



PUBLIC INVESTMENT  
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**BID NO : PICAUM001/2024**

**REQUEST FOR PROPOSAL FOR BIDDERS TO BE INCLUDED IN A PANEL OF INVESTMENT VALUE  
CREATION AND DIVESTMENTS SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS**

Bid Number: PICAUM001/2024  
Closing Date: Thursday, **20 June 2024**  
Breifing Session: **27 May 2024 at 11H00** Central African Time (CAT)  
Closing Time: **11H00 CAT**  
Online Submission: Bidder to request submission link by no later than Friday **14 June 2024**.

**Correspondence e-mail: [tenders@pic.gov.za](mailto:tenders@pic.gov.za)**

Validity period of bid: 120 (Hundred and twenty) days

Briefing session link [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZjQ2ZDYxZDQ0tY2U2Mi00NzQwLTk2YjgtMTE5OVM0ZDliODJj%40thread.v2/0?context=%7b%22Tid%22%3a%2206fdb25e-a78c-4818-a304-562007fd761b%22%2c%220id%22%3a%2286fd25e-bbf8-4e62-95c2-27fbbbcc87e8%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjQ2ZDYxZDQ0tY2U2Mi00NzQwLTk2YjgtMTE5OVM0ZDliODJj%40thread.v2/0?context=%7b%22Tid%22%3a%2206fdb25e-a78c-4818-a304-562007fd761b%22%2c%220id%22%3a%2286fd25e-bbf8-4e62-95c2-27fbbbcc87e8%22%7d) .

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## 1. DEFINITIONS AND ABBREVIATIONS

**B-BBEE** means black broad-based economic empowerment

**B-BBEE status level of contributor** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of good practice on Black Economic Empowerment, issues in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**Bid** means a written offer in a prescribed or stipulated form in response to an invitation by PIC for the provision of goods and services, through price quotations, advertised competitive tendering processes or proposals;

**BBBEE Act** means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

**Consortium or joint venture** means an association of persons for the purpose of combining their expertise, property, capital, skill and knowledge in an activity for the execution of a contract;

**Contract** means the agreement that results from the written acceptance of a bid by the PIC and successful negotiation and signature of same by both parties delegated authorities;

**Extension** means the option available to the PIC of which the contract between the appointed service provider and the PIC can be extended over and above the period indicated in this RFP subject to agreed performance conditions.

**Functionality** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

**Management** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director;

**Ownership** means the percentage ownership and control, exercised by individuals within an enterprise;

**Validity Period** means the time period for which price quotation for the provision of goods and services shall remain valid, in this case, being a period of 120 (one hundred and twenty) days;

**PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000);

**SANAS** means the South African National Accreditation System;

**POPIA** means the Protection of Personal Information Act, 2013 (Act No 4 of 2013)

**POPI** means the Protection of Personal Information Act

**RFI** means Retirement Funding Income

**RA** means Retirement Annuity

**SDL** means Skilled Development Levy

**PCI** means Payment Card Industry Data Security Standard

## **2. INTRODUCTION**

- 2.1. The Public Investment Corporation (PIC) is an asset management company wholly owned by the government of the Republic of South Africa duly represented by the Minister of Finance. The PIC manages investments on behalf of public sector funds which include the Government Employees Pension Fund (GEPF), Unemployment Insurance Fund (UIF) and Compensation Fund.
  
- 2.2. Established in 1911, the PIC ranks amongst the best and most successful asset management firms in the world and is by far the biggest in Africa. The PIC runs one of the most diversified portfolios, which is made up of multiple asset classes. These asset classes include listed equities, real estate, capital market, private equity and impact investing. Through listed investments, the PIC controls over 10% of the Johannesburg Stock Exchange and has direct and indirect exposure to almost all sectors of the South African economy.
  
- 2.3. The corporation has a mandate to invest in the rest of the African continent and beyond. Over and above generating financial returns for clients, through its impact-investing programme, the PIC seeks to generate social returns by investing in projects that ensure inclusive growth. The PIC supports the United Nations' Sustainable Development Goals and considers environmental, social and governance issues in all its investments.

## **3. BACKGROUND**

- 3.1. The PIC requires services of suitably qualified service providers to provide investment value creation and divestment services for a period of five (5) years.
- 3.2. The National Treasury issued instruction note number **4A of 2016/2017** that provides that all government departments and entities of government listed in schedule 2 and 3 of the PFMA must only conduct business with companies that are registered on the Central Supplier Database ("the CSD"), and the CSD will also be use to confirm the Tax compliance of bidders conducting business with .
- 3.3. The Instruction was made effective on 1 July 2016.
- 3.4. It has been noted that the CSD does not verify certain critical information that provides for the appointment of credible service providers to do business with government, and the following information represents the critical information referred to above:

- Individuals prohibited from doing business with government.
- Politically exposed (Locally and Internationally) individuals doing business with government.
- Individual/ Businesses with pending legal action for contravening the PFMA.
- Individuals/Businesses owned by persons working for government.
- Verification of directorship of businesses registered or held outside the borders of South Africa
- Verification that business registered outside the borders of South Africa does not have pending legal action in their respective jurisdictions.
- Verification of any adverse media reports against individuals or businesses

#### **4. PURPOSE OF THE REQUEST**

- 4.1. In line with the Investment Management and portfolio management strategy of the Isibaya portfolio, the PIC seeks to create a Portfolio Management panel and therefore invites established, qualified, experienced, competent and interested service providers to submit applications for listing on its panel.
- 4.2. The PIC team, along with the respective management teams, seeks to ensure that value is unlocked and enhanced in the companies PIC is invested in, to accelerate the investment growth and in some instances steer towards an exit-ready state to maximise value to clients.
- 4.3. On a case-by-case basis, the PIC team, assesses and identifies investments that require:
  - 4.3.1. unlocking value and value enhancing initiatives to accelerate the investment return as long term/strategic investments or for exit planning.
  - 4.3.2. divestment to realize a meaningful return for our clients, in line with PIC disposal guidelines.
- 4.4. In line with the above the purpose of the panel is to support the PIC in evaluating, providing guidance, creating and implementing value creation strategies together with executing exit strategies at companies PIC is invested in.
- 4.5. The service providers will have expertise in areas of, not limited to:
  - 4.5.1. Assisting with identifying and implementing opportunities for value creation and portfolio optimisation opportunities which may include but not limited to operational efficiencies, revenue growth, cost optimisation, mergers and acquisitions, strategic planning, due diligence and business reviews, **and/or**

- 4.5.2. Exit preparation and implementation of sell down or full exit of companies that PIC is invested in.
- 4.6. The determination of an investment that requires value creation, exit preparation and/or divestment will be the role of the PIC team.

## **5. SCOPE OF WORK**

5.1. Below is a scope of work expected to be covered by the successful service providers on the panel. The panelist will be required to have a capacity and capability to assist in advising the PIC in implementing value creation of the investee companies and portfolio optimisation initiatives for the PIC; which may entail and is not limited to executing the following:

### **5.2. Value Creation:**

- 5.2.1. Value creation initiatives diagnosis, deep dive, business review and execution .
- 5.2.2. Operational Improvement: Identifying areas within the portfolio company's operations where efficiency can be enhanced, processes streamlined, and costs reduced.
- 5.2.3. Revenue Growth Initiatives: Developing and implementing strategies to increase sales, enter new markets, expand product lines, or improve pricing strategies to drive top-line growth.
- 5.2.4. Cost Optimization: Analyzing cost structures and identifying opportunities to reduce expenses without sacrificing quality or performance.
- 5.2.5. Strategic Planning: Assisting with the development of long-term strategic plans and initiatives to position the company for sustainable growth and success.
- 5.2.6. Financial and business plan/model review: establish performance baseline, incorporating value creation initiatives and preparing an execution model with returns analysis.
- 5.2.7. Commercial due diligence and interventions.
- 5.2.8. Mergers and Acquisitions: Evaluating potential merger and acquisition targets, conducting due diligence, and supporting the integration of merged or acquired companies to capture synergies and create value.
- 5.2.9. Financial Optimization: Improving financial management processes, cash flow management, and capital structure analysis to enhance profitability and financial performance.



- 5.2.10. Talent Management: Assessing the organizational structure and talent pool within the company and providing guidance on talent recruitment, retention, and development strategies.
- 5.2.11. Technology and Innovation: Identifying opportunities to leverage technology and innovation to drive efficiencies, improve product offerings, and stay ahead of competitors.
- 5.2.12. Governance and Risk Management: Enhancing governance frameworks, internal controls, and risk management practices to ensure compliance and mitigate risks.
- 5.2.13. Pre-exit value enhancement initiatives execution plan.
- 5.2.14. Exit Planning: Collaborating with PIC and management team to prepare the company for a successful exit, whether through an IPO, sale to another strategic buyer, or secondary buyout.

### **5.3. Divestments/Exit:**

- 5.3.1. Assist the PIC with identifying potential interested parties to be approached, from which to solicit offers for approval by the PIC;
- 5.3.2. Manage and co-ordinate the disposal process including but not limited to, due diligence process to be conducted by interested parties, collation of information to assist the due diligence process and liaising with shareholders, Board and management etc;
- 5.3.3. Develop a sell-side financial model and provide a valuation range based on market metrics.
- 5.3.4. Draft the Investment Memorandum (“IM”) to be used to solicit indicative offers from interested third parties;
- 5.3.5. Evaluate the offers received from interested parties and concluding the recommendation to the PIC;
- 5.3.6. Assist PIC in managing the pre-emptive process;
- 5.3.7. Assist PIC with negotiating commercial terms and executing of legal agreements with preferred bidder;
- 5.3.8. Assist PIC with processing any regulatory approvals; and
- 5.3.9. Assist PIC with fulfilment of conditions and closing the transaction.

5.4. The following are the general specialization categories that we require;

- 5.4.1. Value Creation experience (minimum of 5 years);
- 5.4.2. Corporate Finance experts (minimum 5 years experience)
- 5.4.3. Turnaround CEO 's (minimum 10 years' experience);
- 5.4.4. Chartered Accountants and C Suite Executives – specializing in strategy or leading major entities with more than 15 years' experience;
- 5.4.5. Financial Modelers with at least 10 years' experience in stress testing and building complex commercial, financial and business models.
- 5.4.6. Engineers with at least 15 years' experience in process evaluation and improvement and systems.

5.5. When selecting industry expert's cognizance must be given to the ability to access a network of professionals within the industry at short notice. It should further be noted that PIC is exposed to transactions outside of South Africa.

## **6. IMPLEMENTATION PERIOD**

6.1. The successful bidder will be appointed onto the panel of service providers to provide value creation and divestment services for a period of five (5) years.

## **7. EVALUATION CRITERIA**

7.1. Proposals will be evaluated in the following three Phases:

Phase 1: Compliance with administrative requirements,

Phase 2: Technical/ Functional Evaluation of proposals in terms of requirements, and

7.2. Mandatory Administrative Requirements

The bidder will proceed to the next stage when they comply with the following requirements.

Submission of:

- A valid Tax Pin No.
- B-BBEE status level certificate –Accredited by SANAS or IRBA BEE verification agencies. Bidder who fail to submit the required BEE certificate will score zero for BEE points.
- EME's with an annual total revenue of R10 million or less are required to obtain a sworn affidavit or certificate issued by companies intellectual Property Commission

(CIPC). Bidder who fail to submit the required BEE Affidavit or Certificate will score zero for BEE points.

- Signed bidder’s disclosure document (attached below).
- Completed and signed Company Information document and submission of all the required documentation as stipulated in the company profile document
- Acceptance of the bid conditions as stipulated in the bid document.
- Singed POPIA Consent form
- The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the PIC should be registered on the CSD. **Kindly provide your CSD registration number and submit CSD registration report. MAAA\_\_\_\_\_ (Bidders who are not registered on the CSD will be required to register using the link [Welcome - Central Supplier Database Application \(csd.gov.za\)](https://www.csd.gov.za))**

7.3. Technical/ Functional Evaluation Criteria:

<b>Technical/ Functional Evaluation Criteria</b>		
<b>Item</b>	<b>Evaluation Criteria</b>	<b>Weight</b>
Service provider experience in providing similar services	Service provider must demonstrate experience of not less than 5 years in providing similar services being applied for through its owners or shareholders;	40
Experience of the project lead involved with execution of services applied for	Overall experience of the senior team members that would be involved in the execution of the services applied for to be not less than 15 years; Project Lead experience must be 10 years experience in all sectors.	40
<b><u>Rereferences</u></b>	Bidder should provide at least <b>3 (three)</b> contactable references of companies where similar work has been successfully delivered within the last <b>5 (five)</b> years. Bidder must include reference letters from clients.	20
<b><u>Minimum Qualification</u></b> Bidders <b>must</b> achieve a minimum qualification score of 70 to be recommended for appointment on the panel.		<b>70 Point</b>

## **8. PRICING PROPOSAL**

Pricing will be requested on a case by case basis.

## **9. CONDITIONS**

9.1. The PIC reserves the right not to accept the lowest-priced bid or any bid in part or whole.

### **9.2. Joint Ventures / Consortiums**

Preference will be given to bidders who form or already have existing Joint Venture/Consortium agreements in place.

9.2.1. The following information and documentation must be submitted:

9.2.1.1. All information stipulated in paragraph 10 under minimum and administrative requirements must be submitted by all parties involved in the Joint Ventures/Consortiums, including ownership and executive management information.

9.2.1.2. A percentage breakdown of the work allocation between the parties must be clearly indicated.

9.2.1.3. A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted.

9.2.1.4. A skills transfer plan between the parties must be submitted.

### **9.3. Non-Commitment**

9.3.1. The PIC reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.

9.3.2. The cost of preparing of bids will not be reimbursed.

### **9.4. Reasons for rejection**

9.4.1. The PIC reserves the right to reject bids that are not according to specification/Terms of Reference. Bidder must clearly indicate compliance or non-compliance with specification/Terms of Reference.

- 9.4.2. Bidder shall not contact the PIC on any matter pertaining to their bid from the time the bids are closed to the time the bid has been adjudicated. Any effort by a bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- 9.4.3. The PIC shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 9.4.4. The PIC may disregard any submission if that Bidder, or any of its directors -
- 9.4.4.1. have abused the Supply Chain Management (SCM) system of any Government Department/ institution;
  - 9.4.4.2. have committed proven fraud or any other improper conduct in relation to such system;
  - 9.4.4.3. have failed to perform on any previous contract and the proof thereof exists; and/or
  - 9.4.4.4. Is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

#### 9.5. Cancellation of Bid

- 9.5.1. The PIC may prior to the award of a bid, cancel a bid for the following reasons -
- 9.5.1.1. due to changed circumstances, there is no longer a need for the goods or services requested;
  - 9.5.1.2. funds are no longer available to cover the total envisaged expenditure;
  - 9.5.1.3. no acceptable bids are received
  - 9.5.1.4. unsuccessful contract negotiations
- 9.5.2. The PIC may after award of the tender but before conclusion of a contract, cancel a bid for the following reasons-
- 9.5.2.1. due to change of circumstances, there is no longer a need for the goods or services requested;
  - 9.5.2.2. funds are no longer available to cover the total envisaged expenditure.

#### 9.6. Clarifications

- 9.6.1. Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to [Taumang.talane@pic.gov.za](mailto:Taumang.talane@pic.gov.za) and [tenders@pic.gov.za](mailto:tenders@pic.gov.za)

- 9.6.2. Clarifications questions must be provided by no later than Thursday **13 June 2024** and responses will be provided by **18 June 2024**.

#### 9.7. Receipt of Bids

- 9.7.1. Each bid shall be in writing using non -erasable ink and shall be submitted on the official document of Bid issued with the bid documents. The bid shall be submitted in a separate sealed envelope with the name and address of the bidder, the bid number and title, the bid box number (where applicable), and the closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope.
- 9.7.2. The onus shall be on the bidder to place the sealed envelope in the official marked locked bid box provided for this purpose, at the designated venue, not later than the closing date and time specified in the bid notice.
- 9.7.3. Postal bids will be accepted for consideration only if they are received in sufficient time to be lodged in the appropriate bid box by the closing time for such bids, it being understood that PIC disclaims any responsibility for ensuring that such bids are in fact lodged in the bid box. Proof of posting of a bid will not be accepted as proof of delivery to the appropriate place for the receipt of bids. Documents submitted on time by Bidder shall not be returned and shall remain the property of the PIC.

#### 9.8. Late Bids

- 9.8.1. Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11h00 or any time thereafter. The tender box shall be locked at exactly 11h00. Bids received late shall be returned unopened. Bidder are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

#### 9.9. Presentations

- 9.9.1. The PIC may require presentations and/or site visits at a stipulated date and time from short-listed Bidder as part of the bid process.

9.10. Service Level Agreement (SLA)

9.10.1. The SLA will set out the administration processes, service levels and timelines.

9.10.2. The award of a tender shall always be subject too successful negotiation and conclusion of an SLA / contract. There will be no binding agreement between the parties if a contract has not been concluded.

9.11. Contracting

9.11.1. Bidder are advised that a valid contract will only come into existence between the PIC and the successful bidder after conclusion of successful negotiations and signature of the Contract by both parties' respective delegated authorities.

**10. ACCEPTANCE OF BID CONDITIONS**

Bidder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

### 11. INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER:	PICAUM001/2024	CLOSING DATE:	15 JUNE 204	CLOSING TIME:	11:00 AM - CAT
DESCRIPTION	REQUEST FOR PROPOSAL FOR BIDDERS TO BE INCLUDED IN A PANEL OF INVESTMENT VALUE CREATION AND DIVESTMENTS SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>Electronic Submission</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
<b>SUPPLIER INFORMATION</b>					
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





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

<p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>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.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT.</b></p>
<p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <p>2.1 BIDDER MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDER 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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 BIDDER MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL</p>

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: .....

**12. DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:  
.....

2.2 Identity ..... Number:  
.....

2.3 Position occupied in the Company (director, trustee, shareholder?):  
.....

2.4 Company ..... Registration ..... Number:  
.....

2.5 Tax ..... Reference ..... Number:  
.....

2.6 VAT ..... Registration ..... Number:  
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup> “State” means –

- a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- b) any municipality or municipal entity;
- c) provincial legislature;
- d) national Assembly or the national Council of provinces; or
- e) Parliament.

<sup>2</sup> “Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder: **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed:  
.....

Position occupied in the state institution: .....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.1 If no, furnish reasons for non-submission of such proof:

.....

.....  
 .....  
 2.8 Did you or your spouse, or any of the company's directors / trustees / **YES / NO**  
 shareholders / members or their spouses conduct business with the state in the  
 previous twelve months?

2.8.1 If so, furnish particulars:  
 .....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have any relationship (family, **YES / NO**  
 friend, other) with a person employed by the state and who may be involved with  
 the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars:  
 .....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, aware of any relationship **YES/NO**  
 (family, friend, other) between any other bidder and any person employed by the  
 state/PIC who may be involved with the evaluation and or adjudication of this  
 bid?

2.10.1 If so, furnish particulars:  
 .....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members of the company **YES/NO**  
 have any interest in any other related companies whether or not they are bidding  
 for this contract?

2.11.1 If so, furnish particulars:  
 .....

.....  
.....

**3. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number / Employee Personal Number

**DECLARATION**

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

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

I ACCEPT THAT THE PIC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

.....



Signature

Date

.....

.....

Position

Name of bidder

**13. COMPANY INFORMATION**

Please complete the following questionnaire:

**1. Company Name:**

**2. Other Trading Names:**

**3. Type of Organization: (Public Company ('Limited'), Private Company ('(Pty) Ltd'), Close Corporations ('cc'))**

**4. Physical and Postal Address of the Company:**

<b>Postal Code:</b>	<b>Postal Code:</b>

**5. Contact Details**

<b>Contact Name</b>	
<b>Contact Number</b>	
<b>Cell Number</b>	
<b>Email Address</b>	
<b>Alternative Contact</b>	
<b>Email Address</b>	
<b>Contact Number</b>	

## 6. Company Information

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

## 7. Banking Details

Banker:	
Auditor:	
Year of Establishment:	
Registration number of entity:	
Sector:	

**\*A letter from your bank with a bank stamp or cancelled cheque must be submitted.**

## 8. Tax Registration Details:

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

**9. List of Shareholders:**

**\*ID Documents of the Board of directors/members, owners, shareholders or executive committee must be submitted.**

**\* CIPC Documents must be attached.**

**10. B-BBEE (Broad-based Black Economic Empowerment) Status Details:**

***Please tick the relevant box(es):***

STATUS	INDICATION
<p>The company has been independently verified (assessed / rated / certified)</p> <p><i>Please submit the B-BBEE verification certificate.</i></p>	<input type="checkbox"/>
<p>The company is in the process of being verified. Please submit a letter from verification agency. <i>(i.e. verification to be completed within a maximum of 2 months)</i></p>	<input type="checkbox"/>

#### 14. DECLARATION

Bidder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorized
- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the PIC  
PIC will upon detecting that:
- The BBBEE status level of contribution has been claimed or obtained on a fraudulent basis;
- Any of the conditions have not been fulfilled act against the bidder.

I understand that:

PIC may:

- Disqualify the bidder from the bidding process;
- Recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct;
- Cancel the contract and claim any damages which has suffered as a result of having less favorable arrangements due to cancellation;
- Restrict the bidder, its shareholders and directors or only shareholders and directors who acted on fraudulent basis, from obtaining business from any organ or state for a period not exceeding 10 years after audi alteram partem (hear the other side) rule has been applied; and
- Forward the matter for criminal prosecution



**Thus signed and accepted on this** \_\_\_\_\_ <sup>st/nd/rd/th</sup> **day of** \_\_\_\_\_, **20** \_\_\_\_\_  
**at** \_\_\_\_\_:

Who warrants his / her authority hereto

For and on behalf of:

\_\_\_\_\_

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**PIC SUPPLIER CONSENT FORM**

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**General:** In order for the Public Investment Corporation SOC Limited ("**PIC**") to consider the supplier's (referenced below) response to the RFP to become a supplier to the PIC ("**RFP**"), and to be included in the PIC supplier database, it will be necessary for the PIC to process certain personal information which the supplier may share with the PIC for the purpose of the RFP, including personal information – which may include special personal information (all hereafter referred to as "**Personal Information**"). The PIC will process the supplier's Personal Information in accordance with the PIC Privacy Policy available [here](http://www.pic.gov.za) (www.pic.gov.za).

**Access to your Personal Information and purpose specification:** Personal Information will be processed by the PIC for purposes of assessing the supplier's submission in relation to the RFP and for registering the supplier on the PIC supplier database and may be shared and stored internally for the purposes of assessing current and future services required by the PIC. We may also share the supplier's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("**FICA**"). In this regard, the supplier acknowledges that the PIC's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

**Consent:** By ticking "YES" and signing below, you agree and voluntarily consent to the PIC's processing of the supplier's Personal Information for the purposes of evaluating its RFP submission, including to confirm and verify any information provided in the submission and supplier gives PIC permission to do so.

The supplier understands that it is free to withdraw its consent on written notice to PIC and the supplier agrees that the Personal Information may be disclosed by the PIC to third parties, including PIC's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage we may be unable to process your RFP and/or continue to retain your details on the supplier database.

YES

NO

Supplier name (company name):	
Company registration number:	
Name of signatory (representative):	
Signature:	
Date:	

*The signatory warrants that s/he is duly authorised to represent and bind the supplier*

PIC takes privacy seriously and the PIC Privacy Notice sets out how we process your personal information <https://www.pic.gov.za/pages/privacy.aspx>