



PUBLIC INVESTMENT
CORPORATION®
Est. 1911



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**

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

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.**

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

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

BID NO: PIC008/2021

Bid Number : **PIC008/2021**

Description : **APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE POLICIES OF THE PUBLIC INVESTMENT CORPORATION SOC LIMITED (“PIC”)**

Closing Date : 26 August 2021

Compulsory Briefing : **5 August 2021**

Place of Submission : Online Submission (SharePoint Link)

Request for Invite : tenders@pic.gov.za
(Request Invite on 4 August 2021)

Validity period : 90 (ninety) days

TABLE OF CONTENTS

BID NO: PIC008/2021	1
1 DEFINITIONS AND ABBREVIATIONS	3
2 INTRODUCTION	5
3 OBJECTIVES OF THE BID	5
4 THE BUSINESS OF THE PIC	6
5 REGULATORY UNIVERSE	7
6 SCOPE OF WORK AND REQUIREMENTS	8
7 PIC GOVERNANCE DOCUMENTS UNIVERSE	9
8 EVALUATION CRITERIA	13
8.1 Administrative requirements	13
8.2 PRICING PROPOSAL	15
9 CONDITIONS	19
9.1 *JOINT VENTURES/ CONSORTIUMS	19
9.2 NON- COMMITMENT	19
9.3 REASONS FOR REJECTION	20
9.4 CANCELLATION OF A BID	20
9.5 CLARIFICATIONS	21
9.6 RECEIPT OF BIDS.....	21
9.7 LATE BIDS.....	21
9.8 PRESENTATIONS	21
9.9 SERVICE LEVEL AGREEMENT	21
7. DECLARATION OF INTEREST	26
8. COMPANY INFORMATION	33
9. DECLARATION	38

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

- 2.1 Public Investment Corporation SOC Limited (“PIC”) is an investment management company established in terms of the Public Investment Corporation Act, 2004 (Act No. 23 of 2004) (“PIC Act”). The object of the PIC is to make investments on behalf of various public sector funds in Republic of South Africa, Rest of the African Continent an Offshore. The PIC’s biggest client is the Government Employees Pension Fund (GEPF) .
- 2.2 The PIC is empowered by its clients’ mandates (investment management agreements), in accordance with the Financial Advisory and Intermediary Services Act, 2002 (Act No. 37 of 2002) (“FAIS Act”) to invest funds on behalf of the various clients in agreed asset classes with an objective to get good returns, while it simultaneously advances the developmental investment agenda.

3 OBJECTIVES OF THE BID

- 3.1 The PIC has in the past year embarked on an organization-wide review of its governance documents, namely, Frameworks, Policies, Standard Operating Procedures (“SOPs”) and Guidelines, across the board at PIC. These documents regulate the operational and asset management activities of the PIC. This exercise entailed, *inter alia*, assessing whether the governance

documents comply with the applicable laws, benchmarking with other similar institutions and ensuring best practice.

3.2. The PIC has over 100 Governance Documents Universe of Policies, Frameworks, Guidelines and Standard Operating Procedures, set out hereinbelow.

3.3 Accordingly, the PIC seeks to appoint a suitably qualified and experienced service provider to conduct a global review of its governance documents in line with the scope and requirements which are set out hereinbelow.

4 THE BUSINESS OF THE PIC

4.1 The PIC comprises of Investments Divisions and Operations Divisions set out fully hereinbelow:

4.2 PIC Investment Divisions

4.2.1 Listed Division

- (a) Listed Equities
- (b) Fixed Income
- (c) Externally Managed Funds

4.2.2 Unlisted Investments

- (a) Impact Investing
- (b) Private Equity
- (c) Properties
- (d) Fund of Funds

4.3 PIC Operations/Corporate Divisions

- (a) Finance
- (b) Legal Counsel Governance & Compliance

- (c) Human Resources
- (d) Procurement
- (e) Records Management
- (f) Company Secretariat
- (g) IT
- (h) Corporate Affairs
- (i) Risk
- (j) Compliance
- (k) Ethics

5 REGULATORY UNIVERSE

5.1 The PIC has a myriad of laws applicable to the corporation by virtue of the fact that-

- 5.1.1 it is a state owned company;
- 5.1.2 it is an asset management company; and
- 5.1.3 it comprises of investments and corporate.

5.2 The regulatory universe of the PIC accordingly entails, *inter alia*, the following legislation, as amended from time to time –

- 5.1.1 Public Investment Corporation, 2004 (Act No. 23 of 2004) (“PIC Act”);
- 5.1.2 Public Finance Management Act, 1999 (Act No. 1 of 1999) (“PFMA”); and
- 5.1.3 Financial Advisory and Intermediary Services Act; 2002 (Act No. 37 of 2002) (“FAIS Act”).

