



TENDER NO	TIA003/2024
DESCRIPTION:	Development and embedding of a TIA 2.0 Corporate Strategy
ADVERT DATE	24 May 2024
MANDATORY BRIEFING SESSION	<p>Date: 03 June 2024</p> <p>Time: 11:00 am</p> <p>(Applicants to e-mail nana.modiba@tia.org.za (not for tender submissions) - please write TIA003/2024 BRIEFING SESSION LINK on the subject line to request for the link). This will be via Microsoft Teams</p>
CORE DOCUMENTS	Please return the signed NDA to nana.modiba@tia.org.za and she will send you a secure link to access the documents
CLOSING TIME AND DATE	<p>19 June 2024 AT 11:00</p> <p>No late proposals will be accepted</p>
DELIVERY DETAILS:	<p>Electronic submissions: Tenders@tia.org.za</p> <p><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></p> <p><u>E.G. TIA003/2024 – PART 1 (on the subject line)</u></p>
REQUIRED TENDER VALIDITY:	120 DAYS AFTER THE CLOSING DATE
DURATION OF CONTRACT	12 MONTHS

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1. Background

TIA was established 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 with a view to improving economic growth and the quality of life of all South Africans.

The Agency plays a critical role in supporting the realisation of the government's vision through funding and de-risking technological innovation and supporting the commercialisation of publicly funded intellectual property (IP), especially (but not limited to) bio-based technologies. The Agency also supports the process of knowledge use, the diffusion of existing technologies and grassroots innovators in vulnerable and marginalised communities, in this way contributing to the achievement of the Sustainable Development Goals.

TIA also provides science, engineering and technology (SET) and enterprise development support to SMMEs and co-operatives through fostering an enabling innovation environment. In particular, the Agency supports entrepreneurs that are historically disadvantaged and marginalised (Black people, people in underserved provinces, women, youths and persons with disabilities). Through its efforts TIA seeks to alleviate poverty, inequality, and unemployment, and promote transformation and inclusion.

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.

TIA remains committed to contributing to the realisation of several National Development Plan outcomes and to contribute to the realisation of the Department of Science and Innovation's (DSI's) Science, Technology and Innovation Decadal Plan.

TIA Vision: Be a leading technology innovation agency that stimulates and supports technological innovation to improve the quality of life for all South Africans.

TIA Mission: Facilitate the translation of South Africa's knowledge resources into sustainable socio-economic opportunities.

Counterfactual: Without an entity like TIA, South Africa would continue to lose opportunities resulting from the commercialisation of locally-produced IP stemming from public-funded research, development and innovation (RDI) expenditure. The benefits of exploiting such IP would continue to be lost, either through being commercialised internationally or through not being matured and de-risked sufficiently for local commercialisation.

2. Rationale

The Minister of Higher Education, Science and Innovation commissioned an independent Institutional Review of TIA in 2022. A key recommendation from the Ministerial Review Report is the development and reorganisation of TIA in a manner that will position TIA strategically in the National System of Innovation (NSI), as a curator and a thought leader with catalytic high-impact interventions underpinned by a capable organisation, repositioned in the NSI to achieve greater socio-economic impact into the future. To achieve this a Corporate Strategy needs to be developed for TIA that foresees the Agency evolving over a period of ten years (two strategic cycles).

The TIA Board held its 3-day strategy session in October 2023, the outcome of which was a high-level Roadmap towards a TIA 2.0 to be underpinned by a clearly articulated TIA 2.0 2025-2035 Corporate Strategy. This foresees TIA evolving over three phases, viz. Consolidate, Growth and Scale, and is intended to address three dimensions that focus on the institutional redesign and repositioning, systemic interventions and socio-economic impacts.

The Board has directed TIA Management to expedite the implementation of Consolidate Phase action items, as articulated in the TIA 2.0 Roadmap document, submitted to the Minister in December 2023. In particular, the development of the TIA 2.0 2025-2035 Corporate Strategy that would lead to the realignment of the organisation.

3. Objectives

TIA invites experienced and capable service providers to submit proposals to assist TIA in achieving the following objectives, within a period ending 30 November 2024.

- Support TIA through facilitation of stakeholder consultation with a view to solicit inputs and provide insights into the construct of a future TIA 2.0

- Development of a TIA 2.0 2025-2035 Corporate Strategy and a 2025-2030 Strategic Plan.
- Development of a TIA Business Model and Operating Model to give effect to the Corporate Strategy.
- Development of an appropriate organisational design to be approved by the Board, and support with the restructuring process in response thereto.
- Design and implement strategic Change Management processes based on industry best practice methodologies to promote internal buy-in by TIA employees.

The responsibilities of the service provider will include supporting the Acting CEO in reporting to the Board, as and when required.

4. Deliverables Expected

The deliverables expected of the Service Provider will include the following, as informed by TIA's corporate calendar and statutory public sector reporting deadlines:

- Planning, facilitation and written analytical reports from no more than five stakeholder consultation sessions.
- TIA 2025-2035 Corporate Strategy (first draft by 24 July 2024).
- TIA 2025-2030 Strategic Plan (first draft by 15 August 2024).
- TIA 2.0 Business Model (first draft by 15 August 2024).
- TIA 2.0 Operating Model (first draft by 15 August 2024).
- A new organisational design / organogram for TIA 2.0 (first draft by 15 August 2024).
- Change management programme to be implemented (first draft by 13 September 2024).
- Close-out report, including embedding the corporate strategy, business model, operating model and effectiveness of implementation of the change management programme (by 30 November 2024).

5. Structure and Contents of Proposal to be Submitted

TIA invites experienced bidders to submit proposals in response to the scope of work as

contained in this document. Proposals are to be prepared and submitted at the bidder's own cost.

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

1. Introduction and organisational overview.
2. Understanding of the work required.
3. Understanding of the NSI
4. Experience and competence, including:
 - a) An overview of experience and competence in undertaking *and embedding* strategy development, business model development, operating model development and change management, highlighting experience in a science, technology and innovation (STI) intensive environment within the public and private sectors.
 - b) A list of the bidder's team members together with their areas of expertise, quantified experience in relation to 4.a) above and their roles and quantified level of effort in the envisaged work.
5. The appropriate approach and methodology to deliver the work required.
6. Activity-based project plan to render the required services, making provision for unforeseen circumstances to ensure the plan is achievable.
7. Quality assurance plan (to ensure that the process and products are of good quality).
8. High-level budget/costing (in South African Rand, including VAT), linked to the proposed activities and proportional time commitments of team members.

Proposal appendices as follows:

9. A list (title of work and name of client) of all strategy development, business model development, operating model development and change management work (including embedding the same in the organisation) which lasted 6 months or more undertaken in the last three years.
10. A summary of all relevant strategy development, business model development, operating model development and change management work (including embedding the same in the organisation) in an STI-intensive environment which lasted 6 months or more undertaken in the last five years. This summary should include the title of the project, a brief summary of the work and a list of the bidder's team members involved in this work, indicating the approximate contribution (to the nearest 10%) of each team member.
11. Resumes of key individuals proposed for the work. Note: bidders may be required

to furnish proof of contracts with any individuals who are not already staff members of the bidding company.

12. Provide five reference letters in relation to relevant work undertaken in the last seven years. **Note: Bidders who do not submit any reference letters will be disqualified.**

Should any of the key service provider's 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. Key Background Documents

Core documents

- Technology Innovation Agency Act (26 of 2008)
- Establishment of the Technology Innovation Agency (TIA) Business Case (2008)¹
- Review of the Technology Innovation Agency (2013)¹
- White Paper on Science, Technology and Innovation (2019)
- The role and efficiency of the Technology Innovation Agency in the commercialisation and development of intellectual property from publicly-funded institutions, a.k.a. National Treasury Spending Review (2021)¹
- Report of the TIA 2022 Review Panel: Supplementary Work to Complete the Institutional Review of the Technology Innovation Agency, a.k.a. TIA Ministerial Review (2022)¹
- Science, Technology and Innovation Decadal Plan (2022)
- TIA 2.0: Informing a Strategy for TIA that responds to the Ministerial Review, Towards a re-imagination and re-positioning of TIA within South Africa's National System of Innovation, a.k.a. TIA Review Management Response and Action Plan (2023)¹

Supplementary documents

- White Paper on Science and Technology (1996)
- National Research and Development Strategy (2002)

¹ To be made available via a secure read-only web portal to those who attend the mandatory briefing session, subject to entering into a non-disclosure agreement.

- Intellectual Property Rights from Publicly Financed Research and Development Act (2008)
- Ten-Year Innovation Plan (2008)
- Science and Technology Laws Amendment Act (No 7 of 2014).
- Science and Technology Laws Amendment Act (No 9 of 2020).

Other documents will be made available to the preferred service provider upon appointment, which are part of ongoing separate projects, and which should not be costed or included in the proposed work to be done:

- TIA Impact and Outcome Evaluation.
- TIA benchmarking study tour reports.
- TIA programme evaluation reports.
- TIA Commercialisation Enablement Strategy.

7. Intellectual Property Rights and Data Ownership

All foreground intellectual property emanating from this project shall become the property of TIA. All background intellectual property shall remain the property of the respective party. All data and documentation generated during the course of undertaking the work as set out in this ToR shall be handed over to TIA upon conclusion of the work and shall be considered the property of TIA.

8. Important Notices

- Bidders are required to attend a compulsory briefing session (via Microsoft Teams) on **03 June 2024 at 11:00**.
- Bidders who meet the minimum requirements of phase one of the functional evaluation (evaluation of written proposals) will be invited to phase two of the functional evaluation to deliver an audio-visual presentation (via Microsoft Teams).
- Proposals reflecting the Request for Proposals reference number must be e-mailed to Tenders@tia.org.za by **19 June 2024 at 11:00**.
- **Included in this submission must be the presentation** to be delivered to TIA should the prospective bidder meet the minimum requirements of phase one of the functional evaluation (evaluation of written proposals) and progress to phase two of the functional evaluation (evaluation of audio-visual presentations). **Bidders that met minimum**

qualifying score on phase one will be contacted four (4) days before the actual presentation date.

- Proposals not received by TIA by the due date and time will not be considered.
- Please note that TIA’s servers will block any file greater than 200MB. If your proposal is greater than 200MB you are advised to divide your submission into parts that are equal or less than 200MB and state on the subject ‘Part 1, Part 2, Part 3’ etc.
- The name of files submitted should be **no longer than 50 characters**. Longer file names create challenges transmitting these files internally and storing these on TIA’s servers.
- The cost for the work shall be based on the “Guidelines for fees” issued by the South African Institute of Chartered Accountants and set out in the “Guide of Hourly Fees Rates for Consultants” issued by the Department of Public Service and Administration or prescribed by the body regulating the profession of the consultant.
- 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.
 - Proposal to adhere to the specified section headings.

9. Evaluation Criteria

9.1 First Stage: Functionality/Technical Evaluation

Categories and criteria	Weight	Max. Score
<p>1. Team Capability - (Specific experience and expertise of the core team in relation to undertaking strategy development, business model development, operating model development, change management and embedding the same in an organisation in a science, technology and innovation (STI) intensive environment.)</p> <p>Score: 5 = Resumes indicate 10 years of relevant experience as stipulated under team capability.</p>	0.3	5

Categories and criteria	Weight	Max. Score
<p>4 = Resumes indicate 6-10 years of relevant experience as stipulated under team capability.</p> <p>3 = Resumes indicate 3-6 years of relevant experience as stipulated under team capability.</p> <p>2 = Resumes indicate 1-3 years of relevant experience as stipulated under team capability.</p> <p>1 = Resumes indicate less than 1 year of relevant experience as stipulated under team capability .</p> <p>0 = Experience not specified or unclear. as stipulated under team capability</p> <p>(Years of experience of a team will be the average of each person's experience. <u>Note: (Resumes need to be clear concerning quantifiable years of relevant experience).</u></p>		
<p>2. Client references - (Track record of the bidder over the last seven years through the provision of reference letters indicating positive feedback with contact details and contact person.)</p> <p><u>Score:</u></p> <p>5 = 5 reference letters with positive feedback.</p> <p>4 = 4 reference letters with positive feedback.</p> <p>3 = 3 reference letters with positive feedback.</p> <p>2 = 2 reference letters with positive feedback.</p> <p>1 = 1 reference letters with positive feedback.</p> <p>0 = no reference letters provided.</p> <p><u>Note: Bidders who do not submit any reference letters will be disqualified.</u></p>	0.3	5
<p>3. Quality of proposal- Quality of the proposal in terms of 1) a sufficiently detailed and high-quality activity-based plan aligned with activities and deliverables, 2) full understanding of the work required, 3) an appropriate approach and methodology proposed for the work, 4) meets all the specific requirements* of the proposal and 5) a professionally laid up, well-written (minimal typos and grammatical errors) and logically-structured proposal.)</p> <p><u>Score:</u></p> <p>5 = A proposal that meets all five proposal quality requirements.</p>	0.3	5

Categories and criteria	Weight	Max. Score
<p>4 = A proposal that meets four of the five proposal quality requirements.</p> <p>3 = A proposal that meets three of the five proposal quality requirements.</p> <p>2 = A proposal that meets two of the five proposal quality requirements.</p> <p>1 = A proposal that meets one of the five proposal quality requirements.</p> <p>0 = A proposal that does not meet any of the five proposal quality requirements.</p> <p><u>* A proposal that has no more than 30 pages (excl. appendices and attachments), a single proposal document, with the required proposal sections as stipulated.</u></p>		
<p>4. Understanding of the National System of Innovation</p> <p><u>Score:</u></p> <p>5 = scores 4 and can describe how the South African NSI relates to other key policy areas (economic, social and environmental) and the global context.</p> <p>4 = scores 3 and can describe the main dynamics, strengths and weaknesses within the South African NSI.</p> <p>3 = Is able to describe the main organisations, institutions, policies and processes of the South African NSI and how they relate.</p> <p>2 = Is able to list the main organisations, institutions, policies and processes in the South African NSI.</p> <p>1 = Describes only a narrow set of features of the South African NSI.</p> <p>0 = No information provided or irrelevant/incorrect understanding.</p>	0.1	5
Total weighted score/Maximum possible score	1.0	
Minimum qualifying score (expressed as percentage)		70%

9.2 Second Stage: Audio-visual Presentation

Subject to meeting the minimum score of 70% for the evaluation of written proposals, bidders 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 work required and interpretation of the brief and expectations.	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
Demonstrated experience and success/impact in strategy development, business model development, operating model development, change management and embedding the same in an organisation.	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%.

9.3 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 or Central Supplier Database report
Less than 51% Black ownership	0	
At least 50% of project team comprises of black women professionals.	5	ID (card or booklet)
Less than 50% of project team comprises of black women professionals	0	

Specific Goal	Points	Proof
At least 1 position in the project team is given to a young professional (that is under 35 years old)	5	ID (card or booklet)
No young professional that is under 35	0	
Total points for specific goals	20	
Price	80	Quotation
Total	100	

10. Mandatory Requirements

- Provision of at least one reference letter in relation to relevant work undertaken in the last seven years.
- By the time TIA appoints the preferred service provider this company needs to be registered on government's Central Supplier Database (www.csd.gov.za) and be tax compliant.
- Attendance of the mandatory briefing session

11. 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
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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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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.
- 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 interest² in the enterprise, employed by the state? **YES/NO**

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

2.2

Full Name	Identity Number	Name of State institution

² 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.

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 consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the

³ 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.

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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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)
At least 51% Black ownership		10		
Less than 51% Black ownership		0		
At least 50% of project team comprises of black and/or women professionals.		5		
Less than 50% of project team comprises of black and / or women professionals		0		
At least 1 position in the project team is given to a young professional (that is under 35 years old)		5		
No young professional that is under 35		0		

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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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