

TENDER NO	<b>TIA001/2024</b>
DESCRIPTION:	A SERVICE PROVIDER TO UNDERTAKE A GREEN TECHNOLOGIES STOCKTAKE STUDY IN SUPPORT OF achieving a Just Transition to a low carbon and climate resilient economy and society
ADVERT DATE	<b>01 March 2024</b>
MANDATORY BRIEFING SESSION (ON TEAMS)	Date: <b>8 March 2024</b> Time: <b>11:00 am</b> (Applicants to e-mail <a href="mailto:nana.modiba@tia.org.za">nana.modiba@tia.org.za</a> <b>(not for tender submissions)</b> - please write <b>TIA001/2024 BRIEFING SESSION LINK</b> on the subject line to request for the link). This will be via <b>Microsoft Teams</b>
CLOSING TIME AND DATE	25 March 2024 AT 11:00- No late proposals will be accepted
DELIVERY DETAILS:	<b>Electronic submissions: <a href="mailto:Tenders@tia.org.za">Tenders@tia.org.za</a></b> <i>Please note that our servers will block any file greater than 200MB. If your file is greater than 200MB, please divide your submission into parts that are equal or less than 200MB and state on the subject 'Part 1, Part2 or Part 3'.</i> <b><u>E.G.: TIA001/2024 – PART 1 (on the subject line)</u></b>
REQUIRED TENDER VALIDITY:	120 DAYS AFTER THE CLOSING DATE
DURATION OF CONTRACT	12 MONTHS



## 1. Background

The Technology Innovation Agency (TIA) is established as a schedule 3A public entity under the provisions of the Public Finance Management Act (PFMA) (Act 1 of 1999, as amended by Act 29 of 1999). The Agency's mandate is derived from the provisions of the Technology Innovation Agency Act (No 26 of 2008),<sup>1</sup> which establishes TIA as an agency to promote the development and exploitation, in the public interest, of discoveries, inventions, innovations and improvements. TIA's objective is to support the state in stimulating and intensifying technological innovation to improve economic growth and the quality of life of all South Africans through the development and exploitation of technological innovations.

TIA plays a critical role in supporting the realisation of government's vision through funding and de-risking technological innovation and through supporting the commercialisation of public-funded intellectual property, with a special focus on bio-based technologies. TIA also supports the process of knowledge utilisation, the diffusion of existing technologies and grassroots innovators in vulnerable and marginalised communities, thereby contributing to achieving the Sustainable Development Goals.

TIA also provides science, engineering and technology (SET) and enterprise development support to SMMEs and co-operatives, particularly to those that are black-owned, black women-owned, youth-owned or located in underserved provinces. From a regional and international perspective, TIA plays a key facilitation role through its collaboration with research and innovation institutions across the continent and beyond through joint technology development programmes and more.

The Presidential Climate Commission (PCC) is a multistakeholder body established by The Presidency which includes representation from government, business, labour, non-governmental organisations, community-based organisations and research organisations. The

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<sup>1</sup> As amended by the Science and Technology Laws Amendment Act (No. 7 of 2014) and the Science and Technology Laws Amendment Act (No. 9 of 2020).

PCC advises government and stakeholders on South Africa's climate change response and the long-term transition to a climate resilient and low carbon economy and society.

The PCC is required to provide independent expert advice and broker agreement between its social partners on mitigation and adapting to climate change. Amongst others, the PCC is required to undertake the following:

- Develop a common vision for a Just Transition to a low carbon, climate resilient economy and society by 2050.
- Recommend pathways to achieve this vision within energy systems, industrial processes, infrastructure and the built environment, and land use and ecosystems (including water security & food security), taking account of the socio-economic, environmental and technological implications of potential choices along these pathways.
- Identify employment vulnerability and threats to livelihoods, as well as opportunities for new upstream and downstream jobs, and provide platform to develop appropriate climate resilience interventions.
- Facilitate the uptake of clean and climate resilient technologies, and the flow of climate finance and investment to support the transition.
- Monitor and review progress towards government's emissions reduction and adaptation goals.

## **2. Purpose**

The 2015 Paris Agreement seeks to limit global temperature rise to 1.5°C above preindustrial levels. While some progress has been made it is generally acknowledged that global commitments to arrest climate change are insufficient and that there is a lack of urgency to address the crisis. This as the world witnesses more frequent extreme weather events and accelerating biodiversity loss. In the future climate change will create other dangers to human health such as major health issues, premature deaths and risks to cities and settlements.

Breaching the 1.5°C level would cause “unavoidable increases in multiple climate hazards” as well as “multiple risks to ecosystems and humans” according to the Intergovernmental Panel on Climate Change’s 2022 report. Greater attention is needed on measures to mitigate and adapt to climate change. Countries most threatened by climate change need to be supported. The catastrophic destruction of the planet’s forests, plants, animals and ecosystems must be prevented.

The Department of Science and Innovation’s Decadal Plan is the implementation plan of the White Paper on Science, Technology and Innovation and gives effect to the White Paper’s vision for science, technology and innovation (STI) “enabling inclusive and sustainable South African development in a changing world”. Innovation in particular holds great potential for economic growth, employment creation, improving livelihoods and enhancing government performance and service delivery. The interventions of the Decadal Plan seek to position STI, and innovation specifically, as central for sustainable socio-economic growth and development to address poverty, inequality and unemployment, and ensure environmental protection.

It is acknowledged that South Africa’s long-term transition to a climate resilient and low carbon economy and society is not just an energy problem, but a complex nexus problem in the interface where several fields intersect. Focusing primarily on energy may exacerbate issues relating to water and food specifically, and the environment broadly. This is not a desirable situation and should be avoided. Hence the challenge to achieve a just transition is to adopt a more holistic nexus or systems approach, since a narrow or linear focus on energy will not address the challenge holistically.

Three of the relevant Decadal Plan’s priorities are as followed.

- Energy innovation
- Societal Grand Challenge: Climate change and environmental sustainability
- New source of growth: The circular economy

### **3. Scope of work**

#### **3.1 Context of the study**

TIA recognises that achieving a Just Transition is a national imperative. Accordingly, TIA and the PCC Secretariat have agreed to collaborate in a programme which seeks to investigate South Africa's technological readiness and capability to support the Just Transition towards a low-carbon economy and climate resilient society. A key component of this programme is to undertake a technology readiness and capability stocktake to identify mature or near-market green technologies developed in South Africa which are ready for deployment into local supply chains, or mature technologies developed internationally which can be localised in South Africa and also deployed into local supply chains. This initial work will not only assist in terms of decision-making nationally but will also guide the respective investment decisions TIA will make over the medium to long term.

The first phase of the TIA-PCC programme of work entails commissioning a study with the following objectives:

1. Map the existing low-carbon and climate resilient technologies landscape in South Africa and identify the addressable gaps and opportunities.
2. Identify the low carbon and climate resilient technologies being researched and developed which are at an advanced stage for commercialisation and localisation.

The second phase of the TIA-PCC programme of work entails investigating the readiness of low carbon and climate resilient technologies in the energy and transport sectors for responding to the transition, investigating South Africa's capabilities to deploy at scale the necessary technologies in the key economic sectors and their ability to attract finance at various scales; and provide a synthesised process and recommendations of the required research and investment to advance South Africa's technology readiness and capability to achieve its Just Transition imperatives. The second phase is beyond the scope of work of this call for proposals.

### **3.2 Objective 1 Scope: Map the existing low-carbon and climate resilient technologies landscape in South Africa and identify the addressable gaps and opportunities**

A comprehensive understanding of the low-carbon and climate resilient technology landscape in the country needs to be built. The objective is to inform the gaps in terms of the research and investment required to enhance South Africa's technological readiness and capability.

The work must map existing studies undertaken to define the technological landscape in South Africa, both from government and non-governmental organisations. Furthermore, synthesis of the appropriate international work is required to assess South Africa's technological landscape. Some of the existing work to this effect can be explored from (but not limited to) the following workstreams:

- Low-carbon Technology Stocktake led by the DFFE with support from GIZ.
- Work led by the National Business Initiative on Technology Stocktake.
- The Technology Needs Assessment work, done by the DFFE as part of the reporting on Biennial Update Report and National Communications.
- The State of Green Technologies in South Africa, Commissioned by the DSI and undertaken by ASSAf in 2014.

The appointed service provider will examine and synthesise these and other previously conducted work programmes with a view to identify addressable gaps and further research interventions required to improve technological innovation, localisation and strategic deployment in South Africa.

### **3.3 Objective 2 Scope: Identify the low carbon and climate resilient technologies being researched and developed which are at an advanced stage for commercialisation and localisation**

The service provider will investigate and report on the various sectoral technologies currently at an advanced stage in terms of research and development aimed at product and/or process innovations, including those currently under feasibility and/or viability assessment stages. In delivering on this activity the appointed service provider will engage with the relevant research and technological institutions, including potential domestic and international investment opportunities. This assessment should also look at the technological pipeline that is geared towards achieving a Just Transition to a low carbon and climate resilient economy and society.

South African society broadly aims to improve its manufacturing capabilities. To this end, a thorough understanding is required of the localisation capabilities and associated opportunities to localised manufacturing at scale for the various technological streams and process innovations identified above, which will also contribute to Just Transition imperatives.

Furthermore, the study should contain a thorough understanding of systemic resource efficiency issues pertaining to industry and the built environment, as well circular approaches to maintain resources in the economy. Specifically, low-carbon and climate resilient technologies in view of South Africa's position on the EU's Carbon Border Adjustment Mechanism, and the trade implications of technology (and component/natural resources) imports and exports.

## **4. Proposal**

TIA invites experienced bidders to submit proposals in response to the scope of work as per Section 3. Proposals are to be prepared and submitted at the bidder's own cost.



**Proposals (one single document which must be limited to 30 pages, excluding appendices and attachments) shall have the following sections:**

1. Introduction and organisation overview.
2. Understanding of the work required.
3. Experience and competence, including:
  - a) An overview of the bidding company's experience and competence in researching or studying in nexus areas (e.g. the water-energy-food nexus), large technical systems, STI and industrial policy, climate mitigation modelling, resource economics, applied systems analysis and green technologies generally. Clearly state how many years of relevant experience the company has had in producing such reports.
  - b) An overview of the bidding company's experience and competence in relation to each of the two objectives as per Section 3.
  - c) A summary of all relevant projects (½ page each) undertaken by the bidding company in the last three years. This summary should include the following:
    - Title of project and a brief summary of the work.
    - Contact details (names, designation, organisation, phone numbers and email address) of the official client contracted person in relation to the work undertaken.
    - A list of the bidder's team members involved in this work undertaken, indicating the approximate contribution (to the nearest 10%) of each team member.
    - In the case of the five sample reports provided (as per paragraph 8 below), also reflect how the work done supports the bidder's interpretation of the brief (this ToR).
    - **Note: Bidders who do not submit the above information will be disqualified.**
  - d) A list of the bidder's team members together with their areas of expertise, their roles in the study and quantified level of effort in the study per activity. The bid company's team should preferably be led by a person with expertise



in applied systems theory, policy analysis or equivalent. This person must have suitable qualifications, demonstrable experience in undertaking similar studies, and must also contribute a significant portion of his/her time to undertaking and guiding the study.

4. Approach, design and methodology (e.g. literature and documentation review, data collection, tools, sample, suggestions for elaboration or changes to scope and methodology as outlined in this ToR)
5. Activity-based project plan to render the required services, making provision for unforeseen circumstances to ensure the plan is achievable. The bidder should outline the methodologies and analytical frameworks to be utilised during the work, the potential data sources to be analysed (grey literature, primary data, etc.) and a preliminary list of stakeholders who should be consulted.
6. High-level budget/costing (in South African Rand, including VAT), linked to the proposed activities and proportional time commitments of team members. The budget should indicate the costing for the two objectives as per Section 3.

**Proposal appendices as follows:**

7. Resumes of key individuals proposed for the work. (Note that bidders may be required to furnish proof of contracts with any individuals who are not already staff members of the bidding company.)
8. Provide five examples of relevant reports produced in the last five years in electronic format. **Note: Bidders who do not submit any sample reports/case studies will be disqualified.**
9. A list (title of work and name of client) of all work which lasted 6 months or more undertaken in the last three years.

## 5. Expectations and deliverables

The service provider is expected to deliver/undertake/adhere to the following.

### a) Inception report

- Prior to the commencement of the work the appointed service provider will be required to develop and present (at a kick-off meeting) an inception report. TIA needs to approve the inception report prior to commencement of work.
- The inception report shall contain (but not limited to) the following:
  - Updated project plan
  - Approach, design and methodology (including data gathering and analysis instruments)

### b) Mid-term report

- The service provider shall submit a mid-term report as per the project plan.
- An audio-visual presentation of this report will be required of the service provider. Such a presentation may either be in person in Pretoria or may be delivered via a virtual platform such as Microsoft Teams. TIA reserves the right whether the presentation takes place in person or virtually.
- TIA shall submit a consolidated response to the service provider approximately one week after the audio-visual presentation, which the service provider needs to incorporate when undertaking the balance of the work required.

### c) Final report

- The service provider shall submit a final report as per the project plan in 1/3/25 format<sup>2</sup>.
- An audio-visual presentation of the draft final report will be required of the service provider. Such a presentation may either be in person in Pretoria or may be delivered via a virtual platform such as Microsoft Teams. TIA reserves the right to determine whether the presentation takes place in person or virtually.

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<sup>2</sup> One page summary for policy-makers, three page executive summary, 25 page main report, with all other pertinent information supplied as annexures or appendices to the main report.

- TIA shall submit a consolidated response to the service provider approximately two weeks after the audio-visual presentation, which the service provider needs to address to TIA's satisfaction prior to resubmitting the final report.

**d) Expert review**

- TIA reserves the right to appoint an independent expert reviewer or reviewers to support the body of work and verify that the draft final report produced by the service provider complies with and satisfies the objectives and requirements of this specification.
- TIA may require the service provider to make any necessary revisions to the draft final report based on the inputs of the expert(s).

**e) Reporting arrangements**

- Notwithstanding that TIA is the commissioning and contracting party with the service provider, the study will be guided jointly between TIA and the PCC Secretariat.
- An Expert Reference Group will be constituted with membership drawn from TIA, the PCC and other key external stakeholders identified. The Expert Reference Group shall be responsible for providing feedback on the main deliverables of the study and approving the same, in consultation with independent expert peer reviewer(s) if necessary.

**f) Other requirements and expectations of the Service Provider:**

- Be prepared to meet regularly with the TIA team.
- Make draft and final electronic reports available to TIA using an appropriate web-based file transfer service.
- Should any of the key service provider personnel be replaced or changed, TIA shall be advised. Any replacement key personnel shall be at an equivalent or higher competency/skill level, and TIA reserves the right to assess the same and request changes to the replacement personnel if it deems such changes insufficient.

## 6. Important Notices

- Bidders are required to attend a compulsory briefing session (via Microsoft Teams) on 08 March 2024
- Proposals not received by TIA by the due date and time will not be considered.
- **The length of file names (proposals, attachments, etc.) should not be more than 30 characters**
- TIA reserves the right to not consider proposals which do not adhere to the minimum requirements as contained in this document. This includes, but is not limited to the following:
  - Maximum 30-page main proposal (excluding appendices).
  - Main proposal must be one single document, not a collection of individual documents.
  - Proposals must adhere to the specified section headings requested.

## 7. Evaluation Criteria

### 7.1 First Stage: Functionality/Technical Evaluation

Evaluation categories and criteria	Weight	Max. Score
<p>1. <b>Understanding of the need for the work required</b> (Understanding the importance of a Just Transition to South Africa)</p> <p><b>Score:</b></p> <p>5 = Excellent understanding.            4 = Above-average understanding.            3 = Good understanding.            2 = Partial understanding.            1 = Very poor understanding.            0 = No understanding.</p>	<b>0.1</b>	<b>5</b>

Evaluation categories and criteria	Weight	Max. Score
<p>2. <b>Organisational experience</b> (Years of relevant experience in producing studies in nexus areas (e.g. the water-energy-food nexus), large technical systems, STI and industrial policy, climate mitigation modelling, resource economics, applied systems analysis and green technologies generally-related studies.)</p> <p><b>Score:</b></p> <p>5 = More than 5 years' experience.            4 = 3-5 years' experience.            3 = 2-3 years' experience.            2 = 1-2 years' experience.            1 = Less than 1 year experience.            0 = Not clearly specified.</p>	0.1	5
<p>3. <b>Specific experience and competence</b> (Experience of the core team in relation to the field of work as per Section 3: Quality of team composition in relation to their roles and quantified level of effort, including the inclusion of an appropriate project leader/expert.)</p> <p><b>Score:</b></p> <p>5 = Resumes indicate 10 years or more of relevant experience.            4 = Resumes indicate 6-10 years of relevant experience.            3 = Resumes indicate 3-6 years of relevant experience.            2 = Resumes indicate 1-3 years of relevant experience.            1 = Resumes indicate less than 1 year of relevant experience.            0 = Experience not specified or unclear.            (Years of experience of a team will be the average of each person's experience. <b>Note: Resumes need to be clear concerning quantifiable years of relevant experience.</b>)</p>	0.2	5
<p>4. <b>Quality and relevance of submitted example reports/case studies* relevant to the scope of work required</b> (Demonstrated</p>	0.2	5

Evaluation categories and criteria	Weight	Max. Score
<p>high-quality experience in at least 3 related projects undertaken in last 5 years)</p> <p><b>Score:</b></p> <p>5 = High-quality reports/studies which are highly relevant to the scope of work.</p> <p>4 = Above-average quality reports/studies which are predominantly relevant to the scope of work</p> <p>3 = Adequate quality reports/studies which are partially relevant to the scope of work.</p> <p>2 = Below-average quality reports/studies which are marginally relevant to the scope of work.</p> <p>1 = Poor quality reports/studies which are mostly irrelevant to the scope of work.</p> <p>0 = No reports/studies provided.</p> <p><b>Note: Bidders who do not submit any sample reports/case studies will be disqualified.</b></p> <p>* <b>Studies which are in the public domain, or where permission has been obtained from previous clients by the bidder to make such reports available to TIA only for the purpose of assessing their proposals.</b></p>		
<p>5. <b>Client references</b> (Track record of the bidder: positive feedback obtained through contacting former clients of the bidder.)</p> <p><b>Score:</b></p> <p>5 = 5 previous clients contacted, all with positive feedback.</p> <p>4 = 5 previous clients contacted, of which 4 provide positive feedback.</p> <p>3 = 5 previous clients contacted, of which 3 provide positive feedback.</p> <p>2 = 5 previous clients contacted, of which 2 provide positive feedback.</p> <p>1 = 5 previous clients contacted, of which 1 provide positive feedback.</p> <p>0 = 5 previous clients contacted, of which none provide positive</p>	0.1	5

Evaluation categories and criteria	Weight	Max. Score
feedback. <b>Note: Bidders who do not provide a complete list of contactable previous clients as per section 4 bullet 3.c will be disqualified.</b>		
<b>6. Quality of proposal</b> (Level of quality of the proposal in terms of response to guidance and instructions contained in the request for bids.) <b>Score:</b> 5 = A proposal that exceeds the expectations set out in these ToRs and other requirements.* 4 = A proposal that responds comprehensively to these ToRs and other requirements.* 3 = A proposal that responds adequately to these ToRs and other requirements.* 2 = A proposal that responds partially to these ToRs and other requirements.* 1 = A proposal that responds poorly to these ToRs and other requirements.* * Includes (but is not limited to) maximum 30 pages (excl. appendices and attachments), a single proposal document, with the required proposal sections.	0.1	5
<b>7. Approach, design and methodology for the study</b> <b>Score:</b> 5 = Excellent approach, design and methodology. 4 = Above average approach, design and methodology. 3 = Adequate approach, design and methodology. 2 = Sub-standard approach, design and methodology. 1 = Exceptionally poor approach, design and methodology.	0.1	5



Evaluation categories and criteria	Weight	Max. Score
0 = No approach, design and methodology provided.		
<b>8. Quality of activity-based plan aligned with activities and deliverables</b> <u>Score:</u> 5 = Excellent activity-based plan. 4 = Above average activity-based plan. 3 = Adequate activity-based plan. 2 = Sub-standard activity-based plan. 1 = Exceptionally poor activity-based plan. 0 = No approach, activity-based plan.	<i>0.1</i>	<b>5</b>
<b>Total weighted score/Maximum possible score</b>	<i>1.0</i>	
<b>Minimum qualifying score (expressed as percentage)</b>		<b>70%</b>

## 7.2 Second Stage: Audio-visual Presentation

Subject to meeting the minimum score of 70% for the evaluation of written proposals, the bidders meeting the minimum qualifying score will proceed to the second stage of the evaluation entailing presenting their proposals to TIA. Here bidders will have the opportunity to showcase their understanding of the work required and expand on the envisaged project plan. The presentation will be made via Microsoft Teams and shall last no more than 45 minutes (including time for questions). Bidders are advised to structure their presentation according to the evaluation criteria below.

Evaluation criteria	Scoring
Understanding of the imperatives to address climate change and the need for a Just Transition in South Africa	5 = Excellent; 4 = Good, 3 = Acceptable; 2 = Poor; 1 = Very Poor; 0 = Unacceptable
Understanding of project objectives and deliverables based on presenting a project plan with deliverables and timeframes, clearly stating how the project will be coordinated from inception to completion.	5 = Excellent; 4 = Good, 3 = Acceptable; 2 = Poor; 1 = Very Poor; 0 = Unacceptable
Interpretation of the brief and expectations (this request for bids).	5 = Excellent; 4 = Good, 3 = Acceptable; 2 = Poor; 1 = Very Poor; 0 = Unacceptable
Quality and professionalism of the presentation made (standard of the PowerPoint presentation, delivery of the presentation and responding to questions), including timekeeping.	5 = Excellent; 4 = Good, 3 = Acceptable; 2 = Poor; 1 = Very Poor; 0 = Unacceptable

The weighting is equal across all the evaluation criteria.

**The minimum qualifying score (expressed as percentage) for presentations is 70%.**

### 7.3 Third Stage: Specific Goals

Subject to meeting the minimum score of 70% for the evaluation of audio-visual presentations, the two highest-scoring bidders will proceed to the third stage of the evaluation and will be evaluated further based on TIA's Specific Goals system as below:

Specific Goal	Points	Proof
At least 51% Black ownership	10	Share register
Less than 51% Black ownership	0	
At least 50% of project team comprises of black women professionals.	5	ID documents
Less than 50% of project team comprises of black women professionals	0	
At least 1 position in the project team is given to a young professional (that is under 35 years old)	5	ID documents
No young professional that is under 35	0	
<b>Total points for specific goals</b>	<b>20</b>	
<b>Price</b>	<b>80</b>	<b>Quotation</b>
<b>Total</b>	<b>100</b>	

### 8. Medium of Communication

All documentation submitted in response to this request must be in English.

### 9. Verification of Documents

Respondents should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by TIA in regard to anything arising from the fact that pages are missing or duplicated.

### 10. Mandatory Requirements of the electronic proposal

Failing to meet any of the following requirements will lead to the bidder being disqualified:

- Completed standard bidding documents.
- Compliant tax status on the Central Supplier Database (CSD) by the time TIA appoints the preferred service provider.
- The supplier must be registered on the CSD.

### 11. Pricing

Costs must be in South African Rands and inclusive of VAT.

## 12. GENERAL TERMS AND CONDITIONS

- The Respondent is responsible for all costs incurred in the preparation and submission of the proposal

Kindly note that TIA is entitled to:

- Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
- Verify any information contained in a proposal;
- Not to appoint any bidder;
- Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
- An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
- TIA reserves the right not to accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.
- TIA also reserves the right to award this RFP as a whole or in part without furnishing reasons.
- TIA also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.



- The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.
- The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.
- Validity period: 120 days after closing date
- Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal.
- TIA's decision on proposals received shall be final and binding



SBD1: PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					

STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</i>				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE	



/WORKS OFFERED?			QUESTIONNAIRE BELOW ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES  NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.



- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g., company resolution)

DATE:

.....

SBD 4

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>3</sup> in the enterprise,

employed by the state?

YES/NO

---

<sup>3</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.



2.1.1 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.

2.2

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....  
 .....



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

2.3.1 If so, furnish particulars:

.....  
.....

3 DECLARATION

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

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>4</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,

<sup>4</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.



including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....  
Signature Date





.....

Position      Name of bidder

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.

- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. 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 To be completed by the organ of state:

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 organ of state 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

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20                      or                      90/10

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = 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.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<p>At least 51% Black ownership</p> <p>Less than 51% Black ownership</p>		<p>10</p> <p>0</p>		
<p>At least 50% of project team comprises of black women professionals.</p> <p>Less than 50% of project team comprises of black women professionals</p>		<p>5</p> <p>0</p>		
<p>At least 1 position in the project team is given to a young professional (that is under 35 years old)</p> <p>No young professional that is under 35</p>		<p>5</p> <p>0</p>		




**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number:  
 .....

4.5. 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]

- 4.6. 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:** .....  
.....  
.....