5.3 The comprehensive list of PIC Regulatory Universe can be provided upon request.

6 SCOPE OF WORK AND REQUIREMENTS

- 6.1 The proposed review of the PIC's governance documents, entailing Frameworks, Policies, guidelines and SOPs) entails the following -.
- 6.1.1 editing and alignment of all various documents to produce a standard "*look and feel*" in line with the PIC's corporate identity manual ("CI Manual");
 - 6.2.2 creation of standardized templates in line with the PIC's "CI Manual";
 - 6.2.3 assessment of governance documents to ensure that documents are aligned and do not contradict or conflict with one another; and
 - 6.2.4 ensure best practice.
- 6.3 The service provider, who can comprise domestic (with international experience) and international providers will further be required to –,
- 6.3.1 review of substance of each governance document per function, and conduct a gap analysis with recommendations to address such identified gaps;
 - 6.3.2 assist with the streamlining of the governance documents to ensure that frameworks/policies/guidelines governing similar activities are consolidated into one framework/policy/guideline document: and
 - 6.3.3 assist with review PIC's Guideline of crafting of policies as follows –
 - (a) advising on appropriate Committees to approve the various governance documents;
 - (b) determining hierarchy of Policies;
 - (c) determining materiality framework in respect of governance documents.

7 PIC GOVERNANCE DOCUMENTS UNIVERSE

Below is the Governance Document Universe of the PIC:

	Policy	Department	Area of Business
1	IT Governance Framework	IT	Corporate
2	Acceptable Use Policy	IT	Corporate
3	Information Security Policy	IT	Corporate
4	Cloud Policy	IT	Corporate
5	Electronic Signature Framework	IT	Corporate
6	Anti-Fraud and Corruption Policy	Risk	Corporate
7	Whistleblower Policy	Risk	Corporate
8	FICA Risk Management and Compliance Programme (FICA RMCP)	Compliance	Corporate
9	Conflict of Interest Management Policy	Compliance	Corporate
10	Debarment Policy	Compliance	Corporate
11	Integrity Walls Policy	Compliance	Corporate
12	Gifts Policy	Compliance	Corporate
13	Personal Account and Insider Trading	Compliance	Corporate
14	Treating Customers Fairly Policy	Compliance	Corporate
15	Client Complaint Resolution Policy	Compliance	Corporate
16	FAIS Fit and Proper Policy	Compliance	Corporate
17	Corporate Procurement Policy	Finance	Corporate
18`	Travel Policy	Finance	Corporate
19	Cash Management Policy	Finance	Corporate
20	Recruitment Policy	HR	Corporate
21	Employee Relations Policy	HR	Corporate
22	Conditions of Service Policy	HR	Corporate
23	Policy against Unfair Discrimination, Harassment & Sexual Harassment	HR	Corporate
24	Leave Policy	HR	Corporate
25	Learning and Development Policy	HR	Corporate
26	PICEEDs Policy and Procedure Manual	HR	Corporate
27	Bursary Policy	HR	Corporate
28	Performance Management Policy	HR	Corporate
29	Employment Equity Policy	HR	Corporate
30	Nominee Director Policy	Company Secretary	Corporate
31	Non-Executive Director's Fees Policy	Company Secretary	Corporate
32	Code of Conduct Policy (Directors)	Company Secretary	Corporate
33	News and Social Media Policy	Corporate Affairs	Corporate

34	Stakeholder Management Framework	Corporate Affairs	Corporate
35	Client Relations Policy	Corporate Affairs	Corporate
35	PAIA Manual	Information Officer	Corporate
36	Privacy Policy	Information Officer	Corporate
37	Data Processing Policy (Internal)	Information Officer	Corporate
38	Employee Data Management Policy	Information Officer	Corporate
39	Data Subject Access Policy	Information Officer	Corporate
40	Data Breach Response Policy	Information Officer	Corporate
41	Records Management Policy & Annexures	Records Manager	Corporate
42	Information Classification Policy	Records Manager	Corporate
43	Data Governance Policy	Risk	Corporate
44	Code of Ethics	Ethics	Corporate
45	Guideline for referrals to SETCO in relation to Ethics and Reputational Risk	Ethics	Corporate
46	PEP Policy	Investment Management	AUM
47	Transformation Charter	Investment Management	AUM
48	ESG Equities Policy	Investment Management	AUM
49	ESG Fixed Income Policy	Investment Management	AUM

50	ESG External Managers Policy	Investment Management	AUM
51	Proxy Managers Voting Guidelines	Investment Management	AUM
52	ESG Unlisted Policy	Investment Management	AUM
53	PMV Property Policy	Investment Management	AUM
54	PMV Isibaya Policy	Investment Management	AUM
55	External Manager Policy	Listed	AUM
56	Delisted and Suspended Investments Policy	Listed	AUM
57	Derivatives Policy	Listed	AUM
58	Equities Dealings Policy	Listed	AUM
59	Fund of Funds and Indirect Investment Guidelines	Unlisted	AUM
60	Fund of Fund Advisory Board Appointment Policy	Unlisted	AUM
61	Asset Apportionment Policy	Unlisted	AUM
62	Asset Disposal Policy	Unlisted	AUM
63	Isibaya Procurement Policy	Unlisted	AUM
64	Properties Procurement Policy	Unlisted	AUM
65	Unlisted BBBEE Facilitation Guideline	Unlisted	AUM
66	Unlisted Investment Transaction Costs, Expenses and Fees Guidelines	Unlisted	AUM
67	Credit Risk Policy	Risk	Corporate
68	Market Risk Policy	Risk	Corporate
69	Performance Attribution Policy	Risk	Corporate
70	Safety Health & Environment Policy (SHE)	Risk	Corporate
71	Mandate Compliance	Risk	Corporate
72	Firearm and Weapons Policy	Risk	Corporate
72	Single Issuer and Counterparty Limit (Concentration Risk) Guideline	Risk	Corporate
73	Risk Appetite Framework	Risk	Corporate
74	Business Continuity Framework	Risk	Corporate
75	Static Data Management Policy	Risk	Corporate
76	Model Risk Policy	Risk	Corporate
77	Credit Impairment Guideline	Risk	Corporate
78	Credit Risk Due Diligence Guideline	Risk	Corporate

