

PIC006/2017: ESTABLISHMENT OF A PANEL OF SUITABLY QUALIFIED SERVICE PROVIDERS FOR THE PROVISION OF AUDIT SERVICE FOR A PERIOD OF THREE YEARS

Bid Number : PIC 006/2017
Closing Date : 2 October 2017
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

*** Compulsory briefing session will be held on 14 September 2017**

* Time: 11:00

* 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 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;
- 1.12 **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;
- 1.13 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000);
- 1.14 **SANAS** means the South African National Accreditation System.

2 INTRODUCTION AND BACKGROUND

The Public Investment Corporation (SOC) Limited (“the PIC”) is a registered Financial Service Provider (FSP) and is a public entity that is wholly owned by the South Africa Government and invests funds on behalf of public sector entities. The PIC invests in both listed and unlisted entities to generate good financial returns, in the case of unlisted entities the PIC invests with the aim of promoting social responsibility investing and transformation both in South Africa and the Rest of the Africa. The PIC invest in the following asset classes:

DOMESTIC INVESTMENTS

- Listed Equities (In-house and Externally Managed);
- Fixed Income (Bonds and Money Market);
- Unlisted Investments (Private Equity, Developmental Investments and Properties);

NON-DOMESTIC INVESTMENTS

- Global Listed Equities;
- Global Listed Bonds;
- Africa Unlisted Investments

In respect of the unlisted investments, the PIC invests in the following pillars:

- Environmental Sustainability (“ES”)
To invest in projects that will result in reduced environmental impact while delivering a real economic return. The ES pillar covers the following sectors; renewable energy, biofuels, energy efficiency, energy storage, clean technology, green buildings, green firms’ conservation and recycling;
- Priority Sector (“PS”)
To invest in projects that contribute to growth in the South African economy through job creation, skills transfer, poverty alleviation and rural development. The PS pillar covers the following sectors; manufacturing, agro-processing, agriculture, tourism, any other sector that has high job creation impact.

- **Economic Infrastructure (“EI”)**
To invest in large scale and long-term infrastructure projects that will achieve good capital returns while also acting as catalysts to unlock South Africa’s economic potential and attract foreign direct investments. The EI pillar covers the following sectors; energy, commuter transport, broadband, water, liquid fuel, logistic network.
- **Social Infrastructure (“SI”)**
To invest in health, education and affordable housing and related projects and businesses that will yield financial returns and contribute to the economic and social development needs of South Africa. The SI pillar covers the following sectors; affordable housing, healthcare, education, skills development.
- **Small and Medium Enterprises (“SMEs”)**
To invest in and support small and medium enterprises in a manner which yields satisfactory financial returns for investors whilst contributing positively to the South African economy particularly in terms of entrepreneurship, new enterprises and job creation. SMEs covers all sectors except gambling, arms and ammunition and sin sectors.
- **Private Equity (“PE”)**
To generate income and capital appreciation by making equity related investments in small, medium and large sized unlisted companies located in both South Africa and the rest of Africa using private equity methods. The SAPE pillar covers all sectors, mainly consumer related, except gambling, arms and ammunition and sin sectors.
- **Africa Developmental Investment (“ADI”)**
To invest in large scale and long-term infrastructure projects that will achieve good capital returns while also acting as catalysts to unlock Africa’s economic potential and attract foreign direct investments. The ADI pillar covers the following sectors; energy, transport and logistics, social infrastructure and other related sectors, water infrastructure, information, communication and technology and broadband.

- **Property**

The PIC investments in property assets, either directly or indirectly, consisting mainly of high-quality retail, offices and industrial properties in prominent locations throughout South Africa and the Rest of the African continent.

3 BACKGROUND

3.1 As an asset manager the PIC is committed to rigorous governance processes, it is considered appropriate to conduct an external policy review on the efficacy of the entire policy database within the PIC, mainly due to the objectivity and the insights that an external service provider may have gained through interactions with a variety of asset managers to ensure that the policies are benchmarked against best practice.

4 OBJECTIVE AND SCOPE

The Public Investment Corporation seeks responses from vendors with a proven track record of successfully completing audits at small, medium to large enterprises to apply to be added to a PIC database. The database will assist the Internal Audit Division of the PIC to carry out audits at investee companies:

The vendors should be able to perform audits at assigned investee entities to assess the adequacy and effectiveness of governance, risk management and controls covering the following:

- Performing a preliminary survey of the assigned entity to determine key processes and controls.
- Perform a risk assessment of the assigned entity to identify key risks and assess them as high, medium or low.
- Assessing any factors that point to the possibility of fraud occurrence in the assigned entity.
- Reviewing the report of other assurance providers such as external audit, internal audit, risk etc of the assigned entity to note any risks identified.
- Testing the key controls to determine the adequacy of their design to mitigate the identified risks.

- Testing the key controls to determine if they function as intended to mitigate the identified risks.
- Testing the use of the funds provided by PIC to the assigned entity to confirm that they are utilized for the intended purpose.
- Testing the measures applied by the assigned entity to ensure compliance with PIC covenants and conditions of funding to confirm that they are adequate.
- Documenting the results of the test in line with accepted internal/external audit documenting standards.
- Discussing the issues/ findings identified with the assigned entity management and obtaining their management comments.
- Preparing a report on the results of the audit and presenting the report to PIC Internal Audit and management.
- Performing any follow-up work that may be required by PIC management.
- Providing a copy of the audit file and supporting documents to PIC Internal Audit.

5 EVALUATION CRITERIA

General

Proposals will be evaluated in the following 3 (three) Phases:

Phase	Description
1	Compliance with administrative requirements
2	Meeting the minimum functional requirements <ul style="list-style-type: none"> •
3	Price and BBBEE scoring in terms of PPPFA. 80/20 Preference Procurement points system as stipulated in the Preferential Procurement system

Phase 1: Administrative and Minimum requirements phase

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

- Audit firms registered with SAICA or other relevant auditing bodies- Proof must be provided
- Bidders valid pin number to verify Tax Status on SARS website;
- Completion of **Annexure I** by All bidders;
- Latest audited financial statements;
- BBBEE status level certificate –Accredited by SANAS verification agencies.
- EME's with an annual total revenue of R10 million or less are required to obtain a sworn affidavit or certificate issued by companies intellectual Property Commission (CIPC).
- Minimum of three references for similar projects must be included with contact details and contract value.
- 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.
- CVs of the team that will be utilised to provide the service to PIC.
- 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.
- Acceptance of the conditions as stipulated in the bid document by initialing all pages of RFP Document;
- Submission of 1 original and five (3) copies of the proposal document and a separate envelope for pricing proposal;
- Submission of the soft copy of the proposal in a USB (labelled with the bidder's name); and
- All documents must be indexed, simple and clearly marked;

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

Criteria	Requirements from service providers	Weighting	Scoring Matrix
Audit Manager qualifications and experience	CV to be provided	15%	<p>5= Qualified CA/CIA with+ 10 years relevant audit management experience in internal/external auditing.</p> <p>4= Qualified CA/CIA with 9-10 years relevant audit management experience in internal/external auditing.</p> <p>3.5= Qualified CA/CIA with 8 years relevant audit management experience in internal/external auditing.</p> <p>3=Qualified CA/CIA with 6-7 years relevant audit management experience in internal/external auditing.</p> <p>2=Qualified CA/CIA with 4-5 years relevant audit management experience in internal/external auditing.</p> <p>1=Qualified CA/CIA with less than 4 years relevant audit management experience in internal/external auditing.</p>
Audit Supervisors qualifications and experience	CV's to be provided	18%	<p>5= Qualified CA/CIA with + 10 years relevant supervisory experience in internal or external auditing.</p> <p>4= Honours Degree with 9-10 years relevant supervisory experience in internal or external auditing.</p> <p>3.5= Honours Degree with 8 years relevant supervisory experience in internal or external auditing.</p>

			<p>3= Honours Degree with 6-7 years relevant supervisory experience in internal or external auditing.</p> <p>2= Degree with 4-5 years relevant supervisory experience in internal or external auditing.</p> <p>1= Degree with less than 4 years relevant supervisory experience in internal or external auditing.</p>
Qualifications and experience of the rest of the team	CV's to be provided	18%	<p>5= Honours Degree and 5+ years relevant auditing experience.</p> <p>4 = Degree and 5 years relevant auditing experience.</p> <p>3.5= Degree and 3-4 years relevant auditing experience.</p> <p>3= Degree and 2-3 years relevant auditing experience.</p> <p>2= Degree and 1-2 years relevant auditing experience.</p> <p>1= Degree and less than 1 year relevant auditing experience.</p>
Knowledge of laws and regulations mentioned above	<p>CV's to be provided</p> <p>The team should have extensive knowledge of IFRS, Tax Legislation and the Companies Act, OHS Act, BCEA Act, ISO Standards, King IV, FAIS Act, Financial Markets Act, and other legislation across various industries.</p>	15%	<p>5= At least 3 Audit team members with more than 4 years' experience in the application of the following laws and regulations: IFRS, Tax Legislation and the Companies Act, OHS Act, BCEA Act, ISO Standards, King IV, FAIS Act, Financial Markets Act and 4 other legislations in various industries, e.g. mining, agricultural, engineering, etc.</p> <p>4= At least 3 Audit team members with at least 4 years' experience in the application of the following laws and regulations: IFRS, Tax Legislation and the Companies Act, OHS Act, BCEA Act, ISO Standards, King IV, FAIS Act, Financial Markets Act and 4 other</p>

		<p><i>legislations in various industries, e.g. mining, agricultural, engineering, etc.</i></p> <p><i>3.5 = At least 3 Audit team members with at least 3 years' experience in the application of the following laws and regulations: IFRS, Tax Legislation and the Companies Act, OHS Act, BCEA Act, ISO Standards, King IV, FAIS Act, Financial Markets Act and 2 other legislations in various industries, e.g. mining, agricultural, engineering, etc.</i></p> <p><i>3= At least 2 Audit team members with at least 3 years' experience in the application of the following laws and regulations: IFRS, Tax Legislation and the Companies Act, OHS Act, BCEA Act, ISO Standards, King IV, FAIS Act, Financial Markets Act and 1 other legislation in various industries, e.g. mining, agricultural, engineering, etc.</i></p> <p><i>2. At least 2 Audit team members with at least 2 years' experience in the application of the following laws and regulations: IFRS, Tax Legislation and the Companies Act, OHS Act, BCEA Act, ISO Standards, King IV, FAIS Act and the Financial Markets Act and 1 other legislation in various industries, e.g. mining, agricultural, engineering, etc</i></p> <p><i>1= At least 1 Audit team members with at least 2 years' experience in the application of the following laws and regulations: IFRS, Tax Legislation and the Companies Act, OHS Act, BCEA Act, ISO Standards, King IV, FAIS Act and the Financial Markets Act and 1 other legislation in various industries, e.g. mining, agricultural, engineering, etc</i></p>
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<p>Knowledge of financial markets and asset management industry</p>		<p>16%</p>	<p><i>5= At least 3 Audit team members have proof of certification/formal qualification in Financial Services or Asset Management Industry and at least 3 years' experience in Financial Markets or Asset Management Industry.</i></p> <p><i>4= At least 2 Audit team members have proof of certification/formal qualification in Financial Services or Asset Management Industry and at least 3 years' experience in the Financial Markets or Asset Management Industry.</i></p> <p><i>3.5= At least 2 Audit team members have proof of certification/formal qualification in the Financial Services or Asset Management Industry and at least 2 years' experience in Financial Markets or Asset Management Industry.</i></p> <p><i>3= At least 1 Audit team member has proof of certification/formal qualification in the Financial Services or Asset Management Industry and at least 2 years' experience in Financial Markets or Asset Management Industry.</i></p> <p><i>2= At least 2 Audit team members have 1 year experience in the Financial Markets or Asset Management Industry.</i></p> <p><i>1= At least 1 Audit team member has 1 year experience in the Financial Markets or Asset Management Industry.</i></p>
<p>Relevant verifiable references</p>	<p>The service provider must provide detailed proof of performing similar assignments in the past. Each bidder must provide detailed information concerning a minimum of three (3) assignments that are similar in nature to that contemplated in</p>	<p>18%</p>	<p><i>5= +5 relevant references within the last 5 years. The name of the entity for which the services were provided</i></p> <ul style="list-style-type: none"> • The contact person and designation

	<p>this RFP within the last 5 years. The detailed information for each project must include the following:</p> <ul style="list-style-type: none"> • The name of the entity for which the services were provided • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided 		<ul style="list-style-type: none"> • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>4= 4-5 relevant references within the last 5 years</i> The name of the entity for which the services were provided</p> <ul style="list-style-type: none"> • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>3.5= 3 relevant references within the last 5 years with</i> The name of the entity for which the services were provided</p> <ul style="list-style-type: none"> • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>3= 2 relevant references within the last 5 years with</i> The name of the entity for which the services were provided</p> <ul style="list-style-type: none"> • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>2= 2 relevant references within the last 7 years with</i> The name of the entity for which the services were provided</p>
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			<ul style="list-style-type: none"> • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided <p><i>1= 1 relevant references within the last 7 years with The name of the entity for which the services were provided</i></p> <ul style="list-style-type: none"> • The contact person and designation • Address and contact number of the designated person • A short narrative describing the project • Reference letter from client confirming the services provided
Total		100	
<i>Minimum Threshold</i>		70	

6. **Phase 3: Pricing Requirements**

Pricing: Prices must be quoted in South African Rand excluding VAT and hourly rates should be in accordance with the **Auditor General Rates**.

Disbursement cost will be negotiated as per National Treasury rates.

Rate per hour (Exclusive of VAT)	Year 1	Year 2	Year 3
<i>Auditor Manager</i>			

<i>Audit Supervisor</i>			
<i>Audit Team member</i>			

6.1 Broad Based Black Economic Empowerment Status Level Certificates

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 signed affidavit to confirm their BBBEE Level.

B-BBEE Status Level of Contributor	Number of points /10
1	20
2	18
3	14
4	12
5	8
6	3
7	2
8	1
Non- compliant Contributor	0

A point out of 100 (50/ownership and 50/executive management) will be allocated for ownership and executive management: based on the following:

Percentage	Points allocated
0-49	0
50-60	10
61-70	20
71-80	30
81-90	40
90-100	50

7.6 Ownership

7.6.1 Indicate percentage of Black ownership

_____ %

7.6.2 Indicate a percentage of black executive management

_____ %

7.6.3 List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Shareholding %

Name	ID No	SA Citizen	Race	Gender	Shareholding %

8.1 Skills and Experience of the proposed team

8.1.1 It is expected from successful service providers to replace team members (when required) during the contract period with team members with similar or better skills, qualifications and experience.

8.1.2 In the case where the initial team members are leaving the organisation, the PIC reserves the right to request the CV's of proposed team members prior to the appointment of the new members on PIC's panel of service providers.

8.2 Non-Commitment

8.2.1 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.

8.2.2 The cost of preparing of bids will not be reimbursed.

8.2.3 The appointment on the panel does not guarantee allocation of work to the successful companies.

8.3 Reasons for rejection

8.3.1 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.

8.3.2 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.

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

8.3.4 The PIC may disregard any submission if that Bidder, or any of its directors -

have abused the Supply Chain Management (SCM) system of any Government Department/ institution;
have committed proven fraud or any other improper conduct in relation to such system;
have failed to perform on any previous contract and the proof thereof exists; and/or

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.

8.4 Cancellation of Bid

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

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

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

no acceptable bids are received.

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

8.4.2.1 due to change of circumstances, there is no longer a need for the goods or services requested;

8.4.2.2 funds are no longer available to cover the total envisaged expenditure.

8.5 Clarifications

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

8.6 Receipt of Bids

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 PIC.

8.6 Late Bids

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.

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.

8.7 Presentations

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

8.8 Service Level Agreement (SLA)

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

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

8.9 Contracting

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.

9. DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....

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

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

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

¹“State” means –

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

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

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

.....

Name of state institution at which you or the person

connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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



2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state/PIC
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

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

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

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE PIC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS

DECLARATION

PROVE TO BE FALSE.



.....

Signature

.....

Date

.....

Position

.....

Name of bidder

6 COMPANY INFORMATION

Please complete the following questionnaire:

1. Company Name:

2. Other Trading Names:

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

4. Physical and Postal Address of the Company:

Postal Code:	Postal Code:

5. Contact Details

Contact Name	
Contact Number	
Cell Number	
Email Address	
Alternative Contact	
Email Address	
Contact Number	

6. Company Information

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

7. Banking Details

Banker:	
Auditor:	
Year of Establishment:	
Registration number of entity:	
Sector:	

***A letter from your bank with a bank stamp or cancelled cheque must be submitted.**

8. Tax Registration Details:

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

9. List of Shareholders:

***ID Documents of the Board of directors/members, owners, shareholders or executive committee must be submitted.**

*** CIPC Documents must be attached.**

B-BBEE (Broad-based Black Economic Empowerment) Status Details:

Please tick the relevant box(es):

STATUS	INDICATION
<p>The company has been independently verified (assessed / rated / certified)</p> <p><i>Please submit the B-BBEE verification certificate.</i></p>	<div style="text-align: center;"> <input data-bbox="755 1024 850 1119" type="checkbox"/> </div>
<p>The company is in the process of being verified. Please submit a letter from verification agency.</p> <p><i>(i.e. verification to be completed within a maximum of 2 months)</i></p>	<div style="text-align: center;"> <input data-bbox="755 1323 850 1417" type="checkbox"/> </div>

7 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:

ANNEXURE I

Part A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (PUBLIC INVESTMENT CORPORATION)					
BID NUMBER:	PIC 00/62017	CLOSING DATE:		CLOSING TIME:	11:00 AM
DESCRIPTION	Establishment of a Panel of Auditors				

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

Menlyn Maine Central Square	
Corner Aramist Avenue and Corobay Avenue	
Waterkloof Glen Extension 2	
0181	
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]**

<p>8 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[[IF YES ENCLOSE PROOF]</p>	<p>9 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[[IF YES ANSWER PART B:3 BELOW]</p>
<p>10 SIGNATURE OF BIDDER</p>	<p>.....</p>	<p>11 DATE</p>	
<p>12 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:

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

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**

2.1

1.3. **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.**

2.2

1.4. **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.**

1.5. 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

2.3 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.4 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.

2.5 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.

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

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

2.8 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.