



PUBLIC INVESTMENT  
CORPORATION

**BID NO: PIC005/2018**  
**ESTABLISHMENT OF AN APPROVED PANEL OF  
SERVICE PROVIDERS TO RENDER IT PROJECT  
MANAGEMENT, BUSINESS ANALYSIS AND TESTING  
SERVICES FOR A PERIOD OF THREE YEARS**

The Public Investment Corporation (SOC) Limited is a registered Financial Service Provider (FSP) and a public entity, wholly owned by the South African Government. The Corporation invests funds on behalf of public sector entities. Among the PIC's clients are the Government Employees Pension Fund ("GEPF"), Unemployment Insurance Fund ("UIF") and Compensation Fund ("CP").

The Public Investment Corporation seeks to appoint a panel of experienced and qualified service providers to provide IT Project Management, Business Analysis and Testing Services for a period of three years.

**Compulsory Briefing session:** 8 August 2018, 11:00 AM, Menlyn Maine Central Square, Corner Aramist Avenue & Corobay Avenue, Waterkloof Glen Extension 2.

**Bid documentation will be available on the PIC website, [www.pic.gov.za/tenders](http://www.pic.gov.za/tenders) from 30 July 2018.**

**CLOSING DATE FOR THE BID SUBMISSION: 29 AUGUST 2018**

**CLOSING TIME: 11:00 AM**

**For submission at:** Public Investment Corporation SOC Limited, Menlyn Maine Central Square, Ground Floor, next to ABSA Bank, 2 nd Floor, Corner Aramist Avenue & Corobay Avenue, Waterkloof Glen Extension 2.

**Enquiries:** [tenders@pic.gov.za](mailto:tenders@pic.gov.za)



**PIC005/2018: ESTABLISHMENT OF AN APPROVED  
PANEL OF SERVICE PROVIDERS TO RENDER IT  
PROJECT MANAGEMENT, BUSINESS ANALYSIS AND  
TESTING FOR A PERIOD OF THREE YEARS**

**Bid Number** : **PIC 005/2018**  
Closing Date : 29 AUGUST 2018  
Closing Time : 11:00 am  
Place of Submission : Public Investment Corporation  
Menlyn Maine Central Square,  
Corner Aramist Avenue & Corobay Avenue,  
Waterkloof Glen Extension 2, 0181  
Pretoria

**Compulsory Briefing session:8 August 2018**

**Briefing Time:** 11:00

Menlyn Maine Central Square,

Corner Aramist Avenue & Corobay Avenue,

Validity period of bid: 90 days

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## 1. DEFINITIONS AND ABBREVIATIONS

**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) amended 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.

**Bidder** means the service provider who will be submitting a proposal in response to the RFP.

**Broad Based Black Economic Empowerment act** means the Broad –Based Black Economic Empowerment Act, 2013 (Act No46 of 2013).

**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

**CSD** means Central Supplier Data Base (**CSD**)

**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 finalize the adjudication process from the closing date to the adjudication of the bid.

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

**SANAS** means South African National Accreditation System.

## 2. INTRODUCTION

### 2.1. Purpose of Document

The Public Investment Corporation (SOC) Limited is a registered Financial Service Provider (FSP) and a public entity, wholly owned by the South Africa Government. The Corporation invests funds on behalf of public sector entities. Among the PIC's clients are the Government Employees Pension Fund ("GEPF"), Unemployment Insurance Fund ("UIF") and Compensation Fund ("CP").

### 3. OBJECTIVE

The Public Investment Corporation seeks a panel of experienced and qualified service providers to provide the IT services below as and when PIC requires:

The services will be required on an ad hoc basis over the period of two years and the successful panel will assist with the supply of IT resources (software, hardware & human resources).

### 4. SCOPE OF WORK

A panel of service provider for the following professional services. Bidders can bid for one of the skills required or both. Bidders should be aware that they should comply with 100% of the requirements for each area that they are bidding for:

Skills Sought	Area of specialists (Role)
IT Project Management	Project managers
Business Analysis and Testing services	Business Analysts
	Tester / QA

### 5. EVALUATION CRITERIA

The Request for Proposals will be evaluated in the following 3 Phases:

- **Phase 1: Compliance with the Administrative requirements**
- **Phase 2: Compliance with minimum functional requirements**
- **Phase 3: Functionality/Technical Proposal**
- **Phase 4: Pricing Proposal**

All responses must comply to the following requirements:

- Functionality/Technical Proposal (Only companies who achieved the minimum qualifying score of 70% will be evaluated in terms of the third phase). This includes reference site visits.
- 80/20 Preference Procurement points system as stipulated in the Preferential Procurement system (80: Price and 20: BBBEE status level of contribution)

- Documentation that is not relevant to this RFP should not be submitted and will not be considered.
- Proposals must be clearly indexed
- 1 Original document and 4 copies of the proposal must be submitted
- USB/CD of proposal must be included in the proposal

## 5.1 MINIMUM AND ADMINISTRATIVE REQUIREMENTS (PHASE 1)

*(Bidders must comply with the requirements below in order to be considered for the Functional and pricing evaluation)*

### **Submission of:**

- Bidders valid pin number to verify Tax Status on SARS website/valid Tax Clearance Certificate;
- Completion of **SBD 1** by All bidders ;
- BBBEE status level certificate for South African companies
- 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;
- 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 utilized 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 must be registered on the CSD. Kindly enclose your CSD registration number;
- Acceptance of the conditions as stipulated in the bid document

## 5.2 MINIMUM REQUIREMENTS (Phase 2)

Bidders who do not reference (as requested in the table below) to the relevant section in their bid documents will be disqualified.

Bidders should also comply 100% of the requirements for each of the streams.

<b>IT Stream</b>	<b>Skills Required</b>	<b>Comply</b>  <i>(Reference in the document where compliance is indicated )</i>	<b>Not Comply</b>
<b>Project Management Services</b>	Certified Project Management Professional (PMP)		
<b>Business Analysis</b>	Degree NQF Level 7		
	Experience in asset management or finance industry		
	Involvement IT initiatives in asset management		
	Degree NQF Level 7		
	Minimum three (3) years' experience in analysing and documenting requirements, business case and facilitate testing.		
	Involvement IT initiatives in asset management		
<b>Testers</b>	Degree NQF Level 7		
	Certified tester		
	Minimum three (3) years' experience as a tester , quality assurance		
	Testing applications on all platforms.		
<b>Value Add (Optional )</b>	Testing tools to be provided		

### FUNCTIONALITY REQUIREMENTS (PHASE 3)

***Bidders who obtain a score of 70% and above will be considered for the pricing evaluation). The number of points to be given under each evaluation criteria is as follows:***

<b><i>Criteria</i></b>	<b><i>Requirements from service providers</i></b>	<b><i>Weighting</i></b>
Service Provider Experience in providing similar services	Service provider must demonstrate at least not less than 5 years in providing similar services with the transaction value of the agreements that they have in place.	80
References	At least 3 contactable references.	20
<i>Total</i>		100
<b><i>Minimum Threshold</i></b>		<b><i>70</i></b>



### 5.3 PRICING REQUIREMENTS (PHASE 3)

*Hourly fees per service must be indicated*

<b>Services</b>	<b>Hourly Rates (Year 1)</b>	<b>Hourly Rates (Year 2)</b>	<b>Hourly Rates (Year 3)</b>
<b>Project Management</b>			
<b>Business Analysis</b>			
<b>Tester</b>			

Annual increases must not exceed CPI related to the specific year.

A maximum of 80 points is allocated for price on the following basis:

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

P = Points scored for price of bid under consideration

Pt. = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

#### ***Broad Based Black Economic Empowerment Status Level Certificates***

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).

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

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

## 6. CONDITIONS

### 6.1 Non- Commitment

- Public Investment Corporation (PIC) reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.
- The cost of preparing of bids will not be reimbursed.

### 6.2 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 matter, may result in rejection of the bid concerned.
- 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.
- Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

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

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

- 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.

### **6.4 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](mailto:tenders@pic.gov.za).

### **6.5 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 Public Investment Corporation (PIC).

### **6.8 Late Bids**

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

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.

### **6.9 Presentations**

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

### **6.10 Payments**

During implementation payments will be made on signed off deliverables. The PIC payment terms are 30 days from receipt of correct and valid invoice.

The bid document must be valid for at least 90 business days.

### **6.11 Service Level Agreement**

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

PART A

SBD 1

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER:	PIC 001518	CLOSING DATE:	29 August 2018	CLOSING TIME:	11:00 AM
DESCRIPTION	<b>ESTABLISHMENT OF AN APPROVED PANEL OF SERVICE PROVIDERS TO RENDER IT PROJECT MANAGEMENT, BUSINESS ANALYSIS AND TESTING FOR A PERIOD OF THREE YEARS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Menlyn Maine Central Square					
Corner Aramist Avenue & Corobay Avenue					
Waterkloof Glen Extension 2					
Tender Box is located on ground floor: Between ABSA and Woolworths					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes
					<input type="checkbox"/> No

<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART B:3]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## 7. DECLARATION OF INTEREST

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 favoritism, 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.

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

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

.....

2. Identity Number:

.....

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

.....

4. Company Registration Number:

.....



5. Tax Reference Number:

.....

6. VAT Registration Number:

.....

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.

<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.

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

**YES / NO**

If so, furnish the following particulars:

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

.....

Name of state institution at which you or the person  
connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

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

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?

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.

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

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

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?

If so, furnish particulars:

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

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?

If so, furnish particulars.

.....  
.....

.....

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?

If so, furnish particulars.

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

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?

If so, furnish particulars:

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

**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 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE PIC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## 8. 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:**

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

**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>	

## 6. Company Information

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

## 7. Banking Details

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

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

## 8. Tax Registration Details:

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

**9. List of Shareholders :**

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

**\* 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>	<p style="text-align: center;"><input type="checkbox"/></p>
<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>	<p style="text-align: center;"><input type="checkbox"/></p>

## 9. DECLARATION

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

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

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

I declare that:

1. All information provided is true and correct
2. The signatory of the bid document is duly authorised
3. 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** \_\_\_\_\_<sup>st / nd / rd / th</sup> **day of** \_\_\_\_\_ ,  
**20** \_\_\_\_\_ **at** \_\_\_\_\_ :

Who warrants his / her authority hereto

For and on behalf of:

---



