



INVITATION TO BID

APPOINTMENT OF A SERVICE PROVIDER TO VALIDATE THE ANNUAL PERFORMANCE RATINGS AND VERIFY THE COSTS OF ASSOCIATED PERFORMANCE INCENTIVES FOR ALL EMPLOYEES OF THE GAUTENG PROVINCIAL LEGISLATURE FOR A PERIOD ENDING NO LATER THAN END OF MARCH 2029.

BID NO. : GPL004/2027
BRIEFING SESSION : 28 September 2026
CLOSING DATE : 07 October 2026
TIME : 11H00 AM

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

1.2 ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department : Institutional Support Services
Contact Person : Wisani Matsimbi
Email address : WMatsimbi@gpl.gov.za

BIDS MUST BE SUBMITTED AND DEPOSITED INTO THE BID BOX SITUATED AT:

**43 RISSIK STREET,
GAUTENG PROVINCIAL LEGISLATURE,
CITY HALL
JOHANNESBURG,
2000
Attention: Supply Chain Management**

 GAUTENG LEGISLATURE Your View — Our Vision	ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS	SECTION 1
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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.	Full Technical Proposal with supporting documents 1.1 Hard Copy (Mandatory) 1.2 USB with information replica of the bid proposal? Non-mandatory	Yes		
2.	Invitation to bid (SBD1): completed and signed	Yes		
3.	Pricing Schedule (Firm Pricing) SBD 3.3	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.	Copy of full Company Registration documents?	Yes		
7.	Copies of South African IDs' for Directors?	Yes		
8.	Company Profile	Yes		
9.	Joint Venture / Consortium agreement / Trust Deed (if applicable): - Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? All documents listed below: ✓ 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 (SBD 1)	SECTION 2
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YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE (GPL)				
BID NUMBER:	GPL 004/2027	CLOSING DATE:	07 September 2026	CLOSING TIME: 11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO VALIDATE THE ANNUAL PERFORMANCE RATINGS AND VERIFY THE COSTS OF ASSOCIATED PERFORMANCE INCENTIVES FOR ALL EMPLOYEES OF THE GAUTENG PROVINCIAL LEGISLATURE FOR A PERIOD ENDING NO LATER THAN END OF MARCH 2029.			
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NO.			CELLPHONE NO.	
EMAIL ADDRESS			VAT REGISTRATION NUMBER	
COMPLIANCE STATUS	MAAA-		TAX PIN	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? SUBMIT PROOF IF YES			ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES /WORKS OFFERED? SUBMIT PROOF IF YES	
YES	NO		YES	NO
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?				
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
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,
- 1.5. BIDS WILL NOT 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 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.

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 GPL TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.3 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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:

 GAUTENG LEGISLATURE Your View — Our Vision	NOTICE & INSTRUCTIONS TO BIDDERS	SECTION 3
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3.1 DOCUMENTS

- 3.1.1. The bidder must specify the name, position, address and contact details (email address and telephone number) of the person responsible for leading the bid process and to whom all correspondence relating to the bid should be directed.
- 3.1.2. The bid submission must be signed by a duly authorised representative of the bidder who has the authority to enter into legally binding contracts on behalf of the bidder. Proof of authority must be submitted e.g. company resolution.
- 3.1.3. If any part of this bid is not duly filled in and signed, 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 the corrections made (Correction ink/Tippex is not allowed).
- 3.1.5. The bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid document must be returned with the proposal.

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 This Bid document, proposal and all other relevant documentation requested must be submitted in one sealed envelope or sealed box. For Financial proposal and any other document where bidders' costs are displayed or referenced, please place this in a separate envelope.
- 3.2.3 Bids must be clearly marked on the front as follows: Bid No: **GPL004/2027**
- 3.2.4 Bids must be clearly marked on the back as follows:
Bidders Name & Bidders Address
Bidders Contact Numbers
- 3.2.5 Bid documents may be couriered by a registered mail and deposited in the tender box situated at the address as stipulated on the cover page of this document between 08:00am to 17:00pm, Monday to Sunday (including Public Holidays). Bidders must allow sufficient time to access the tender box in the GPL through the visitor's entrance and other security checkpoints.
- 3.2.6 **Pricing Structure**
 - a) Bidders are requested to indicate their price in all elements listed on the pricing schedule.
 - b) Pricing on the pricing schedule is for comparative purposes.
 - c) Prices must remain fixed for the duration of the contract
 - d) The total costs must be inclusive of all costs such as delivery, labour rates, Transfer of skills etc.

3.3 BID VALIDITY PERIOD

- 3.3.1 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.

3.4 JOINT VENTURES OR CONSORTIUM

- 3.4.1 A Copy of the Trust, Consortium or Joint Venture agreement duly signed must be attached.
- 3.4.2 A trust, consortium or joint venture will qualify for points for specific goals in accordance with the applicable Preferential Procurement Policy, provided that the entity submits the required consolidated documentation for purposes of evaluation and scoring of the specific goals.

3.5 DISCOUNTS

- 3.5.1 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.

3.6 GENERAL CONDITIONS

- 3.6.1 The GPL may request bidders to provide additional information with regards to the bid proposal at any given stage during the evaluation process.
- 3.6.2 All proposals in response to this bid, whether successful or unsuccessful, will become the property of the GPL.
- 3.6.3 Any costs incurred by the bidders in preparing and submitting their response will be the sole responsibility of the bidder.
- 3.6.4 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.
- 3.6.5 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.
- 3.6.6 The GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 3.6.7 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.
- 3.6.8 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance requirements.
- 3.6.9 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.
- 3.6.10 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.
- 3.6.11 The GPL may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately from its premises.

3.7 CENTRAL SUPPLIER DATABASE REQUIREMENTS

- 3.7.1 Bidders should register on the Central Supplier Database (CSD) to upload information namely, (Business Registration/Directorship/Membership/Identity Numbers/B-BBEE Information and Banking Information for verification purposes)

3.8 AWARD OF BID

- 3.8.1 The award of this bid by the Secretary to the GPL shall constitute a binding contract, and such award shall be confirmed by means of an appointment/award letter. The successful bidder must in return provide a written response on their letterhead of the acceptance of the award.

3.9 SUBCONTRACTING

- 3.9.1 The bidder awarded a contract may only enter into a subcontracting arrangement with the approval of the GPL. The bidder may not subcontract more than 25% of the total contract deliverables.
- 3.9.2 A bidder awarded a contract in relation to a designated sector, may not subcontract such that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3.10 FRONTING

- 3.10.1 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.
- 3.10.2 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.
- 3.10.3 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.

3.11 SECURITY AND OCCUPANCY

- 3.11.1 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.
- 3.11.2 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.
- 3.11.3 If any person is rejected for security reasons, a bidder 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.
- 3.11.4 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.
- 3.11.5 Following the formal acceptance of the Bid, the successful bidder shall be required to submit the requested information and/or documentation to the GPL within forty-eight (48) hours of being requested to do so:
 - 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) A copy of the Identification Document (ID), certified as a true copy of the original by the South African Police Service (SAPS). The certified copy submitted must be the original certified document and not a photocopy or scanned copy thereof.
- d) Business address.

- 3.11.6 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.
- 3.11.7 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.
- 3.11.8 Such clearance shall remain valid for a period not exceeding 12 months and shall only apply for one project at a time.

3.12 SAFEGUARDING OF DOCUMENTS

- 3.12.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.
- 3.12.2 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.
- 3.12.3 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.
- 3.12.4 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.

3.13 BID CANCELLATION

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

3.14 DELIVERY ADHERENCE

- 3.14.1 Delivery of services must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL and/or Contract/SLA

 GAUTENG LEGISLATURE Your View — Our Vision	BID DECLARATION	SECTION 4
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1) IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.

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

.....hereby authorizeto
 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

NB: Please note that all partners of the JV must be compliant, and a JV Agreement must be signed and submitted.

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

I, the undersignedhereby 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:

- 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 _____ 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

STAMP

NAME & SURNAME: _____ DESIGNATION/RANK: _____

PERSAL/EMPLOYEE NO/SERVICE NUMBER: _____

PLACE and DATE: _____

SBD 3.3**PRICING SCHEDULE 3.3****(Professional Services)**

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

OFFER TO BE VALID FOR 7 DAYS FROM THE CLOSING DATE OF BID.

ITEM CURRENCY NO INCLUDED)	DESCRIPTION	BID PRICE IN RSA **(ALL APPLICABLE TAXES
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2. The accompanying information must be used for the formulation of proposals.
3. 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
.....
4. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE
(CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	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

- 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.....

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 example consumer price index.

***[DELETE IF NOT APPLICABLE]**

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3.1 If so, furnish particulars:

.....

.....

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

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

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

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

3 GENERAL DECLARATION

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

- 3.1 I have read and understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

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

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

SBD 6.1**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 90/10 for requirements with a rand value above R50 000 000.
- 1.2 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.
- 1.3 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.
- 1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 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.
- 1.6 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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- | | | |
|------|---|---|
| Ps | = | Points scored for price of tender under consideration |
| Pt | = | Price of tender under consideration |
| Pmin | = | Price of lowest 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
1. Black Ownership (7)		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
2. Women Ownership (5)		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	
3. Youth Ownership (5)		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	
4. PWDs Ownership (3)		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 [TICK APPLICABLE BOX]

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

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

 GAUTENG LEGISLATURE Your View — Our Vision	TERMS OF REFERENCE	SECTION 5
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APPOINTMENT OF A SERVICE PROVIDER TO VALIDATE THE ANNUAL PERFORMANCE RATINGS AND VERIFY THE COSTS OF ASSOCIATED PERFORMANCE INCENTIVES FOR ALL EMPLOYEES OF THE GAUTENG PROVINCIAL LEGISLATURE FOR A PERIOD ENDING NO LATER THAN END OF MARCH 2029.

1. BACKGROUND

- 1.1. The Gauteng Provincial Legislature (GPL) conducts performance appraisals and validation of the Portfolio of Evidence submitted to validate annual performance appraisal ratings awarded and inform the rewards to be paid to each employee. This process provides assurance to the Executives and Executive Authority to confirm that all the validated performance ratings, recommendations and associated financial implications were verified by an independent body and are accurate.
- 1.2. The GPL's financial year starts April of each year and ends March of the subsequent calendar year. Validation of performance ratings process should be finalised with the interim report/s submitted within three (3) months after the GPL has submitted the required information to the appointed bidder.
- 1.3. Appeals should be finalised with the interim report/s submitted within one (1) month after the GPL has submitted the required information to the appointed bidder.
- 1.4. The validation of the annual performance ratings will provide assurance from the bidder that there is alignment between the employee performance ratings and the POE provided. This exercise is conducted annually before the GPL commencement with the performance moderation process.

2. PURPOSE

- 2.1 The purpose of this Terms of Reference is to invite suitably qualified and experienced bidders to submit proposals for the validation of employee performance ratings, handling of appeals and verification of performance incentives for three financial years starting from the 2025/2026 Financial Year.

3. OBJECTIVES

- 3.1 The objectives of this assignment are to:
 - 3.1.1 Appoint a competent bidder capable of delivering the required outputs.
 - 3.1.2 Achieve validation of annual performance ratings against the Portfolio of Evidence submitted by all employees, handling of appeals and verification of performance incentives.
 - 3.1.3 Ensure value for money and compliance with applicable Supply Chain Management (SCM) policy and legislation.

4. SCOPE OF WORK

4.1 The successful bidder will be required to perform the below listed components of the assigned scope for the 2025/2026, 2026/2027, and 2027/2028 financial years, but not be limited to:

- 4.1.1 Conduct a validation of employees' performance ratings against the portfolio of evidence for a minimum of three (3) Executives (P03 – P04 cohort). Submit and present the outcomes, including associated appeals to the oversight committee.
- 4.1.2 Conduct a validation of employees' performance ratings against the portfolio of evidence for a minimum of fifteen (15) Senior Managers (P05 – P06 cohort). Submit and present the outcomes, including associated appeals to the Senior Management Moderation committee
- 4.1.3 Conduct a validation of employees' performance ratings against the portfolio of evidence for a minimum of seventy-nine (79) Middle Managers and Specialists (P07 – P08 cohort). Submit and present the outcomes, including associated appeals to the Programme Moderation committees.
- 4.1.4 Conduct a validation of employees' performance ratings against the portfolio of evidence for a minimum of three hundred and four (304) supervisors, skilled and semi-skilled employees (P09 – P16 cohort). Submit and present the outcomes including associated appeals to the Programme Moderation committees
- 4.1.5 Verify the accuracy of the performance incentives in accordance with the Remuneration and Benefits Policy of the GPL. Submit a report with verified incentives for each cohort of employees including associated appeals.
- 4.1.6 Any other related activities necessary to achieve the objectives of the assignment.
- 4.1.7 Be fully acquainted with the Integrated Performance Management Systems, and Remuneration and Benefits policies of the GPL.
- 4.1.8 Familiarise themselves with the GPL's five-year strategy, Annual Performance Plans and Institutional Operational Plans as well as the Annual Reports.

5. DELIVERABLES

5.1 The bidder must deliver the following outputs for each year of the three-year contract:

- 5.1.1 Development of a validation report for the Executives (P03 – P04), submit and present the outcomes of the validation process to the oversight committee including the outcomes of the associated appeals as well as obtain approval thereof.
- 5.1.2 Development of a validation report for the Senior Managers (P05 – P06), submit and present the outcomes of the validation process to the Senior Management Moderation committee including the outcomes of the associated appeals as well as obtain approval thereof.
- 5.1.3 Development of a validation report for the Middle Managers and Specialists (P07 – P08 cohort), submit and present the outcomes of the validation process to five (5) Programme Moderation committees including the outcomes of the associated appeals as well as obtain approval thereof.
- 5.1.4 Development of a validation report for the supervisors, skilled and semi-skilled employees (P09 – P16 cohort), submit and present the outcomes of the validation process to five (5) Programme Moderation committees including the outcomes of the associated appeals as well as obtain approval thereof.
- 5.1.5 Verify performance incentives including those emanating from the associated appeals for each group of employees assessed.

- 5.1.6 Validation of performance ratings process should be finalised with interim report/s submitted within three (3) months after the GPL has submitted the required information to the appointed bidder.
- 5.1.7 Appeals to be finalised with the interim report/s submitted within one (1) month after the GPL has submitted the required information to the appointed bidder.
- 5.1.8 Chief Internal Auditor quality-assured reports inclusive of the associated financial implications for incentives to be paid out should be submitted to the GPL after presentations to the internal review mechanisms have been done and approval obtained. Verification of incentives for P3 -P6 cohort should be concluded and verify prior to presentation and approval by the internal review mechanism. Submission dates will be determined through a project schedule submitted by the bidder and approved by the GPL.

6. DURATION AND TIMEFRAMES

6.1 The duration of the assignment will be as follows:

- 6.1.1 Commencement date: On the date of the bidder accepting the appointment.
- 6.1.2 Completion date: No later than end of March 2029.

7. REPORTING AND GOVERNANCE

- 7.1 The bidder will report to the Human Resources Unit.
- 7.2 Progress reports must be submitted as required.
- 7.3 All deliverables are subject to review and approval by the GPL.

8. GENERAL CONDITIONS

- 8.1 The Gauteng Provincial Legislature (GPL) reserves the right to appoint one or more bidders, to establish a panel of successful bidders instead of appointing a single bidder, or to make no appointment where it is considered to be in the best interests of the GPL.
- 8.2 The GPL is not bound to accept the lowest-priced bid or any bid received.
- 8.3 Late submissions will not be accepted and will automatically be disqualified from further consideration.
- 8.4 The GPL reserves the right to verify all information provided by bidders, including references, and past experience.
- 8.5 Any false, inaccurate, or misleading information provided by a bidder may result in immediate disqualification and may lead to further action in accordance with applicable legislation.
- 8.6 Bidders must comply with all applicable legislation, regulations, and policies, including Supply Chain Management (SCM), CIPC and SARS requirements.
- 8.7 The GPL reserves the right to cancel this bid process at any stage, should it be deemed necessary and in the best interest of the institution.
- 8.8 All costs incurred by bidders in the preparation and submission of proposals will be for the bidder's own account, and the GPL will not be held liable for any such costs.
- 8.9 The awarded bidder is required to attend project briefing sessions and submit a project plan and obtain the necessary approvals from the GPL.
- 8.10 The awarded bidder is required to attend project management meetings to provide progress reports.
- 8.11 The awarded bidder is required to sign a Service Level Agreement with the GPL.
- 8.12 The bidder shall maintain adequate resources and appropriately qualified personnel throughout

the duration of the contract to ensure continuity of service and achievement of agreed milestones.

- 8.13 The Consultants must be registered with the Institute of Internal Auditors South Africa (IIA SA) as Internal Auditors.

9. COMPETENCY AND EXPERIENCE REQUIREMENTS

- 9.1 The bidder should be an audit firm which must have completed a minimum of two (2) employee performance information and rating validations, appeals handling, and verification of performance incentives projects and be familiar with the Balance Scorecard methodology. As prove of accomplishment of similar projects, the bidder is required to submit a minimum of two (2) reference letters.
- 9.2 The bidder must have sufficient resources and appropriately qualified personnel as well as institutional capacity to deliver within the required timeframes. The project team must consist of the following:
 - 9.2.1 A minimum of four (4) Consultants, each with a minimum of three (3) years' experience to be assigned to this contract.
 - 9.2.2 The Consultants must be registered with the Institute of Internal Auditors South Africa (IIA SA) as Internal Auditors. This is a mandatory requirement which must be proven with valid proof of registration with the Institute of Internal Auditors South Africa.
- 9.3 The bidder must have a Project Lead with a minimum of seven (7) years' experience in validating employee annual performance ratings and verifying employees' annual performance incentives. She/he must be registered as a Certified Internal Auditor with the Institute of internal auditors South Africa.

10. EVALUATION CRITERIA

- 10.1. Proposals will be evaluated in strict accordance with the Preferential Procurement Policy Framework Act (PPPFA) and the GPL's Supply Chain Management Policy utilising the 80/20 Preference Point System and based on
 - 10.1.1 Functionality / Technical evaluation.
 - 10.1.2 Price and Specific Goals.
- 10.2 The GPL **reserves the right to verify** that the selected service provider possesses the necessary resources, qualifications, experience, and technical capacity required to successfully execute the project, **strictly based on the objective evidence provided in the bid submission**. All proposals received will be evaluated in a fair, transparent, competitive, and cost-effective manner, in accordance with the prescribed evaluation criteria and approved evaluation process. The evaluation process shall be conducted in the following sequential phases:
 - 10.2.1 **Phase 1: Administrative Compliance (Pre-qualification)**
 - 10.2.1.1 Proposals will be evaluated to determine compliance with all mandatory administrative and statutory requirements, including but not limited to:
 - 10.2.1.1.1 Signed and completed bid documents.
 - 10.2.1.1.2 Company registration documents
 - 10.2.1.2 Failure to comply with mandatory requirements may result in disqualification and the proposal will not proceed to the next phase.

10.2.2 Phase 2: Functionality / Technical Evaluation

10.2.2.1 Proposals that pass the administrative compliance phase will be evaluated on functionality against predetermined technical criteria and weightings. This may include:

- a) Relevant experience and record of accomplishment
- b) Technical approach and methodology
- c) Qualifications and experience of key personnel
- d) Capacity and resources to deliver the project.

10.2.2.2 Only bidders who achieve the minimum qualifying threshold for functionality will proceed to the next phase.

FUNCTIONALITY EVALUATION CRITERIA				
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
1	Bidder Experience in similar projects The bidder should be an audit firm which must have completed a minimum of two (2) employee performance information and ratings validation, appeals handling and verification of incentives projects. The bidder must submit at a minimum two (2) signed reference letters to prove their experience. The reference letters must contain the following information: (a) project description,	Less than two (2) employee performance information and ratings validation, appeals handling and verification of incentives projects completed. With less than 2 reference letters.	0	30
		2 reference letters	3	
		3 reference letters	4	
		4 or more reference letters	5	

FUNCTIONALITY EVALUATION CRITERIA

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
	(b) project start and completion dates, (c) name of the client, (d) name, surname and contact details of the referee.			
2.	Project Management Team The bidder must allocate a minimum of four (4) Consultants who are qualified Internal Auditors registered with the Institute of Internal Auditors South Africa (IIA). Each Consultant must possess a minimum of three (3) years' experience in auditing annual performance ratings of employees. Further, the bidder must submit the following proof of competence for each of the assigned consultant as: (a) Copy of CV (b) Proof of valid registration and designation as an Internal Auditor with Institute of Internal Auditors South Africa	Less than four (4) IIA accredited Consultants each with less than 3 years of experience.	0	30
		Four (4) IIA accredited Consultants each with 3 years of experience.	3	
		Four (4) IIA accredited Consultants each with 4 - 6 years of experience.	4	
		Four (4) IIA accredited Consultants each with 7 or more years of experience.	5	

FUNCTIONALITY EVALUATION CRITERIA

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	Project Lead The bidder must assign a Project Lead who must possess a minimum of seven (7) years' experience in validating employees' annual performance ratings and verifying employees' annual performance incentives. They must be registered with the Institute of Internal Auditors of South Africa (IIA SA) as a Certified Internal Auditor. Further, the bidder must submit the following proof of competence for the assigned Project Lead: (a) Copy of CV. (b) Proof of registration and designation as an Internal Auditor with Institute of Internal Auditors South Africa	The project lead possesses less than seven (7) years' experience in validating of employee's annual performance ratings and verifying of employees' annual performance incentives. S/he is not registered as a Certified Internal Auditor with the Institute of Internal Auditors of South Africa (IIA SA).	0	20
		The project lead possesses a minimum of seven (7) years' experience in validating of employee's annual performance ratings and verifying of employees' annual performance incentives. S/he is registered as a Certified Internal Auditor with the Institute of Internal Auditors of South Africa (IIA SA).	3	
		The project lead possesses eight (8) or more years' experience in validating employees' performance annual performance ratings and verifying employees' annual performance incentives. S/he is registered as a Certified Internal Auditor with the Institute of Internal Auditors of South Africa (IIA SA).	5	
4	Demonstrated Prior Application of the Balanced Scorecard (BSC) Methodology:	The report is not submitted, the checklist is incomplete, or the report satisfies fewer than three (3) of the checklist areas.	0	20

FUNCTIONALITY EVALUATION CRITERIA

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
	The bidder must submit one (1) redacted and signed report (<i>including any other working papers used for performing validation of annual performance ratings at an individual level</i>) from a previous client relating to the verification of employee performance ratings across the three occupational levels: <u>Executive, Senior Management, and Middle Management</u>. Confidential information may be redacted. For the submitted report, the bidder must complete the summary in Annexure A and indicate the relevant section/page number where evidence can be found. The bidder must provide a brief summary against each checklist item and reference the applicable page(s) in the report	The bidder submitted a minimum of one (1) report. The report and bidder summary satisfy all six (6) checklist areas, demonstrating a comprehensive, consistent and well-documented application of the Balanced Scorecard methodology.	3	
		The bidder submitted two (2) reports. The report and bidder summary satisfy all six (6) checklist areas, demonstrating a comprehensive, consistent and well-documented application of the Balanced Scorecard methodology.	4	
		The bidder submitted a minimum of three (3) or more reports. The report and bidder summary satisfy all six (6) checklist areas, demonstrating a comprehensive, consistent and well-documented application of the Balanced Scorecard methodology.	5	
TOTAL POINTS				100
CUT OFF POINTS				70

10.3 Phase 3: Price and Specific Goals (80/20)

- 10.3.1** 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: Criteria	Points
Price Evaluation Ps 80 $\left(1 - \frac{Pt - P_{\min}}{P_{\min}}\right)$	80
Specific Goals	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

10.3.2 Specific Goals (20 points)

Groupings	Points	Verification
1. Black Ownership (7)		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	
2. Women Ownership (5)		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	
3. Youth Ownership (5)		ID Copy
Enterprise is 100% Youth Owned	5	
Enterprise is 51% Youth Owned	3	
Enterprise is less than 51% Youth Owned	1	

Groupings	Points	Verification
Enterprise is not Women Owned	0	
4. PWDs Ownership (3)		Registration
Enterprise is 100% PWDs Owned	3	documents and ID
Enterprise is 51% PWDs Owned	2	Copy
Enterprise is less than 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

11 PRICING AND PAYMENT TERMS

- 11.1 Prices must be quoted in South African Rand (ZAR) and be VAT inclusive/exclusive.
- 11.2 Payment will be made upon satisfactory delivery of agreed milestones.
- 11.3 No advance payments will be made unless approved in writing.

12 CONFIDENTIALITY

- 12.1 All information provided by the institution must be treated as confidential and may not be disclosed without prior written consent.

13 SUBMISSION REQUIREMENTS

- 13.1 Bidders may submit a duly signed proposal in both hard copy and electronic format (on USB).
- 13.2 All Standard Bidding Documents (SBD Forms) must be fully completed, signed, and submitted as part of the bid. Failure to submit a completed and duly signed SBD 3 will automatically disqualify a bidder.
- 13.3 Copies of company registration documents must be provided with ID copies for all Directors or Directors or a holding company.
- 13.4 Bidders must submit proof of relevant experience, including reference letters and details of similar projects undertaken.
- 13.5 Late submissions will not be accepted and will be automatically disqualified.
- 13.6 Bids must be submitted in a sealed envelopes clearly marked with the bid description and reference number.
- 13.7 **Failure to submit all required documentation may result in disqualification.**

ANNEXURE A

Bidder Summary Template (to Accompany the Report)

Complete this template for the submitted redacted report and reference the relevant page/section where evidence can be found.

Report Information

Report Title	
Report date	

Element	Balanced Scorecard Checklist Area	Brief Summary	Report Page/Section Reference
1 of 6	Strategic objectives linked to the performance assessment		
2 of 6	Performance assessed against defined KPIs/KRAs		
3 of 6	KPI/KRA weightings considered during verification. Weightings must always add up to 100%		
4 of 6	Individual KPI/KRA ratings verified before confirming the overall performance rating		
5 of 6	Supporting evidence (PoE) reviewed to validate performance ratings. Recalculation conducted where PoE is NOT sufficient to support the rating.		
6 of 6	Findings and recommendations documented		

Bidder Declaration

We hereby certify that:

- 1) The submitted report is a genuine report prepared as part of a previous client assignment.
- 2) Confidential information has been redacted only where necessary to protect client confidentiality.
- 3) The information provided in this summary is true, accurate and consistent with the contents of the submitted report.
- 4) The page and section references cited in this template correctly identify where the evidence can be found in the report.

Authorised Representative	
Name and Surname	
Designation	
Bidder's Company	
Signature and Date	