



PUBLIC INVESTMENT  
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## INVITATION TO TENDER

### PIC007/2021 MEDIA MONITORING

**BID NO (PIC007/2021): REQUEST FOR PROPOSAL  
APPOINTMENT OF A MEDIA MONITORING SERVICE  
PROVIDER FOR THE PROVISION OF COMPREHENSIVE  
MEDIA MONITORING FOR A PERIOD OF 36 MONTHS**

<b>Bid Number</b>	<b>: PIC 007/2021</b>
<b>Compulsory briefing</b>	<b>: 4 August 2021 at 11:00 AM</b>
<b>Closing Date</b>	<b>: 26 August 2021</b>
<b>Closing Time</b>	<b>: 11:00 AM</b>
<b>Place of Submission</b>	<b>: Online Submission (SharePoint Link)</b>
<b>Request for Invite</b>	<b>: tenders@pic.gov.za</b>

Please download RFP document [www.pic.gov.za/pic/tenders/  
corporate-procurement](http://www.pic.gov.za/pic/tenders/corporate-procurement)

### PIC008/2021 REVIEW OF PIC POLICIES

**BID NO (PIC008/2021): REQUEST FOR PROPOSAL  
APPOINTMENT OF A SERVICE PROVIDER TO REVIEW PIC  
POLICIES AND STANDARD OPERATION PROCEDURES.**

<b>Bid Number</b>	<b>: PIC 008/2021</b>
<b>Compulsory briefing</b>	<b>: 5 August 2021 at 11H00 AM</b>
<b>Closing Date</b>	<b>: 26 August 2021</b>
<b>Closing Time</b>	<b>: 11:00 AM</b>
<b>Place of Submission</b>	<b>: Online Submission (SharePoint Link)</b>
<b>Request for Invite</b>	<b>: tenders@pic.gov.za</b>

Please download RFP document [www.pic.gov.za/pic/tenders/  
corporate-procurement](http://www.pic.gov.za/pic/tenders/corporate-procurement)

**BID NO: PIC007/2021**

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**Description : APPOINTMENT OF A MEDIA MONITORING SERVICE  
PROVIDER FOR THE PROVISION OF COMPREHENSIVE  
MEDIA MONITORING FOR A PERIOD OF 36 MONTHS**

Closing Date : 26 August 2021

Compulsory Briefing : **4 August 2021**

Place of Submission : Online Submission (SharePoint Link)

Request for Invitation : [tenders@pic.gov.za](mailto:tenders@pic.gov.za)  
**(Request invite on 3 August 2021)**

Validity period : 90 days

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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

**Broad Based Black Economic Empowerment 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 for the acceptance of a bid by PIC

**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:** Time it will take to finalise the adjudication process from the closing date to the adjudication of the bid.

**PPPFA** means the Preferential Procurement Policy Framework Act

**SANAS** means South African National Accreditation System

## 2 INTRODUCTION

The Public Investment Corporation (PIC) is the investment arm of the government which has various public sector clients, the biggest being the Government Employees Pension Fund (GEPF). The PIC is empowered by its clients' mandates to invest funds on their behalf in various asset classes with an objective to get good returns, while it simultaneously advances the developmental investment agenda. PIC also has a presence in some countries outside South Africa which are on the African continent and it competes with the best in the world. Because of its position in the South African economy, the PIC attracts attention from different media platforms. For this reason, it relies on media monitoring service providers to monitor any coverage about it.

## 3 SCOPE OF WORK

### 3.2. OBJECTIVES

The PIC seeks to appoint a service provider to provision of comprehensive media monitoring service for a period of 36 months.

### 3.3. DETAILED REQUIREMENTS

The PIC requires a holistic media monitoring service that includes the following:

#### PRINT MONITORING

- The successful Service Provider will be expected to monitor all major national daily and weekly titles, regional titles, community newspapers, major national magazines, trade journals and periodicals for specific keywords or topics or a combination of the specific words and topics.

- The Service Provider must deliver summarised news coverage and analysis to PIC, at least three (3) times daily two central emails within the PIC.

**The print articles are to be provided in the following format:**

- The actual articles (including colour PDF attachments, JPEG) must be attached to an e-mail using an E-mailer template with summaries of the articles and sent three (3) times a day.
- All relevant articles in electronic format (digital or PDF) must be listed, archived and accessible electronically on a secure electronic portal accessible to designated PIC officials twenty-four (24) hours a day.

The Service Provider must provide PIC with access to:

- An online portal with user friendly dashboard which includes a fully searchable archive of relevant articles; and
- Printable and downloadable E-Book (Quarterly).

**BROADCAST MONITORING**

- The Service Provider must monitor on a daily basis all broadcast media.
- The service provider should provide summaries of video and audio clips of the relevant broadcasts on daily basis.
- The Service Provider will be expected to send an SMS notification to a maximum of 5 whenever there is significant radio and television broadcasts that are relevant to the PIC as per keywords provided by the PIC.

**Broadcast items are to be provided in the following format:**

- Email summaries of the incoming video and audio clips of relevant items/reports sent to PIC at least three (3) times a day.
- All video and/or audio clips must be made available to PIC via a secure electronic portal of the Service Provider for download.
- The Service Provider must provide copies of radio or television broadcast items on a CD / DVD within six (6) to twelve (12) hours after the broadcast, if PIC should specifically requests same.

**ONLINE MONITORING**

- The Service Provider must daily monitor online publications.
- The Service Provider must also conduct advanced searches of websites on a daily basis and determine the relevance of the content found, as per the PIC brief.
- The Service Provider must provide PIC with daily summaries via email three (3) times a day of relevant online articles published in online publications, as well as posts and comments on social media.
- The service shall be required to provide the PIC with access codes (passwords) to online subscription-based publications.

**SOCIAL MEDIA MONITORING**

- The Service Provider must also monitor social media including Facebook, Twitter, websites, blogs, chat rooms and related online media for content that involves PIC, in accordance with keywords/topics provided.
- The Service Provider must provide PIC with daily summaries via email three (3) times a day of relevant social media content, posts and comments on social media.

**MEDIA ANALYSIS AND TRENDS**



The Service Provider will submit to PIC on a weekly, monthly, quarterly and annual basis, as well as on ad hoc basis, a Media Content Analysis Report compiled from print, broadcast, online and social media content. The analysis must include:

- quantitative analysis of actual coverage (per centimeter column or per second/minute etc.), as well as the equivalent advertising value of such coverage in all media;
- qualitative analysis of the key issues covered in the media that is of relevance for PIC, the public perception of key issues that involves PIC, the nature of coverage (positive, negative or neutral) and the reputational impact of such coverage on PIC
- the identity the key journalists and media houses covering these issues;
- objective analysis of media reports, as they relate to the perceived image of PIC in the media. This includes analysis of the perceived public image of PIC services, achievements, organisational developments as well as developments in PIC environment that have an impact on its reputation; and
- analysis of public perceptions of PIC as expressed by media commentators, stakeholders and taxpayers in the media, is also required. Analysis should identify and highlight reporting trends, angles and potential reputational risks, providing strategic insight to PIC.

The Media Content Analysis Report should be sent to PIC as per the following requirements:

- Weekly report;
- Monthly report;
- Quarterly report;
- Annually; and
- Ad hoc report.

#### **SPECIAL REPORTS**

- The Service Provider shall provide PIC with special reports for specific projects that will be communicated to the service provider as and when it is necessary.

## **4 EVALUATION CRITERIA**

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
- **Phase 3:** Price and BBBEE scoring in terms of PPPFA. 80/20 Preference Procurement points system as stipulated in the Preferential Procurement system. 80 Price and 20 BBBEE status level of contribution.

#### 4.1 Administrative requirements

- ***The bidder will proceed to the next stage when they comply with the following requirements:***

Submission of:

- Minimum of three contactable references from clients where similar work was conducted within the last five(5) years (This information **must** also include, name of entity, designation of contact, contact person, contact number, contract value and implementation date.)
- A valid and original Tax Clearance Certificate/Tax Pin No.
- BBBEE status level certificate –Accredited by SANAS or IRBA BEE verification agencies,
- 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)
- Signed declaration of interest document
- Latest audited financial statements (**Must** be signed)
- Completed and signed Company Information document and submission of all the required documentation as stipulated in the company profile document
- Acceptance of the conditions as stipulated in the bid document
- Administrative and Technical.
- 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.** \_\_\_\_\_

Definition	Weighting	Scoring Criteria
Experience (company)	20	<p>Track record of conducting media monitoring across print, online, broadcast and social media platforms.</p> <p>In depth knowledge of analysing media reports and rating sentiments and tones.</p>
Methodology and presentation	30	<p>Media monitoring methodology and approach, including outline of the following areas:</p> <ul style="list-style-type: none"> <li>• Provision of real-time alerts of news coverage and media mentions (10)</li> <li>• Provision of daily PIC-related stories (three times a day, in the morning, midday and afternoon) (10)</li> <li>• Analysis of stories on daily, weekly and monthly, annually and on ad hoc basis (10)</li> </ul>
References	20	<p>Bidding Company to have at least three (3) <b><u>signed reference letters</u></b> indicating that similar projects were executed successfully within the past five (5) years.</p> <p>Each <b><u>letter</u></b> must be on client letterhead and include but not limited to a brief description of service.</p>
Technical skills and availability of resources	30	<p>Profile of consultant/s who will undertake the project outlining relevant individual Qualifications and Experience in conducting media monitoring.</p>
<b>Total</b>	<b>100</b>	
<b>Minimum Threshold</b>	<b>70</b>	

## 4.2 PRICING PROPOSAL

- The costs for the Bidders proposed solution should be submitted on a separate document in line with the Scope of Work identified. It is the responsibility of the Bidder to ensure the accuracy of the pricing is provided as part of the response.
- Costs should include all costs for services and hardware (where applicable) on the Pricing Proposal.
- When completing the Pricing please take note of the following:
  - All pricing to be quoted in South Africa Rand.
  - Bidder **must** provide firm price for the period of the contract exclusive of disbursements.
  - Disbursement will be negotiated during contract in line with PFMA or National Treasury Regulations.
- - ***Price and BEE (BEE Level contributor, ownership, executive management)***

Pricing: Prices must be quoted in South African Rand exclusive of VAT

A detailed price breakdown for per annum must be attached in a separate price schedule.

Annual increases must not exceed CPI related to the specific year.

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

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

P = Points scored for price of bid under consideration

P<sub>t</sub> = Rand value of bid under consideration

P<sub>min</sub> = Rand value of lowest acceptable bid

### **Broad Based Black Economic Empowerment Status Level Certificates**

Bidders with annual total revenue of R 5 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, and

must submit a certificate issued by a registered auditor, accounting officer (as contemplated in section (60 (4) of the Close Corporation Act, 1984 or an accredited verification agency.

Bidders other than the Exempted Micro-Enterprises (EMEs) must submit their original and valid BBBEE status level verification certificate or a certified copy thereof issued by a SANAS accredited agency, substantiating their BBBEE rating.

Points will also be awarded based to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points 20
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2

### Ownership:

Indicate percentage of Black ownership

\_\_\_\_\_ %

Indicate a percentage of black executive management

\_\_\_\_\_ %

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Share holding %

Name	ID No	SA Citizen	Race	Gender	Share holding %


Points scored in terms of the 80/20 preference system will be added to the points scored for % black ownership and % of black Executive Management.

Points scored will be rounded off to the nearest two decimal places.

- The bidder who scored the highest point will be awarded the bid
- In the event where two or more bidders scored equal points, the successful bidder must be the one scoring the highest preference points for BBBEE.
- However when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for BBBEE, the successful bidder must be the one scoring the highest for functionality.
- Should two or more bidders be equal in all respects, the award shall be decided by the drawing of lots.

## 5 CONDITIONS

## **5.1 \*JOINT VENTURES/ CONSORTIUMS**

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

The following information and documentation must be submitted:

- All information stipulated in paragraph 3 under minimum and administrative requirements must be submitted by all parties involved in the Joint – Joint BEE Certificate. Ventures/Consortiums, including ownership and executive management information.
- A percentage breakdown of the work allocation between the parties must be clearly indicated.
- A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted.
- A skills transfer plan between the parties must be submitted.

## **5.2 NON- COMMITMENT**

Public Investment Corporation (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.

The cost of preparing of bids will not be reimbursed.

If there is no communication with your company within 90 days of the closing date, please consider your bid unsuccessful.

## **5.3 REASONS FOR REJECTION**

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



- PIC shall reject a submission if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

PIC may disregard any submission if that bidder, or any of its directors:

- Have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract and the proof thereof exists.
- Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

#### **5.4 CANCELLATION OF A BID**

PIC may prior to the award of a bid, cancel a bid if:

- Due to changed circumstances, there is no longer a need for the goods or services requested;
- Funds are no longer available to cover the total envisaged expenditure
- No acceptable bids are received.

#### **5.5 CLARIFICATIONS**

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 [tenders@pic.gov.za](mailto:tenders@pic.gov.za)

#### **5.6 RECEIPT OF BIDS**

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.

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.

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 bidders shall not be returned and shall remain the property of the Public Investment Corporation (PIC).

## 5.7 LATE BIDS

Bids received late will not be considered. A bid will be considered late if arrived only one second after 11:00 or any time thereafter.

## 5.8 PRESENTATIONS

PIC may require presentations from short-listed bidders as part of the bid.

## 5.9 SERVICE LEVEL AGREEMENT

The service level agreement will set out the administration processes, service levels and timelines.

# 6. INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION</b>					
BID NUMBER:	PIC007/2021	CLOSING DATE:	26 August 2021	CLOSING TIME:	11:00 AM
DESCRIPTION	<b>APPOINTMENT OF MEDIA MONITORING SERVICE PROVIDER FOR THE PROVISION OF COMPREHENSIVE MEDIA MONITORING FOR A PERIOD OF 36 MONTHS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Online Submission					

<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:		<b>OR</b>  CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]

	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes  <input type="checkbox"/> No
--	--	--	---

**[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]**

5.9.1.1 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]	5.9.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART B:3 ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES <input type="checkbox"/> NO	<input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT.</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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 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: .....

## 7. 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<sup>2</sup>):  
.....





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.

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

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

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
trustees / 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 **YES / NO**  
any relationship (family, 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, **YES/NO**  
aware of any relationship (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 **YES/NO**  
of the company 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 Tax Reference Number	State Employee Number / 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

## 8. 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.**



## 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.</p> <p><i>(i.e. verification to be completed within a maximum of 2 months)</i></p>	<input type="checkbox"/>

### Consent form in terms of section 11 of the Protection of Personal Information Act, 2013 ("POPIA")

In order for the Public Investment Corporation SOC Limited ("PIC") to consider the bidder's response(referenced below) response to the RFP to become a service provider of the PIC ("RFP"), it will be necessary for the PIC to process certain personal information which the service provider 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 Service Provider's Personal Information in accordance with the PIC Privacy Policy. Access to your Personal Information and purpose specification: Personal Information will be processed by the PIC for purposes of assessing the service provider's submission in relation to the RFP the purposes of assessing current services required by the PIC. We may also share the service provider'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 service provider acknowledges that the PIC's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent: By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the PIC's processing of the service provider's Personal Information for the purposes of evaluating its RFP submission, including to confirm and verify any information provided in the submission and service provider gives PIC permission to do so. The service provider understands that it is free to withdraw its

consent on written notice to PIC and the service provider 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.

Yes ☐

No ☐

\_\_\_\_\_  
Supplier Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorised representative, who warrants that he/she is duly authorised

## 9. DECLARATION

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

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

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

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorised
- 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:

\_\_\_\_\_