79	Guideline on Development of Policies	Legal Counsel	Corporate
80	Business Analysis SOP	IT	Corporate
81	Software Testing SOP	IT	Corporate
82	System Analysis SOP	IT	Corporate
83	Enterprise Architecture SOP	IT	Corporate
84	IT Change Management SOP	IT	Corporate
85	Market Risk SOP	Risk	Corporate
86	Credit Risk SOP	Risk	Corporate
87	Unlisted Investments Valuations SOP	Finance	Corporate
88	Corporate Procurement SOP	Procurement	Corporate
89	Investment Finance Unlisted SOP (Isibaya and Indirectly Held Properties)	Finance	Corporate
90	Investment Finance Listed SOP	Finance	Corporate
91	Property Finance Fund SOP	Finance	Corporate
92	Human Resources SOP	HR	Corporate
93	Client Relations SOP	Corporate Affairs	Corporate
94	Records Management SOP	Records Manager	Corporate
95	Corporate Secretariat SOP	Corporate Secretariat	Corporate
96	Legal SOP	Legal Counsel	Corporate
97	ESG Listed Procedure Manual	Investment Management	AUM
98	ESG Unlisted Procedure Manual	Investment Management	AUM
99	PMV Properties SOP	Investment Management	AUM
100	PMV Isibaya SOP	Investment Management	AUM
101	Isibaya Turnaround SOP	Investment Management	AUM
102	Insurance Policies and Procedures	Investment Management	AUM
103	Unlisted Properties SOP	Investment Management	AUM
104	Internally Managed Listed Equities SOP	Listed	AUM

105	Fixed Income SOP	Listed	AUM
106	Isibaya Procedure Manual	Unlisted	AUM
107	Investment Management Operations SOP	Investment Management	AUM

8 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.

8.1 Administrative requirements

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

Submission of:

- Minimum of 3 (three) contactable references from clients where similar work was conducted within the last 5 (five) 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)	30	<p>Track record of conducting a review of governance documents in an asset management company and/or large corporate taking into account laws, governance, industry rules and best practice.</p> <p>Bidder must provide and demonstrate the following:</p> <ul style="list-style-type: none"> • Number of years in the industry. • The proposal must also include at least one case study of similar projects successfully completed. <p>Minimum of 3 (three) years experience in copy-editing governance documents - look and feel, flow and alignment.</p>
Methodology	20	<p>Methodology should include:</p> <ul style="list-style-type: none"> • The proposed approach and high-level implementation plan with timeframes and deliverables • Furthermore, the methodology must include what risks are associated with this similar type of assignment and how such risk will be mitigated

References	20	Bidding Company to have at least three (3) <u>signed reference letters</u> indicating that similar projects were executed successfully within the past five (5) years. Each <u>letter</u> must be on client letterhead and include but not limited to a brief description and quality of service provided
Technical skills and availability of resources	30	The bidder must demonstrate the availability of appropriate skills and resources that will manage and deliver on PIC requirements. In this regard, the following must be provided: <ul style="list-style-type: none"> • Profiles of professionals assigned to the PIC • Years of experience of doing similar work of each professional whether in the employ of the bidder or outside the employ of the bidder
Total	100	
<i>Minimum Threshold</i>	<i>70</i>	

8.2 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 exclusive of VAT.
 - 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)**

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_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
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.

9 CONDITIONS

9.1 *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.

9.2 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.

9.3 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.

9.4 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.

9.5 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

9.6 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).

9.7 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.

9.8 PRESENTATIONS

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

9.9 SERVICE LEVEL AGREEMENT

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

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER:	PIC008/2021	CLOSING DATE:	26 August 2021	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE POLICIES OF THE PUBLIC INVESTMENT CORPORATION SOC LIMITED ("PIC")				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Online Submission					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		

CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[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]				
9.9.1.1 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]		9.9.1.2 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)?			<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

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

YES NO

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

YES NO

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED 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):
.....

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.

¹“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.

²“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**
presently employed by the state?

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.

2.7.2.2 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>	<div style="text-align: center;"> <input data-bbox="738 875 839 976" type="checkbox"/> </div>
<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 (two) months)</i></p>	<div style="text-align: center;"> <input data-bbox="738 1193 839 1294" type="checkbox"/> </div>

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 _____^{st / nd / rd / th} day of _____, 20____ at _____:

Who warrants his / her authority hereto

For and on behalf of:
