



## TERMS OF REFERENCE

THE APPOINTMENT OF SERVICE PROVIDERS TO PROVIDE MENTORSHIP AND COACHING SERVICES TO CAPACITATE CIVIL SOCIETY ORGANIZATIONS UNDER THE CRIMINAL ASSETS RECOVERY ACCOUNT (CARA) – GENDER-BASED VIOLENCE AND FEMICIDE PROGRAMME ON BEHALF OF THE NATIONAL DEVELOPMENT AGENCY (NDA) OVER A PERIOD OF SIX MONTHS

### BID REF: NDA03/OCOO02/21

<b>BRIEFING SESSION</b>	A COMPULSORY BRIEFING SESSION WILL BE HELD ON THE 25 <sup>th</sup> MAY 2021 at 10H00.
<b>VENUE</b>	<b>MICROSOFT TEAMS:</b> Bidders who are interested in joining the compulsory briefing session MUST send their e-mail addresses to: <a href="mailto:MuziM@nda.org.za">MuziM@nda.org.za</a> by 09h00 on the 25 <sup>th</sup> May 2021 so that a link can be sent to them for joining the Microsoft Teams meeting.  (Failure to join the briefing session will result in disqualification from the bidding process)
<b>CLOSING DATE</b>	08 <sup>th</sup> JUNE 2021
<b>CLOSING TIME</b>	12h00
<b>SUBMISSION OF DOCUMENTS</b>	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 of the NDA building 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>

<b>SUPPLIER ENVELOPES</b>	The supplier's envelope/s MUST clearly have the description " <b>The appointment of Service Providers to provide mentorship and coaching services to capacitate CSO's under the CARA programme over a six months' period</b> ".
	<p>A Two-envelope system will be used for the submission of bids:</p> <ul style="list-style-type: none"> <li>• <b>Commercial Envelope:</b> This envelope must contain price quotations plus all the mandatory documents as listed in section 22 of this document.</li> <li>• <b>Technical Envelope:</b> This envelope must contain all info listed in section 6 of this document.</li> </ul>
<b>LATE BIDS</b>	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).
<p><b>Commercial Queries:</b> Contact <b>Mr Muzi Matsenjwa</b> or <b>Zibuyile Zulu</b> on <b>011 018-5562/59007</b> between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to <a href="mailto:MuziM@nda.org.za">MuziM@nda.org.za</a>/<a href="mailto:ZibuyileZ@nda.org.za">ZibuyileZ@nda.org.za</a></p> <p><b>Technical Queries:</b> Contact <b>Dr Anthony Bouwer</b> +27 11 018 5522 or <a href="mailto:AnthonyB@nda.org.za">AnthonyB@nda.org.za</a></p>	

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## **1. OVERVIEW OF NDA**

1.1 The National Development Agency (NDA) reports to Parliament through the Department of Social Development. The NDA is classified as a public entity under schedule 3A of the Public Finance Management Act, 1999 (Act No. 1 of 1999), and was established in November 1998 by the National Development Act, 1998 (Act No. 108 of 1998) (NDA Act) as government's response to the challenge of poverty and its causes in South Africa.

1.2 The NDA derives its mandate from the National Development Agency Act, 1988 (Act No. 108 of 1998). In terms of the Act, the primary objective of the NDA is to contribute towards the eradication of poverty and its causes by granting funds to CSOs for the purposes of:

- (a) carrying out projects or programmes aimed at meeting the development needs of poor communities; and
- (b) strengthening the institutional capacity of other CSOs involved in direct service provision to poor communities.

1.3 The secondary objects of the NDA in terms of the Act are-

- (a) to promote-
  - (i) consultation, dialogue and sharing of development experience between CSOs and relevant organs of State; and
  - (ii) debate on policy development
- (b) to undertake research and publication aimed at providing the basis for development policy.

1.4 The NDA plays a critical role in contributing towards shifting the country from the scourge of poverty towards poverty eradication. Through the Act and various policies, the NDA contributes to – but is not limited to – the advancement of economic development, social cohesion, access to basic human rights and skills development. This contribution of the NDA supports the National Development Plan (NDP) 2030 outcomes for a greater and better South Africa.

1.5 The National Development Plan (NDP), the Medium-Term Strategic Framework (MTSF), Sector Plans and the United Nations Sustainable Development Goals (SDGs) guide the

NDA's functions. The aim of the NDP is in line with the NDA's mandate. The NDP aims to reduce inequality and eliminate poverty by 2030.

## **2. INTRODUCTION**

The Non-profit Organizations Act, 1997 requires the National Department of Social Development to encourage and support non-profit organizations in their contribution to meeting the diverse needs of the population by creating an environment in which non-profit organizations can flourish; establishing an administrative and regulatory framework within which non-profit organizations can conduct their affairs; encourage non-profit organizations to maintain adequate standards of governance, transparency and accountability and to improve those standards; creating an environment within which the public may have access to information concerning registered non-profit organizations; and Promoting a spirit of co-operation and shared responsibility within government, donors and amongst other interested persons in their dealings with non-profit organizations.

The National Development Agency (NDA) is a Schedule 3A public entity established through the National Development Act, 1998 (as amended) with its Executive Authority being the National Department of Social Development.

The NDA in partnership with the Departments of Social Development offers comprehensive development support to the Provincial Departments in the implementation of NPO capacity building and support in the provinces in respect of the following Capacity Building area:

- ✓ Mentoring and coaching – provide mentoring and coaching support to CSOs supported by the Provincial Department of Social Development for the purpose of transferring skills to members of the CSOs.

### **3. PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)**

The NDA seeks to appoint service providers interested in offering Mentoring and Coaching to emerging CARA funded Gender-Based Violence and Femicide (GBV & F) Civil Society Organizations (CSO's).

NDA will appoint approved service providers for the provision of mentorship to CSOs. Shortlisted and approved CSOs will be invited to an induction session with NDA which will outline the work plan and remuneration for the services required.

### **4. SPECIFIC OBJECTIVES**

4.1 To build the capacity of CSO members to effectively implement technical areas in GBV&F and to manage organizational compliance and reporting in the sector.

4.2 To provide in-house mentoring and coaching support to CSOs in the GBV&F sector.

**4.3 Mentoring and Coaching of identified CSOs will happen per Table below:**

Province	No. of CSOs	Municipalities	No. of Mentors
<b>Gauteng</b>	9 emerging CSOs	<ul style="list-style-type: none"> <li>• West Rand, Soweto &amp; Johannesburg</li> <li>• Ekurhuleni and Tshwane</li> </ul>	2
<b>Eastern Cape</b>	42 CSOs	<ul style="list-style-type: none"> <li>• 2 Alfred Nzo District</li> <li>• 4 Amathole District</li> <li>• 5 Buffalo City</li> <li>• 12 Chris Hani District</li> <li>• 5 Joe Qabi District</li> <li>• 5 Nelson Mandela Metro</li> <li>• 5 OR Tambo District</li> <li>• 4 Sara Baartman District</li> </ul>	8
<b>Mpumalanga</b>	6 CSOs	<ul style="list-style-type: none"> <li>• 4 Ehlanzeni District</li> <li>• 2 Gert Sibande District</li> </ul>	1
<b>Limpopo</b>	8 Emerging CSOs	<ul style="list-style-type: none"> <li>• 1 Capricorn District</li> <li>• 3 Sekhukhune District</li> <li>• 1 Mopani District</li> <li>• 2 Waterberg District</li> <li>• 1 Vhembe District</li> </ul>	2
<b>Kwa Zulu-Natal</b>	1 Emerging CSO	<ul style="list-style-type: none"> <li>• 1 Ethekwini Metro</li> </ul>	1
<b>Free State</b>	3 Emerging CSOs	<ul style="list-style-type: none"> <li>• 1 Mangaung Metro</li> <li>• 2 Fezile Dabi District</li> </ul>	1
<b>Northern Cape</b>	4 Emerging CSOs	<ul style="list-style-type: none"> <li>• 2 Frances Baard</li> <li>• 2 Pixley Ka Seme</li> </ul>	1
<b>North West</b>	4 Emerging CSOs	<ul style="list-style-type: none"> <li>• 1 Bojanala District</li> <li>• 2 Kenneth Kaunda District</li> <li>• 1 Ngaka Modiri Molema District</li> </ul>	1

## **5. QUALIFYING CRITERIA AND MILESTONES**

### **5.1. QUALIFYING CRITERIA**

- Be registered as an NPO, CBO, NGO or FBO maintaining an NPO compliance status.
- Be registered as a Co-operative or private limited company.
- Previously implemented a project aimed in the sector.
- Have relevant qualified staff members to carry out a mentorship programme
- Must have a local presence to mentor the CSO therefore in the province/district
- Must be directly responsible for the preparation and management of the action, and not acting as an intermediary
- Must have connectivity and the tools to communicate and report
- Preference will be given to the Organisations that are not funded for the implementation of CARA; ERAP programme 2020/21

#### **Additional, mentoring organisations should meet the following criteria**

- Staff with professional expertise and experience in mentorship
- Knowledge of training on governance and financial skills
- Reporting skills including writing reports
- Skills of working in the CSO sector whether through employees or as an organisation
- A high standard of professionalism

### **5.2. MILESTONES AND TIMELINES**

- Assessment and report indicating areas agreed upon for mentorship within 1 month
- Programme for training besides mentoring within first month
- Monthly report on skills transferred
- Report on NPO compliance and reporting
- Financial report monthly
- Exit plan within 3 months of implementation based on assessment
- Develop linkages



## 6. CRITERIA FOR EVALUATING FUNCTIONALITY (PHASE 1)

DESCRIPTION	WEIGHT
<p><b>Past Experience:</b> This refers to the experience of the bidder to undertake the scope of work involved in this bid.</p> <p>(a) Describe in a Company Profile three similar projects similar carried out in the last five years. <i>(5 points will be allocated to each project)</i></p> <p>b) Three client reference letters of previous work done in the past 5 years. The reference letters must be on the client letterhead with contactable details, signed by the client, detailing the type of work previously done. <i>Failure to adhere to the requirements in this section will lead to a score of zero. 5 points will be allocated for each valid reference letter.</i></p>	<p>15</p> <p>15</p>
<p><b>Proposed approach, design, methodology</b></p> <p>c) A project proposal which must include approach/methodology, instruments/tools and define the extent to which the proposal addresses the specific services (25 points) <i>Failure to adhere to the requirements in this section will lead to a score of zero</i></p> <p>d) The proposal must have a detailed project plan that includes milestones and timelines as outlined in section 5.2 – <i>(10 points)</i></p> <p>e) A comprehensive communication plan for the project that will show Pre- Project Communication, during the Project Communication and post project Communication (5 points)</p>	<p>25</p> <p>10</p> <p>5</p>

<p><b>Team Capacity to be allocated to the Project:</b></p> <p>The Bidder should demonstrate the capacity of the team to carry out the work required in this Bid.</p> <p><b>Qualifications:</b></p> <p>f) <b>Project Leader:</b> MUST possess at least a Degree qualification. A certified copy of relevant qualifications must be attached (certification must be within 3 months). (5 points)</p> <p>g) <b>Team member:</b> At least one additional member MUST possess a Diploma qualification. A certified copy of relevant qualifications must be attached. (certification must be within 3 months). (5 points)</p> <p><i>Qualifications that are not certified or have been certified for more than three months will not be considered and will lead to a score of zero for both items 'f' and 'g'.</i></p>	10
<p><b>Experience:</b></p> <p>h) <b>Team Leader:</b> CVs of the team leader indicating experience in the sector, Furthermore, the leader should demonstrate a minimum of three (3) years' experience in GBV&amp;F programme.</p> <p><i>Team leader with experience of less than 3 years in GBV &amp; F will lead to a score of zero. (5 Points)</i></p> <p>i) <b>Team member:</b> CV of at least one additional member to the team leader with experience in the sector, and must have a minimum of one (1) year experience in GBV&amp;F programme. (5 points)</p> <p><i>Less than 1-year experience will lead to a score of zero.</i></p>	10
<p><b>Bidder's Footprint in the District/Province</b></p> <p>j) The bidder must submit proof of local presence to mentor the CSO.</p> <ul style="list-style-type: none"> <li>• Within same District = 05 points</li> <li>• Within same Province = 03 points</li> </ul>	5

<p><i>The bidder must confirm their footprint in a letter. The letter should be on the Bidder's letterhead and signed. Failure to provide and sign the letter will lead to a score of zero.</i></p> <p>k) If the Bidder is registered as an NPO, CBO, NGO or FBO maintaining an NPO compliance status, an additional five (5) points will be allocated. Entities registered as Co-operatives also apply.</p>	5
<b>Total score</b>	<b>100</b>
<b>Minimum qualifying score</b>	<b>70</b>

**Note:** Bidders who score less than 70 on functionality evaluation will not be evaluated further to phase 2 (commercial evaluation)

#### 14. COMMERCIAL EVALUATION (PHASE 2)

14.1. 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 a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.

14.2. The bid proposals received will be evaluated in two (2) phases. On the first phase, bids will be evaluated on functionality on the second phase following the 80/20 preference points system respectively.

14.3. Bid proposal must score a minimum of seventy (70) points or more out of a hundred (100) points on functionality to qualify for advancement to the next phase of evaluation. In the second phase, a bid proposal scoring less than 70 out of 100 will not be considered for further evaluation and will be disqualified.

14.4. 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 the 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 under the table below:

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

14.5. 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.

14.6. 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.

14.7. Bidders are requested to complete the preference claim form (SBD 6.1) to claim preference points.

14.8. 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.

## **15. JOINT VENTURES, CONSORTIUMS AND TRUSTS**

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The NDA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

When bidding through a Joint Venture, the Joint Ventures must submit a Consolidated B-BBEE certificate if it is not an incorporated entity when responding to tenders. This means that the bidder will have to obtain a new B-BBEE certificate for the Joint Venture, which consolidates each participant's B-BBEE status level.

## **16. SUB-CONTRACTING**

Bidders/ tenderers who want to claim Preference points will have to fully comply with regulation 5 and 12(3) of the Preferential Procurement Regulations 2017 about sub-contracting which states that:

"(5) A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for unless the intended subcontractor is an EME that has capability to execute the subcontract.

12 (3) A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

#### **17. CLIENT BASE**

The NDA reserves the right to contact references during the evaluation and adjudication process to obtain information.

#### **18. PACKAGING OF THE BID DOCUMENTS**

The bidder shall place both the sealed Technical Proposal and Price/ Commercial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follows:

##### **18.1. Functionality/Technical Envelope**

**Bid Ref:** NDA03/OCOO02/21

**Description:** THE APPOINTMENT OF SERVICE PROVIDERS TO PROVIDE MENTORSHIP AND COACHING SERVICES TO CAPACITATE CIVIL SOCIETY ORGANIZATIONS UNDER THE CRIMINAL ASSETS RECOVERY ACCOUNT (CARA) – GENDER-BASED VIOLENCE AND FEMICIDE PROGRAMME ON BEHALF OF THE NATIONAL DEVELOPMENT AGENCY (NDA) OVER A PERIOD OF SIX MONTHS

Bid closing date and time: 08<sup>th</sup> June 2021 at 12h00

Name and address of the bidder:

In this envelope, the bidder shall only address the technical aspects of the bid.

##### **18.2. Pricing/Commercial Envelope**

**Bid Ref:** NDA03/OCOO02/21

**Description:** THE APPOINTMENT OF SERVICE PROVIDERS TO PROVIDE MENTORSHIP AND COACHING SERVICES TO CAPACITATE CIVIL SOCIETY ORGANIZATIONS UNDER THE CRIMINAL ASSETS RECOVERY ACCOUNT (CARA) – GENDER-BASED VIOLENCE AND FEMICIDE PROGRAMME ON BEHALF OF THE NATIONAL DEVELOPMENT AGENCY (NDA) OVER A PERIOD OF SIX MONTHS

**Bid closing date and time:** 08<sup>th</sup> June 2021 at 12h00

**Name and address of the bidder:**

In this envelope, the bidder shall only provide the price/commercial proposal and the Mandatory documents outlined in section 22 of this TORs.

**19. PRICING**

19.1. 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.

19.2. 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 indicated.

19.3. 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.

19.4. 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.

19.5. All prices submitted should be typed in black ink or written in pen, proposals written in pencil will not be accepted and evaluated.

19.6. A two-envelope system will be used for the submission of proposals.

**20. TENDER VALIDITY**

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

**21. NDA PAYMENT TERMS**

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

## **22. MANDATORY DOCUMENTS**

22.1. Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS). Where consortium/joint ventures/sub-contractor are involved in each party to the association must submit a separate valid original Tax Clearance Certificate or SARS tax Pin or a CSD report.

22.2. Signed agreements for joint ventures and/or consortium arrangements.

22.3. Company registration documents with the relevant authority (CIPC or DSD for NPO's, etc)

22.4. A letter/resolution authorising the person signing the bid documents and contracts.

22.5. All participating bidders must complete, sign and return ALL the attached SBD forms together with their proposals.

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

## **19. CENTRAL SUPPLIER DATABASE**

19.1. 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

## **20. 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 the basis to finalise contract terms and conditions.

## **21. DISCLAIMER**

21.1. 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 for any information communicated which is not accurate, current or complete.



21.2. 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 to allow the NDA to consider what corrective action is necessary (if any).

21.3. 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.

21.4. No representations made by or on behalf of NDA about 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.

## **22. ADDITIONS AND AMENDMENTS TO THE BID**

22.1. The NDA reserves the right to change any information in, or to issue an 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.

22.2. Should the NDA exercise its right to change the information in terms of clause 22.1 all amendments will be communicated to all bidders.

## **23. CONTENT PAGE**

Participating bidders are required to submit a detailed content page and page dividers clearly indicating (cross-referencing) where each of the technical requirements is placed in their bid documents exactly as outlined in section 6 (technical evaluation criteria) of this TORs. Any additional information that the supplier would like to provide should be referenced as well on the content page.

## **24. PRICE NEGOTIATIONS**

As guided by the Implementation Guide Preferential Procurement Regulations, 2017 of the PPPFA, Act No.5 of 2000, 19.2; the award of this tender may be subjected to price negotiation with the preferred tenderers.

## **25. SPECIAL CONDITIONS OF THIS BID**

NDA reserves the right to;

- 25.1 To accept part of a tender rather than the whole tender.
- 25.2 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 25.3 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 25.4 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 25.5 Award to multiple bidders based either on size or geographic considerations.

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)</b>					
BID NUMBER:	NDA03/OCC02/21	CLOSING DATE:	08June2021	CLOSING TIME:	12H00
DESCRIPTION	<p><b>THE APPOINTMENT OF SERVICE PROVIDERS TO PROVIDE MENTORSHIP AND COACHING SERVICES TO CAPACITATE CIVIL SOCIETY ORGANIZATIONS UNDER THE CRIMINAL ASSETS RECOVERY ACCOUNT (CARA) – GENDER-BASED VIOLENCE AND FEMICIDE PROGRAMME ON BEHALF OF THE NATIONAL DEVELOPMENT AGENCY (NDA) OVER A PERIOD OF SIX MONTHS</b></p>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
The Head Office address is 26 Wellington Road, Parktown, Johannesburg, 2193					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Muzi Matshenjwa		CONTACT PERSON	Anthony Bouwer	
TELEPHONE NUMBER	0110185562		TELEPHONE NUMBER	011 018 5522	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	muzim@nda.org.za		E-MAIL ADDRESS	anthonyb@nda.org.za	
<b>SUPPLIER INFORMATION</b>					
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>					
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 ]	
<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**

- 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](http://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](http://www.sars.gov.za).



**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FOR ..... DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

R.....

4. PERSON AND POSITION

HOURLY RATE                      DAILY RATE

.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

Name of Bidder: .....

TOTAL: R.....

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid .....

7. Estimated man-days for completion of project .....

8. Are the rates quoted firm for the full period of contract? \*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

**National Development Agency**

Or for technical information –

(Khanyi Mngomezulu/Muzi Matsenjwa)

079 126 9278/073 942 9695 (khanyim@nda.org.za/muzim@nda.org.za)





**NDA**  
National  
Development  
Agency

SBD 4

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
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, shareholder<sup>2</sup>):  
.....
  - 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.

<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.

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	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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		
<b>OR</b>		
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>
--





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><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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



**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> 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 REF: NDA03/OC0002/21 THE APPOINTMENT OF SERVICE PROVIDERS TO PROVIDE MENTORSHIP AND COACHING SERVICES TO CAPACITATE CIVIL SOCIETY ORGANIZATIONS UNDER THE CRIMINAL ASSETS RECOVERY ACCOUNT (CARA) – GENDER-BASED VIOLENCE AND FEMICIDE PROGRAMME ON BEHALF OF THE NATIONAL DEVELOPMENT AGENCY (NDA) OVER A PERIOD OF SIX MONTHS**

(Bid Number and Description)

in response to the invitation for the bid made by:

**NATIONAL DEVELOPMENT AGENCY(NDA)**

\_\_\_\_\_  
(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 consortium<sup>3</sup> 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.

**<sup>3</sup> 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