

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)

BID NUMBER:	TEDA PPM: BID 02/07/20	CLOSING DATE	21 AUGUST 2020	CLOSING TIME:	11:00 am
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DESCRIPTION	APPOINTMENT OF A TRANSACTIONAL ADVISOR ON DEVELOPMENT OF A BUSINESS PLAN FOR TSHWANE CLOTHING AND TEXTILE HUB PROJECT.
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

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

TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA)

GROUND FLOOR

LAKE VIEW BUILDING

1277 MIKE CRAWFORD ROAD

CENTURION MALL

SUPPLIER INFORMATION

NAME OF BIDDER	
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POSTAL ADDRESS	
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STREET ADDRESS	
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TELEPHONE NUMBER	CODE		NUMBER	
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CELLPHONE NUMBER	
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FACSIMILE NUMBER	CODE		NUMBER	
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E-MAIL ADDRESS	
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VAT REGISTRATION NUMBER	
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TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
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B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
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[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 PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED	
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:	TECHNICAL INFORMATION MAY BE DIRECTED TO:
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DEPARTMENT	TEDA	CONTACT PERSON	Gabriel Motlotsi
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CONTACT PERSON	Richard Ramolemi	TELEPHONE NUMBER	012 358 6552
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TELEPHONE NUMBER	012-358 5967	FACSIMILE NUMBER	N/A
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FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	gabrielmo@tshwane.gov.za
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E-MAIL ADDRESS	richardra@tshwane.gov.za
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**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 ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	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 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

TERMS OF REFERENCE FOR THE APPOINTMENT OF A TRANSACTIONAL ADVISOR ON DEVELOPMENT OF A BUSINESS PLAN FOR TSHWANE CLOTHING AND TEXTILE HUB PROJECT.

1. Purpose

- 1.1 This Terms of Reference is inviting an experienced Transactional Advisor (TA) to develop a business plan for Tshwane clothing and textile hub project.
- 1.2 The successful Bidder or Professional will be required to enter into a formal contract and service level agreement with Tshwane Economic Development Agency (TEDA).

2. Background

2.1 Tshwane Economic Development Agency (TEDA) in collaboration with Gauteng Department: Economic Development (GD:ED) and the National Department of Trade, Industry and Competition (the dtic), has partnered to develop Gauteng Clothing, Textiles, Footwear and Leather (CTFL) business hub that will first be piloted in Tshwane and will be called Tshwane clothing and textile hub project.

2.2 The dtic was established after the merger of the Department of Trade and Industry and the Economic Development Department. A dynamic industrial, globally competitive South African economy, characterized by meaningful economic transformation, inclusive growth and development, decent employment and equity, built on the full potential of all citizens is the dtic's vision. The dtic's Mission is to:

- Promote structural transformation, towards a dynamic industrial and globally competitive economy.
- Provide a predictable, competitive, equitable and socially responsible environment, conducive to investment, trade and enterprise development.
- Broaden participation in the economy to strengthen economic development.
- Continually improve the skills and capabilities of the dtic to effectively deliver on its mandate and respond to the needs of South Africa's economic citizens.
- Co-ordinate the contributions of government departments, state entities and civil society to effect economic development.
- Improve alignment between economic policies, plans of the state, its agencies, government's political and economic objectives and mandate

2.3 The mandate of the GD:ED is to lead, facilitate and promote economic growth and economic development in Gauteng, with a target commitment to focus on enhancing the inclusivity of the Gauteng economy, whilst enhancing the competitiveness of the Gauteng economy.

2.4 TEDA is a wholly owned municipal entity of the City of Tshwane (CoT). Its mandate includes stimulation of economic activities, a key driver in accelerating economic growth and job creation within the Tshwane area.

2.5 The development of the business hub is earmarked for Tshwane.

- 2.6 The establishment of the business hub will be in City of Tshwane owned property. The location will be confirmed once the business plan is complete.
- 2.7 The initial concept indicates that the building footprint will be approximately 10 000 sqm, but this may be reviewed during the development of business plan.
- 2.8 This business may lead to development of similar hubs in corridors in Gauteng Province, namely; northern, southern, central, eastern and western. Alternatively, the business hub in Tshwane may extend its services to these corridors.
- 2.9 The initial focus of the hub is on clothing and textile manufacturing with the aim of expanding to footwear and leather.
- 2.10 The South African CTFL sector is small, compared to similar industry globally. Nonetheless, it is still regarded as a priority sector by South African Government, as it is labour intensive and is often used by developing countries as a platform for sustained economic growth and job creation.
- 2.11 Cotton is one of the most versatile crops grown worldwide. As an industrial raw material, it supports a vast number of manufacturing value chains and industries with direct and indirect links to livelihoods via income and employment opportunities. The hub may incorporate natural and animal clothing fibres, like **cotton, hemp, flax, wool** which may be viable to include in the hub.
- 2.12 Although the cotton industry has been on the decline in South Africa (due to increased attractiveness of competing summer crops at the time of planting, and to some extent the effects of cheap cotton and textile imports) prospects are on an upward trajectory.
- 2.13 Factors favouring future growth include government incentive programmes, an alleviation of pressure from Asian producers' aggressive targeting of African markets and an expected increase in production in other top cotton producing countries due to increases in average yields.
- 2.14 China, which has been exerting the bulk of Asian pressure on South Africa (SA), will experience a 4% fall in production due to rising production costs, lower cotton subsidies and Chinese farmers' switch to more profitable alternative crops.
- 2.15 The IPAP 2016/17-2018/19 highlights the need for the CTFL sector to be revived. The dtic established a Clothing and Textiles Competitiveness Programme, which sets out targets for the sector in terms of job creation, growth, stability and global competitiveness. The sector has been adversely affected by cheap and illegal imports.
- 2.16 In addition, this project seeks to contribute to the implementation of the Retail Masterplan – South African retail, clothing, textile, footwear and leather (R-CTFL) Value Chain Masterplan to 2030, November 2019. It is noted that commitments contained in the Master Plan will yield an increase in local manufacturing with local purchases expected to increase in real terms by R35 billion which could increase employment in the value chain by 121 016 (from 212 416 to 333 162) with manufacturing jobs expected to account for 73 549.

