



**PIC 005/2017: ACQUISITION AND IMPLEMENTATION OF UNLISTED  
INVESTMENT SYSTEM(S)**

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## 1 DEFINITIONS AND ABBREVIATIONS

**B-BBBEE** means broad-based economic empowerment;

**B-BBEE status level of contributor** means the B-BBBEE 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;

**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;

**Broad Based Black Economic Empowerment act** means the Broad –Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

**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;

**Contract** means the agreement that results for the acceptance of a bid by PIC;

**Developmental Investments**; investments which are able to generate good financial returns while also supporting positive, long-term, economic, social and environmental outcomes for South Africa and the Rest of Africa.

**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;

**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;

**Ownership** means the percentage ownership and control, exercised by individuals within an enterprise;

**Validity Period:** Time it will take to finalise the adjudication process from the closing date to the adjudication of the bid;

**Private Equity Investments:** Investments that generate income and capital appreciation by making investments across all sizes of entities: early stage venture capital, small, medium and large-sized unlisted companies located in South Africa and the Rest of the African continent;

**PFMA:** Public Finance Management Act, No: 1 of 1999

**PPPFA** means the Preferential Procurement Policy Framework Act;

## 2 INTRODUCTION

The Public Investment Corporation (SOC) Limited is a registered Financial Service Provider (“FSP”) and public entity owned by the South African Government. The PIC invests in the unlisted and listed asset classes with a client base consisting of clients in the public sector.

The PIC invests in unlisted companies through debt, mezzanine, equity instruments and structured investment products in multi currencies.

## 3 OBJECTIVE

The PIC seeks to acquire and implement an end to end Unlisted Investment System (“UIS”) to support its operations, investment processes and governance structures. The UIS should be able to handle the entire deal life cycle from cradle to grave in an unlisted investment environment and meet the requirements as outlined in this tender document.

Interested bidders are required to attend a **COMPULSORY** briefing session which will be held on the **14<sup>th</sup> August 2017** at the below address from **11am**.

**Menlyn Maine Central Square, Corner Aramist Avenue & Corobay Avenue, Waterkloof Glen Extension 2, Pretoria, 0181**

Closing date for this tender is the **04<sup>th</sup> September 2017 at 11am**. Queries or request for clarification concerning this tender should be send to the following email address: [tenders@pic.gov.za](mailto:tenders@pic.gov.za). Validity period of the tender: 180 days

## 4 SOLUTION REQUIREMENTS

For detailed solution and business requirements please see **Annexure A**.

## 5 MAIN PROPOSAL

Bidders are required to submit their proposal in line with the scope of work and requirements as detailed in the **Annexure A**. The proposal must clearly be cross referenced to the scope of work and requirements and any assumptions made by the Bidders in preparing the proposal must be clearly stated and referenced to the requirements and scope of work. The proposal must further include the following:

- Name of the company with registered address, telephone and fax numbers;
- Name of contact person with telephone and fax numbers;

- Details and curriculum vitae of the key personnel who will be allocated to this project, their experience and years of experience in implementing this type of a project whether such experience was obtained in the employ of the bidder or during their career;
- Project implementation plan, strategy and methodology which must include detailed project plan with key milestones and timelines;
- Bidders must provide a list of contactable references where similar work has been implemented within the last 5 years. This information must include, name of entity, designation of contact, contact person, contact number, contract value and implementation date. The Bidder will be required to arrange such visits on behalf of PIC. References should relate to the projects where similar work has been performed in relation to the Bidders references, preferably in South Africa. PIC will be using the references provided as a basis for which client site visits will be conducted;
- Risk Management approach to this project and the summary of key risks associated with implementing this type of a project and how such risks will be or are mitigated;
- Bidders must include a section dealing with any exclusions and reasons for such;
- The service must include and state clearly aspects of the requirements that will require customization or development and the timelines to develop such should they be successful;
- Bidders must include in the proposal test plan which must covers system acceptance testing and user acceptance testing;
- Bidders must submit a training plan which must clearly indicate the training and knowledge transfer to PIC employees approach;

Where a bidder is using an implementation partner the above must be included in the proposal, where applicable.

Bidders may partner with other Bidders/Service Providers where their proposed solution does not respond or cater for all the scope of work and requirements outlined in **Annexure A**. PIC reserves the right to appoint bidders who have submitted partial or full solution as per the requirements of the RFP. The following, but not limited to, information and documentation must be submitted when there is a Joint Venture/Consortium or sub-contracting arrangements in place:

- All information stipulated in paragraph 8 under minimum and administrative requirements must be submitted by all parties involved in the Joint Ventures/Consortiums or Sub-contracting, including ownership and executive management information;
- A percentage breakdown of the work allocation between the parties to the JV/Consortium or Sub-contracting must be clearly indicated;
- A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted;
- BEE certificate for JV/Consortium and the Subcontractor for South African bidders.

## 6 BRIEFING SESSION

All Bidders are required to attend a compulsory briefing session. In the case of a JV/Consortium, a representative of the JV/Consortium is required to attend the briefing session and sign the briefing session attendance register as a representative of the JV/Consortium. In case of a sub-contracting arrangement it is not expected of the sub-contractor to sign the briefing session attendance register however the main Bidder will be expected to sign such register.

## 7 PRICING PROPOSAL

The pricing proposal should be submitted on a separate document in line with the scope of work and requirements as detailed in **Annexure A**. It is the responsibility of the Bidders to ensure the accuracy of the pricing is provided as part of the response. Furthermore, the bidder must, as part of the pricing proposal, outline the assumptions made in arriving at the pricing proposal.

When completing the pricing proposal the Bidders should take note of the following:

- Implementation cost/Configuration/Customization/Data Migration;
- All pricing for software, license fees, enhancement fees, professional fees, annual maintenance fees ,training fees, support fees etc. must be for a period of 5 (five) years;
- Pricing should be quoted in South Africa Rand (“ZAR”) in case of South African Bidders.
- In case of a foreign Bidders the pricing should be in the base currency (\$ or € or £);
- Disbursement will be negotiated in line with PFMA or National Treasury Regulations;
- Proposal should indicate any variables in the pricing and reason for such variables;
- Annual increases which must be inflation linked should be stated separately over the period of the 5 (five) years and must be stated separately for each year;

## 8 GENERAL

It must be noted that the successful Bidders will be required to have a joint workshop with the PIC to unpack the system functionality, requirements and scope of work as outlined in **Annexure A**. The successful Bidders will be required to enter into an implementation and post implementation agreement.

## 9 EVALUATION CRITERIA

**Proposals will be evaluated in the following 4 (four) Phases:**

**First Phase - Compliance with the minimum administrative requirements;**

This phase entails the Bidders complying with all the requirements listed below:

Submission of:

- Bidders valid pin number to verify Tax Status on SARS website;
- Completion of **Annexure I** by All bidders;
- Last 3 (three) years audited financial statements;
- Acceptance of the conditions as stipulated in the bid document by initialing all pages of RFP Document;
- Letter confirming accreditation/authorization to install or letter confirming ownership and installer of the proposed solution;
- Submission of 1 original and five (5) 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;

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



## Second Phase - Functionality

This phase involves the technical aspects of the written proposal and will be evaluated in line with Section 4 and 5 of this tender. Bidders will be required to present to the PIC the proposed solution. The presentation must focus on demonstrating the critical solution modules and their broad respective functionality. Only Bidders who achieve the minimum qualifying score of 70 points will proceed to be evaluated in terms of the third phase.

### Functionality

CRITERIA	REQUIREMENTS FROM BIDDERS	WEIGHTING	SCORING
<b>Critical solution modules and related module functionality as per Annexure A.</b>	Bidders must demonstrated the existence of the critical modules and related module functionality <sup>1</sup>	20	<ul style="list-style-type: none"> <li>• 5 = Very Good</li> <li>• 4 = Good</li> <li>• 3.5= Acceptable</li> <li>• 2 = Poor</li> <li>• 1 = Very Poor</li> </ul>
<b>Bidders project implementation strategy, plan and methodology.</b>	<ul style="list-style-type: none"> <li>• Bidders must demonstrate the project implementation plan, strategy and methodology. This must cover the detailed project plan with milestones and timelines, data migration strategy and plan and risk management plan which must cover of key risks associated with implementing this type of a project and how such risks will be mitigated.</li> </ul>	15	<ul style="list-style-type: none"> <li>• 5 = Very Good</li> <li>• 4 = Good</li> <li>• 3.5= Acceptable</li> <li>• 2 = Poor</li> <li>• 1 = Very Poor</li> </ul>

<sup>1</sup> Each module will be evaluated separately and score will be averaged before weighting is applied.

CRITERIA	REQUIREMENTS FROM BIDDERS	WEIGHTING	SCORING
<b>Bidders Project team directly involved in the implementation for the project;</b>	<ul style="list-style-type: none"> <li>Experience of the core project team to be involved in the implementation of the project and years of experience must have a minimum of 20 years combined (Excluding the IT technical lead);</li> </ul>	20	<ul style="list-style-type: none"> <li>5 = Very Good (above 30 years)</li> <li>4 = Good (above 25 years but up to 30 years)</li> <li>3.5 = Acceptable (20 years but up to 25 years)</li> <li>2 = Poor (above 15 years but up to 10 years)</li> <li>1 = Very Poor (below 10 years)</li> </ul>
<b>Contactable references</b>	<ul style="list-style-type: none"> <li>At least a minimum 5 relevant to the terms of reference contactable references<sup>2</sup>; Engagement with the references will, at a minimum, focus on the following: <ul style="list-style-type: none"> <li>Experience of the team involved implementation;</li> <li>Actual vs agreed implementation period;</li> <li>Post implementation support;</li> <li>Overall experience with the bidder;</li> </ul> </li> </ul>	10	<ul style="list-style-type: none"> <li>5 = Very Good</li> <li>4 = Good</li> <li>3.5 = Acceptable</li> <li>2 = Poor</li> <li>1 = Very Poor</li> </ul>

<sup>2</sup> The potential bidders shall ensure that PIC have access to their contactable references for a site visit as and when requested by PIC. Each reference will be evaluated separately and score will be averaged before weighting is applied

CRITERIA	REQUIREMENTS FROM BIDDERS	WEIGHTING	SCORING
<b>Bidders IT Technical Lead's experience in related projects</b>	<ul style="list-style-type: none"> <li>IT Technical Lead must have a min of 5 years' experience implementing the proposed solution</li> <li>CV must be provided for the Bidder's IT Technical Lead who will be assigned to the PIC project</li> <li>Include table with Client, Project Implemented, Project Budget, Project Start and End Dates, Client Contact Details</li> </ul>	5	5 = over 7 years' experience  4 = 6 years and above but less than 7 years  3.5 = 5 years and above but less than 6 years  2 = 4 years and above but less than 5 years  1 = 3 years and above but less than 4 years  0 = Below 3 years
<b>Bidder must complete IT technical requirements checklist (Annexure B) with clear cross reference to the related proposal section/page.</b>	<ul style="list-style-type: none"> <li>Infrastructure Standards (4 points)</li> <li>Hardware (3 points)</li> <li>Database Environment (1 point)</li> <li>Network Environment (1 point)</li> <li>Application Management (14 points)</li> <li>Information Security (15 points)</li> </ul>	20	Each Requirement is worth one point. The score for the section will be calculated by adding up points per requirement that is met out of a total of 39 points.
<b>Valued add</b>	<ul style="list-style-type: none"> <li>The Bidders must demonstrate specific value add service that is unique to them and that distinguishes the Bidders from other bidders;<sup>3</sup></li> </ul>	10	<ul style="list-style-type: none"> <li>5 = Very Good</li> <li>4 = Good</li> <li>3.5 = Acceptable</li> <li>2 = Poor</li> <li>1 = Very Poor</li> </ul>

<sup>3</sup> The Bidders is expected to include in their proposal distinct specific value add the bidder is bringing to the PIC should such Bidders be successful.



CRITERIA	REQUIREMENTS FROM BIDDERS	WEIGHTING	SCORING
<b>TOTAL</b>		<b>100</b>	
<b>MINIMUM THRESHOLD</b>		<b>70</b>	

### **Third Phase-Proof of Concept (“PoC”)**

Bidders who score minimum threshold of 70 in phase 2 will be evaluated in terms of this phase 3. In this phase Bidders will be required to perform a Proof of Concept (“PoC”) based on the detailed requirements as stated in the **Annexure A**. For the PoC, Bidders will be required to configure the proposed solution to meet the PIC’s requirements and furthermore in performing the PoC Bidders will be expected to use PIC data.

All the costs and expenses associated with preparation or performance of the PoC by bidders is for the bidders own account. The PIC will have the prerogative to decide the location of the PoC. A sample of data and the requirements for the PoC will be given to the Bidders furthermore the Bidders will be given 10 (ten) working days or any other period at the discretion of the PIC to prepare for the PoC.

Bidders will be required to meet 80% of the key requirements without having to customize or development.

At the time of performing the PoC the bidders are expected to, if any, state clearly aspects of the PoC requirements that are not addressed due to such requiring customization or development and the timelines required for such development or customization.

CRITERIA	REQUIREMENTS FROM BIDDERS	WEIGHTING	SCORING
<b>Portfolio structure and open and close mandates</b>	The solution must be able to incorporate the structure of the unlisted portfolio as outline in Section 3 of the <b>Annexure A</b> .	15	<ul style="list-style-type: none"> <li>• 5 = Very Good</li> <li>• 4 = Good</li> <li>• 3.5 = Acceptable</li> <li>• 2 = Poor</li> <li>• 1 = Very Poor</li> </ul>
<b>Online funding application processing until approval by PIC</b>	The Bidder must demonstrate using PIC data, client registration and application processing on the portal; Engagement between PIC and potential and existing clients; Enquiries by potential clients; Design frequently asked questions and client satisfaction surveys;	20	<ul style="list-style-type: none"> <li>• 5 = Very Good</li> <li>• 4 = Good</li> <li>• 3.5 = Acceptable</li> <li>• 2 = Poor</li> <li>• 1 = Very Poor</li> </ul>
<b>Solution scope of work and requirements</b>	The Bidder must demonstrate using the PIC data how the solution proposed will address specific requirements as outlined in Section 6 of <b>Annexure A</b> .	65	<ul style="list-style-type: none"> <li>• 5 = Very Good</li> <li>• 4 = Good</li> <li>• 3.5 = Acceptable</li> <li>• 2 = Poor</li> <li>• 1 = Very Poor</li> </ul>
<b>TOTAL</b>		<b>100</b>	
<b>MINIMUM THRESHOLD</b>		<b>80</b>	

#### **Fourth Phase – Price and BBBEE scoring in terms of PPPFA**

This phase is the last phase of evaluation process and will only be for Bidders who have successfully achieved a minimum a score 80 or above in phase 3. It is expected that the bids will be evaluated using the 90/10 Preference Procurement points system as stipulated in the Preferential Procurement system (90: Price and 10: BBBEE status level of contribution).

A maximum of 90 points will be allocated for price on the following basis:

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

P = Points scored for price of bid under consideration

P<sub>t</sub> = Rand value of bid under consideration

P<sub>min</sub> = Rand value of lowest acceptable bid

#### **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 certificate issued by a registered auditor, accounting officer (as contemplated in section (60 (4) of the Close Corporation Act, 1984) or an accredited verification agency.

Bidders other than the Exempted Micro-Enterprises (EMEs) must submit their original and valid BBBEE status level verification certificate or a certified copy thereof issued by a SANAS accredited agency, substantiating their BBBEE rating.

Points will also be awarded to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points
<b>1</b>	10
<b>2</b>	9
<b>3</b>	6
<b>4</b>	5
<b>5</b>	4
<b>6</b>	3
<b>7</b>	2
<b>8</b>	1
<b>Non- compliant Contributor</b>	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
<b>0-49</b>	0
<b>50-60</b>	10
<b>61-70</b>	20
<b>71-80</b>	30
<b>81-90</b>	40
<b>90-100</b>	50



**Ownership:**

Indicate percentage of Black ownership

\_\_\_\_\_ %

Indicate a percentage of black executive management

\_\_\_\_\_ %

**List of Shareholders<sup>4</sup>**

Name	ID No	SA Citizen	Race	Gender	Shareholding %

**List of Executive Management<sup>5</sup>**

Indicate percentage black Executive Management \_\_\_\_\_ %

Name	ID No	SA Citizen	Race	Gender	Shareholding %

<sup>4</sup> Bidders can use a separate sheet for this, however this should be clearly marked as an Annexure to this tender.

<sup>5</sup> Bidders can use a separate sheet for this, however this should be clearly marked as an Annexure to this tender.

Points scored in terms of the 90/10 preference system will be added to the points scored for % black ownership and % of Black Executive Management.

Points scored will be rounded off to the nearest 2 decimal places.

- The bidder who scored the highest point will be awarded the bid;
- In the event where two or more bidders scored equal points, the successful bidder must be the one scoring the highest preference points for BBBEE;
- However when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for BBBEE, the successful bidder must be the one scoring the highest for functionality; and
- Should two or more bidders be equal in all respects, the award shall be decided by the drawing of lots.

## **10 CONDITIONS**

### **Non-Disclosure and Confidentiality Agreement**

A non-disclosure and confidentiality agreement will be signed by all potential bidders and submitted prior to issuing of the bid document and or attendance of the briefing session.

### **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.

### **Reasons for Rejection**

- 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;
- 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 way, may result in rejection of the bid concerned; and
- 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:

- 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
- Is restricted from doing business with the public sector for any reason what so ever.

#### **Cancellation of a Bid**

PIC may cancel a bid, prior to the awarding, if one of the following instances occurs and also in line with any provisions of the Supply Chain Management of the PIC:

- Change in circumstance, where there is no longer a need for the goods or services requested;
- Funds are no longer available to cover the total envisaged expenditure; and
- No acceptable bids are received.

### **Clarifications**

Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the bid must send such clarification to the following email address [tenders@pic.gov.za](mailto:tenders@pic.gov.za).

### **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 advert or 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).

### **Late Bids**

Bids received late shall not be considered.

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

### **11. Declaration of interest**

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

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

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

11.2.1 Full Name of bidder or his or her representative:

.....

11.2.2 Identity Number:

.....

11.2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

11.2.4 Company Registration Number:

.....

11.2.5 Tax Reference Number:

.....

11.2.6 VAT Registration Number:

.....

11.3 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 8 below.

<sup>1</sup>“State” means –

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

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

11.4 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

11.4.1 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:

.....

.....

.....

11.4.1 If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

11.4.2 If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

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

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

.....

.....

.....

11.4.4 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?

11.4.5 If so, furnish particulars:

.....

.....

.....

11.4.6 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?

11.4.7 If so, furnish particulars.  
.....  
.....  
.....

11.4.8 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?

11.4.9 If so, furnish particulars.  
.....  
.....  
.....

11.5 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?

11.5.1 If so, furnish particulars:

.....

.....

.....

**12. FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.**

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

**DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 7 and 8 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

### 13. COMPANY INFORMATION

Please complete the following questionnaire:

#### 13.1. Company Name:

#### 13.2. Other Trading Names:

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

#### 13.4. Physical and Postal Address of the Company:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

<b>Postal Code:</b>	<b>Postal Code:</b>

### 13.5. Contact Details

<b>Contact Name</b>	
<b>Contact Number</b>	
<b>Cell Number</b>	
<b>Email Address</b>	
<b>Alternative Contact</b>	
<b>Email Address</b>	
<b>Contact Number</b>	

### 13.6 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:	
--	--

### 13.7 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.

### 13.8 Tax Registration Details:

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

### 13.9 List of Shareholders:

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

**\* CIPRO 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 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 type="checkbox"/></div>

**DECLARATION**

Bidder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

I declare that:

- All information provided is true and correct;
- The signatory of the bid document is duly authorized; and
- 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; and
- 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 the \_\_\_\_\_ day of \_\_\_\_\_, 2016 at \_\_\_\_\_**

\_\_\_\_\_:

Who warrants his / her authority hereto

For and on behalf of: \_\_\_\_\_

**ANNEXURE I**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (PUBLIC INVESTMENT CORPORATION)</b>					
BID NUMBER:	PIC 00/2017	CLOSING DATE:		CLOSING TIME:	11:00 AM
DESCRIPTION	ACQUISITION AND IMPLEMENTATION OF UNLISTED INVESTMENT SYSTEM/S				

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

<b>Menlyn Maine Central Square</b>	
<b>Corner Aramist Avenue and Corobay Avenue</b>	
<b>Waterkloof Glen Extension 2</b>	
<b>0181</b>	
<b>SUPPLIER INFORMATION</b>	
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:		<b>OR</b> 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		
	<input type="checkbox"/>	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><b>11 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><b>12 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>[IF YES ANSWER PART B:3 BELOW]</p>
<p><b>13 SIGNATURE OF BIDDER</b></p>	<p>.....</p>	<p><b>14 DATE</b></p>	
<p><b>15 CAPACITY UNDER WHICH THIS BID IS SIGNED</b></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](http://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.**