

**BID NO (PIC014/2016): ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS
TO RENDER RESEARCH AND TRANSACTION SUPPORT SERVICES TO THE PIC
FOR A PERIOD FOR THREE YEARS**

Bid Number : PIC 014/2016
Closing Date : 24 March 2017
Closing Time : 11:00 am
Place of Submission : Public Investment Corporation SOC Ltd

Block C, Riverwalk Office Park,

41 Matroosberg Road (corner Garsfontein and
Matroosberg Road),

Ashlea Gardens Extension 6, Menlo Park,

PRETORIA

*** Briefing session will be held on 1 March 2017**

* Time: 14:00-15:00

* Validity period of bid: 120 days

FORMAT OF PROPOSAL

	Title	Guideline
Section 1	Annexure A	Bidder to tick sector/s relevant to the proposal
Section 2	Annexure B	Bidder to submit information related to each sector for Research and transaction support
Section 3	Administrative documents	As per Administrative requirements
Section 4	Completed Bid document	Declaration of Interest Company Information
Section 4	Proposals per sector	Sectors to be INDEXED clearly: e.g. Property Main focus to be: <ul style="list-style-type: none"> • General research • Market and industry analysis • Global benchmarking and competitive analysis • Specialist market forecasts • Identifying investable opportunities • Providing technical and/or commercial due diligence

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;
- 1.10 **Validity Period** means the time period for which price quotation for the provision of goods and services shall remain valid, in this case, being a period of 120 (one hundred and twenty) days;
- 1.11 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000);
- 1.12 **SANAS** means the South African National Accreditation System; and
- 1.13 **IRBA** means the Independent Regulatory Board for Auditors.

2 INTRODUCTION

The PIC is an asset management and state owned company which manages funds on behalf of various public sector funds, the largest being the GEPF. The Public Investment Corporation (SOC) Limited is a registered Financial Service Provider (FSP) and is a public entity that is wholly owned by the South Africa Government. The 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 PIC manages assets exceeding R 1.8 trillion Rand and as the leader in the asset management industry. The PIC realise that in order to articulate its vision, mission, and goals to perform optimally to meet and exceed stakeholder expectations, it is imperative to design, improve and maintain business processes, systems and people capabilities.

3 BACKGROUND

The Research and Projects Development division within PIC, is an investment division supporting the strategic asset allocation decisions of the Assets Under Management. It provides fundamental research to support investment divisions, focused on macro-economic, thematic and sector research. Co-ordination of the asset allocation investment decision process forms a core part of the divisions function. It provides the linkage of Long-term research into alpha generation and social returns in a way that maximises direct impact of GDP growth in South Africa and into the continent.

The PIC invites written proposals from suitably qualified institutions to render research and transaction support services to the PIC.

The following services are required:

- Manufacturing and related value chains
- Agriculture and Agri-processing

- Mining and Beneficiation
- Infrastructure & Energy
- Financial Services and ICT
- Property
- Africa
- Social Infrastructure; e.g. Health & Education
- Digitization, Technology and Innovation
- Global investment themes
- Global and local economic research

The range of services required include:

- General research on the relevant areas detailed above
- Market and industry analysis
- Global benchmarking and competitive analysis
- Specialist market forecasts
- Identifying investable opportunities
- Providing technical and/or commercial due diligence

4 SCOPE OF WORK

Research and Transaction Support Services

Bidders that have experience in providing research and transaction support service in relevant sectors should indicate this separately in the Proposal Templates for research OR transaction support.

Research Services

During the execution of research services, the following would be required, in the relevant area of expertise:

- Full local and global industry outlook, outlining key drivers
- Providing local context to key drivers, i.e. value chains, localisation, import substitutions
- Consideration of unique investable opportunities, given market competitive forces
- Work with the relevant sector specialist, to be guided on focus areas

The services would require any or all of the following:

- Written report – length would vary depending on scope agreed
- Power point presentation
- Live forecasting excel model

5 EVALUATION CRITERIA

1 General

Proposals will be evaluated in the following Phases:

Phase	Description
1	Compliance with administrative requirements
2	Meeting the minimum functional requirements <ul style="list-style-type: none"> • Evaluation of proposals in terms of requirements and presentations

Administrative requirements phase

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

The PIC requires submission of -

- Completion of Annexure A
- Completion of Annexure B
- A valid and original Tax Clearance Certificate. If appointed, a new certificate must be provided once the old one expires otherwise the PIC has a right to withhold payment until provided with a valid certificate;
- BBBEE status level certificate –Accredited by SANAS or IRBA BEE verification agencies;
- EME's with an annual total revenue of R10 million or less are required to obtain a sworn affidavit or certificate issued by Companies Intellectual Property Commission (CIPC);
- Signed declaration of interest document;
- Latest audited financial statements;
- 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;
- Submission of (4 (four) copies of the bid document.
- One CD/memory stick (technical proposal) labeled with the bidder's name
- All documents should be indexed, clearly marked with bid number, indicate original, or copy (1, 2, 3, 4). Technical and administrative requirements (one document), and should be clearly separated with heading Administrative and Technical.
- The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the PIC should be registered on the CSD. Kindly enclose your CSD registration number.

**Functional Evaluation
Transaction Support and Research Services**

Criteria	Weighting
Suitability based on research and transaction requirement	40
The size and experience of the team to provide services	10
The number and size of assignments completed in the past 12- 24 months	10
Client satisfaction with work provided in past 12-24 months	10
Black Ownership of company	20
Black Female Ownership of company	10
Total	100
Threshold	70

The following information must be completed:

Name	ID No	SA Citizen	Race	Gender	Shareholding %

2 Non-Commitment

- 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.
- 2.2 The cost of preparing of bids will not be reimbursed.

3 Reasons for rejection

- 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.
- 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.
- 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.
- 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.

4 Cancellation of Bid

4.1 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.

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

- due to change of circumstances, there is no longer a need for the goods or services requested;
- funds are no longer available to cover the total envisaged expenditure.

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 .

6. Receipt of Bids

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

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

the closing date and time specified in the bid notice.

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

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

7. 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. Presentations

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

9. Service Level Agreement (SLA)

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

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.

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.

6 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.



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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.



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Signature

.....
Date

.....
Position

.....
Name of bidder

7 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:**



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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:	



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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:	



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PAYE Registration Number:

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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.**

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:

- 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:
