



PUBLIC INVESTMENT  
CORPORATION®  
Est. 1911

## **PIC005/19: REQUEST FOR PROPOSAL APPOINTMENT OF AN EXECUTIVE SEARCH SERVICE PROVIDER FOR THE RECRUITMENT OF THE CHIEF EXECUTIVE OFFICER**

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 ("GEPF"), Unemployment Insurance Fund ("UIF") and Compensation Fund ("CP").

The PIC is embarking on an executive search assignment for the role of the Chief Executive Officer.

The executive search service provider will be responsible for the end to end sourcing of the candidate, from publishing of the advertisement on widely circulated mediums, longlisting and shortlisting of candidates, conducting an assessment of candidates through a variety of psychometric test, cognitive test e.g Career Path Appreciation or similar assessment test associated with the level of the role. Present the shortlisted candidates and facilitate the selection process up to offer stage and on-boarding of the successful candidate, response handling and all associated correspondence with all candidates throughout the selection process needs to be managed by the search company.

**A Compulsory Briefing session will be held on:** 30 August 2019, 11:00 AM, Menlyn Maine Central Square, Corner Aramist Avenue & Corobay Avenue, Waterkloof Glen Extension 2.

**Note:** Attendees must be seated at **11:00AM**, no late comers will be allowed.

Bid documentation will be available on the PIC website, [www.pic.gov.za/tenders/adverts/PIC005/2019](http://www.pic.gov.za/tenders/adverts/PIC005/2019) from 26 August 2019.

**Closing date for the bid submission: 9 September 2019, Closing time: 11:00 am**

**No late bids will be accepted**

**For submission at:**

**Public Investment Corporation SOC Limited  
Menlyn Maine Central Square, Ground Floor, next to ABSA Bank, 2<sup>nd</sup> Floor  
Corner Aramist Avenue & Corobay Avenue  
Waterkloof Glen Extension 2**

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

**APPOINTMENT OF AN EXECUTIVE SEARCH SERVICE PROVIDER FOR THE  
RECRUITMENT OF CHIEF EXECUTIVE OFFICER**

Bid Number : PIC005/2019

Closing Date : 9 September 2019

Closing Time : 11:00 AM

Place of Submission : Public Investment Corporation SOC Ltd

Menlyn Maine Central Square

Corner Aramist Avenue & Corobay Avenue

Waterkloof Glen Extension 2

PRETORIA

**Compulsory Briefing Session on: 30 August 2019**

Menlyn Maine Central Square, Corner Aramist Avenue & Corobay Avenue, Waterkloof Glen  
Extension 2

**Briefing Time:** 11:00AM

Validity Period 90 days

## TABLE OF CONTENTS

|  |                              |
|--|------------------------------|
| <b>DEFINITIONS AND ABBREVIATIONS</b>                   | <b>3</b>                     |
| <b>1. INTRODUCTION</b>                                 | <b>5</b>                     |
| <b>2. PURPOSE</b>                                      | <b>5</b>                     |
| <b>3. BACKGROUND</b>                                   | <b>5</b>                     |
| <b>4. SCOPE OF WORK</b>                                | <b>5</b>                     |
| <b>5. PROJECT MANAGEMENT SERVICES</b>                  | Error! Bookmark not defined. |
| <b>6. SERVICE MANAGEMENT</b>                           | Error! Bookmark not defined. |
| <b>7. SERVICE PROVIDER EXPERIENCE</b>                  | Error! Bookmark not defined. |
| <b>8. CLIENT REFERENCES</b>                            | Error! Bookmark not defined. |
| <b>9. PRICING</b>                                      | Error! Bookmark not defined. |
| <b>10. PROPOSED RESPONSE FORMAT</b>                    | Error! Bookmark not defined. |
| <b>11. EVALUATION CRITERIA</b>                         | <b>5</b>                     |
| 11.1. Phase 1: Minimum and Administrative Requirements | 6                            |
| 11.2. Phase 2: Technical / Functional Criteria         | 7                            |
| 11.3. Phase 3: Pricing Requirements                    | 8                            |
| <b>12. CONDITIONS</b>                                  | <b>13</b>                    |
| <b>DECLARATION OF INTEREST</b>                         | <b>17</b>                    |
| <b>DECLARATION 1</b>                                   | <b>27</b>                    |
| <b>COMPANY INFORMATION</b>                             | <b>28</b>                    |
| <b>DECLARATION 2</b>                                   | <b>32</b>                    |

## DEFINITIONS AND ABBREVIATIONS

- 1.1 **B-BBEE** means black broad-based economic empowerment;
- 1.2 **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;
- 1.3 **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;
- 1.4 **BBBEE Act** means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 1.5 **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;
- 1.6 **Contract** means the agreement that results from the written acceptance of a bid by the PIC and successful negotiation and signature of same by both parties delegated authorities;
- 1.7 **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;
- 1.8 **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;
- 1.9 **Ownership** means the percentage ownership and control, exercised by individuals within an enterprise;
- 1.10 **Validity Period** means the time period for which price quotation for the provision of goods and services shall remain valid, in this case, being a period of 120 (one hundred and twenty) days;

- 1.11 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000);
- 1.12 **SANAS** means the South African National Accreditation System; and
- 1.13 **POPIA** means the Protection of Personal Information Act, 2013 (Act No 4 of 2013)

## 1. INTRODUCTION

The Public Investment Corporation (PIC) is an asset management wholly owned by the government of the Republic of South Africa duly represented by the Minister of Finance. The PIC Investment Manager on behalf of public sector funds which include Government Employees Pension Fund (GEPF), Unemployment Insurance Fund (UIF) and Compensation Fund.

## 2. PURPOSE

The Public Investment Corporation seeks responses from Executive Search Recruitment Service Providers for the recruitment of PIC Chief Executive Officer.

## 3. BACKGROUND

The PIC is embarking on an executive search assignment for the recruitment of the role of the Chief Executive Officer. The role has since been vacant through the resignation of the former CEO.

## 4. SCOPE OF WORK

The executive search assignment will be responsible for the end to end sourcing of the candidate, from publishing of the advertisement on widely circulated mediums , longlisting and shortlisting of candidates , conducting an assessment of candidates through a variety of psychometric test , cognitive test e.g Career Path Appreciation or similar assessment test associated with the level of the role. Present the shortlisted candidates and facilitate the selection process up to offer stage and on-boarding of the successful candidate , response handling and all associated correspondence with all candidates throughout the selection process needs to be managed by the search company.

## 5. EVALUATION CRITERIA

Proposals will be evaluated in the following three Phases:

- **Phase 1:** Compliance with administrative requirements
- **Phase 2:** Technical/Functional evaluation of proposals
- **Phase 3:** Price and BBBEE scoring in terms of PPPFA.

Phase 1: Minimum and Administrative Requirements

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

Submission of:

- SARS Tax Pin Number/Valid Tax Clearance certificate
- BBBEE status level certificate –Accredited by SANAS BEE verification agency. Failure to submit a BEE certificate or a valid BEE Certificate does not mean disqualification from further evaluation but will influence the score for BEE Points as prescribed in the Preferential Procurement Regulations.
- EME'/QSE'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 SBD1 document
- Signed declaration of interest document
- 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 by signing of documents where applicable
- Submission of one (1) Original (Technical and Administration) document and four (4) copies.
- Submission in a separate envelope of the Pricing Proposal (1 original)
- All documents should be indexed, clearly marked with the bid number as
- 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.** \_\_\_\_\_

## Phase 2: Technical / Functional Criteria

With regard to technicality/functionality, the following criteria shall be applicable and the maximum weight of each criterion is indicated in the table below:

| Criteria  | Definition  | Weighting |
|---|---|-----------|
| Capacity and expertise  | <p>Demonstrable ability to source and provide profiles of bespoke candidates suitable for the brief of the assignment.</p> <p>Demonstrable evidence of process and practices by resources (experts) that are best practices in executive search assignments</p> <p>List of experts that have adequate experience in the executive search assignments at least a minimum experience of 10years plus</p> <p>Diverse set of skills and profile demonstrating EE in the team that will be working on the assignment</p> | 30%       |
| Proven track record of executive search assignment of the C-suite roles in the private and public sector , emphasis on financial services | <p>Demonstrable track record of appointments made in the past 5 years primarily on Chief Executive Officers role in a commercial entity similar to that of PIC, financial services and asset management will be an advantage including the vintage of candidates place in those entities.</p>   | 30%       |
| Selection process   | <p>Bespoke approach of the selection process comprising of the following :</p> <p>Facilitate the conducting of Interviews including developing interview packs as per brief of the client , assessment tools including background reports for shortlisted candidates , psychometric and leadership</p>  | 40%       |



| Criteria                 | Definition  | Weighting   |
|--------------------------|---|-------------|
|                          | <p>capability assessment and presentation of final shortlist for selection panel</p> <p>Management and briefing of the end to end recruitment process up to offer stage.</p> <p>Detailed project plan and recruitment plan for the assignment and ability to secure appointment within the agreed timelines</p> |             |
| <b>Total</b>             |   | <b>100%</b> |
| <b>Minimum Threshold</b> |   | <b>70%</b>  |

### 5.1. Phase 3: Pricing Requirements

#### 11.3.1 Price and BEE (BEE Level contributor, ownership, executive management)

**The recruitment fee must not exceed 33% of the Cost to Company (CTC) of the CEO. Kindly indicate the recruitment fee % \_\_\_\_\_.**

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

Pt. = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

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

- 11.4.1 Bidders with annual total revenue of R10 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.
- 11.4.2 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.
- 11.4.3. Points will also be awarded based on a bidder for attaining their B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points<br>/20 |
|------------------------------------|-------------------------|
| 1                                  | 20                      |
| 2                                  | 18                      |
| 3                                  | 14                      |
| 4                                  | 12                      |
| 5                                  | 8                       |
| 6                                  | 6                       |
| 7                                  | 4                       |
| 8                                  | 2                       |
| Non- compliant Contributor         | 0                       |

11.4.4.

11.5. Ownership

11.5.1. Indicate percentage of Black ownership

\_\_\_\_\_ %

11.5.2.. Indicate a percentage of black executive management

\_\_\_\_\_ %

11.5.3. List of Shareholders

| Name | ID No | SA Citizen | Race | Gender | Shareholding % |
|------|-------|------------|------|--------|----------------|
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |

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

| Name | ID No | SA Citizen | Race | Gender | Shareholding % |
|------|-------|------------|------|--------|----------------|
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |
|      |       |            |      |        |                |

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

11.7. The Bidder who scored the highest point will be awarded the bid.

11.8. 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.

11.9 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.

- 11.10 Should two or more bidders be equal in all respects, the award shall be decided by the drawing of lots.

## 12 CONDITIONS

### 12.1. Joint Ventures / Consortiums

- 12.2. The following information and documentation must be submitted:

- 12.2.1. All information stipulated in Phase 1 of the evaluation criteria under minimum and administrative requirements must be submitted by all parties involved in the Joint Ventures/Consortiums, including ownership and executive management information.
- 12.2.2. A percentage breakdown of the work allocation between the parties must be clearly indicated.
- 12.2.3. A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted.
- 12.2.4. A skills transfer plan between the parties must be submitted.

### 12.3. Non-Commitment

- 12.3.1. The PIC reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.
- 12.3.2. The cost of preparing of bids will not be reimbursed.

### 12.4. Reasons for rejection

- 12.4.1. The 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.
- 12.4.2. Bidders shall not contact the PIC on any matter pertaining to their bid from the time the bids are closed to the time the bid has been adjudicated. Any effort by a bidder to influence the

bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.

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

12.4.4. The PIC may disregard any submission if that Bidder, or any of its directors

12.4.4.1. Have abused the Supply Chain Management (SCM) system of any Government Department/ institution;

12.4.4.2. Have committed proven fraud or any other improper conduct in relation to such system;

12.4.4.3. Have failed to perform on any previous contract and the proof thereof exists; and/or

12.4.4.4. Is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

#### 12.5. Cancellation of Bid

12.5.1. The PIC may prior to the award of a bid, cancel a bid for the following reasons -

12.5.1.1. Due to changed circumstances, there is no longer a need for the goods or services requested;

12.5.1.2. Funds are no longer available to cover the total envisaged expenditure;

12.5.1.3. No acceptable bids are received.

12.5.2. The PIC may after award of the tender but before conclusion of a contract, cancel a bid for the following reasons-

12.5.2.1. Due to change of circumstances, there is no longer a need for the goods or services requested;

12.5.2.2. Funds are no longer available to cover the total envisaged expenditure.

## 12.6 Clarifications

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

## 12.7. Receipt of Bids

- 12.7.1 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.
- 12.7.2 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.
- 12.7.3 Documents submitted on time by bidders shall not be returned and shall remain the property of the PIC.

## 12.8. Late Bids

- 12.8.1 Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11h00 or any time thereafter. The tender box shall be locked at exactly 11h00.



12.8.2 Bids received late shall be returned unopened. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

#### 12.9. Presentations

12:9.1 The PIC will require presentations at a stipulated date and time from short-listed bidders as part of the bid process.

#### 12.10. Service Level Agreement (SLA)

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

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

#### 12.11. Contracting

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

12.11.2. Key contractual principles that successful bidders must accept in the final contract are as follows:

##### 12.11.2.1. Duration

Contracts will be for a fixed period. There will be no auto-renewals.

##### 12.11.2.2. Limitation of Liability

The limitation of liability is subject to negotiation and will be informed by the contract value and risk associated with the contract.

**PART A**

**SBD 1**

**INVITATION TO BID**

|  |  |                  |  |               |          |
|--|--|------------------|--|---------------|----------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION</b> |  |                  |  |               |          |
| BID NUMBER:  | PIC 005/19   | CLOSING DATE:    | 9 September 2019                               | CLOSING TIME: | 11:00 AM |
| DESCRIPTION  | APPOINTMENT OF AN EXECUTIVE SEARCH SERVICE PROVIDER FOR THE RECRUITMENT OF THE CHIEF EXECUTIVE OFFICER |                  |  |               |          |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b> |  |                  |  |               |          |
| Menlyn Maine Central Square  |  |                  |  |               |          |
| Corner Aramist Avenue & Corobay Avenue   |  |                  |  |               |          |
| Waterkloof Glen Extension 2  |  |                  |  |               |          |
| Tender Box is located on ground floor: Between ABSA and Woolworths                         |  |                  |  |               |          |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                      |  |                  | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |               |          |
| CONTACT PERSON   |  | CONTACT PERSON   |  |               |          |
| TELEPHONE NUMBER   |  | TELEPHONE NUMBER |  |               |          |
| FACSIMILE NUMBER   |  | FACSIMILE NUMBER |  |               |          |
| E-MAIL ADDRESS   |  | E-MAIL ADDRESS   |  |               |          |
| <b>SUPPLIER INFORMATION</b>  |  |                  |  |               |          |
| NAME OF BIDDER   |  |                  |  |               |          |
| POSTAL ADDRESS   |  |                  |  |               |          |
| STREET ADDRESS   |  |                  |  |               |          |
| TELEPHONE NUMBER   | CODE   |                  | NUMBER   |               |          |
| CELLPHONE NUMBER   |  |                  |  |               |          |

|   |  |  |  |  |
|---|--|--|--|--|
| FACSIMILE NUMBER  | CODE   |  | NUMBER   |  |
| E-MAIL ADDRESS  |  |  |  |  |
| VAT REGISTRATION NUMBER   |  |  |  |  |
| SUPPLIER COMPLIANCE STATUS  | TAX COMPLIANCE SYSTEM PIN:   |  | OR   | CENTRAL SUPPLIER DATABASE No: MAAA   |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE  | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No   |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes<br><br><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]  |  |  |  |  |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ENCLOSE PROOF] |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES, ANSWER PART B:3 ]   |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>   |  |  |  |  |
| 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?   |  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |  |
| 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                 |  |
| 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-(NOT TO BE RE-TYPED) 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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .   |
| 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: .....

## 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>)

.....

2.4      Company                      Registration  
Number:

.....

2.5      Tax                              Reference                              Number:

.....

2.6      VAT                              Registration                              Number:

.....

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

<sup>1</sup>“State” means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

.....

Name of state institution at which you or the person

Connected to the bidder is employed: .....

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

Any other particulars:

.....

.....

.....

2.7.2. If you are presently employed by the state, did you obtain the **YES/NO** appropriate authority to undertake remunerative

Work outside employment in the public sector?

2.7.2.1 If yes, did you attach 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. 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?

2.9 If so, furnish particulars:

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

2.10 Do you, or any person connected with the bidder, have **YES / NO**



any relationship (family, friend, other) with  
person employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11. 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?.

2.11.1. If so, furnish particulars.

.....

.....

.....

2.12. 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?

2.12.1. If so, furnish particulars:

.....

.....

.....

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

| Full Name | Identity<br>Number | Personal Tax<br>Reference<br>Number | State Employee<br>Number /<br>Personal<br>Number |
|-----------|--------------------|-------------------------------------|--|
|           |                    |                                     |  |
|           |                    |                                     |  |
|           |                    |                                     |  |
|           |                    |                                     |  |



## DECLARATION 1

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

## 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.**



## DECLARATION 2

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:

\_\_\_\_\_