



PUBLIC INVESTMENT
CORPORATION®

Est. 1911

Committed to serving our clients

PIC002/2019: ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE INDEPENDENT VALUATION SERVICES (VALUATIONS ON UNLISTED DEBT AND EQUITY AND/OR DERIVATIVE VALUATIONS) FOR A PERIOD OF FIVE YEARS

CLOSING DATE: 31 July 2019

CLOSING TIME: 11:00 AM

COMPULSORY BRIEFING SESSIONS:

14 June 2019, 11:00 to 12:30 **or**

28 June 2019, 11:00 to 12:30

Location: Menlyn Maine Central Square, Corner Aramist Avenue & Corobay Avenue,

Waterkloof Glen Extension 2.

VALIDITY PERIOD: 180 days

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1 STRUCTURE

This RFP Pack is organised in 3 sections consisting of one or more documents in each section.

Section	Description of section contents
1	Documents outlining the RFP background, conditions, instructions and documents and RFP pack contents.
2	Documents outlining the business requirements, technical requirements and other information required by the Bidder to submit a Proposal.
3	Standard Bid Documents. These documents are required by PIC

2 CONTACT PERSONS

All communications to PIC must be addressed to PIC Procurement Office at: tenders@pic.gov.za

3 OVERVIEW OF PIC'S REQUIREMENTS

3.1 Introduction

The Public Investment Corporation (PIC) is the investment arm of the government which has various public sector clients, the biggest being the Government Employees Pension Fund (GEPF). The PIC is empowered by its clients' mandates to invest funds on their behalf in various asset classes with an objective to get good returns, while it simultaneously advances the developmental investment agenda. PIC also has a presence in some countries outside South Africa which are on the African continent and it competes with the best in the world.

The Public Investment Corporation (PIC) will establish a panel of service providers to provide independent valuation services on the (valuations on unlisted debt and equity and/or derivative valuations) for a period of five years.

Bidders may submit a proposal for one or both requirements:

**Valuations on unlisted debt and equity and/or
Derivative valuations**

Separate proposals must be submitted for separate requirements and must be clearly marked.

3.2 PIC's Objective and Business Requirements

The primary objective underlying the appointment of external independent valuers are:

- a. Improve Transparency and effective reporting
- b. Provide an unbiased opinion on the valuation of instruments
- c. Serve as a reasonability test for the valuations computed by PIC
- d. Serve as a reliable independent basis on value of instruments

Additionally PIC is seeking specific solutions to provide the ability to:

- a. Deliver on requirements within a minimum turnaround period
- b. Provide timeous feedback on queries
- c. Be available for meetings if and when the need arises
- d. Demonstrate skills transfer underpinned by a transformational agenda

4 SCOPE OF WORK

4.1 Fund of Funds

4.1.1 Overview

- a. Understand the legal agreements entered into with the Fund Manager.
- b. Independently engage with the Fund Manager in order to understand the Fund.
- c. Review the valuation (inputs, valuation methodology) which are performed by the Fund managers and determined if they are in line with best practices.
- d. Review the fund's valuation models wherever the Fund's financial year end is 31 March.
- e. State the valuation standards the Fund complies with.
- f. Discuss with the Fund manager's the valuation policies and procedures, key issues for example compliance with certain valuation standards, If any independent valuation is performed and how frequent, Approval process of the valuations, Consistency of current valuations with prior year's etc. which drive the valuation approach adopted and express an opinion.

- g. Compare the performance of the underlying investments with other listed investments which are in the same sector (Sector Trend analysis).
- h. Check for consistency in valuation methodology by comparing with it with the prior year.
- i. Engage the Fund Manager on their impairment process and give an independent judgement on the process followed.
- j. Present the valuations to the different committees of the PIC and Clients committees.
- k. Obtain capital accounts from all the fund managers for movements throughout the year.
- l. Calculate the internal rate of return of the fund.

4.1.2 Deliverables

- a. Fund structure to be presented in a diagram format to understand where GEPF, Unemployment Insurance Fund (UIF) or Compensation Commission (CC) exposure lies.
- b. Detailed valuation report, including but not limited to understanding of: the entities, financial instruments, legal agreements and economy; which impacts on the valuation of the instruments.
- c. An executive summary of the report.
- d. Electronic submission of referenced working papers used to complete the valuation and relevant supporting documents which have been used.
- e. Total Commitment by GEPF, UIF or CC and commitment date.
- f. Total Size of Fund
- g. GEPF's commitment percentage
- h. Total amount drawn or disbursed as at valuation date.
- i. Fund Maturity Date
- j. Capital accounts which details:
 - i. Movement reconciliation should be extrapolated into what affects capital and not
 - ii. Reference in reconciliation should be made to cash flows and non cash flow items
 - iii. Movement should be split into:
 - iv. Underlying Investments Cost
 - v. Underlying investments returns
 - vi. Fund expenses
 - vii. Management Fees
 - viii. Fund income
 - ix. Fund expenses
 - x. Market value movements

4.2 Debt & Equity

4.2.1 Overview

- a. Understand contractual agreements of all the instruments in the unlisted portfolio.
- b. Perform a detailed review of all the instrument types (financial instruments classification) as well as document the valuation methodology used and the reason it was selected.
- c. Perform the valuation for each of the instruments as at end of March
- d. Perform a sensitivity analysis on each of the instruments.
- e. Perform a value bridge between current year and prior year's valuation.
- f. Rigorously perform impairment test in consideration of the legal terms and instrument performance (repayment, covenants etc.) using the applicable accounting standard.
- g. Present the valuations to the different committees of the PIC and the clients committees.

4.2.2 Deliverables

- a. For the debt instruments, an amortisation table must be included in the report.
- b. Detailed valuation report, including but not limited to understanding of the entities, financial instruments, legal agreements, industry overview; which impacts on the valuation of the instruments.
- c. An executive summary of the report.
- d. Investment structure needs to be presented in diagram format.
- e. Electronic submission of referenced working papers used to complete the valuation and relevant supporting documents which have influenced assumptions used.

4.3 Over the counter (OTC) Derivatives

4.3.1 Overview

- a. Interpret the Legal Agreement and term sheets
- b. Perform a Mark to Market or Mark to Model of the OTC Derivatives
- c. Provide feedback on the valuation by detailing assumptions made and the risk sensitivities (e.g Greeks) of the instrument being valued, where applicable.

4.3.2 Deliverables

- a. Detailed Mark-to-Market or Mark-to-Model valuation report, including but not limited to understanding of the entities, financial instruments, legal agreements, industry overview; which impacts on the valuation of the instruments.
- b. Detailed input assumptions and risk sensitivity analysis.

- c. An executive summary of the report.
- d. Investment structure needs to be presented in diagram format.
- e. Electronic submission of referenced working papers used to complete the valuation and relevant supporting documents which have influenced assumptions used.
- f. Validation of valuation methodologies (i.e. randomness tests, convergence tests, back-testing).
- g. A copy of the valuation model used for each instrument/investment being valued.

4.4 Administration Services

- a. Keeping accurate records of supporting documents, working papers and model which should be handed over to the PIC after the assignment.
- b. Attending to queries from the clients and auditors.
- c. Prepare a summary of all the valuations showing movement between the current valuation and the previous year. The format will be provided by the client.
- d. Prepare packs for the presentations to the client.
- e. Reporting.

4.5 General Notices regarding the Deliverables

PIC reserves the right to:

- a. Request ad hoc services within or related to the scope of the Deliverables
- b. Exclude elements of scope from the scope of Deliverables
- c. Include additional instruments which may otherwise arise, in the scope of Deliverables
- d. Direct that Deliverables be delivered to the client directly
- e. Require that the pricing of any new methodology proposed by the Preferred Service Provider in response to new requirement arising during the term be aligned with the pricing already provided by the Preferred Service Provider under this agreement
- f. Request that reports be furnished in a standardized format.

5 EVALUATION CRITERIA

5.1 Evaluation Phases

- a. Compliance with the minimum and administrative requirements
- b. Functionality (Only companies who achieved the minimum qualifying score will be considered for the phase as explained in paragraph c).
- c. 80/20 Preference Procurement points system as stipulated in the Preferential Procurement system (80: Price and 20: BBBEE status level of contribution).
- d. Prices will be compared during the final allocations of investments.

5.2 Minimum and Administrative Requirements

- A valid and original Tax Clearance Certificate/Valid tax pin number.
- Only bidders with a BBBEE Level 4 and higher will be considered. : Kindly indicate BEE Level on introduction letter.
- BBBEE status level certificate –Accredited by SANAS EME's and QSE's –may submit a sworn Affidavit.
- Signed and completed declaration of interest document
- Signed and completed SBD 1 – Invitation to Bid document
- Latest audited Financial statements (3 years)
- 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 the declarations.
- All documents should be indexed, clearly marked with bid number.
- Technical and administrative requirements 1 original and 4 copies. Financial Proposal one original.
- 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.**
- Proof of accreditation/registration (valid certificates) with the relevant professional institution/regulatory body.

5.3 Functionality

5.3.1 Debt and Equity

Criteria	Requirements from service providers	Weighting
Execution	Experience (including Rest of Africa)	35
	<p>Organogram of team allocated to engagement</p> <p>Resources (CV's of team members to be deployed to the valuation assignment including comprehensive CVs of all team members)</p> <p>Demonstrate Africa footprint and market knowledge as it relates to South Africa and Rest of Africa footprint</p>	
Execution	Timeframes	15
	<p>Proposed timelines and delivery of service</p> <p>Reference letters to include testimony on ability to abide by project timelines and quality of reports</p> <p>Project plan which details:</p> <ul style="list-style-type: none"> - Per instrument of each investment type i.e. Loan, Fund of Funds and Equity total time required to perform the valuation - Resources allocated to instrument valuation i.e. Level and No of Hours 	
Financial Stability	Audited Financial Statements	10
Valuation Methodology	<p>Set out detailed process to be undertaken in valuing the investments and testing for impairment.</p> <p>State proposed valuations methodology to value different instruments and demonstrate knowledge of valuation:</p> <ul style="list-style-type: none"> - Equity - Debt - Fund of Funds <p>Quality of sample reports</p>	25
Transformation and Skills Development	<p>Clearly detail the HDI / women / disabled compliment part of the working team that will be allocated to this engagement</p> <p>Outline a further transformational plan for your team and business</p> <p>Clearly indicate the skills transfer element that will prevail in your business</p>	20
Total		100
Minimum Threshold		70

5.3.2 Over the Counter (OTC) Derivatives

Criteria	Requirements from service providers	Weighting
Execution	<p>Experience (including Rest of Africa)</p> <p>Organogram of team allocated to engagement Resources (CV's of team members to be deployed to the valuation assignment including comprehensive CVs of all team members) Demonstrate knowledge of financial derivatives (i.e. vanilla and exotic derivative instruments).</p>	30
	<p>Timeframes</p> <p>Proposed timelines and delivery of service Reference letters to include testimony on ability to abide by project timelines and quality of reports Project plan which details: - Per instrument of each investment type i.e. Call, put, and liability contingent instruments (debt guarantees) total time required to perform the valuation - Resources allocated to instrument valuation i.e. Level and No of Hours</p>	15
Financial Stability	Audited Financial Statements	10
Valuation Methodology	<p>Set out detailed process to be undertaken in valuing the instruments.</p> <p>State proposed valuation methodologies to value the different derivative instruments and demonstrate knowledge of derivative valuations [Simulation based valuations (i.e. Geometric Brownian Motion and Wiener process), and closed-form derivative valuation]</p> <p>Quality of sample reports</p>	35
Transformation and Skills Development	<p>Clearly detail the HDI / women / disabled compliment part of the working team that will be allocated to this engagement</p> <p>Outline a further transformational plan for your team and business</p> <p>Clearly indicate the skills transfer element that will prevail in your business</p>	15
Total		100
Minimum Threshold		70

5.4 Price and BEE Level

5.4.1 Price

Pricing will be considered for short listed bidders. Detailed information will be given to shortlisted bidders for pricing purposes.

Prices must be quoted in South African Rand excluding of VAT and must be submitted separately (Please see minimum requirements).

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:

Where

- P = Points scored for price of bid under consideration
- Pt = Rand value of bid under consideration
- Pmin = Rand value of lowest acceptable bid

Ownership:

Indicate percentage of Black ownership

_____ %

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Share holding %

List of Executive Management

Indicate percentage black Executive Management

_____ %

Name	ID No	SA Citizen	Race	Gender	Share holding %

6 CONDITIONS

6.1 Appointment

PIC will appoint a panel of service providers. Allocations for existing investments will be done as per the evaluation process. New allocations will be done as per evaluation of proposals of bidders on the panel.

The appointment on the panel PIC Panel of service providers does not guarantee allocation of work to the successful bidders.

6.2 GEPF, UIF, CC Auditors

The auditors have the right to audit the valuations performed by the service provider.

6.3 Joint Ventures/ Consortiums

Preference will be given to bidders who forms or already has existing Joint Venture/Consortium agreements in place.

The following information and documentation must be submitted:

- a. All information stipulated in paragraph 5 under minimum and administrative requirements must be submitted by all parties involved in the Joint Ventures/Consortiums, including ownership and executive management information.
- b. Joined BEE certificate must be submitted .
- a. A percentage breakdown of the work allocation between the parties must be clearly indicated.

- b. A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted.
- c. A skills transfer plan between the parties must be submitted.

6.4 Non-Disclosure and Confidentiality Agreement

A non-disclosure and confidentiality agreement will be signed by all short listed bidders

6.5 Non Commitment

Public Investment Corporation (PIC) reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.

The cost of preparing of bids will not be reimbursed.

6.6 Reasons for Rejection

- a. 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.
- b. 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.
- c. 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:

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

6.7 Cancellation of Bid

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

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

- c. No acceptable bids are received.

6.8 Clarifications

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

6.9 Receipt of Bids

Each bid shall be submitted on the official document of Bid issued with the bid documents. The bid shall be submitted in a separate sealed envelope with the name and address of the bidder, the bid number and title, the bid box number (where applicable), and the closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope.

The onus shall be on the bidder to place the sealed envelope in the official marked locked bid box provided for this purpose, at the designated venue, not later than the closing date and time specified in the bid notice.

Postal bids will be accepted for consideration only if they are received in sufficient time to be lodged in the appropriate bid box by the closing time for such bids, it being understood that PIC disclaims any responsibility for ensuring that such bids are in fact lodged in the bid box. Proof of posting of a bid will not be accepted as proof of delivery to the appropriate place for the receipt of bids.

Documents submitted on time by bidders shall not be returned and shall remain the property of the Public Investment Corporation (PIC).

6.10 Late Bids

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

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

6.11 Presentations

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

6.12 Service Level Agreement

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

7 INVITATION TO BID

8

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER::	PIC 002/2019	CLOSING DATE:	31 July 2019	CLOSING TIME:	11:00 AM
DESCRIPTION	ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE INDEPENDENT VALUATION SERVICES (VALUATIONS ON UNLISTED DEBT AND EQUITY AND/OR DERIVATIVE VALUATIONS) FOR A PERIOD OF FIVE YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Menlyn Maine Central Square					
Corner Aramist Avenue & Corobay Avenue					
Waterkloof Glen Extension 2					
Tender Box is located on ground floor: Between ABSA and Woolworths					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
				<input type="checkbox"/> Yes	

	<input type="checkbox"/> Yes <input type="checkbox"/> No		<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 [IF YES ENCLOSE PROOF]	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?		<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	
<p>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.</p>			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>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.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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."</p>

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:

.....

9. DECLARATION OF INTEREST

Please complete the following questionnaire:

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-
 - 1.1. the bidder is employed by the state; and/or
 - 1.2. 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:

.....

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.

2.3. Position occupied in the Company (director, trustee, shareholder²):

.....

2.4. Company Registration Number:

.....

2.5. Tax Reference Number:

.....

2.6. VAT Registration Number:

.....

2.7. 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.

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

2.8. Are you or any person connected with the bidder
presently employed by the state?

YES / NO

2.8.1. If so, furnish the following particulars:

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.

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:

.....

.....

.....

2.8.2.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**

2.8.2.1. 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.

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

.....

.....

.....

2.8.3.Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.3.1. If so, furnish particulars:

.....

.....

.....

2.9. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

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 company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

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 / Personnel 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

9 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 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="862 1087 959 1184" type="checkbox"/> </div>
<p>The company is in the process of being verified. Please submit letter from verification agency.</p> <p><i>(i.e. verification to be completed within a maximum of 2 months)</i></p>	<div style="text-align: center;"> <input data-bbox="862 1350 959 1446" type="checkbox"/> </div>

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 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:

THE END

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