



TERMS OF REFERENCE

THE APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NATIONAL DEVELOPEMENT AGENCY (NDA) OVER A PERIOD OF 60 - MONTHS

BID REF: NDA03/FIN01/24

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| COMPULSORY BRIEFING SESSION VENUE | 14th JUNE 2024 at 10H00 MICROSOFT TEAMS: Bidders who are interested in joining the compulsory briefing session MUST send their e-mail addresses to: tenders@nda.org.za or muzim@nda.org.za by 09h00 on the 14 th June 2024 so that a link can be sent to them for joining the Microsoft Teams meeting. |
| CLOSING DATE | 26th JUNE 2024 |
| CLOSING TIME | 12H00 |
| SUBMISSION OF DOCUMENTS | <p>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.</p> <p><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></p> |
| SUPPLIER ENVELOPES | <p>The supplier's envelope/s MUST clearly have the description of the " The appointment of a service provider for the provision of Travel Management Services".</p> <p>A TWO-ENVELOPE system will be used for the submission of bids:</p> <p>Commercial Envelope</p> <p>This envelope must contain price quotations plus all the mandatory documents as listed in section 17 of this document.</p> |

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| | <p>Technical Envelope</p> <p>This envelope must contain all info listed in section 9 of this document.</p> |
| LATE BIDS | <p>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> |
| <p>Contact person for Commercial Queries is Mr Muzi Matsenjwa on +27 11 018-5562 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to tenders@nda.org.za or muzim@nda.org.za.</p> <p>Contact person for Technical Queries is Ms Nyali Morailane or Ms Nomakhaya Nelani +11 018 5537/5607 or NyaliM@nda.org.za/NomakhayaN@nda.org.za.</p> | |

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INTRODUCTION

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.

Our mission

Facilitate sustainable development by strengthening civil society organizations involved in poverty eradication through enhanced grant funding and research.

Our vision

A society free from poverty.

Our values

- Integrity
- Dignity
- Empowerment
- Accountability & Responsibility
- Transparency
- Excellence
- Partnering

1. PURPOSE OF THE REQUEST FOR BIDS (RFB)

- 1.1 The purpose of this Request for Bid (RFB) is to solicit proposals from potential bidder(s) for the provision of travel management services to NDA.
- 1.2 This RFB document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by NDA for the provision of travel management services to NDA.
- 1.3 The RFB does not constitute an offer to do business with NDA but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.
- 1.4 NDA seeks to enter into an agreement with travel agencies that are fully accredited of IATA (International Air Transport Association) with the access to a world-wide computerised reservation network which is valid and compliant to the travel industry requirements.
- 1.5 The successful bidder(s) will therefore be expected to provide services in line with the office allocations which will be made by NDA

2. DEFINITIONS

Accommodation means the rental of lodging facilities while away from one's place of abode, but on authorized official duty.

After-hours service refers to an enquiry or travel request that is actioned after normal working hours, i.e. 16h30 to 8h00 am on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays.

Air travel means travel by airline on authorized official business.

Authorizing Official means the employee who has been delegated to authorize travel in respect of travel requests and expenses, e.g. line manager of the traveler.

Car Rental means the rental of a vehicle for a short period of time by a Traveler for official purposes. The car must have a paid tag for toll gates. Travel agencies must provide a petrol card/petrol voucher or any other method of refueling for travellers (where necessary)

Domestic travel means travel within the borders of the Republic of South Africa.

Emergency services means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.

International travel refers to travel outside the borders of the Republic of South Africa.

Management Fee is the fixed negotiated fee payable to the Travel Management Company (TMC) in monthly instalments for the delivery of travel management services, excluding any indirect service fee not included in the management fee structure (visa, refund, frequent flyer tickets etc).

Merchant Fees are fees charged by the lodge card company at the point of sale for bill back charges for ground arrangements.

Quality Management System means a collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organizational structure, policies, procedures, processes and resources needed to implement quality management.

Regional travel means travel across the border of South Africa to any of the Countries in the African Continent.

Service Level Agreement (SLA) is a contract between the TMC and NDA that defines the level of service expected from the TMC.

Shuttle Service means the service offered to transfer a Traveller from one point to another, for example from place of work to the airport.

Third party fees are fees payable to third party service providers that provides travel related services on an ad hoc basis that is not directly provided by the TMC. These fees include visa fees and courier fees.

Transaction Fee means the fixed negotiated fee charged for each specific service type e.g. international air ticket, charged per type per transaction per traveller.

Traveller refers to a NDA official, consultant or contractor travelling on official business on behalf of NDA.

Travel Booker is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveller

Conferences and event management – is the booking of venues, conference package, group accommodation, catering, hiring of maques and related equipment where there is no conference centers.

Travel Management Company or TMC refers to the Company contracted to provide travel management services (Travel Agents).

Travel Voucher means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

Value Added Services are services that enhance or complement the general travel management services e.g. Rules and procedures of the airports.

VAT means Value Added Tax.

VIP or Executive Service means the specialized and personalized travel management services to selected employees of Government by a dedicated consultant to ensure a seamless travel experience.

3. SPECIAL CONDITIONS OF THE CONTRACT

3.2 Bidders must comply with the following special condition:

3.1.1 The bidder(s) is required to have a minimum of 5 (five) years' experience in the travel industry. This must be confirmed by the fully completed table of experience on **Annexure A**.

3.1.2 The Operations Manager is required to have a minimum of 5 (five) years' experience in the Travel Industry, (CV must be submitted) with a minimum of three contactable referees.

3.1.3 The Key Accounts Manager is required to have a minimum of 5 (five) years' experience in the Travel Industry, (CV must be submitted) with a minimum of three contactable referees.

3.1.4 The Finance Manager is required to have a minimum of 5 (five) years'

experience in Financial Management for accurate invoices and statements and overall financial management of multiple Travel Accounts, (CV must be submitted) with a minimum of three contactable referees.

3.1.5 The Team Leader/ Office Manager is required to have a minimum of 3 (Three) years' experience in the Travel Industry, (CV must be submitted) with a minimum of three contactable referees.

3.1.6 The bidder(s) is required to have experience of processing a minimum of 3000 transactions per year as referenced in the fully completed table of experience.

3.1.7 Bidders are required to submit their current and valid International Air Transport Association (IATA) and ASATA Association of South African Travel Agents) membership/licence/ certificate (certified copy not older than 3 months) at the closing date of the bid.

3.1.8 The bidders are required to submit completed sets of audited annual financial statements between the periods (2020 and 2023), in the name of the bidding entity, to conduct financial statement analysis.

3.1.9 Submit a minimum of 3 reference letters from travel suppliers not older than 3 years on the travel supplier letterhead. The letters must also indicate turnaround times for settling accounts.

3.2 BID CONDITIONS

3.2.1 Bidders may be required to present their bid proposal for clarity provision purposes

3.2.2 Bidders shall be disqualified if found to have misrepresented information in their bid proposal

3.2.3 Bidders must submit their bid proposals in line with the bid specifications and attach Annexures

4. FRONTING

Government supports the spirit of broad based economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemns any form of fronting.

5. SUPPLIER DUE DILIGENCE

NDA reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

NDA may invite shortlisted service providers for presentations as part of the bid evaluation process. The invitation will outline what the presentation should entail.

6. CONTRACT DURATION

The successful bidder will be appointed for a period of 60 (sixty) months.

7. SCOPE OF WORK

7.1 Travel Management Company Requirements

NDA is currently using a system called Travel Management system (TMS) to manage requisitions and intergrate with NDA financial system for travel expense processes within the travel management lifecycle. The travel requisition process is currently a semi-automated process. All invoices submitted by the TMC to the NDA must display the reference of the NDA travel request. This reference is essential for accurate identification and matching invoices to the corresponding NDA travel request. NDA shall provide TMC with unique travel reference at the time of initiating travel request.

NDA's primary objective in issuing this RFB is to enter into an agreement with a successful bidders who will achieve the following:

- 7.1.1 Provide NDA with travel management services that are consistent and reliable and will maintain a high level of traveler satisfaction.
- 7.1.2 Provide comprehensive local and international travel arrangements and bookings on behalf of the NDA that include but are not limited to inter alia accommodation, flights, car hire, buses, shuttle service and parking
- 7.1.3 Arrange conference/workshop venues and/or packages (on ad hoc requests).
- 7.1.4 Obtain a minimum of three quotes to achieve significant cost savings for NDA without any degradation in the services.
- 7.1.5 Professional processing and administration of passports, visas and international drivers' licenses, travel insurance.
- 7.1.6 Provide NDA with monthly travel management reports.
- 7.1.7 Reconcile invoices with NDA requisitions and statements and submit invoices weekly. The monthly lodge card invoices should be submitted third working day of every month.
- 7.1.8 Timeously effect payment to service providers.
- 7.1.9 Negotiate favorable deals, rates and flexibility with suppliers.
- 7.1.10 Conduct monthly meetings with operations, finance and supplier management.
- 7.1.11 Perform all travel arrangements in terms of the NDA Travel policy.
- 7.1.12 Provide 24/7/365 support.
- 7.1.13 Provide a transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.
- 7.1.14 Provide a minimum of five (5) employees that will be dedicated to the NDA account for support purposes.
- 7.1.15 Turnaround time of three hours for domestic travel and turnaround time of 48 hours for International travel.
- 7.1.16 Ability to deal with emergency travel in less that the prescribed time of 3 hours for domestic travel and less than 48 hours for international travel
- 7.1.17 Issuing of travel and accommodation vouchers within an hour of travel /accommodation approval.
- 7.1.18 TMC's services must cover all nine (9) provinces.

7.2 Travel Volumes

The current NDA total volumes per annum includes air travel, accommodation, car hire, shuttle services, forex, conferences, etc. The table below details the number of transactions projected for the 60 months period and the figures are based on actuals for FY 2023/24:

| Service Category | Estimated number of Transactions p/a | Estimated expenditure p/a |
|--|---|----------------------------------|
| Air travel – Domestic | 3000 | 12 606 758 |
| Air travel – Regional | 10 | 200 000 |
| Air travel – International | 10 | 1 300 000 |
| Car Rental – Domestic | 1900 | 5 020 552 |
| Car Rental – Regional | 36 | 40 000 |
| Car Rental – International | 0 | 0 |
| Accommodation – Domestic | 5000 | 500 000 |
| Accommodation – Regional | 10 | 150 000 |
| Accommodation – International | 10 | 900 000 |
| Shuttle /Transfer Services – Domestic | 1500 | 3 400 000 |
| Shuttle/Transfers – Regional | 10 | 40 000 |
| Shuttle/Transfers – International | 10 | 200 000 |
| Bus/Coach bookings | 10 | 90 000 |
| Conferences/Events | 100 | 5 421 395 |
| After Hours | 200 | 100 000 |
| Airport Parking | 200 | 110 000 |
| Visa assistant and provision of documents and advise | 10 | 300 000 |
| Insurance | 10 | 800 000 |
| Refund- Domestic | 10 | 200 000 |
| Refund- Regional | 10 | 100 000 |
| Refund- International | 10 | 100 000 |
| Re-issue Air- Domestic | 20 | 300 000 |
| Re-issue Air- Regional | 20 | 150 000 |
| Re-issue Air- International | 20 | 200 000 |
| GRAND TOTAL | 12 116 | 32 228 705 |

Note: The above figures are estimates for the 60 months period and are based on actuals for FY 2023/2024. They may change during the tenure of the contract. The figures are meant for illustration purposes and are to assist the bidders to prepare their bids and pricing models.

7.3 Financial Management

- 7.3.1 The TMC will be required to offer a 30-day bill-back account facility to NDA should a lodge card not be offered. Bill-back refers to the supplier sending the bill back to the TMC, who, in turn, invoices NDA for the services rendered.
- 7.3.2 The TMC must to the extent possible, negotiate favorable rates with all travel service providers or implement the maximum rates established by the National Treasury where applicable.
- 7.3.3 The TMC will be responsible for managing service provider accounts. The NDA expect to receive invoices from the TMC for remittance within the agreed time period.
- 7.3.4 Where prepayments are required for smaller Bed & Breakfast/Guest House facilities, these will be processed by the TMC. It should be noted that these are occasionally required at short notice and even for same day bookings.
- 7.3.5 The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to NDA's Financial Department on the agreed time period (weekly). This includes attaching the travel authorization and Purchase Order.
- 7.3.6 TMC is responsible to submit proof of all travel services that have been cancelled
- 7.3.7 Ensure travel supplier accounts are followed up and settled timeously within 2 month period from date of service.
- 7.3.8 After- hours invoicing must be done per call.
- 7.3.9 TMC is responsible to send a monthly statement of the open air tickets.

7.4 Technology and Management Information and Reporting

- 7.4.1 The TMC must have the capability to consolidate all information related to travel expenses at a level of travelling official with automated reporting tools on a monthly basis.
- 7.4.2 All management information and data input provided to NDA must be accurate.
- 7.4.3 Upload all traveler profiles and maintain updates for the purpose of travelling.
- 7.4.4 The TMC will be required to provide NDA with a minimum of three 3 standards monthly reports that are in line with the National Treasury's cost containment instructions reporting template requirements. The reporting templates can be found on:

<http://www.treasury.gov.za.legislation/pfma/TreasuryInstruction/AccountantGeneral.aspx>

7.4.5 Reports must be accurate and be provided as per NDA's specific requirements at the agreed time. It will include but not limited to the following:

a) Travel

After hour report

Turnaround time of issuing travel/accommodation vouchers

Compliments and complaints

Consultant productivity report

Long term accommodation and car rental

Bookings outside travel policy (NDA will provide Travel policy)

b) Finance

Reconciliation of commissions/rebates or any volume driven incentives

Reconciled report for the travel lodge card statement

Creditor's ageing report

Creditor's summary report

Now show report

Cancellation report

Refund log

Open voucher report

Open Age invoice analysis

7.5 Value Added Services

The TMC must provide the following value added services:

- a) Travel alerts
- b) Health warnings
- c) Visa information
- d) Location of hotels and restaurants
- e) Complimentary services such as passenger check ins, excess luggage
Negotiations with airlines etc.
- f) SMS notifications for travel confirmations
- g) Global travel risk management

7.6 Office Management

The TMC must ensure high quality service to be delivered at all times to NDA's travelers. The TMC is required to provide NDA with highly skilled and qualified human resources of the following roles but not limited to:

- a) Dedicated Senior consultants
- b) Intermediate consultants
- c) Finance Manager/Branch Accountant
- d) System Administrator
- e) Quarterly meetings with senior management

8. PRICING MODEL

NDA requires bidders to propose one pricing model which is the transactional fee model (Off-site). Bidders must use the Annexure that is provided for pricing.

8.1 Transaction Fees

8.1.1 The transaction fee can be a fixed amount per service. The fee must be linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.

- (i) Off-site options

8.2 Volume driven incentives

8.2.1 It is important for bidders to note the following when determining the pricing:

- i. National Treasury has negotiated non-commissionable fares and rates with various airlines carriers and other service providers;
- ii. No override commissions earned through NDA reservations will be paid to the TMCs;
- iii. An open book policy will apply and any commissions earned through the NDA volumes will be reimbursed to NDA;
- iv. TMCs are to book these negotiated rates or the best fares available, whichever is the most cost effective for the institution.

9. TECHNICAL EVALUATION CRITERIA (PHASE 1)

| DESCRIPTION | WEIGHT |
|---|--------|
| <p>1. Project Proposal</p> <p>The TMC must submit a detailed project proposal that demonstrate the service provider's ability and extent to which the specific services required by the NDA will be addressed. The following elements must be addressed in the project proposal:</p> <p>(a) Scope of work (40) points see below breakdown</p> <ul style="list-style-type: none"> Travel Management requirements (16) points Travel Volumes (3) points Financial Management (6) points Technology and information management reporting (8) points Value added services (4) points Office Management (3) points <p>(b) Bidders are required to submit their current and valid International Air Transport Association (IATA) and ASATA Association of South African Travel Agents) membership/licence/ certificate (certified copy not older than 3 months) (5) points for each certificate/membership/Licence.</p> | 50 |
| <p>2. Past Experience:</p> <p>The TMC MUST submit signed reference letters on the clients' letterhead detailing the nature of the service rendered within the past five (5) years. Letters MUST comply with the provisions in Section 3.1.9.</p> <ul style="list-style-type: none"> • Three letters (15 points) • Two letters (10 point) • One letter (5 point) | 15 |

| | |
|---|------------|
| 3. Timeous Settling of Accounts The TMC MUST submit confirmation letters from their suppliers on timeously settlement of their accounts. The letters must be on the suppliers' letterhead and must be signed. <ul style="list-style-type: none"> Atleast one letter from each hotels (5),car rentals (5) ,shuttle services (5) must be submitted. Each letter will score 5 points. | 15 |
| 4. Experince of the Team to be allocated to the NDA: The TMC should demonstrate the capacity of the team to carry out the work required in this Bid. Cirriculum Vitaes of not more than THREE pages must be submitted. <ul style="list-style-type: none"> Operations Manager: minimum of five years experience required. (5) Key Accounts Manager: minimum of five years experience required. (5) Finance Manager: minimum of five years experience required. (5) Team Leader/Office Manager: minimum of three years experience required. (5) TMC must comply with requirements in Section 3.1.2, 3.1.3, 3.1.4 and 3.1.5. | 20 |
| Total score | 100 |
| Minimum qualifying score | 80 |

10. COMMERCIAL EVALUATION

- Bids will be evaluated in accordance with the NDA's Supply Chain Management Policy and Preferential Procurement Policy, 2023, 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 (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).
- 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 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 eighty (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), 10 points will be awarded for Enterprises owned by black people, 4 points for enterprise located in a specific Rural/Underdeveloped/Township (should the required locality merely be the Province, the full points will be applied to the Province), 4 points for Enterprises owned by black African women and 2 points for Enterprises owned by black African youth. **The CSD I AM register report** will be used to allocate points and the (80/20 system) will be applied in accordance with the table below:

| Specific Goal | Number of points (80/20 system) |
|---|--|
| Enterprises owned by black people <i>(must be included as a specific goal)</i> | 10 points % shareholding by black people will determine the points |
| Enterprises located in a specific: <ul style="list-style-type: none"> Rural / Underdeveloped/Township for work to be done or services to be rendered in that area. <i>(SBD 1 must be completed with full location and must be accompanied by proof of address to claim points).</i> | 4 points <ul style="list-style-type: none"> Rural/Underdeveloped/Township/: = 4 points Should no declaration or proof be supplied, the bidder will score zero but will not be disqualified. Should the required locality be the Province, the full points will be applied to the Province. <i>Points will be given if the enterprise has its registered head office or registered operational office in that location</i> |
| • Enterprises owned by black African women. | 2 points % shareholding by the targeted group will determine the points that are scored |
| • Enterprises owned by black African with disability. | 2 points % shareholding by the targeted group will determine the points that |

| | |
|---|--|
| | are scored |
| <ul style="list-style-type: none"> Enterprises owned by black African youth. | <p>2 points</p> <p>% shareholding by the targeted group will determine the points that are scored</p> |

- (e) The top two highest ranked bidders will be awarded the bid. It should be noted also that the NDA reserves the right not to appoint any service provider and no service provider will be reimbursed for any costs incurred whilst participating in this bid.

11. 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.

12. CLIENT BASE

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

13. 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:

13.1. Functionality/Technical Envelope

Bid Ref: NDA03/FIN01/24

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NATIONAL DEVELOPMENT AGENCY (NDA) OVER A PERIOD OF 60 MONTHS.

Bid closing date and time: 26th JUNE 2024 at 12h00

Name and address of the bidder:

In this envelope, the bidder shall only address the technical aspects of the bid as per **Section 9** of this document.

13.2. Pricing/Commercial Envelope

Bid Ref: NDA03/FIN01/24

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NATIONAL DEVELOPMENT AGENCY (NDA) OVER A PERIOD OF 60 MONTHS.

Bid closing date and time: 26th JUNE 2024 at 12h00

Name and address of the bidder:

In this envelope, the bidder shall only address the technical aspects of the bid as per **Section 17** of this document.

14. 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 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.

15. TENDER VALIDITY

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

16. NDA PAYMENT TERMS

Invoices will be paid 30-days from the date of submission and approval. All invoices must be sent to the following e-mail address: Invoices@nda.org.za

17. MANDATORY DOCUMENTS

- (a) 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. Alternatively, service providers must fully complete Standard Bid Document 1 (SBD 1) to give effect to the tax compliance status system.
- (b) Signed agreements for joint ventures and/or consortium arrangements.
- (c) Company registration documents (CIPC).
- (d) A letter/resolution authorising the person signing the bid documents and contracts.
- (e) All participating bidders must complete, sign and return ALL the attached SBD forms (SBD1, 3.3, 4&6.1) together with their proposals.
- (f) IATA and ASATA Licence / Certificate. Bidders are required to submit their international Air Transport Association (IATA) and ASATA (Association of South African Travel Agents) membership/licence/certificate (**certified copy**) at closing date. No third party IATA licences will be permitted.

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

18. 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.

19. 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.

20. 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 for 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 to allow the NDA 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 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.

21. ADDITIONS AND AMENDMENTS TO THE BID

- (a) 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.
- (b) Should the NDA exercise its right to change the information in terms of clause 22.1 all amendments will be communicated to all bidders.

22. 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 9** (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.

23. PRICE NEGOTIATIONS

- (a) Where the bidder that scored the highest total points did not quote a reasonable or a market-related price, the NDA may negotiate with the bidder to offer a reasonable or market-related price, should the adjudicator agree to this;
- (b) Should the bidder scoring the highest total points not agree on a reasonable or market-related price, the NDA may cancel the bid or negotiate with the bidder that scored the second highest total points or the third highest total points, in that order.

24. SPECIAL COMMERCIAL CONDITIONS OF THIS BID

NDA reserves the right to;

- (a) To accept part of a tender rather than the whole tender.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) Award to multiple bidders based either on size or geographic considerations.

A PLEDGE: STATEMENT OF RESPONSIBILITY AS A SERVICE PROVIDER

This NDA pledge is an important guide to my own conscience when I enter into business relationship with NDA and it is binding me to act ethically, competently and deliver high quality service(s).

NDA pledges towards high ethical conduct in dealing with Service Providers

- NDA is committed to highest standard of ethics in conducting its business and encourages all stakeholders to contribute towards building ethical culture within the organization.
- NDA shall not demand money from Service Providers to get work(tenders and quotations) from the organization.
- Suppliers are prohibited to induce NDA employees through gifts in order to benefit business directly and indirectly from NDA.
- NDA has a strict gift policy to ensure that gifts received from Suppliers are properly declared to ensure transparency.
- Any unethical behaviour that is compromising by NDA employees shall be reported to Fraud/ethics Hotline:0800 701 701

I HAVE READ AND UNDERSTOOD THE NDA PLEDGE THAT PROMOTE HIGHLY ETHICAL CULTURE. I WILL, TO THE BEST OF MY ABILITY, ADHERE TO AND HONOUR THIS PLEDGE IN MY PROFESSIONAL DEALINGS WITH NDA.

Signature: Representative of the Service Provider

Date

Name: Representative of the Service Provider

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

| | | | | | |
|-------------|----------------|---|---------------|----------|--|
| | | CLOSING DATE: 26 th JUNE 2024 | | | |
| BID NUMBER: | NDA03/FIN01/24 | | CLOSING TIME: | 12H00 PM | |

DESCRIPTION **THE APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE NATIONAL DEVELOPEMENT AGENCY (NDA) OVER A PERIOD OF 60 - MONTHS**

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

26 WELLINGTON ROAD, PARKTOWN, 2193

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON **Muzi Matsenjwa or James Kofa**
 TELEPHONE NUMBER **011 018-5562**
 FACSIMILE NUMBER
 E-MAIL ADDRESS muzim@nda.org.za/Jamesk@nda.org.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON **Nyali Morailane / Nomakhaya Nelani**
 TELEPHONE NUMBER **011 018 5537/5607**
 FACSIMILE NUMBER
 E-MAIL ADDRESS NyaliM@nda.org.za/NomakhayaN@nda.org.za

SUPPLIER INFORMATION

| | | | | | |
|--|--|--|-------------------------------------|---|------|
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS (attach proof not older than 6 months) | | | | | |
| 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)? ☐ YES ☐ NO
 DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ 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:

.....



SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



SBD4

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;



SBD4

- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS

² 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.



SBD4

1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

| | | |
|---|-----------|---|
| 80/20 | or | 90/10 |
| $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$ | or | $Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$ |

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|--|--|--|--|--|
| Enterprises owned by black people (must be included as a specific goal) | | 10 | | |
| Enterprises located in a specific: • Rural / Underdeveloped/Township for work to be done or services to be rendered in that area (SBD 1 must be completed with full location and must be accompanied by proof of address to claim points) | | 4 | | |
| Enterprises owned by black African women | | 2 | | |
| Enterprises owned by black African with disability. | | 2 | | |
| Enterprises owned by black African youth. | | 2 | | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited

☐ Non-Profit Company
☐ State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

| | |
|------------------------------------|-------|
| | |
| SIGNATURE(S) OF TENDERER(S) | |
| SURNAME AND NAME: | |
| DATE: | |
| ADDRESS: | |
| | |
| | |
| | |



PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: **NDA03/FIN01/24**.....

CLOSING TIME **12H00**

CLOSING DATE...**26TH JUNE 2024**

OFFER TO BE VALID FOR ...**150**.....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. | R..... | |
| 3. | PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF) | | |
| 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..... |

Bid No.:

Name of Bidder:

| | | |
|-------|-------|--------|
| | | R..... |
| | | R..... |

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 –

Muzi Matsenjwa
Tel:011 018 5500
muzim@nda.org.za

Or for technical information –

Nyali Morailane / Nomakhaya Nelani

Tel: 011 081 5537/5607
nyalim@nda.org.za / nomakhayan@nda.org.za