

**TERMS OF REFERENCE
THE PROVISION OF INSURANCE SERVICES TO THE NATIONAL
DEVELOPMENT AGENCY (NDA) FOR A PERIOD OF 36 MONTHS**

BID REF: NDA03/FIN01/20

BRIEFING SESSION	A NON COMPULSORY BRIEFING SESSION WILL BE HELD ON THE 16th OCTOBER 2020 @ 10H00
VENUE	MICROSOFT TEAMS: Bidders who are interested in joining the non-compulsory briefing session MUST send their e-mail addresses to: MuziM@nda.org.za by 15h00 on the 15 th October 2020 so that a link can be sent to them for joining the Microsoft Teams meeting.
CLOSING DATE	<u>30th OCTOBER 2020</u>
CLOSING TIME	11H00
SUBMISSION OF DOCUMENTS	All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Office address is: 26 Wellington Road, Parktown, Johannesburg, 2193. Submissions must be strictly submitted inside the tender box which is at the main entrance and accessible 24/7. <i>Service providers outside of Gauteng are advised to send their documents by courier. NDA will not take responsibility for documents sent via postal services.</i>
SUPPLIER ENVELOPES	The supplier's envelope/s MUST clearly have the description of the "The provision of Insurance Services for the NDA over a period of 36 months". A TWO-ENVELOPE system will be used for the submission of bids: Commercial Envelope This envelope must contain price quotations plus all the mandatory documents as listed in section 11 of this document. Technical Envelope This envelope must contain all info listed in section 3 of this document.
LATE BIDS	Bids received after the closing date and time will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).

Contact person for Commercial Queries is: Ms Elizabeth Mngqabashe or Muzi Matsenjwa on 011 018-5546/5562 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to ElizabethM@nda.org.za/MuziM@nda.org.za.

Contact person for Technical Queries is: Mr Solomon Shingange on 011 018-6408 +27 72 313 8345 or solomans@nda.org.za.

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OVERVIEW OF NDA

The National development Agency is a public entity listed under Schedule 3A of the Public Finance Management Act (PFMA). It was established in terms of the National Development Agency Act No 108 of 1998 as amended.

Our mandate

In terms of the National Development Agency (NDA) Act (Act No 108 of 1998 as amended), NDA was mandated to contribute towards the eradication of poverty and its causes by granting funds to civil society organizations (CSOs) to:

- Implement development projects in poor communities, and
- Strengthen the institutional capacity of other CSOs that provide services to poor communities.

Impact Statement:

Reduced levels of poverty in South Africa.

Mission:

A premier development agency that coordinates and integrates development initiatives to break the cycle of poverty in the country.

Vision:

Championing development for a society free from poverty.

Organisational values:

1. Integrity
2. Accountability and Responsibility
3. Transparency
4. Respect
5. Ubuntu
6. Innovation
7. Excellence

1. BACKGROUND

Introduction

The National Development Agency (NDA) encounters risks in the normal course of its business. The NDA wishes to cost effectively transfer some of its risk by taking out short term insurance as part of its risk mitigation strategies.

The NDA requires the services of a reputable, capable and experienced bidder that is registered with the relevant registration authorities. Insurance Brokers must be registered with the **South African Insurance Brokers Association (SAIBA)** and Insurance Companies with **South African Insurance Association (SAIA)**.

2. PURPOSE OF THE BID

The purpose of this bid is to invite reputable, capable South African registered insurance brokers (Intermediaries) and Insurance Companies to submit bids for the provision of insurance services to the NDA, for a period of three years.

3. SCOPE OF WORK

Performance specifications:

The bidder should be able to provide the following general insurance services in terms of placement, maintenance and administration of the insurance portfolio of the NDA:

- a) Internal and external discussions to set renewal and maintenance strategy
- b) Annual review of existing cover limits and sums insured
- c) Annual market exercise to obtain renewal terms
- d) Alignment of insurance and Risk Management policies and strategy of NDA
- e) Conduct market comparison of NDA insurance requirements
- f) Pre- Annual renewal meetings to discuss excess structures renewal alternatives
- g) Presentation of renewal terms and recommended options.
- h) Compile a detailed insurance manual with summary of covers, limits conditions and exclusion.
- i) Ensure annual sign off of proposed detailed insurance manual by management prior to placement of insurance
- j) Ad-hoc adjustments and endorsements of sum insured and declarations to insurers and or reinsurers
- k) Conduct quarterly service review meetings and advice NDA on new potential or emerging risks
- l) Prepare and submit quarterly claims history and trends

- m) Monitor premium payments and refunds in accordance with accounts and statements;
- n) Keep NDA up to date with latest amendments to the Legislation on Insurance through workshops;

1.1. Technical requirements

A detailed scope of services will relate to the following insurance covers;

- a) **Employee Liability**, a cover for the NDA arising from numerous threats and its management, including security litigation, employment practices, fiduciary or crime related loss, accidental injury or death and fiduciary liability.
- b) **Fidelity Guarantee**, to cover direct financial loss due to acts of fraud, forgery, alteration, robbery and safe burglary, computer fraud or dishonesty by employees resulting in dishonest personal financial gain
- c) **Directors' and Officers' Liability** to protect the claims made against the NDA's directors e.g., if ceases to operate and there are outstanding obligations from third parties.
- d) **Public Liability**, to protect the NDA against claims involving illness, injury death, damages to third party property including but not limited to; defamation, defective workmanship and products.
- e) **Assets Cover**, to cover all tangible and intangible assets (Software and Intellectual Property) belonging to the NDA or which the NDA has any propriety or pecuniary interest against loss, theft or damage caused by fire or allied perils including electronic breakdown.
- f) **SASRIA**, to cover risk elements such as riots, service delivery protests (SASRIA), property terrorism and sabotage, fire, explosion, earthquake, power surges, alterations and additions, etc.
- g) **Cover for Cash (mainly Petty cash) held at NDA premises**, to cover risk loss of cash held at NDA premises due theft.

4. ADHOC INSURANCE COVER

- a) The NDA may from time to time request ad-hoc insurance cover such as insurance cover for assets in transit during relocation from one location to another and travel cover insurance for international travel. Such insurance cover will be requested as and when the need arises.
- b) Ad-hoc services to be agreed in advance with the successful bidder and a quotation to be documented in advance
- c) The quotation costs are expected to be consistent with the average costs of the similar service in the contract.

5. DELIVERABLES

The preferred bidder must develop a service plan annually with inception of a new insurance period detailing the actions to be taken. The portfolio service plan should reflect at least the following general insurance actions:

- a) Internal and external discussions to set initial and annual renewal and maintenance strategy
- b) Internal strategy meetings;
- c) Review existing cover;
- d) Establish uninsured risks and internal self-insurance capacity;
- e) Review cover, limits and sums insured;
- f) Annual market assessment exercise to obtain renewal terms;
- g) Alignment of Insurance and Risk Management Philosophy;
- h) Renewal follow-up on alternative quotations;
- i) Presentation of renewal terms and recommended options;
- j) Confirmation of placements and 100% cover;
- k) Confirmation of credit rating of insurance and re-insurance markets;
- l) Premium allocations on recommended aggregates and service fees;
- m) Compilation of detailed insurance manual as well as full summary on cover, limits, conditions and exclusions;
- n) Check and provide issued policy as well as legal confirmation of statutory compliance;
- o) Compilation of claims procedural manual;
- p) Ad hoc adjustments and endorsements on sums insured and declarations to insurers/re-insurers and issuing of accounts within 30 days of transaction;
- q) Claims administration;
- r) Monitor premium payments and refunds in accordance with accounts and statements;
- s) Ad hoc training where required in terms of policy and procedural manual.

6. EVALUATION OF BIDS

Bids received will be evaluated in the two phases in accordance with the Preferential Procurement Regulations, 2017, using the 80/20 preference points system

PHASE 1: TECHNICAL EVALUATION

Bidders will be evaluated based on functionality in terms of the evaluation criteria set below. Only Bidders who met the minimum threshold of 80 points for functional evaluation will proceed to the second phase of the evaluation.

EVALUATION CRITERIA

Technical Mandatory Requirements	Rating	Weight
<p>Technical proposal (Methodology, Approach and work plan)</p> <p>The technical proposal, which responds to the proposed scope of work/project design and outlines proposed approach / methodology and work plan complete with periods.</p> <p>Bidders must provide a detailed work-plan that details all key activities with timelines that will enable the bidder to deliver on the needs of the NDA</p>	<p>Scores will be allocated as explained in Paragraph 7.1 below</p> <p>Scores will be allocated as explained in Paragraph 7.1 below</p>	<p>30</p> <p>10</p>
<p>Tenderer's experience and track record.</p> <p>Bidders must provide a brief description of their experience and record of accomplishment in providing services required by NDA.</p> <p>Bidders must provide a detailed company profile and populate this requirement in Table 7.2 below:</p>	<p>Years of Experience:</p> <p>0 – under 2 years = 0 2 - under 5 years = 5 5 and above = 10</p> <p>Combined Portfolio between: R0mil – under 20ml = 0 R20mil – under R 50mil = 3 R 50mil – under R100mil = 5 R 100mil or above = 10</p>	<p>20</p>
<p>References Letters</p> <p>Bidders to provide at least three (3) reference letters written in the letterhead from their existing clients (not older than 3 years), which will indicate the number of years serving the client, the nature of the service and turnaround times for settling claims.</p>	<p>Points awarded for number of Reference Letters:</p> <p>0 = 0 1 = 3 2 = 6 3 = 9</p> <p>Turnaround Time:</p> <p>0 – 1 month = 11 2 – 3 month = 6 Above 3 = 0</p>	<p>20</p>
<p>Experience of the Proposed Project Team</p> <p>Bidders should propose a suitably experienced, qualified and dully registered project team that will work on the NDA assignment.</p> <p>Bidders must provide a detailed Curriculum Vitae stating clearly the years of experience and educational qualifications.</p>	<p>Years of Experience:</p> <p>Account Manager: Above 5 years = 10 Below 5 years = 0</p> <p>Project Leader: Above 5 years = 5 Below 5 years = 0</p> <p>Claims Administrator: Above 3 years = 5 Below 3 years = 0</p>	<p>20</p>
<p>Total Score</p>		<p>100</p>
<p>Minimum score for functionality</p>		<p>80</p>

7. EXPLANATION OF THE SCORING REQUIREMENTS AND SCORING

METHODOLOGY

7.1 Technical approach and methodology

The technical proposal must respond to the proposed scope of work, project design and outline the proposed approach and methodology that will be used to carry out the assignment. A proposed work plan complete with time frames must be included, and where relevant and appropriate, propose the scope of work and/or modifications to the scope of work. The technical proposal must clearly articulate what the tenderer is offering to provide for the price tendered in the pricing data.

Tenderers must such explain their understanding of the objectives of the assignment and the NDA's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them.

The technical proposal should explain the methodologies, which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach (for instance, the methods of interpreting available data carrying out investigations, analyses, and studies; and comparing alternative solutions) and address any modifications to or fully develop the scope of work proposed by the NDA. The approach should also include a quality plan which outlines processes, procedures and associated resources, (including any nominated subcontractors and specialists) applied by whom and when, to meet the requirements. Accordingly, this portion of the approach paper should clearly articulate the project deliverables.

The technical proposals will be scored using the approach below:

Score in points	Technical approach and methodology
0-9	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The technical proposal does not include most of the proposal requirements listed above. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project
10-14 points	The technical proposal is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The quality plan is too generic
15-20 Points	The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan is specifically tailored to the critical characteristics of the project
20-30 points	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the

	project outcomes and the quality of the outputs
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Score in points	Work-plan Requirements
0-2	The activity schedule omits important tasks or the timing of the activities and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing.
3-4	All key activities are included in the activity schedule, but are not detailed. There are minor inconsistencies between timing, project deliverables and the proposed approach.
5-7	The work plan fits the approach paper well; all important activities are indicated in the activity schedule and their timing and sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed work plan.
8-10	Besides meeting the "good" rating, decision points and the sequencing and timing of activities are very well defined, indicating that the tenderer has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.

7.2 TENDERER'S EXPERIENCE

Tenderers must provide a brief description of their company's experience in the provision of services and requirements as articulated in this document. The description should be put in tabular form with the following headings:

Client contact person and telephone number	Description of work (service)	Value of Combined Portfolio (in Rand value inclusive of VAT)	Number of Years Servicing Client

PHASE 2 COMMERCIAL EVALUATION

- a) Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2017, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.

- b) The bid proposals received will be evaluated in two (2) phases. On the first phase bids will be evaluated on functionality and on the second phase in accordance with the 80/20 preference points system respectively.
- c) Bid proposal must score a minimum of eighty (80) points or more out of hundred (100) points on functionality in order to qualify for advancement to the next phase of evaluation. Second phase, a bid proposal scoring less than 80 out of 100 will not be considered for further evaluation and will be disqualified.
- d) Phase two: During this phase, bid proposals that passed the first phase will be further evaluated based on the 80/20 preference points system in accordance with the PPPFA Act, where 80 points will be attained in respect of price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis) and 20 points will be awarded for attaining the Broad-Based Economic Empowerment (B-BBEE) status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- e) In order to claim the B-BBEE Status Level of Contributor, bidders must submit Sworn Affidavits or original and valid B-BBEE Status Level Verification Certificates or certified copies thereof, issued by accredited Verification Agencies such as SANAS or Registered Auditor approved by the IRBA together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprises must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.
- f) Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.
- g) Bidders are requested to complete the preference claim form (SBD 6.1) in order to claim preference points.
- h) A tender will be awarded to the tenderer who scored the highest total number of points in terms of the preference point systems (price and B-BBEE points). It should be noted that the NDA reserves the right not to appoint any bidder and no bidder will be reimbursed for any costs incurred whilst participating in this bid.

8. PRICING

- a) Bidders must submit a detailed cost breakdown for all applicable costs e.g. Initial setup costs, monthly costs, and any other applicable costs. All prices submitted must be inclusive of VAT
- b) Bidders must indicate if their prices will be fixed and firm for the duration of the proposed contract period, if not, the proposed escalations should be clearly indicated.
- c) Bidders must ensure that the quotes submitted have no arithmetic errors as NDA will not rectify any errors and no adjustments to quotations received will be permitted.
- d) Bidders will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorised person. Should it be established after the submission of proposals that the signatory authorising the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- e) All prices submitted should be typed in black ink or written in pen, proposals written in pencil will not be accepted and evaluated.
- f) A two envelope system will be used for the submission of proposals.

9. TENDER VALIDITY

All submitted bids must be valid for 150-days from the closing date of this bid.

10. NDA PAYMENT TERMS

Invoices will be paid 30-days from the date of submission and approval.

11. MANDATORY DOCUMENTS

- a) Valid Tax Clearance Certificate issued by the South African Revenue Services(SARS). Where consortium/joint ventures are involved each party to the association must submit a separate valid original Tax Clearance Certificate or SARS tax Pin or a CSD report.
- b) Company registration documents (CIPC).
- c) Valid licence to conduct business as a financial services provider issued by the FSCA as per Financial Advisors and Intermediary Services Act (FAIS Act).
- d) Detailed financial proposal/ pricing schedule (including of all relevant fees).
- e) A letter/resolution authorising the person signing the bid documents and contracts.
- f) All participating Service Providers must complete, sign and return ALL the attached SBD forms (SBD1, SBD2, SBD4, SBD6.1, SBD8 and SBD9) declaration forms, together with their proposals.

Failure to complete and submit any of the attached documents will result in immediate disqualification.

12. CENTRAL SUPPLIER DATABASE

The NDA will not appoint any supplier who is not registered as a prospective supplier on the central supplier database as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction note 4 of 2016/2017

13. CONTRACT AWARD

A binding contract will be signed after both parties have fully agreed to the scope of work and all terms and conditions. The NDA legal department will develop a draft contract that shall be used as basis to finalise contract terms and conditions.

14. DISCLAIMER

- a) Whilst all due care has been taken in connection with the preparation of this bid, the NDA makes no representations or warranties that the content in this bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete. The NDA, and its officers and employees will not be liable with respect to any information communicated which is not accurate, current or complete.
- b) If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the NDA (other than minor clerical matters), the bidder must promptly notify NDA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the NDA an opportunity to consider what corrective action is necessary (if any).
- c) Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- d) No representations made by or on behalf of NDA in relation to this bid will be binding on the NDA unless that representation is expressly incorporated into the contract ultimately entered into between NDA and the successful bidder.

15. ADDITIONS AND AMENDMENTS TO BID

- a) The NDA reserves the right to change any information in, or to issue any addendum to this bid before the closing date and time. The NDA its officers and employees will not be liable in connection with either the exercise of, or failure to exercise this right.
- b) If the NDA exercises its right to change information in terms of clause 14 (a) all amendments will be communicated to all bidders.

16. CONTENT PAGE

Participating bidders are required to submit a detailed content page that clearly state (**cross-reference**) where each technical requirement as per section 6 of this document is placed in their bid documents. Any additional information that we might have missed must be clearly referenced in the content page.

PURPOSE OF REQUEST FOR DETAILED PRICING SCHEDULE

The purpose of this request is to seek a detailed pricing schedule is to ensure consistency and comparability of pricing for purposes on fair and equitable evaluating of the bids for the requested services. **Annexure A** is attached to these Terms of Reference and contains information that will assist bidders in computing their respective prices; Asset Register-Summary, Asset Register-Detailed, Claims History-Summary, Claims History-Detailed and Pricing Schedule.

REQUIREMENTS

- Bidders are requested to detail and break down their pricing in accordance with Financial Intermediaries Association of Southern Africa (FIA).
- The fees charged must be in, line with the template provided in **Annexure A**.
- The pricing must be in absolute Rand Values and not in Percentage terms.
- The total pricing per detailed pricing schedule must not differ from the price bid as submitted to the NDA with your tender proposal. The pricing per year must be inclusive of all applicable taxes.
- The pricing schedule must indicate the pricing for each service the NDA required as stipulated in Section 3 (**Scope of work**) of the Terms of Reference that were issued for this bid

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
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] <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]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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**

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
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.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
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.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
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."

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:

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.



NDA

National
Development
Agency

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 2.4 Company Registration Number:
.....
 - 2.5 Tax Reference Number:
.....
 - 2.6 VAT Registration Number:
.....
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have 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? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

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

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

4 DECLARATION

I, THE UNDERSIGNED
 (NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder



PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
--



NDA
National
Development
Agency

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW



NDA

National
Development
Agency

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

NDA CLAIMS HISTORY FOR THE THREE YEAR PERIOD 2017/2019 TO 2019/2020

POLICY CLASS	1/4/2019- 31/03 /20120		1/4/2018- 31/03 /2019		1/4//2017 - 31/3/2018	
	Rand Value of claims	Number of claims	Rand Value of claims	Number of claims	Rand Value of claims	Number of claims
BUSINESS ALL RISKS	-	-	-	-	-	-
PREMISES	-	-	-	-	-	-
OFFICE CONTENTS	2,847.61	1	29,637.6	1	-	-
ELECTRONICS	79,601.00	5	106,152.7	7	26,279.5	4.0
BUSINESS INTERUPTION	-	-	-	-	-	-
MONEY SECTION	-	-	-	-	-	-
GOODS 7 TRANSIT	-	-	-	-	-	-
ACCIDENTAL DAMAGE	-	-	-	-	-	-
MOTOR VEHICLE	-	-	-	-	-	-
SUB TOTAL	82,448.61	6.00	135,790.34	8.00	26,279.54	4.00

SUMMARY OF FIXED ASSETS REGISTER AS AT 31 MARCH 2020

ASSETS CATEGORY	Number of units	Original cost	Net Book Value	Average Cost
Tablets	16	311,667	119,682	19,479.22
Desktop Computers	102	1,195,595	83,308	11,721.52
Laptops	172	2,952,629	1,022,949	17,166.45
Laptop accessories - Docking Stations	6	10,569	1,435	1,761.53
Servers	15	2,791,179	1,251,200	186,078.61
UPS	2	241,458	35,810	120,728.85
SWITCHES	30	620,527	136,471	20,684.23
Firewalls	17	436,222	139,199	25,660.10
WIFI - Devices	52	222,896	31,696	4,286.46
Projectors	13	386,168	120,219	29,705.27
Printers	32	139,413	43,573	4,356.67
Airconditioners	34	321,580	228,316	9,458.24
Digital still and video cameras	5	36,109	2,583	7,221.89
Binding Machine	3	29,251	1,360	9,750.22
Shreders	9	72,347	31,741	8,038.59
HD DECOFDERS	5	15,835	6,768	3,166.92
Fridges	39	115,583	39,359	2,963.67
Microwave Ovens	26	25,085	4,793	964.81
Digital Voice Recorders	7	126,009	67,079	18,001.27
Televisiion Sets	11	99,339	39,554	9,030.84
Vacum Cleaners	14	36,016	19,596	2,572.58
Acess control & CCTV system	2	703,073	371,066	351,536.67
ELECTRONIC EQUIPMENT	612	10,888,551	3,797,756	
NDZALAMA CSO DATABASE SYSYEM	1	3,978,993	3,840,834	3,978,993.45
ERP SOFTWARE	1	1,721,302	30,873	1,721,302.00
OTHER SOFTWARE	2	68,525	9,470	34,262.70
COMPUTER SOFTWARE	4	5,768,821	3,881,177	
FORD RANGER 2.2 XL D/C 4X2 WITH CANOPY	1	302,708	136,218	302,707.51
MOTOR VEHICLES	1	302,708	136,218	
Office Furniture and fittings	1675	4,836,369	1,466,754	33,401.78
OFFICE CONTENTS	1,675	4,836,369	1,466,754	
TOTAL ASSETS	2,292	21,796,449	9,281,905	