- 2.17 The sector is second to the agricultural sector in employment multiplier potential. The total current employment is estimated at 88 657 jobs and sector manufacturing value add contribution is estimated at R18.6 billion. The sector trade balance deficit is estimated at R35.8 billion, with finished clothing, footwear and synthetic fibre imports accounting for 91% of the deficit.
- 2.18 The indicated natural fibres may have similar value chain activities like cotton value chain activities from ginnery, spinning, weaving and knitting, dyeing, clothing design. These activities may either be incorporated in one building infrastructure or standalone building structure as guided by value chain activities.
- 2.19 The facility will focus on the industrial processing of fibres outputs from Gauteng and surrounding areas, to produce value added and manufactured products.
- 2.20 The approach of business plan development should adopt a phase approach of value chain activities starting from clothing design thereby implementing backward integration progressively and this should be indicated in the implementation plan.
- 2.21 The envisaged hub will also serve as a Business Integration Support Centre with tentacles (Small Medium Micro Enterprise (SMME) in Township areas) located in various township across Tshwane, like Atteridgeville, Ekangala, Garankuwa, Hammanskraal, Mamelodi, Refilwe, Soshanguve, Temba, Winterveldt, Eersterust, Zithobeni, Rethabiseng, the list is not exhaustive.
- 2.22 The inclusion of township will seek to affirm township economies in the sector wherein the expected activity is cut, make and trim (CMT), also known as sowing and finishing.
- 2.23 Considering the value chain activities, typical activities in the Centre will be; design and patterns, procurement (sourcing), distribution and logistics, marketing and exports, Contract management, incubation, research and development, Service and maintenance.
- 2.24 The Centre will include some value-added service such laboratory, training and offices.
- 2.25 The following studies were produced:
- (i) pre-feasibility study,
 - (ii) Market and technical feasibility study.
- 2.26 In pursuit of achieving the three institutions' strategic objectives, the procurement of an experienced TA to develop a business plan/ case with implementation plan for the project is sought.

3. Special Conditions

- 3.1 The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract and SLA entered into.

- 3.2 This bid and all contracts emanating there from will be subject to the General Conditions of Contract (GCC). The Special Conditions are supplementary to that of the General Conditions of Contract. Where, however the Special Conditions of Contract are in conflict with General Conditions of Contract, the Special Conditions of the Contract prevail.
- 3.3 **Bidders who are in the employ of the State shall automatically be disqualified.**
- 3.4 Bidders who has disputed Municipal rates and taxes and or services towards the municipality or other services suppliers in respect of which payment is overdue for more than 30 days shall automatically be disqualified.
- 3.5 Municipal account submitted may be verified with the relevant municipality. Only municipal accounts less than 3 months will be accepted.
- 3.6 Municipal account requirements are applicable to sub-contracting companies and joint-ventures. ***(Failure to comply with the above requirement will lead to disqualification)***
- 3.7 Should the bidder be renting in a leased property, both lessor and the lessee's agreement must be furnished together with the landlord's municipal account or statement.
- 3.8 This is a double-stage bidding process. Bidders are therefore requested to submit their technical proposal separately from their pricing schedule.
- 3.9 TEDA reserves the right to enter into negotiations with the recommended services provider(s).
- 3.10 Previous studies developed for the project will not be shared with Bidders for purpose of responding to this terms of reference.
- 3.11 Shortlisted bidders may be invited for a presentation.
- 3.12 **The development of business plan should be jointly led by professionals with Finance or Economics and CTFL qualifications. These professionals should be registered or accredited professional with related bodies.**
- 3.13 The methodology criteria of the functionality assessment must outline the approach and plan with realistic timelines of the proposer and is critical to convince the BID evaluation team on the appreciation of the work required. It will also form as part of the basis for service level agreement content and related negotiations.
- 3.14 **In case, a joint venture or consortium or sub-contracting bid for the tender is submitted; a joint venture or consortium agreement or sub-contracting agreement should be submitted. A team constituted for the sake of submission or equivalent is expected to be maintained when successful.**
- 3.15 No service may be rendered without an official order.
- 3.16 Failure to comply with any of the conditions and special conditions will lead to disqualification.

- 3.17 Bidders that scores less than **70** points on functionality will not be evaluated further on Price and BEE.
- 3.18 The analysis and assessment should include a detailed financial model in excel format.
- 3.19 Final Business Plan report and presentation in the following format Microsoft Word, PDF and submission should be in a USB flash drive.
- 3.20 A priced proposal with deliverables and timelines which corresponds with the scope of work below must be submitted as per the attached pricing schedule (MBD 3.3)

4. Scope of Service

- 4.1 The scope of services expected in terms of this is detailed below as follows: A priced proposal with deliverables and timelines which corresponds with the scope of work below must be submitted as per the attached pricing schedule (MBD 3.3) – **This form should be completed as indicated.**
- 4.2 Status quo analysis – SWOT (Strength, weakness (limitations), threats and opportunities of clothing and textile industry starting from National, Gauteng province and Local level – City of Tshwane.
- 4.3 Needs and Market analysis –
- (i) The needs analysis provides definition to the proposed project, preparing the way for the technical solution options analysis. This should, demonstrate that the project aligns with the dtic’s IPAP and (R-CTFL) Value Chain Masterplan, the Gauteng province strategic trajectory in the sector. This should also align to municipality’s strategic pillars / objectives and IDPs. Summaries the municipality’s mission and vision statements, its strategic objectives and government policy that determines what the municipality’s deliverables are. Identify and analyses the available budget. Demonstrate the municipality’s commitment and capacity. Specify the outputs and define the project. The market analysis needs to be performed to explore the market and the sectors that are pertinent to the project.
- (ii) The market analysis should incorporate appropriate industry benchmarks and highlight best international practices that are applicable for this project. Specifically, assess the implementation of relevant similar type projects in South Africa from both a private and public sector perspective. **Identify products in all three spheres of government and private sector which may be produced from the Centre for meaningful market impact.** The products’ specifications should also be indicated to produce quality products. Investigate inputs patterns and implication on value chain for natural fibres identified. Investigation should also be carried out to ascertain economic viability of including the natural and animal fibres e.g. **cotton, hemp, flax and wool and its applicable value chain activities.**

- 4.4 Technical solutions options analysis and Technology Applications Advisory – This should cover analysis on technologies to use locally (South Africa) and internationally, evaluate and choose the best technology options and equipment requirements. Investigate value chain analysis of the natural fibred to be incorporated and provide solutions. Furthermore, conduct operational analysis.
- 4.5 Stakeholder engagement analysis with project structuring – This should cover identifying stakeholders in the project and indicate roles of various institutions or parties.
- 4.6 Detail Concept design of the project – This should consider the functionality of the facility in lieu of the operation, include specifications and should include provisions for bulk services. The concept should be rationalized to consider value chain of natural fibres, whether to incorporate these operations in one building or standalone. The concept design should contain 3D model with detail specifications for space requirement.
- 4.7 Occupational health and safety (OHS) consideration. – The area should cover OHS related issues with regards to the type operations envisaged in CTFL.
- 4.8 Conduct investigation by identifying and recording existing and operating SMME in the township (tentacles). The investigation should identify and list SMME in township in the sector to be linked with the integration business centre. Develop an SMME plan and envisaged relationship with the business centre.
- 4.9 Legal and regulatory analysis – Relevant applicable legislation worth considering. Conduct analysis of possible legal contracts to consider for this transaction. Develop and attached typical contract specimen for these transactions. Consider the ideal ownership and operational structure with legal implications. Also, human capital model required to operate the Centre.
- 4.10 Project risk assessment – This should consider all relevant risks of the project. The impact on business as result of risks should be indicated. A risk matrix and register should be developed. Possible risks should be identified, and risks mitigation measures develop.
- 4.11 Options analysis on funding and operating model – Various project funding sources should be explored both locally (South Africa) and internationally. This should also consider incentives provided by governments especially the dtic. The analysis on operating model should be conducted and the most suitable model considering the tentacles (SMME in Township areas) be recommended.
- 4.12 Financial analysis and value assessment – The analysis and assessment should include a detailed financial model in **excel format also**. The financial model will require explanation of various assumptions used in the construction of the model based on the business plan. The financial projections need to incorporate potential revenue stream identified, and assumptions made on revenue estimates during the feasibility study as well as the value offered to off-takers and the effect it would have on revenue. Determine Net Present Value (NPV), Internal Rate of Return (IRR), Pay-back period, profitability index and conduct sensitive analysis, financial scenarios etc.

- 4.13 Economic and socio-economic impact analysis – This should cover social impacts of the project like, job creation, youth and women participation etc. The economic should cover economic indicators like, Gross Domestic Products (GDP), Gross Value Add (GVA) etc.
- 4.14 Develop Marketing plan - This should consider target market, competitors' analysis, barriers to entry etc. Furthermore, conduct market sounding exercise to benefit the inclusion of SMME in the centre, where the need to understand the private and public sector's value drivers, financial and operational constraints companies might face during the provision of infrastructure and services. This may be through either meeting with individual companies, general/industry meetings or written communication. Company letterheads will be expected to accompany this activity, which will outline the nature of partnership, so that TEDA and partners may explore towards implementation.
- 4.15 Project implementation plan – This is an action plan, it should clearly outline the anticipated next steps needed to implement the project successfully. This plan shall include detailed steps and phasing in the areas of financing, facilities construction, civil works, equipment and furniture procurement, and synchronization. This should also consider the value chain activities of the fibres. The TA shall develop a tentative schedule in which milestones could be ideally achieved.
- 4.16 Project Procurement plan analysis – This should cover analysis of project procurement for implementation. The Inter- Governmental Relations (IGR) involvement in the project should be considered and indicated.
- 4.17 Final Business Plan report and presentation in the following format Microsoft Word, PDF and submission should be in a USB flash drive.

5. Guidelines for Submission of Proposal

- 5.1 The proposals for the envisaged project should be submitted to TEDA before the closing date, at the physical address; 1277 Mike Crawford, Lakeview Building, Ground Floor, Centurion, 0157. To the Senior Manager: Supply Chain.
- 5.2 The succinct proposal must include a résumé of the team members allocated to the selected services of project. **The CV must indicate the expertise and experience that each brings to the transaction and References letters from Clients in their letterheads - Testimonial letters. This can be for individual or organizations worked for during similar transaction. Please refer to paragraph 12 and Annexure A for detail and ease of reference.**

6. Duration of Contract

- 6.1 The bidder's appointment will commence as soon as the contract has been signed for a period of **approximately five (5) months** or as informed by Project Plans submitted by Bidders.

7. Information

- 7.1 Additional information as may be deemed appropriate must be submitted.

8. Timeframes

- 8.1 Time frame for deliverables will be as per the Terms of Reference or the approved Project plan and any extension to the scope or time frame must be approved by TEDA through the client representative.

9. Adding Value

- 9.1 It is expected that potential service providers will critique the brief with the purpose of adding value where possible in the proposal to be submitted. Thus, the onus is on the service provider to add value to the brief in terms of their special competencies with regard to the project.

10. Cost of Submission of Proposal

- 10.1 TEDA is not responsible for any costs incurred by the service providers in the process of developing the proposals. The submitted budget for this project must incorporate all expenses to be incurred by the service provider.

11. Ownership of Intellectual Property Rights

- 11.1 The ownership of all Intellectual Property Rights associated with this work will be vested within the TEDA, for its exclusive use, or for use by the TEDA, City of Tshwane or relevant stakeholders.

12. Criteria for Selection of Service Providers

- 12.1 The tender will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80/20 points system, whereas 80 is price and 20 is BBBEE.
- 12.2 A functionality component will be used as a prequalification for further evaluation on 80/20.
- 12.3 Functionality points will be evaluated as follows:
See below components, evidence and weight which will serve as the basis of evaluation:
(Also refer to Annexure A: Breakdown of technical evaluation score sheet – submission should follow this table and indicating page numbers of relevant and required documents).

Components of Tender to be evaluated	Evidence	Weighting	
Team Educational Qualification and Experience	<p>TRANSACTIONAL ADVISORY TEAM SHOULD COMPRISE OF THE FOLLOWING TEAM EXPERTISE – (Note CVs, certified qualification and references letters from Clients in their letterheads - Testimonial letters should be provided)</p>		
	<p>Finance/Economics</p>	<p>Bidders are expected to indicate <u>a Joint-Lead Professional</u> of the TA with Finance or Economics qualifications and registered or accredited professional with related bodies. A joint-lead should be able to demonstrate:</p> <ul style="list-style-type: none"> • Related finance or economics expertise in packaging transaction in Industrial or manufacturing type projects. 	55
	<p>CTFL Professional</p>	<p>Bidders are expected to indicate <u>a Joint-Lead Professionals</u> of the TA with CTFL qualifications and registered or accredited professional with related bodies. A joint-lead should be able to demonstrate:</p> <ul style="list-style-type: none"> • Related CTFL expertise in packaging transaction in Industrial or manufacturing type projects. 	
	<p>Legal</p>	<p>Bidders are expected to indicate legal related qualifications and registered or accredited professional with related bodies. A team member should be able to demonstrate:</p> <ul style="list-style-type: none"> • Related legal expertise in packaging transaction in Industrial or manufacturing type projects. 	
	<p>Technical</p>	<p>Bidders are expected to indicate technical related qualifications and registered or accredited professional with related bodies. Team members should be able to demonstrate:</p> <ul style="list-style-type: none"> • Related technical expertise in packaging transaction in Industrial or manufacturing type projects. (The breakdown of technical team required is on annexure A). 	

<p>Technical Approach and Methodology</p>	<p>Methodology, knowledge and proven track record in respect of the subject matter. Bidders are to note the following:</p> <ul style="list-style-type: none"> • The transaction must be <u>jointly led by professionals with Finance or Economics and CTFL qualifications</u> and registered or accredited professional with related bodies. • In respect of methodology, Bidders are required to indicate in a comprehensive and coherent manner the deliverables in respect of the scope of services and how such deliverables will be achieved; • In terms of Knowledge of the subject matter, Bidders are to indicate the following: <ul style="list-style-type: none"> ○ the duration of the service and include realistic project plans and ○ record of acumen and infrastructure / tools to undertake the scope of work. 	<p>35</p>
<p>Business Location</p>	<p>Given the locality of TEDA and in order to minimise costs of travel and support local business. The bidders are to note that bidders located in the City of Tshwane will be given preference.</p>	<p>10</p>
<p>TOTAL</p>		<p>100</p>

12.4 Special condition: Bidders that scores less than **70 points** on functionality will not be evaluated further on Price and BBBEE.

13. Compliance

13.1 The proposal must either conform to the minimum requirements as set out in this document, or it must be stated clearly how it deviates from these requirements and why. Proposals strictly sticking to specifications are preferred. Offers exceeding the minimum requirements of the specifications are acceptable. Minor deviations may be considered.

13.2 This document will be a binding contract between the successful service provider and TEDA once the proposal has been accepted by the organization.

- 13.3 Service providers are at liberty to discuss any aspect of this request for proposal with the entity and enquiries must be referred to:

Technical enquiries:

Mr Gabriel Motlotsi

Tel: 012 358 6552

E-mail: gabrielmo@tshwane.gov.za

Bid enquiries:

Mr. Richard Ramolemi

Tel: 012 358 6539

E-mail: Richardra@tshwane.gov.za

14. Payments

- 14.1 Payment shall be made on rendering of a professional satisfactory service and submission of the required report.
- 14.2 Payment shall be made into the service provider's bank account after the receipt of an acceptable invoice. (Banking details MUST be submitted for payment to be processed).
- 14.3 Based on the Project deliverables, TEDA reserves the right to effect payment according to phases completed satisfactorily.

15. Non-Compliance with Delivery Terms

- 15.1 As soon as it becomes known to TEDA that the incumbent will not be able to render services within the expected period and/or against the quoted price and/or as specified, TEDA must be given immediate written notice to this effect. In instances of non-compliance with certain sections of the contract by the service provider, TEDA reserves the right to terminate the agreement.

16. Confidentiality

- 16.1 This proposal and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the unauthorised numbers of copies of this document. All bids are bound by confidentiality agreement preventing the unauthorised disclosure of any information regarding TEDA or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of TEDA.

17. Copyright

- 17.1 Copyrights of all documentation (reports) etc. in relation to this bid belong to TEDA. The successful bidder may not disclose any information, documentation or products to other clients without written approval of TEDA.

18. Award of a contract

- 18.1 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 18.2 Only a bidder who has completed and signed the declaration part of the preference points claim form will be considered for preference points.
- 18.3 Before a bid is adjudicated or at any time, it may be required from a bidder to substantiate claims it has made regarding preference points claimed.
- 18.4 Points scored will be rounded off to the nearest 2 decimals. If two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals.

19. Non-commitment

- 19.1 TEDA is not bound to accept any of the bids submitted. TEDA reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date. The cost of preparing of bids will not be reimbursed.

20. Fraud and Corruption

- 20.1 All prospective service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

21. Review process

- 21.1 Compliance with requirements:
 - 21.1.1. In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure that a bid is regarded as responsive it is imperative to comply with all conditions and to state whenever there are deviations.
 - 21.1.2. Documents submitted on time by bidders shall not be returned and shall remain the property of TEDA.

22. Reasons for Rejection

- 22.1 TEDA reserves the right to return late bid submissions unopened. TEDA reserves the right to disqualify bids that are not according to specification/Terms of Reference. Bidders must clearly indicate compliance or non-compliance with specification/Terms of Reference.
- 22.2 Bidders shall not contact TEDA on any matter pertaining to their bid from the time the bids are closed to the time the bid has been awarded. Any effort by a bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned. TEDA shall reject a submission if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

22.3 TEDA may disregard any submission or cancel an existing contract if that bidder, or any of its directors or have:

22.3.1. Abused the Supply Chain Management (SCM) system of any organ of state.

22.3.2. Committed proven fraud or any other improper conduct in relation to such system.

22.3.3. Failed to perform on any previous contract and the proof thereof exists.

22.3.4. Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

23. Pricing

23.1 All prices must be in South African Rand value and must be inclusive of VAT. Fees will be payable in South African Rands, on satisfactory completion of the assignment and or deliverables. Tshwane Economic Development Agency reserves the right to negotiate the cost of deliverables reflected where deemed necessary.

23.2 Bidders are required to prepare the responses based on the Price considering the scope of work.

23.3 Payment and the Price will be according to deliverables completed. Bidders are therefore required to indicate in respect of each deliverable in the scope of work in relation to payment to be made by TEDA.

24. Parties not affected by waiver or breaches

24.1 The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof. No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

25. Termination for default

25.1 TEDA, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder may terminate this contract in whole or in part:

25.1.1 if the bidder fails to deliver any or all the services within the period(s) specified in the contract, or within any extension thereof granted by TEDA pursuant to GCC Clause 21.2;

25.1.2 if the bidder fails to perform any other obligation(s) under the contract;

25.1.3 if the bidder, in the judgment of TEDA has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

25.2 In the event TEDA terminates the contract in whole or in part, Tshwane Economic Development Agency may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the bidder shall be liable to TEDA for any excess costs for such similar services. However, the bidder shall continue performance of the contract to the extent not terminated.

26. Retention

26.1 On termination of this agreement, the bidder shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to TEDA.

26.2 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

27. Screening and Vetting

27.1 Acceptance of this bid may be subject to the condition that both the contracting bidder and its personnel providing the service must be cleared by the appropriate authorities to the level of **Confidential/Secret/ Top Secret**.

27.2 All bidders shall be vetted through National Treasury and any defaulters will be disqualified.

28. Client Base

28.1 Bidders must have specific experience in the delivery of the required service and must submit recent references or client base reflecting the entity where a similar service were conducted. TEDA reserves the right to contact references during the evaluation and adjudication process to obtain confirmation.

29. Company profile, Central Supplier Database report and BEE shareholding certificate

29.1 Bidders must submit company profile.

29.2 Bidders to submit BBBEE certification with Commissioner of Oath.

29.3 The service provider must be registered on National Treasury CSD.

30. Registrations

30.1 Proof of company registration must be submitted in a form of copies of the relevant registration documents e.g. CC/CK, PTY (Ltd). It is the responsibility of the bidder to ensure that their CIPC annual returns are in order and the registration remains valid throughout the contract tenure.

31. Tax Clearance Certificate

31.1 A valid Tax Clearance Certificate **with a unique pin** issued by the South African Revenue services (SARS) certifying that the taxes of the bidder are in order must be submitted together with the bid document. It is the responsibility of the bidder to ensure that their SARS annual returns are in order and the registration remains valid throughout the contract.

32. Evaluation Basis and Process

32.1 Bids will be evaluated on 4 categories:

- (i) Compliance with minimum requirements of the bid,
- (ii) Technical content (functionality), (70 points) Minimum
- (iii) Comparative evaluation based on Price
- (iv) BEE.

32.2 Bids will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA), which stipulate an **80/20**-point split for requirements not exceeding R50 million

33. Project Leader

33.1 The project leader will be the end-user for the unit that has requested the service.

34. Late bids

34.1 Bids received late shall not be considered.

Name of Bidder.....	Bid Number:
Closing Time: 11:00am	Closing Date: 21 August 2020

OFFER TO BE VALID FOR (90) DAYS FROM THE CLOSING DATE OF BID.

SERVICE DESCRIPTION: PRICING SCHEDULE FOR THE APPOINTMENT OF A TRANSACTIONAL ADVISOR ON DEVELOPMENT OF A BUSINESS PLAN FOR TSHWANE CLOTHING AND TEXTILE HUB PROJECT.

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.

(Additional information may be provided separately)

3. DELIVERABLES ACCORDING TO WHICH THE PROJECT WILL BE UNDERTAKEN, FEES PER DELIVERABLE AND RELEVANT TIMELINES

ITEM	DELIVERABLES	INDICATIVE DURATION (WEEKS/MONTH)	PRICE PER DELIVERABLE (VAT EXCL.)
1	Inception Report		R
2	Status Quo Analysis Report		R
3	Needs Analysis and Market Report		R
4	Technical solutions options analysis and Technology Applications Advisory Report		R
5	Stakeholder engagement analysis with project structuring Report		R
6	Detail Concept design with 3D model of the project Report		R
7	Occupational health and safety (OHS) consideration Report		R
8	Detail list and appropriate information of identified SMMEs in Township and plan of incorporation into the Centre Report		R
9	Marketing Plan Report		R

TEDA PPM: BID 02/07/20: APPOINTMENT OF A TRANSACTIONAL ADVISOR ON DEVELOPMENT OF A BUSINESS PLAN FOR TSHWANE CLOTHING AND TEXTILE HUB PROJECT.

10	Legal and Regulatory Analysis Report		R
11	Project Risk Assessment Report		R
12	Options analysis on funding and operating model Report		R
13	Financial Analysis and Value Assessment Report		R
14	Economic and Socio-Economic Impact Analysis Report		R
15	Project Implementation Plan Report		R
16	Project Procurement Plan Analysis Report.		R
17	Final Business Plan Report		R
18	Disbursements		R
SUBTOTAL			R
VAT at 15%			R
TOTAL BID PRICE			R

3.1 Travel expenses. This cost must be included in the total bid price. All applicable taxes to be “included” includes Value Added Tax, pay as you earn, Income tax, Unemployment Insurance Fund contributions and skills development levies.

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

5. Estimated duration to complete the Project as per the Project Plan.....

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

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

8. Does your offer comply with the terms of reference or not (*YES/ NO) if not, state the extent of deviation on a separate sheet.

ANNEXURE A: BREAKDOWN OF TECHNICAL EVALUATION SCORE SHEET (REFER TO TABLE 1 ABOVE) – TRANSACTIONAL ADVISOR ON BUSINESS PLAN DEVELOPMENT: TSHWANE CLOTHING AND TEXTILE HUB

1	DETAIL TECHNICAL SCORECARD			WEIGHT	PAGE NUMBER (Insert the page number)	SCORING
1.	EDUCATIONAL QUALIFICATION AND EXPERIENCE			55		
1.1	FINANCE / ECONOMICS – Provide proof or evidence of qualification (Certified copy)			10		
1.1.1	Qualification	<i>MBA,CFA,CA, MCom(Economics)</i>	4			
		<i>BCom (hon)(Finance/Economics)</i>	3.5			
		<i>BCom degree or degree (Finance/Economics)</i>	2.5			
		<i>National Diploma/ Certificate (Finance/Economics)</i>	1			
		<i>No Qualification</i>	0			
1.1.2	Experience in terms of years- finance or economics expertise in packaging transaction in Industrial or manufacturing type projects.	<i>More than 5 years.</i>	3			
		<i>Between 4 and 5 years</i>	2			
		<i>Between 1 and 3 years</i>	1			
		<i>Less than 1 year</i>	0			
1.1.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during similar the transaction.	<i>More than 5 letters</i>	3			
		<i>Between 3 and 5 letters</i>	2			
		<i>Between 1 and 3 letters</i>	1			
		<i>Less than 1 letter</i>	0			

1.2	CTFL QUALIFICATION- Provide proof or evidence of qualification (Certified copy)		10		
1.2.1	Qualification	<i>MCon Sci Clothing Management, or postgraduate qualification in CTFL sector</i>	4		
		<i>Bachelor of Consumer science (honours), or Fashion Design and technology or Fashion Development production and marketing honours Degree qualification or honours qualification in CTFL sector</i>	3.5		
		<i>Bachelor of Consumer science or Fashion Design and technology or Fashion Development production and marketing Degree qualification or degree qualification in CTFL sector</i>	2.5		
		<i>Nat Diploma/Certificate qualification in CTFL sector</i>	1		
		<i>No Qualification</i>	0		
1.2.2	Experience in terms of years- CTFL expertise in packaging transaction in Industrial or manufacturing type projects.	<i>More than 5 years</i>	3		
		<i>Between and 5 years</i>	2		
		<i>Between 1 and 3 years</i>	1		
		<i>Less than 1 year</i>	0		
1.2.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during the transaction.	<i>More than 5 letters</i>	3		
		<i>Between 3 and 5 letters</i>	2		
		<i>Between 1 and 3 letters</i>	1		
		<i>Less than 1 letter</i>	0		

1.3	LEGAL			5		
1.3.1	Qualification	LLM	2			
		LLB, BCom Law	1			
		No Qualification	0			
1.3.2	Experience in terms of years - legal expertise in packaging transaction in Industrial or manufacturing type projects.	More than 5 years	2			
		Between 4 and 5 years	0.8			
		Between 1 and 3 years	0.5			
		Less than 1 year	0			
1.3.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during the transaction.	More than 5 letters	1			
		Between 3 and 5 letters	0.8			
		Between 1 and 3 letters	0.5			
		Less than 1 letter	0			
1.4	TECHNICAL			30		
1.4.1	Qualification - Industrial engineering	Pr. Eng/Pr. Tech Eng Honours, or postgraduate qualification	3			
		B.Eng / Nat Diploma	2.5			
		No Qualification	0			
1.4.2	Experience in terms of years - industrial engineering expertise in packaging transaction in Industrial or manufacturing type projects.	More than 5 years.	2			
		Between 4 and 5 years.	1			
		Between 1 and 3 years.	0.5			
		Less than 1 year	0			

1.4.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during the transaction.	<i>More than 5 letters</i>	2			
		<i>Between 3 and 5 letters</i>	1			
		<i>Between 1 and 3 letters</i>	0.5			
		<i>Less than 1 letter</i>	0			
1.5.1	Qualification - Chemical/ Process engineering	<i>Pr. Eng/Pr. Tech Eng Honours or postgraduate qualification</i>	2			
		<i>B.Eng / Nat Diploma</i>	1			
		<i>No Qualification</i>	0			
1.5.2	Experience in terms of years – Chemical/Process engineering expertise in packaging transaction in Industrial or manufacturing type projects.	<i>More than 5 years</i>	1			
		<i>Between 4 and 5 years</i>	0.8			
		<i>Between 1 and 3 years</i>	0.5			
		<i>Less than 1 year</i>	0			
1.5.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during the transaction.	<i>More than 5 letters</i>	2			
		<i>Between 3 and 5 letters</i>	1			
		<i>Between 1 and 3 letters</i>	0.5			
		<i>Less than 1 letter</i>	0			
1.6.1	Qualification Architectural	<i>Pr. Arch/Pr. Tech Arch/ Honours or postgraduate qualification</i>	1			
		<i>B.Eng / Nat Diploma</i>	0.6			
		<i>No Qualification</i>	0			

1.6.2	Experience in terms of years- Architectural expertise in packaging transaction in Industrial or manufacturing type projects.	More than 5 years	1			
		Between 4 and 5 years	0.8			
		Between 1 and 3 year	0.5			
		Less than 1 year	0			
1.6.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during the transaction.	More than 5 letters	1			
		Between 3 and 5 letters	0.8			
		Between 1 and 3 letters	0.5			
		Less than 1 letter	0			
1.7.1	Qualification - Civil/Structural engineering	Pr. Eng/Pr. Tech Eng Honours or postgraduate qualification	1			
		B.Eng / Nat Diploma	0.6			
		No Qualification	0			
1.7.2	Experience in terms of years - Civil/Structural expertise in packaging transaction in Industrial or manufacturing type projects.	More than 5 years	1			
		Between 4 and 5 years	0.8			
		Between 1 and 3 years	0.5			
		Less than 1 year	0			
1.7.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during the transaction.	More than 5 letters	1			
		Between 3 and 5 letters	0.8			
		Between 1 and 3 letters	0.5			
		Less than 1 letter				

1.8.1	Qualification - Electrical/Mechanical engineering	Pr. Eng/Pr. Tech Eng Honours or postgraduate study	1			
		B.Eng / Nat Diploma	0.6			
1.8.2	Experience in terms of years - Electrical / Mechanical expertise in packaging transaction in Industrial or manufacturing type projects.	More than 5 years	1			
		Between 4 and 5 years	0.8			
		Between 1 and 3 years	0.5			
		Less than 1 year	0			
1.8.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during the transaction.	More than 5 letters	1			
		Between 3 and 5 letters	0.8			
		Between 1 and 3 letters	0.5			
		Less than 1	0			
1.9.1	Qualification - Quantity Surveying	Pr. QS/Honours or postgraduate qualification	1			
		B Eng/Nat Diploma	0.6			
		No Qualification	0			
1.9.2	Experience in terms of years - Quantity Survey expertise in packaging transaction in Industrial or manufacturing type projects.	More than 5 years	1			
		Between 4 and 5 years	0.8			
		Between 1 and 3 years	0.5			
		Less than 1 year	0			

1.9.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during the transaction.	More than 5 letters	1			
		Between 3 and 5 letters	0.8			
		Between 1 and 3 letters	0.5			
		Less than 1 letter	0			
1.10.1	Qualification – Quality Management	Degree or postgraduate qualification	1			
		Nat Diploma	0.6			
		No Qualification	0			
1.10.2	Experience in terms of years - Quality Management expertise in packaging transaction in Industrial or manufacturing type projects.	More than 5 years	1			
		Between 4 and 5 years	0.8			
		Between 1 and 3 years	0.5			
		Less than 1 year	0			
1.10.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during the transaction.	More than 5 letters	1			
		Between 3 and 5 letters	0.8			
		Between 1 and 3 letters	0.5			
		Less than 1 letter	0			
1.11.1	Qualification – Occupational Health Safety Practitioner	Professional Registration, Degree or postgraduate qualification	1			
		Nat Diploma/ Certificate	0.6			
		No Qualification	0			

1.11.2	Experience in terms of years- Environmental Specialist expertise in packaging transaction in Industrial or manufacturing type projects.	More than 5 years	1			
		Between 4 and 5 years	0.8			
		Between 1 and 3 years	0.5			
		Less than 1 year	0			
1.11.3	References letters from Clients in their letterheads -Testimonial letters. This can be for individual or organisation worked for during the transaction.	More than 5 letters	1			
		Between 3 and 5 letters	0.8			
		Between 1 and 3 letters	0.5			
		Less than 1 letter	0			
2	TECHNICAL APPROACH AND METHODOLOGY			35		
	<i>A comprehensive and coherent manner approach is indicated wherein the deliverables in respect of the scope of services are demonstrated. The project objectives are incorporated in the approach. The bidder included the duration of the service with realistic project plans and record of acumen and infrastructure / tools to undertake the scope of work. The approach of the methodology also details ways to improve the project outcomes and the quality of the outputs.</i>		35			
	<i>The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The duration of service is indicated by high-level project plans. The record or acumen and infrastructure /tools to undertake the scope is acceptable.</i>		25			
	<i>The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project.</i>		15			
	<i>The technical approach and/or methodology is poor/ is unlikely to satisfy project objectives or requirements.</i> <i>The team has misunderstood certain aspects of the scope of works and does not deal with the critical aspects of the project.</i>		5			

3	BUSINESS LOCATION	10		
	<i>Tshwane Business locality</i>	10		
	<i>Gauteng Business locality, outside Tshwane</i>	6		
	<i>Outside Tshwane and Gauteng Province</i>	0		
	Total		100	
	Minimum Threshold Score		70	

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

MBD 4

(All claims shall be considered as valid until such time that revised claim is submitted to TEDA)

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² **Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company**

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

All claim made by the supplier/ service provider shall remain valid and binding until revised claim is submitted to TEDA

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, 2011.

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
- 1.2 The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit a 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.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- (b) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- (e) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (f) **“functionality”** means the ability of a tenderer to provide goods or service in accordance with specifications as set out in the tender documents.
- (g) **“prices”** include all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) **B-BBEE** status level certificate issued by an authorized body or person;
 - 2) **A** sworn affidavit as prescribed in terms of the B-BBEE Code of Good Practice
 - 3) Any other requirement prescribed in terms of the B-BBEE Act
- (i) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand revenue”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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**

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

4.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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	8	16
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 CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of B-BBEE status level contributor

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of Company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

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

8.9 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.

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

(All claim made by the supplier/ service provider shall remain valid and binding until revised claim is submitted to TEDA)

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <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 of law outside 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:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other 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"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM 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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

(All claim made by the supplier/ service provider shall remain valid and binding until revised claim is submitted to TEDA)

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD 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 (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder