

PIC006/2018: REQUEST FOR PROPOSAL

PROVISION OF SERVICES TO DESIGN, DEVELOP AND IMPLEMENT CUSTOMISED MANAGEMENT AND LEADERSHIP DEVELOPMENT PROGRAMMES FOR THE PIC

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 Corporation invests funds on behalf of public sector entities. The PIC's clients in respect of the unlisted investments are the Government Employees Pension Fund ("GEPF"), Unemployment Insurance Fund ("UIF") and Compensation Fund ("CP").

The PIC seeks to partner with local (globally) accredited Institutes of Higher Learning (business schools) to:

- Design and develop customised Management and Leadership Development Programmes for PIC (accredited and/or NQF aligned).
- Deliver modular/block based local and/or international training, workshops and study visits needed according to the submitted timetable by the Business School/Institution.
- Design practical application through Action Learning to embed learning and behavioral change.
- Provide coaching support as part of the programmes

A Compulsory briefing session will be held on **14 August 2018** at the PIC building, Menlyn Maine Central Square, Corner Aramist Avenue & Corobay Avenue, Waterkloof Glen Extension 2. (PIC Entrance between ABSA and Woolworths). Start time: 11:00am.

Soft copies of the document will be available on PIC website www.pic.gov.za from 6 August 2018.

A **soft copy** of the tender documents can be requested at the email address: tenders@pic.gov.za

Closing date for submission: 5 September 2018, 11:00.

Place of submission: Menlyn Maine Central Square, Corner Aramist Avenue & Corobay Avenue, Waterkloof Glen Extension 2. (PIC Entrance between ABSA and Woolworths).

Enquiries: tenders@pic.gov.za



**PIC006/2018: REQUEST FOR PROPOSALS FROM
ACCREDITED INSTITUTES OF HIGHER LEARNING TO
DESIGN AND IMPLEMENT CUSTOMISED
MANAGEMENT AND LEADERSHIP DEVELOPMENT
PROGRAMMES FOR THE PIC**

Bid Number : **PIC006/2018**
Closing Date : 05 September 2018
Closing Time : 11:00 am
Place of Submission : Public Investment Corporation
Menlyn Maine Central Square,
Corner Aramist Avenue & Corobay Avenue
Waterkloof Extension 2
Compulsory Briefing session: 14 August 2018
Menlyn Maine Central Square,
Corner Aramist Avenue & Corobay Avenue
Waterkloof Extension 2

Briefing Time: 11:00AM

Validity period of bid: 120 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

The Public Investment Corporation (PIC) is a schedule 3B public entity established in 1911, and invests funds on behalf of public sector entities based on investment mandates set by the clients and approved by the Financial Services Board (FSB). The organization is the largest investment manager in the country and the continent.

Our goal is to not only meet, but exceed our clients' expectations and our shareholder's investment objectives through thorough research, careful risk analysis and stringent compliance practices.

3. REQUIREMENTS SPECIFICATION

3.1 The PIC seeks to partner with local (globally) accredited Institutes of Higher Learning (business schools) to:-

- 3.1.1 Design and develop customised Management and Leadership Development Programmes for PIC (**accredited and/or NQF aligned**).
- 3.1.2 Deliver modular/block based local and/or international training, workshops and study visits needed according to the submitted timetable by the Business School/Institution.
- 3.1.3 Design practical application through Action Learning to embed learning and behavioral change.
- 3.1.4 Provide coaching support as part of the programmes

3.2 The bidder is required to provide the services as detailed under scope of work below.

OBJECTIVE OF THE PROGRAMES

3.3. The PIC' objective is to build and bolster its talent and leadership bench-strength and:

3.3.1 Develop asset management skills and capacity to maintain, strengthen, transform and ensure long-term sustainability of the PIC.

3.3.2 Establish a high performance values based leadership brand

3.3.3 Relish good corporate governance and be revered as the bastion of excellence in both the public and private sector

3.3.4 Promote and advocate for an inclusive , democratised work environment and an exporter of talent

3.3.5 Remain a key catalyst to economic growth in South Africa and the rest of the continent.

3.3.6 Ensure the generation of client returns

4. SCOPE OF WORK

4.1 The design and development of customised management and leadership programme, taking into consideration the following ***leadership capabilities across all the programmes:***

4.1.1 Self-Awareness

4.1.2 Vision

4.1.3 People

4.1.4 Execution

4.2 Customised and ***accredited/NQF aligned*** Management and Leadership Programmes as per following:

NQF Level	Target Audience	Aim of the Programme
5	Office Administration & Management	Provides secretarial staff & Divisional Administrators with a better understanding of the business environment
6	Junior Management	Equip delegates with the knowledge & skills to intergrate & synergise organisational activities on the basis of a profound understanding of the value chain perspective
7	Middle Management	Develop the skills of managers functioning at middle management level to enable them to perform in an effective & efficient manner
8	Senior Management	Develop advanced management skills, as well as analytical & creative decision-making competencies for high-performers
N/A	Senior/General Managers/Executives	Develop advanced global management skills, as well as analytical & creative decision-making competencies for senior functional & general managers who operate at strategic management level.

- 4.3 The delivery of the programme shall be scheduled for a period of 11 months (inclusive of administration, classroom training, local and/or international study visits, ALP and certification).
- 4.4 Development of appropriate block releases within 7 months delivery period
- 4.5 Facilitation of the programme that includes, but not limited to:
 - 4.5.1 Delivery of training
 - 4.5.2 International study-visit block focusing on asset and investment management (EU-FL cohort)
 - 4.5.3 Action learning and coaching
 - 4.5.4 On-going assessments throughout the programme
 - 4.5.5 Certification
 - 4.5.6 Graduation ceremony
 - 4.5.7 Provide facilities conducive for the effective and efficient delivery of the programmes
 - 4.5.8 Facilitate in-market immersions locally and internationally
 - 4.5.9 Facilitate and co-ordinate the international module / study block
 - 4.5.10 Manage the overall budget allocated;
 - 4.5.11 Attend meetings at the PIC to discuss progress.
- 4.6 Provide accreditation and ranking of local and international University (Higher learning institution) /Business School for international study block.

The PIC reserves the right to appoint more than one service provider, and may allocate more than one programme to a single service provider.

4. EVALUATION CRITERIA

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

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

All responses must be in the sequence as stipulated in the requirements below:

- Compliance with the minimum administrative requirements as indicated in section 5.1
- 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.

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;
- Completion of **SBD1** by All bidders ;
- Latest audited financial statements for the past 3 years;
- 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 by initialing all pages of RFP Document;
- Submission of 1 original and five (4) 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.

5.2 FUNCTIONALITY REQUIREMENTS (PHASE 2)

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:

1 = Very Poor; 2 = Poor; 3 = Fair; 4 = Good; 5 = Excellent

No.	Evaluation Criteria	Description	Weight
1.	Understanding of Scope of Work	<p>1.1 The bidder must provide proof of SAQA/CHE/SETA accredited or aligned Management and Leadership Programmes (NQF 5 – 8)</p> <p>1.2 The bidder must provide proof of partnership with International institution/business school</p>	20
2.	Methodology, appropriateness and implementation	<p>2.1 The bidder must propose the architecture and content for the training programme, at each level.</p> <p>2.2. The bidder must provide theoretical basis behind the approach</p> <p>2.3 The bidder must provide a detailed description of learning delivery methodologies and balance between theory and application.</p>	40
3.	Expertise of personnel	<p>The bidder' project-team must have individual experience of five years in Management and Leadership Development programme design, development and implementation. CVs of team to be deployed must be included in the bid.</p>	20
4.	References	<p>The Bidder must have relevant experience in the delivery of Management and Leadership Development Programmes. Please furnish five (5) references. The details should include company name, contact person, the</p>	20

		contact number, course name, and duration of the course, NQF level & accreditation (applicable).	
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5.3 PRICING REQUIREMENTS (PHASE 3)

Price and BEE (BEE Level contributor, ownership, executive management)

Pricing: Prices must be quoted in South African Rand excluding of VAT

A detailed breakdown of pricing as per requirements stated in par 4.1 to par 4.3.

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

5. 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.

6.5 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 Public Investment Corporation (PIC).

6.6 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.

6.7 Presentations

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

6.8 Service Level Agreement

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

6. INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER:	PIC 003/18	CLOSING DATE:	23 August 2018	CLOSING TIME:	11:00 AM
DESCRIPTION	PROVISION OF ENTREPRENEURSHIP TRAINING PROGRAMMES AND INCUBATION SUPPORT				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Menlyn Maine Central Square					
Corner Aramist Avenue & Corobay Avenue					
Waterkloof Glen Extension 2					
Tender Box is located on ground floor: Between ABSA and Woolworths					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

<p>1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p>	<p>1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES, ANSWER PART B:3]</p>
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<p>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</p>	
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>	

PART B

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

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

DATE:

7. DECLARATION OF INTEREST

7.1. 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 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.

8.2 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, shareholder²):

.....

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.

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.

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

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:

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

8.3.1. 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?

8.3.2.1. 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.

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

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

8.4 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?

8.4.1. If so, furnish particulars:

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

8.5. 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?

8.5.1. If so, furnish particulars.

.....

.....
.....

8.6 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?

8.6.1 If so, furnish particulars.

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

8.7 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?

8.7.1 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:

Postal Code:	Postal Code:

5. Contact Details

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

6. Company Information

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

7. Banking Details

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

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

8. Tax Registration Details:

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

9. List of Shareholders :

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

*** 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><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><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 _____^{st / nd / rd / th} **day of** _____ ,
20 _____ **at** _____ :

Who warrants his / her authority hereto

For and on behalf of:
