised labour and non-unionized staff members
14.	Facilitate final consultation sessions on the migration and resourcing plans.	Facilitate Consultation sessions with Organised Labour and non-unionised employees to present the approved migration and resourcing plans after the initial consultation sessions
15.	Prepare a close-out report on the project with approved key risks,	Approved close-out report on the project including key risks, mitigating factors and

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND DESIGN THE ORGANISATIONAL ARCHITECTURE FOR THE GPL FOR A PERIOD OF 100 DAYS**

#	Detailed Description of Tasks	Deliverables				
	recommendations, mitigating factors and a training plan to capacitate the HR Team of the GPL, for approval by the Executive Authority	training plan to capacitate the HR team.				
16.	Presentation of the closeout report to Advisory Committee	Approved close out report				
17.	Capacitate the HR team to apply the OD methodologies, tools, and templates for micro-organisational redesign projects to be undertaken after the implementation of this project.	Various workshops facilitated by the service provider to capacitate the HR Team in the GPL				
18.	Post implementation Tasks	<table border="1"> <tr> <td>Guide to the GPL on the Implementation of the Migration Plan</td> </tr> <tr> <td>Facilitate and support the implementation of the Migration Plan.</td> </tr> <tr> <td>Guide the GPL on Consultation with various stakeholders.</td> </tr> <tr> <td>Post Implementation Closeout Report</td> </tr> </table>	Guide to the GPL on the Implementation of the Migration Plan	Facilitate and support the implementation of the Migration Plan.	Guide the GPL on Consultation with various stakeholders.	Post Implementation Closeout Report
Guide to the GPL on the Implementation of the Migration Plan						
Facilitate and support the implementation of the Migration Plan.						
Guide the GPL on Consultation with various stakeholders.						
Post Implementation Closeout Report						

**5. ROLES AND RESPONSIBILITIES**

**5.1 The role of the GPL**

- 5.1.1 Require the service provider to enter into a Service Level Agreement.
- 5.1.2 To make all required documents available e.g., GPL Mandate, Strategy, Annual Performance Plans, policies, procedures, and processes to enable execution of the project.
- 5.1.3 Avail all past organization design exercises not implemented as part of secondary data.
- 5.1.4 Facilitate the availability of all GPL stakeholders for the consultation process.
- 5.1.5 Hold regular meetings with the Project Manager.
- 5.1.6 Schedule meetings as per the project milestones.

**5.2 The role of the service provider**

- 5.2.1 Attend a briefing session
- 5.2.2 Acquaint themselves with the strategic documents of the GPL
- 5.2.3 Attend a scoping session and present a project plan, project charter, and methodology to

## **APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND DESIGN THE ORGANISATIONAL ARCHITECTURE FOR THE GPL FOR A PERIOD OF 100 DAYS**

confirm the deliverables, milestones, budgets, and timelines of the project to the GPL Executives.

5.2.4 Sign a Service Level Agreement

5.2.5 To lead and present the organizational design methodology and tools to be applied in the project.

5.2.6 To provide a team of consultants required to complete the project.as per the requirements

5.2.7 Attend daily Project management meetings to facilitate the implementation of the project

5.2.8 Attend regular status meetings to provide feedback to the Steering Management committee and Executive Management Committee.

5.2.9 Facilitate change management and request for conflict management or mediation when required.

5.2.10 Provide a Project Manager.

5.2.11 Ensure regular feedback meetings are held with the GPL Project Manager

5.2.12 Retain records for the duration of the project and hand over the records to the GPL at the end of the project.

5.2.13 Conduct weekly workshops to capacitate the HR Team with methodologies, tools, and templates for future organisation redesign projects.

### **6. REQUIRED COMPETENCIES**

6.1 Must have been rendering organizational design services to various organisations for a minimum period of 5 years' experience. Must submit ~~at least four~~ cumulative reference letters to confirm this experience.

6.2 Must have human resources to execute the project .as per requirements stated.

6.3 Must display knowledge and experience in organisational design project management and methodology including Change Management methodology to facilitate communication and transition to the new organisational design

6.4 Must be accredited to use job evaluation system or in possession of job evaluation tools and systems required during the execution of the projects. This includes other relevant tools and systems.

6.5 Must have a Project Lead with a minimum of 8 years' experience in executing macro-and micro-organizational Design. Must submit the CV of the Project Lead to confirm this experience.

6.6 Must assign a team of three Consultants with a minimum of 3 years' experience individually in executing macro and micro-organisational Design to execute the project milestones.

6.7 Experience include Business Analysis, Job Analysis, Job Evaluation, Job Grading, Business Process Mapping, Job Profiling, Organisational Design and Change Management Experience

6.8 Provide Individual CVs of consultants outlining the roles and relevant qualifications

## **APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND DESIGN THE ORGANISATIONAL ARCHITECTURE FOR THE GPL FOR A PERIOD OF 100 DAYS**

- 6.9 Relevant junior degree and relevant post graduate degree Must submit the CVs of the Consultants to confirm this experience.
- 6.10** Must submit certificates or a sign letter from the relevant organisation of accreditation to confirm that the service provider or the Consultants are accredited to apply a job evaluation and grading system for the purposes of this project. The service provider must submit minimum two example reports generated by the job evaluation and grading system. The service provider presents the job evaluation and grading system as part of the evaluation process.

### **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 and provided it is available and accessible.
- 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 work assigned to them.
- 7.4 GPL will not incur any additional cost because of timeline extension on the part of the service provider.

### **8. PERIOD OF THE ASSIGNMENT**

- 8.1 The service provider should commence the assignment within a period of one week from date of award and complete the assignment within a period of 100 days from the date of agreed commencement date.

### **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. 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:

#### **9.1.1 Phase 1: Administrative Compliance (Preliminary Evaluation)**

- 9.1.1.1 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., ID copies,

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND DESIGN THE ORGANISATIONAL ARCHITECTURE FOR THE GPL FOR A PERIOD OF 100 DAYS**

samples etc.). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

**9.1.2 Phase 2: Functionality Evaluation Criteria (100)**

**9.1.2.1** 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 Specific Goals**

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND DESIGN THE ORGANISATIONAL ARCHITECTURE FOR THE GPL FOR A PERIOD OF 100 DAYS**

<b>FUNCTIONALITY EVALUATION CRITERIA</b>				
<b>A key score of 0-5 will be applied where:</b>				
<b>0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)</b>				
<b>#</b>	<b>CRITERION</b>	<b>DESCRIPTION</b>	<b>SCORE</b>	<b>WEIGHT</b>
1.	<b>Service Provider Experience in similar projects</b> Provide a Project List from previous clients demonstrating years of experience in executing projects of a similar nature. The list must indicate the project description, value of the project, period of contract and the Client name with contacts	A minimum of 5 years' experience in implementing similar projects with supporting project list		<b>30</b>
		5 years' experience	3	
		6 to 8 years' experience	4	
		9 and more years' experience	5	
2.	<b>Project Management Team</b> Provide CVs and qualifications of at least 3 Consultants with a minimum of 3 years' experience in Business Analysis, Job Analysis, Job Evaluation, Job Grading, Business Process Mapping, Job Profiling, Organisational Design and Change Management Experience  <b>NB:</b> Each Consultants documents must be packed together (i.e., each pack must include CV, relevant qualifications, and references-where applicable)	<ul style="list-style-type: none"> <li>• 3 Consultants with a minimum of 3 years' experience in Business Analysis, Job Analysis, Job Evaluation, Job Grading, Business Process Mapping, Job Profiling, Organisational Design and Change Management Experience</li> <li>• Individual CVs of consultants outlining the roles and relevant qualifications</li> <li>• Relevant junior degree</li> </ul>	3	<b>20</b>
		<ul style="list-style-type: none"> <li>• 3 Consultants with a minimum of 4-7 years' experience in Business Analysis, Job Analysis, Job Evaluation, Job Grading, Business Process Mapping, Job Profiling, Organisational Design and Change Management Experience</li> <li>• Individual CVs of consultants outlining the roles and relevant qualifications</li> <li>• Relevant junior degree and relevant honours degree</li> </ul>	4	

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND DESIGN THE ORGANISATIONAL ARCHITECTURE FOR THE GPL FOR A PERIOD OF 100 DAYS**

<b>FUNCTIONALITY EVALUATION CRITERIA</b>				
A key score of 0-5 will be applied where:				
0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)				
#	CRITERION	DESCRIPTION	SCORE	WEIGHT
		<ul style="list-style-type: none"> <li>• 3 Consultants with a minimum of 8 years and above experience in Business Analysis, Job Analysis, Job Evaluation, Job Grading, Business Process Mapping, Job Profiling, Organisational Design and Change Management Experience</li> <li>• Individual CVs of consultants outlining the roles and relevant qualifications</li> <li>• Relevant junior degree and relevant master’s degree</li> </ul>	5	
3	<p><b>Organisational Design Methodology to move from the “As Is” to the “To be” state and Project Management Plan (scope, objectives, schedule, budget, and resources)</b></p> <p>Submit a detailed project methodology and comprehensive project plan and provide Change Management methodology to facilitate communication and transition to the new organisational design</p>	<p>Organisational Design Methodology to move from the “As Is” to the “To be” state and Project Management Plan with project scope (1), objectives (2), schedule (3), budget (4), and resources (5)</p>		
		<p>Organisational Design Methodology to move from the “As Is” to the “To be” state and Project Management Plan with project scope (1), objectives (2), schedule (3), budget (4), and resources (5)</p>	3	
		<p>A detailed Organisational Design Methodology to move from the “As Is” to the “To be” state and Project Management Plan with a project scope (1), objectives (2), schedule (3), budget (4) and resources (5), risk management plan (6)</p>	4	
		<p>A detailed Organisational Design Methodology to move from the “As Is” to the “To be” state and Project Management Plan with project scope (1), objectives (2), schedule (3), budget (4), resources (5), a risk management plan (6), communication management, Change Management plan and Stakeholder</p>	5	

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND DESIGN THE ORGANISATIONAL ARCHITECTURE FOR THE GPL FOR A PERIOD OF 100 DAYS**

<b>FUNCTIONALITY EVALUATION CRITERIA</b>				
A key score of 0-5 will be applied where:				
0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)				
#	CRITERION	DESCRIPTION	SCORE	WEIGHT
		Management plan, to also include organized labour (7)		
3.	<p><b>Project Team Lead</b></p> <p>The Project Team Lead must have 8 years' experience in HR, Talent Management, Change Management and Organisational Design focusing on restructuring, leading complex projects, facilitating change, engaging senior managers and executives, and aligning organizational structure and roles and responsibilities with strategic goals.</p> <p>A CV detailing roles played in a similar project must be submitted as proof of experience</p>	<ul style="list-style-type: none"> <li>• 8 years' experience</li> <li>• Bachelor's degree</li> <li>• A CV detailing roles played in a similar project</li> </ul>	3	
		<ul style="list-style-type: none"> <li>• 9 to 10 years' experience</li> <li>• Relevant Honours degree</li> <li>• A CV detailing roles played in a similar project</li> </ul>	4	
		<ul style="list-style-type: none"> <li>• 11+years' experience</li> <li>• Relevant Masters + degree</li> <li>• A CV detailing roles played in a similar project</li> </ul>	5	
4.	<p><b>Capacity to conduct Job Evaluation based on established methodologies</b></p> <p>The service provider must: Submit proof that it is accredited to apply the job evaluation and grading system stated in their proposal. A certificate or letter from the license owner must be submitted to confirm the accreditation to use of the job evaluation and grading system.</p>	<ol style="list-style-type: none"> <li>1. Submitted proof that it is accredited to apply the job evaluation and grading system stated in their proposal. A certificate or letter from the license owner was submitted to confirm the accreditation to use of the job evaluation and grading system.</li> <li>2. Have a step-by-step Job Evaluation Methodology</li> <li>3. Provided 1 written report that demonstrates the outputs</li> <li>4. Provided a report on the use of technology using specialized HR software or analytical tools to manage data and generate evaluation reports.</li> <li>5. Submitted a USB with one Consultant conducting job analysis and demonstrating the use of technology using</li> </ol>	3	

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND DESIGN THE ORGANISATIONAL ARCHITECTURE FOR THE GPL FOR A PERIOD OF 100 DAYS**

<b>FUNCTIONALITY EVALUATION CRITERIA</b>				
A key score of 0-5 will be applied where:				
0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)				
#	CRITERION	DESCRIPTION	SCORE	WEIGHT
	Elaborate on the following: 1. Step-by-step Job Evaluation Methodology and Illustrate how the job is evaluated	specialized HR software or analytical tools to manage data and generate evaluation reports. Illustrated how the job is evaluated. Illustrate how to implement a validated methodology.		
	2. Illustrate how to implement a validated methodology 3. Provide a report that demonstrates the outputs 4. Provide a report on the use of technology using specialized HR software or analytical tools to manage data and generate evaluation reports.	1. Submitted proof that it is accredited to apply the job evaluation and grading system stated in their proposal. A certificate or letter from the license owner was submitted to confirm the accreditation to use of the job evaluation and grading system. 2. Have a step-by-step Job Evaluation Methodology 3. Provided 2 written reports that demonstrate the outputs 4. Provided a report on the use of technology using specialized HR software or analytical tools to manage data and generate evaluation reports. 5. Submitted a USB with one Consultant conducting job analysis and demonstrating the use of technology using specialized HR software or analytical tools to manage data and generate evaluation reports. Illustrated how the job is evaluated. Illustrate how to implement a validated methodology. 6. A recent example of completed Strategic Workforce Plan	4	
		1. Submit proof that it is accredited to apply the job evaluation and grading system stated in their proposal. A certificate or letter from the license owner was submitted to confirm the accreditation to use of the job evaluation and grading system. 2. Have a step-by-step Job Evaluation Methodology	5	

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN ORGANISATIONAL REVIEW AND DESIGN THE ORGANISATIONAL ARCHITECTURE FOR THE GPL FOR A PERIOD OF 100 DAYS**

<b>FUNCTIONALITY EVALUATION CRITERIA</b>				
A key score of 0-5 will be applied where:				
0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)				
#	CRITERION	DESCRIPTION	SCORE	WEIGHT
		3. Provide 3 written reports that demonstrate the outputs 4. Provided a report on the use of technology using specialized HR software or analytical tools to manage data and generate evaluation reports. 5. Submit a USB with 1 Consultants conducting both job analysis and evaluation, demonstrating the use of technology using specialized HR software or analytical tools to manage data and generate evaluation reports. Illustrated how the job is evaluated. Illustrate how to implement a validated methodology 6. A recent example of completed Strategic Workforce Plan 7. Service provider to provide an example of an implemented report on pay scale structures.		
			<b>TOTAL POINTS</b>	<b>100</b>
			<b>CUT OFF POINTS</b>	<b>70</b>

**10. Phase 3: Price and Specific Goals (100)**

10.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for 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:	<b>Points</b>
<b>Criteria</b>	
Price Evaluation $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	<b>80</b>
<b>Specific Goals</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

**Where,**

- Ps = Points scored for the comparative price of the bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of the lowest acceptable bid

10.2 The 20 preference points will be distributed as follows:

Groupings	Points	Verification
<b>1. Black Ownership (7)</b>		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less than 51% Black Owned	3	
Enterprise is not Black Owned	0	
<b>2. Women Ownership (5)</b>		Registration documents and ID Copy
Enterprise is 100% Women Owned	5	
Enterprise is 51% Women Owned	3	
Enterprise is less than 51% Women Owned	1	
Enterprise is not Women Owned	0	

<b>Groupings</b>	<b>Points</b>	<b>Verification</b>
<b>5. Youth Ownership (5)</b>		ID Copy
Enterprise is 100% Youth Owned	5	
Enterprise is 51% Youth Owned	3	
Enterprise is less than 51% Youth Owned	1	
Enterprise is not Women Owned	0	
<b>4. PWDs Ownership (3)</b>		Letter from the Doctor
Enterprise is 100% PWDs Owned	3	
Enterprise is 51% PWDs Owned	2	
Enterprise is less than 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

**THE END**