



PUBLIC INVESTMENT
CORPORATION®

Est. 1911



BID NO (PIC021/2023)

ESTABLISHMENT OF A PANEL OF SUITABLY QUALIFIED RECRUITMENT AGENCIES TO BE INCLUDED ON THE PIC PANEL FOR RECRUITMENT FOR A PERIOD OF FIVE (5) YEARS

Bid Number: PIC021/2023
Closing Date: 30 November 2023
Closing Time: 11:00 am
Enquiries: tenders@pic.gov.za
Access to documents: www.pic.gov.za/pic/tenders/corporate-procurement

Document will be available on the PIC website on **Sunday, 29 October 2023**.

Bidders who wish to submit will be required to request a link for submission:

- By no later than **Tuesday, 28 November 2023 at 11:00**.
- Request must be sent to tenders@pic.gov.za
- Include tender reference number (PIC021/2023) on the subject line.

NB: The PIC will not take responsibility for requests missed due to incorrect or no referencing.

REQUEST FOR PROPOSAL

PIC021/2023: APPOINTMENT OF A PANEL OF RECRUITMENT SERVICE PROVIDERS

Bid Number : PIC021/2023

Closing Date : 30 November 2023

Closing Time : 11:00 am

Place of Submission : On-line Submission

Validity period of bid : 120 days

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1 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 BBEE 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 services, through price quotations and advertised through a competitive tendering process or proposals;
- 1.4 **BBEE Act** means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003), as amended;
- 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 service level agreement that results from the written acceptance of a bid by the PIC and the successful negotiation and signature of the service level agreement by both represented by parties with 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 an executive officer of an enterprise or holds a similar position, by whatever name that person may be designated, and whether or not that person is a director or holds similar position;
- 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 from the closing date of this tender;
- 1.11 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000), as amended; and
- 1.12 **SANAS** means the South African National Accreditation System.

2 INTRODUCTION AND BACKGROUND

- 2.1 The Public Investment Corporation (SOC) Limited (“the PIC”) is an investment management company, wholly owned by the South African government whose mandate is to invest funds on behalf of various clients of government.
- 2.2 The PIC hereby invites written proposals from suitably qualified recruitment service providers to be included in the Panel of Recruitment Services to the PIC.
- 2.3 This Request for Proposal (hereinafter “RFP”) has been issued to solicit proposals from suitably qualified and experienced recruitment services providers interested in providing recruitment services to PIC.

3 SCOPE OF WORK

- 3.1 The bidders will be required to provide recruitment services as and when required by the PIC. Agencies will be required to conduct the full recruitment process and based on the categories below.

No	Category	Description	Tick
3.1.1	General Recruitment	Recruitment of technical and support staff for the PIC with relevant experience within the asset management and financial industry and/or any other related industry. This category includes the process of sourcing suitable candidates into the PICeeds (Internship) programme	
3.1.2	Head Hunting and Specialised Search	The category is defined by search for and securing for appointment of individuals with scarce skills to meet PIC employment equity standards and to fill positions with skills sets that are scarce within the Investment, Asset	

		<p>Management, Financial Services space and any other related industry.</p> <p>Recruitment of individuals with skills and experience to fill the C-suite positions, Heads and Senior Manager positions.</p> <p>This category includes head hunting and placement of the afore-said position with relevant experience and credibility in any industry relevant to the position at hand .</p>	
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3.2 The Human Resources Division of the PIC is responsible for Human Resources Value chain functions which, *inter alia*, includes the following:

3.2.1 Attract, develop, and retain the best class of top talent in asset management and enhance productivity and return on investment to our stakeholders and beneficiaries.

3.2.2 Contribute to the skills and capacity development of black asset management professionals in the country.

3.2.3 Provide an employee value proposition that is competitive and ensures that PIC through its people delivers on its mandate that creates value for all its stakeholders.

3.2.4 Facilitate a workplace culture and climate that relishes high ethical governance standards, inclusive, collaborative, safe and healthy environment.

3.3 Due to the specialised skills required, it may become necessary to appoint external service providers to assist the Human Resources Division in recruiting suitable candidates for the below categories.

#	Area of Work	Scope of Work	Skills Required
3.3.1	General Recruitment (including fixed term contract and temp recruitment)	<ul style="list-style-type: none"> - Source suitable candidates - Pre-screening; - Response handling; - Scheduling of Interviews, - Recruitment Advertising - Conduct Assessments, and 	<ul style="list-style-type: none"> - Methodology and sourcing approach - Proof of providing related service to Asset Management and/or financial industry clients or any other

#	Area of Work	Scope of Work	Skills Required
		<ul style="list-style-type: none"> - Reference Checks. 	<ul style="list-style-type: none"> - related industry relevant to the position at hand. - Experience in line with scope of work as described within the general recruitment category. - Required experience must be provided on a company letterhead and not older than five (5) years.
3.3.2	<p>Executive Search, Head Hunting, and Specialised Search - (Access to Professional Bodies for recruitment and verification).</p> <p>(This Category includes Executives in the C-suite, Heads of Department and Senior Managers)</p>	<ul style="list-style-type: none"> - Source suitable candidates - Market Search, - Pre-screening; - Response handling; - Scheduling of Interviews, - Advertisement - Head hunting and placement. - Candidate report presentation - Contracting Facilitation - Remuneration negotiations - Conduct Assessments, and - Reference Checks 	<ul style="list-style-type: none"> - Methodology and sourcing approach - Proof of providing related service to Asset Management and/or Financial industry clients or any other related industry relevant to the position at hand. - Experience in line with scope of work as described per category. - Required experience must be provided on a company letterhead and not older than five (5) years.

4 EVALUATION CRITERIA

4.1 Proposals will be evaluated in the following 2 (two) Phases:

Phase	Description
1	Compliance with administrative requirements
2	Meeting the minimum functional requirement of (70)

4.2 **Phase 1: Administrative and Minimum requirements phase**

The Bidder will proceed to the next stage when they comply with the requirements stated herein below.

- a) **Applicants must clearly indicate (Tick) which category they are applying for under section 3.1 above. (Bidders may choose more than one (1) category). Bidder must place each category in its separate folder.**
- b) Bidders valid pin number to verify Tax Status on SARS website;
- c) Completion of SBD 1, bidder's declaration and signed declaration and company information by All bidders;
- d) B-BBEE status level certificate –Accredited by SANAS verification agencies;
- e) Exempted Micro Enterprises' (EMEs) 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);
- f) 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; **MAAA**_____

- g) Acceptance of the conditions as stipulated in the bid document by initialing all pages of RFP document.
- h) Bidders must provide proof of APSO (Federation of African Professional Staffing Organizations) membership.

4.3 Section 2: - Will be utilized to conduct phase 2 evaluation.

All Bidders who comply with the administrative requirements will then proceed to be evaluated in terms of Functionality.

General Recruitment

<i>Criteria</i>	<i>Requirements from service providers</i>	<i>Weighting</i>
Technical Proposal.	The bidder must provide a detailed proposal with methodology, processes and tools/systems of recruiting candidates described under general recruitment, including timelines when candidates will be presented to the PIC:	
	<ul style="list-style-type: none"> • Approach, methodology and tools – by demonstrating understanding of the requirements as outlined in the scope of work 	15
	<ul style="list-style-type: none"> • Project deliverables (General Recruitment process) - by describing in detail the project plan, and how these will assist the PIC in achieving its objectives as per the scope of work. 	15
	<ul style="list-style-type: none"> • Demonstrate ability to provide various assessments necessary for recruitment of technical and support staff and placement purposes. 	10
		40
Company experience	<ul style="list-style-type: none"> • The bidder must provide evidence of recruitment service provided within the Asset Management/Financial Service sector or any other industry relevant to the position at hand in the past 5 years. • Bidder must provide evidence of Executive and Senior Management positions appointed by team. 	30

	<ul style="list-style-type: none"> Evidence required above must be backed by 3 reference letters in line with the category. 	
		30
Team Experience	The recruiter/s assigned as the proposed team to PIC must have relevant qualifications, skills and experience in recruiting for positions in the asset management and financial industry. The proposal must clearly outline the specialisation of the team, in relation to general recruitment of technical support staff.	
	<ul style="list-style-type: none"> Experience of the team 	10
	<ul style="list-style-type: none"> Provide summarised curriculum vitae for the members of the proposed team. 	10
		20
References	<ul style="list-style-type: none"> Reference: A minimum of 3 Written references relevant to general recruitment within the asset management and Financial services space. 	10
		10
Minimum Threshold 70		100

Executive / Specialist Search

<i>Criteria</i>	<i>Requirements from service providers</i>	<i>Weighting</i>
Technical Proposal	The bidder must provide a detailed proposal with methodology, processes and tools/systems of recruiting/ Executive Search/ Head Hunting and Specialised Search the candidates, including timelines of when candidates will be presented to the PIC:	

	<ul style="list-style-type: none"> Approach, methodology and tools – by demonstrating understanding of the requirements as outlined in the scope of work 	15
	<ul style="list-style-type: none"> Project deliverables (recruitment/ Executive Search/ Head Hunting and Specialised Search process) - by describing in detail the project plan, and how these will assist the PIC in achieving its objectives as per the scope of work. 	15
	<ul style="list-style-type: none"> Demonstrate ability to provide various assessments necessary for recruitment/ Executive Search/ Head Hunting and Specialised Search and placement purposes. 	10
		40
Company experience	<ul style="list-style-type: none"> The bidder must provide evidence of recruitment service provided within the Asset Management/Financial Service sector or any other industry relevant to senior or specialist positions in the past 5 years. Bidder must provide evidence of Executive and Senior Management positions appointed by team. Evidence required above must be backed by a minimum of 3 reference letters in line with the category. 	20
		20
Team Experience	<p>The recruiters/ Executive Search/ Head Hunting and Specialised Search assigned as the proposed team to PIC must have relevant qualifications, skills and experience in recruiting for positions in the financial industry. The proposal must clearly outline the specialisation of the team, in relation to the categories tendered for. .</p>	
	<ul style="list-style-type: none"> Experience of the team 	10
	<ul style="list-style-type: none"> Provide summarised curriculum vitae for the members of the proposed team 	10
		20

References	<ul style="list-style-type: none"> • Reference: A minimum of 3 Written references in line with Executive Search/ Head Hunting and Specialized Search • Quality of the reference and the positions appointed for (Bidder must include executive position appointed for, where and when the candidate was appointed). 	20
		20
Minimum Threshold 70		100

NB: Option of presentation for Exec Search...

5. **Pricing Requirements**

- 5.1 BIDDER TO PROVIDE PRICING SCHEDULE
- 5.2 Bidder who scores 70 and above for functionality will be considered for inclusion on the PIC panel of recruitment subject to successful contract negotiations.
- 5.3 The costs for the Bidder's proposed solution should be submitted in a separate folder in line with the Scope of Work identified.
- 5.4 It is the responsibility of the Bidder to ensure the accuracy of the pricing is provided as part of the response.
- 5.5 Costs should include all costs for services and hardware (where applicable) on the Pricing Proposal.
- 5.6 When completing the Pricing please take note of the following:
- 5.6.1 All pricing must be quoted in South Africa Rand inclusive of VAT where VAT is applicable.

- 5.6.2 The bidder must provide a firm price for the period of the contract exclusive of disbursements.
- 5.6.3 Disbursement will be negotiated during the contract in line with PFMA or National Treasury Regulations.
- 5.6.4 Price and BEE evaluation will be based on the 80/20 preference point system.
- 5.6.5 Price and BEE (BEE Level contributor, ownership, executive management)
- 5.6.6 Annual increases must not exceed CPI related to the specific year.
- 5.6.7 A maximum of 80 points is allocated for price on the following basis:

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

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

5.7 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.

- 5.8 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.
- 5.9 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/ Partners

Name	ID No	SA Citizen	Race	Gender	Shareholding/Partnership %

6. CONDITIONS

6.1 Non-Commitment

- 6.1.1 The PIC reserves the right to withdraw or amend at any time these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.
- 6.1.2 The cost of preparing of bids will not be reimbursed.
- 6.1.3 No Consortium and/or Joint Venture Proposals will be accepted
- 6.1.4 The appointment on the panel does not guarantee allocation of work to the successful bidders.

6.2 Reasons for rejection

- 6.2.1 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.
- 6.2.2 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.
- 6.2.3 The PIC shall reject a submission if the Bidder has committed a proven corrupt, fraudulent act or in any improper conduct in bidding for any other work.
- 6.2.4 The PIC may disregard any submission if that Bidder, or any of its directors -
- 6.2.4.1 have abused the Supply Chain Management (SCM) system of any Government Department/ institution;
 - 6.2.4.2 have committed proven fraud, corruption or any other improper conduct in relation to such system;
 - 6.2.4.3 have failed to perform on any previous contract and the proof thereof exists; and/or
 - 6.2.4.4 have acted in a manner that may impact negatively on the reputation of the PIC; and/or
 - 6.2.4.5 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.

6.3 Cancellation of Bid

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

6.3.1.1 due to changed circumstances, there is no longer a need for the services requested;

6.3.1.2 funds are no longer available to cover the total envisaged expenditure;

6.3.1.3 no acceptable bids are received;

6.3.1.4 for any reason, in its sole discretion, deems it necessary to cancel the bid.

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

6.3.2.1 Due to change of circumstances, there is no longer a need for the services requested;

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

6.3.2.3 Unsuccessful contract negotiation, and

6.3.2.4 If there has been material irregularity in the procurement process

6.4 Clarifications

6.4.1 Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to tenders@pic.gov.za .

6.4.2 Closing date for submission of questions is **17 November 2023**

6.4.3 All questions and responses will be published on **23 November 2023 on PIC website.**

6.5 Receipt of Bids

6.5.1 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.

6.5.2 The onus shall be on the bidder to place the submission in the official marked locked bid link provided for this purpose, not later than the closing date and time specified in the bid notice.

6.6 Late Bids

6.6.1 Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11h00 or any time thereafter. Electronic tender box shall be locked at exactly 11h00, access given to the bidders will be taken away.

6.6.2 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.

6.7 Service Level Agreement (SLA)

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

6.7.2 The award of a tender shall always be subject too successful negotiation and conclusion of an SLA / contract.

6.7.3 There will be no binding agreement between the parties if a contract has not been concluded and signed by both parties.

6.8 Contracting

6.8.1 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 persons.

7. **DECLARATION OF INTEREST**

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 Bidder (director, trustee, shareholder, partner):
.....

2.4 Enterprise Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

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

“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.

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

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:

.....

.....

.....

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

work outside employment in the public sector?

2.7.1.1 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.

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

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

2.8 Did you or your spouse, or any of the bidder’s directors / trustees / shareholders / partners/ members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person

YES / NO



employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (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?

YES/NO

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the bidder have any interest in any other related companies or an entity

YES/NO

whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

.....

.....

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

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



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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. ENTERPRISE INFORMATION

Please complete the following questionnaire:

1. Company/ Partnership Name:

--

2. Other Trading Names:

--

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

--

4. Physical and Postal Address of the Bidder:

Postal Code:	Postal Code:

5. Contact Details

Contact Name	
Contact Number	



Cell Number	
Email Address	
Alternative Contact	
Email Address	
Contact Number	

6. Enterprise 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/ Partners:

***ID Documents of the Board of directors/members, owners, shareholders, partners 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 bidder has been independently verified (assessed / rated / certified)</p> <p><i>Please submit the B-BBEE verification certificate.</i></p>	<input type="checkbox"/>
<p>The bidder 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"/>

10. 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 discovering 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.

Then 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 _____ day of _____, 20____ at _____:

Who warrants his / her authority hereto

For and on behalf of:

ANNEXURE I

Part A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (PUBLIC INVESTMENT CORPORATION SOC LIMITED)



BID NUMBER:	PIC021/2023	CLOSING DATE:	30 November 2023	CLOSING TIME:	11:00 AM
DESCRIPTION	Panel of Recruitment.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED
 IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

Menlyn Maine Central Square - Online					
Submission Link to be provided upon request.					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		

E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
5 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE	<input type="checkbox"/> Yes	<input type="checkbox"/> No	6 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS	<input type="checkbox"/> Yes	<input type="checkbox"/> No [IF YES ANSWER



<p>GOODS /SERVICES /WORKS OFFERED?</p>	<p>[IF YES ENCLOSE PROOF]</p>	<p>/SERVICES /WORKS OFFERED?</p>	<p>PART B:3 BELOW]</p>
<p>7 SIGNATURE OF BIDDER</p>	<p>.....</p>	<p>8 DATE</p>	
<p>9 CAPACITY UNDER WHICH THIS BID IS SIGNED</p> <p>(Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</p>			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

- 1.1. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE**
- 1.2. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
- 1.3. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
- 1.4. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.**

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?

YES NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PIC SUPPLIER CONSENT FORM

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

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

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

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

YES NO

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

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

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