

BID NO: PIC007/2019: APPOINTMENT OF 4 (FOUR) AUDITORS FOR A PERIOD OF 60 (SIXTY) DAYS.

The Public Investment Corporation (PIC) is a registered Financial Service Provider (FSP) and a public entity, wholly owned by the South African Government. PIC invests funds on behalf of public sector entities. Among the PIC's clients are the Government Employees Fund ("GEFF"), Unemployment Insurance Fund ("UIF") and Compensation Fund ("CP"). The PIC's Internal Audit Department requires the services of 4 (four) auditors to be seconded to the department to assist with the execution of the 2019/20 Audit Plan. The resources required should be at the auditor or senior auditor level. No managers are required as PIC will manage the audits internally.

CLOSING DATE FOR SUBMISSIONS OF TENDERS: 19 NOVEMBER 2019 AT EXACTLY 11h00.

LATE SUBMISSIONS OR SUBMISSIONS HANDED IN AT ANY OTHER OFFICE THAN IS LISTED BELOW, WILL NOT BE ACCEPTED.

The completed tender document must be submitted in a sealed envelope in the Tender Box at the following address:

Public Investment Corporation
No 1 Central Square
Menlyn Maine
Corner Aramist Avenue & Corobay Avenue
Waterkloof Glen Extension 2,
0181

Tender documentation will be available for downloading from **21 October 2019** at the following website address: **www.pic.gov.za**

COMPULSORY TENDER BRIEFING SESSION

A compulsory tender briefing session will be held on **30 October 2019 at 11:00** at the address below:

Public Investment Corporation
No 1 Central Square
Menlyn Maine
Corner Aramist Avenue & Corobay Avenue
Waterkloof Glen Extension 2,
0181

Note:

No late arrivals will be allowed in the briefing venue
ENQUIRIES TO BE SUBMITTED TO THE TENDER MANAGER:

tenders@pic.gov.za

BID NO PIC007/2019

Bid Number : PIC007/2019

APPOINTMENT OF FOUR (4) AUDITORS FOR A PERIOD OF 60 DAYS

Closing Date : 19 November 2019

Time : 11H00

Compulsory Briefing : 30 October 2019

Time : 11h00 (No late arrival will be allowed in the briefing venue)

Place of Submission : Public Investment Corporation

Menlyn Maine Central Square

Corner Aramist Avenue & Corobay Avenue

Waterkloof Glen Extension 2

Pretoria, South Africa

Validity period: 90 days from date of closing

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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. The 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.

3 OBJECTIVE

The PIC's Internal Audit Department requires the services of four (4) auditors to be seconded to the department to assist with the execution of the 2019/20 Audit Plan. The resources required should be at the auditor or senior auditor level. No managers are required as PIC will manage the audits internally.

The period of secondment will be 60 working days for the four (4) auditors from the date of contracting. The resources will be based in the PIC offices in Pretoria, working eight (8) hours per day. However, should a need arise to travel, PIC will pay for the travel and accommodation costs. It is expected that there will be no disbursements charged for the daily travel to work and subsistence as this is a secondment arrangement.

4 SCOPE OF WORK

The PIC's Internal Audit Department requires the services of four (4) auditors to be seconded to the department, for a period of 60 days, to assist with the execution of the 2019/20 Audit Plan, of which three (3) of the auditors will assist with operations type audits, and the other one (1) IT auditor will assist with Information Technology Audits (i.e. General Controls and Application Control Reviews including IT Security, Project assurance reviews).

The resources will be required to:

- Perform audits within the timelines set by the audit managers
- Assist in the follow up of previously raised findings
- Assist in the preparation of submissions to committees and perform any other tasks assigned by the audit managers

5 EVALUATION CRITERIA

Proposals will be evaluated in the following three Phases:

- **Phase 1:** Compliance with administrative requirements
- **Phase 2:** Evaluation of proposals in terms of functionality
- **Phase 3:** Price and B-BBEE scoring in terms of PPPFA. 80/20 Preference Procurement points system as stipulated in the Preferential Procurement system. 80 Price and 20 B-BBEE status level of contribution.

PHASE 1

5.1 Administrative requirements

- **The bidder must comply with the following requirements to proceed to the next stage of evaluation: -**

Submission of:

- A valid Tax Clearance Certificate/ Tax PIN.
- B-BBEE 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)
- CVs of the team that will be utilised to provide the service to PIC including certified copies of all candidates' qualifications.
- Signed declaration of interest document
- Latest audited financial statements
- 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

- Submission of one (1) original and four (4) copies of the bid document and a separate envelope for pricing quotation.(Original tax clearance should be in the original pack)
- All documents **must be indexed, clearly marked with bid number**, indicate original or copy (1, 2, 3, 4). Technical and administrative requirements (one document) and should be clearly separated with heading 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 enclose your CSD registration number and submit CSD registration document.** _____

PHASE 2

5.2 Functionality

- **All Bidders who meet the above administrative requirements will then proceed to be evaluated in terms of Functionality.**

| Criteria | Requirements from service providers | Weighting | Scoring Matrix |
|--|--|-----------|---|
| 3 Individuals for operations and investments audits | | | |
| Qualifications and years of experience | CV's to be provided Individuals to have a minimum of a Degree in Auditing, Accounting or Investments with at least 3 years relevant auditing experience | 15% | 5= Honours Degree and 5+ years relevant auditing experience. 4 = Degree and 4-5 years relevant auditing experience. 3.5= Degree and 3-4 years relevant auditing experience. 3= Degree and 2-3 years relevant auditing experience. 2= Degree and at least 1-2 year relevant auditing experience. |

| | | | |
|--------------------|---|-----|--|
| | | | 1= Degree and at least 1 year relevant auditing experience. |
| Experience of team | <p>CV's to be provided</p> <p>All Team members should have at a minimum:</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of Governance, Risk Management and Internal Control Processes • Knowledge of PFMA and Treasure Regulations • Knowledge of TeamMate Auditing Software • Exposure to auditing in the Financial services industry | 35% | <p>5= All team members have</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of Governance, Risk Management and Internal Control Process • Knowledge of PFMA and Treasure Regulations • Knowledge of TeamMate Auditing Software • Exposure to auditing in the financial services industry • Knowledge of IFRS • Experience in Conducting investment related audits <p>4= All team members have:</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of Governance, Risk Management and Internal Control Process • Knowledge of PFMA and Treasure Regulations • Knowledge of TeamMate Auditing Software • Exposure to auditing in the financial services industry • IFRS <p>3.5= All team members have</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of Governance, Risk Management and Internal Control Processes • Knowledge of PFMA and Treasure Regulations • Knowledge of TeamMate Auditing Software • Exposure to auditing in the financial services industry |

| | | | |
|---|---|-----|---|
| | | | <p>3= All team members have</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of Governance, Risk Management and Internal Control Processes • Knowledge of PFMA and Treasure Regulations • Knowledge of TeamMate Auditing Software <p>2= All team members have:</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of Governance, Risk Management and Internal Control Processes • Knowledge of TeamMate Auditing Software <p>1= All team members have</p> <ul style="list-style-type: none"> • Knowledge of Internal Auditing Standards set by the IIA • Knowledge of TeamMate Auditing Software |
| 1 Individual for Information Technology Audits | | | |
| Qualifications and years of experience | <p>CV's to be provided</p> <p>Individual to have a minimum of a Degree in Information Technology Auditing with at least 3 years relevant IT auditing experience</p> | 15% | <p>5= Honours Degree and 5+ years relevant IT auditing experience.</p> <p>4 = Degree and at least 4 years but less than 5 years relevant IT auditing experience.</p> <p>3.5= Degree and at least 3 years but less than 4 years relevant IT auditing experience.</p> <p>3= Degree and at least 2 years but less than 3 years relevant IT auditing experience.</p> |

| | | | |
|--------------------|--|-----|--|
| | | | <p>2= Degree and at least 1 year relevant IT auditing experience.</p> <p>1= Degree and less than 1 year relevant auditing experience.</p> |
| Experience of team | <p>CV's to be provided</p> <p>The resource to be seconded for information Technology should have solid experience in auditing the following areas;</p> <ol style="list-style-type: none"> 1. Technical Requirements <ol style="list-style-type: none"> a) Information Technology Governance b) User access Management c) Database & Operating system security audits d) Back up and Disaster Recovery Processes e) IT Asset Management f) Application controls reviews g) IT Third party management (Management of Outsourced IT Services) h) Project Assurance 2. Laws, regulations, standards & Risk Management <ol style="list-style-type: none"> a) Knowledge of Internal Auditing Standards set by the IIA b) Knowledge of Governance, Risk Management and Internal Control Processes c) Knowledge of PFMA and Treasure Regulations 3. Relevant Industry Experience & tools <ol style="list-style-type: none"> a) Exposure to auditing in the Financial services industry b) Knowledge of TeamMate Auditing Software | 35% | <p>5= All team members have all the specified</p> <ol style="list-style-type: none"> a) Technical Requirements {1(a) to 1(h)} b) Laws, Regulations & Risk Management {2(a) to 2(c)} c) Relevant Industry Experience & Tools (3) <p>4= All team members have</p> <ol style="list-style-type: none"> a) Technical Requirements {1(a) to 1(g)} b) Laws, Regulations & Risk Management {2(a) to 2(c)} c) Relevant Industry Experience & Tools (3) <p>3.5= All team members have</p> <ol style="list-style-type: none"> a) Technical Requirements {1(a) to 1(f)} b) Laws, Regulations & Risk Management {2(a) to 2(c)} c) Relevant Industry Experience & Tools (3) <p>3= All team members have</p> <ol style="list-style-type: none"> a) Technical Requirements {1(a) to 1(e)} b) Laws, Regulations & Risk Management {2(a) to 2(b)} c) Relevant Industry Experience & Tools (3) <p>2= All team members have:</p> <ol style="list-style-type: none"> a) Technical Requirements {1(a) to 1(d)} b) Laws, Regulations & Risk Management {2(a) to 2(b)} c) Relevant Industry Experience & Tools (3b) |

| | | | |
|--------------------------|--|------------|---|
| | | | 1= All team members have a) Technical Requirements {1(a) to 1(b)} b) Laws, Regulations & Risk Management {2(a)} c) Relevant Industry Experience & Tools (3b) |
| Total | | 100 | |
| Minimum Threshold | | 70 | |

5.3 Pricing Proposal

- **All Bidders who meet the above minimum functional threshold of 70 will then proceed to be evaluated in terms of Pricing and B-BBEE**
- The costs for the bidder's proposed resources 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 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.
 - Disbursement will be negotiated during contract in line with PFMA or National Treasury Regulations.

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

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_t = Rand value of bid under consideration

P_{min} = 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 % |
|------|-------|------------|------|--------|-----------------|
| | | | | | |
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| | | | | | |
| | | | | | |

| Name | ID No | SA Citizen | Race | Gender | Share holding % |
|------|-------|------------|------|--------|-----------------|
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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.

6 CONDITIONS

The PIC reserve the right to conduct presentations with bidders who pass the 70 functionality points.

6.1 *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.

6.2 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.

6.3 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.

6.4 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.

6.5 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

6.6 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).

6.7 LATE BIDS

Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11:00 or any time thereafter. The tender box shall be locked at exactly 11:00.

Bids received late shall be returned unopened. Bidders 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.

6.8 PRESENTATIONS

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

6.9 SERVICE LEVEL AGREEMENT

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

6. INVITATION TO BID

| | | | | | |
|--|---|---------------|------------------|---------------|----------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION | | | | | |
| BID NUMBER: | PIC007/2019 | CLOSING DATE: | 19 NOVEMBER 2019 | CLOSING TIME: | 11:00 AM |
| DESCRIPTION | APPOINTMENT OF FOUR (4) AUDITORS FOR A PERIOD OF 60 DAYS | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| Menlyn Maine Central Square | | | | | |
| Corner Aramist Avenue & Corobay Avenue | | | | | |
| Waterkloof Glen Extension 2 | | | | | |

Tender Box is located on ground floor: Between ABSA and Woolworths

| 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] | 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]

| | | | |
|---|--|--|---|
| 6.9.1.1 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] | 6.9.1.2 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] |
|---|--|--|---|

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.

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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 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 SIGN A SERVICE LEVEL AGREEMENT. |
| 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 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 state¹, 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, shareholder²):
.....

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:

| | |
|--|--|
| | |
| | |
| | |
| | |

| | |
|---------------------|---------------------|
| | |
| Postal Code: | Postal Code: |

5. Contact Details

| | |
|----------------------------|--|
| Contact Name | |
| Contact Number | |
| Cell Number | |
| Email Address | |
| Alternative Contact | |
| Email Address | |
| Contact Number | |

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"/> |

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 B-BBEE 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; and
- Recover all costs, losses and/or damages it has incurred or suffered as a result of the bidder's conduct.
- Cancel the contract and claim any damages which has been 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 of 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 _____^{st / nd / rd / th} day of _____, 20____ at _____:

Who warrants his / her authority hereto

For and on behalf of:
