

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)</b>					
BID NUMBER:	GTAC 005-2023-24	CLOSING DATE:	30 JUNE 2023	CLOSING TIME:	11:00AM
DESCRIPTION	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO ASSIST THE NATIONAL HOUSING FINANCE CORPORATION (NHFC) WITH THE FUNCTIONS OF THE PROJECT MANAGEMENT OFFICE (PMO) THAT WILL MANAGE THE ESTABLISHMENT OF THE HUMAN SETTLEMENTS DEVELOPMENT BANK ("HSDB") PROJECT FOR A PERIOD OF TWO YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
GTAC TENDER BOX					
240 MADIBA STREET (CORNER THABO SEHUME STREET AND MADIBA STREET), PRETORIA					
NATIONAL TREASURY BUILDING: GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)					
GROUND FLOOR, RECEPTION AREA, GTAC TENDER BOX					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Lebakang Mogale		CONTACT PERSON	Lebakang Mogale	
TELEPHONE NUMBER	012 315 5280		TELEPHONE NUMBER	012 315 5280	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	psp@gtac.gov.za		E-MAIL ADDRESS	psp@gtac.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>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.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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: .....



National Treasury  
REPUBLIC OF SOUTH AFRICA

## TERMS OF REFERENCE

**Appointment of a professional service provider to assist the National Housing Finance Corporation (NHFC) with the functions of the project management Office (PMO) that will manage the establishment of the Human Settlements Development Bank (“HSDB”) project for a period of two years.**

## BACKGROUND INFORMATION

<b>Contracting authority</b>	Government Technical Advisory Centre (GTAC)
<b>Name of project</b>	Appointment of the professional service provider to assist the National Housing Finance Corporation (NHFC) with the functions of the project management Office (PMO) that will manage the establishment of the Human Settlements Development Bank (“HSDB”) project for a period of two years.
<b>Budget Manager</b>	Head PPP Unit at GTAC: Tumisang Moleke
<b>Purpose</b>	To appoint a professional service provider to assist the National Housing Finance Corporation (NHFC) with the functions of the project management Office (PMO) that will be responsible for the management of the establishment of the Human Settlements Development Bank (“HSDB”) project for a period of two years.

## Contents

<b>1. OVERVIEW</b> .....	3
<b>3. PURPOSE OF BID</b> .....	4
<b>4. SCOPE OF WORK</b> .....	4
<b>5. AREAS OF EXPERTISE</b> .....	6
<b>7. BROAD-BASED ECONOMIC EMPOWERMENT</b> .....	<b>Error! Bookmark not defined.</b>
<b>8. PROJECTED TIMELINES OF BID PROCESS</b> .....	15
<b>9. BID SUBMISSION REQUIREMENTS</b> .....	15
<b>10. EVALUATION AND SELECTION CRITERIA</b> .....	17
<b>11. CONDITIONS OF BID</b> .....	18
<b>12. TAX COMPLIANCE</b> .....	19
<b>13. COMMUNICATIONS</b> .....	19
<b>14. CONTACTS</b> .....	19
<b>13. INSTRUCTION ON COMPLETION OF BID PROPOSALS</b> .....	19

## 1. OVERVIEW

The National Housing Finance Corporation (NHFC) is a Schedule 3A Development Finance Institution (DFI) that reports to the Minister of Human Settlements as its executive authority. It was established as a DFI in 1996, with the mandate of broadening access to affordable housing for the low- and middle-income households. It is a state-owned entity in the human settlements sector, supporting housing delivery through the provision of affordable housing finance.

The organisation has been operating on a national level, providing wholesale funding to the affordable housing market. The funding focus has primarily been social housing institutions, non-banking retail intermediaries, privately owned property developers, construction companies, and investors. The secondary focus has been on loan origination and other forms of wholesale funding (equity and quasi-equity) that was made available to intermediaries that operate within the affordable housing market sector. With the merger of RHLF and NURCHA into NHFC, the mandate has since expanded to include rural housing as well as supplying bridging finance to developers and construction companies in the subsidy housing market. NHFC is a national public entity and adheres to the regulatory framework of the Public Finance Management Act (PFMA) of 1999.

## 2. BACKGROUND

The NHFC is in transition to becoming the Human Settlements Development Bank (“HSDB”). The HSDB will support the entire low-cost and affordable human settlements value-chain, through advocacy, facilitation, collaboration, direct funding and any other method that will ensure delivery of adequate, safe and secure housing. The transition from being a corporation to a bank will enable the NHFC to reach more customers, offer interest rates that are better aligned to the changes in the repurchase rates and allow it to raise capital from a more diverse pool which, will in turn allow to pass on any benefits to its customers. The HSDB will focus on addressing the following:

- End-user housing finance for a range of housing circumstances;
- bridging and developer finance;
- social Housing financing;
- social Housing financing;
- mobilising and or crowdfunding in private sector partnerships;
- enhancing the leverage of human settlement (housing) grants;
- any other method of enhancing access to decent human settlements; and
- supporting transformation in the human settlements sector supply chain.

The HSDB’s strategic focus will be to facilitate the provision of finance across the human settlements value chain by mobilising and or crowdfunding in private sector funding. The HSDB

will also provide finance and related services for all catalytic housing projects and related infrastructure. It envisions itself as being an efficient and effective bank that delivers quality financial support for the development of sustainable and integrated human settlements in Southern Africa. This will be achieved through catalysing the ecosystem to sustainably achieve an impact that will eradicate the housing backlog and address market failures in both the supply and demand side.

### **3. PURPOSE OF BID**

The NHFC and the Department of Human Settlements require services of a competent professional service providers to assist with project management and technical services for a roadmap, establishment and management of the HSDB Project Management Office, for a period of two (2) years. This office will be responsible for providing the overall direction and coordination of the project to ensure the project meets its overall objective in a timely manner. The service provider who will be appointed for the establishment of the PMO described above, will be required to provide project management services to ensure alignment of the above process and policy requirements, manage project timelines, risks, and costs.

### **4. SCOPE OF WORK**

The scope of work is to provide project management and oversight through a detailed project implementation plan, defined critical milestones, reporting to the governance committee and as a second phase implement the project/transition:

- Establish a Project Management Office to manage the HSDB establishment project;
- deploy technical resources to the PMO;
- undertake a work study to design an effective organisational structure for the HSDB; This includes designing an optimal organisational structure fit for purpose;
- assess the current capabilities versus the desired skills of staff and make necessary recommendations;
- develop a change management strategy and guide all aspect of the change management intervention process from NHFC to HSDB;
- provide strategic support through operationalising the strategy approved by the board;

- compile and research all necessary submission to all stakeholders including National Treasury, South African Reserve Bank (SARB) and the Department of Human Settlements;
- conduct research to determine the optimum corporate persona of the HSDB by:
  - Determining which schedule entity, under the Public Finance Management Act it should be to best enable it to deliver on its mandate and strategic objectives;
  - by determining how it should be incorporated.
- Provide secretarial and technical services to the governance committee and steering committee and conduct the following:
  - Enhance and update the HSDB business case;
  - develop HSDB's legislation and regulations; and
  - Capitalise optimisation.

### ***Functions of the project management office***

The functions of the office to be established include the following:

- Leading the planning, coordination and overall direction of the project;
- defining the project scope, workstreams and key activities required to meet project objectives and timelines;
- planning and scheduling of project timelines;
- coordinating project staff;
- resource planning and allocation;
- carrying out necessary research for the transition;
- management of interdependencies;
- quality assurance;
- capacity building and information sharing;
- developing and maintaining internal and external stakeholder relations;
- Implementation and management of the transition of the NHFC to the HSDB;
- change management.

### ***Measurable outputs***

The expected outputs and deliverables are:

- Establish the project management office and deploy the necessary technical resources to it that will develop the roadmap for the transition as well as implement the transition based on the final business case;
- produce a project implementation plan with clearly defined milestones and timelines;
- develop and manage a risk register for the project and the office/unit;
- develop a project plan outlining the operationalisation of the revised strategy;
- produce weekly status reports, monthly project reports and presentations to steering committee;
- produce the final business case, draft bill and clear funding plans for HSDB;
- implement change management for the HSDB's implementation.

### **5. AREAS OF EXPERTISE**

- The bidder should have experience in corporate strategy, legal, PFMA, human capital, finance and development;
- the bidder should have experience in assisting organisations setup a project management office and outlining practical steps in transitioning into a bank;
- the bidder should have experience with bank formation process to assist the organisation in setting up a unit that will be tasked with transition;
- the bidder should have facilitation experience especially in engaging and soliciting input from senior stakeholders and working collaboratively across multi-level teams;
- the successful bidder should demonstrate their expertise in strategy implementation and/or project management;
- the bidder should possess an understanding of the role of development finance institutions, particularly the importance of infrastructure finance, including emerging trends, pain points and opportunities relevant to the operations of the HSDB. The successful incumbent is required to be knowledgeable about issues that can potentially hamper infrastructure sectors in South Africa and Africa, e.g., Municipal, Energy, ICT, Transport, Water/sanitation and Social Infrastructure sectors;



- The successful bidder will have to provide demonstrable evidence and experience in the above.

***The successful Professional Service Provider (PSP) shall report to the steering committee on an ongoing basis and work in close collaboration with any internal clients deemed vital for the successful completion of the assignment. It is further envisaged that the payment schedule will be aligned to the milestones achievement per month and will be paid in accordance with the NHFC's framework order payment process.***

### **Remuneration schedule**

The following remuneration schedule should be submitted as part of the bid showing the quoted cost per deliverable:

<b>Deliverable</b>	<b>Percentage</b>	<b>Amount</b>
Updated HSBD business case, current vs desired capabilities, defining project scope	10	XXX
HSBD organisational structure and optimal corporate structure including workstreams, key activities, technical resource allocation	15	XXX
HSBD legislation, regulations and risk register(ongoing)	10	XXX
Change management report and strategy operationalising of HSBD	15	XXX
Final HSBD project implementation plan, funding plan and draft bill	20	XXX
Implement change management for the HSBD's implementation.	30	XXX
<b>TOTAL</b>	<b>100</b>	

## 6. TECHNICAL EVALUATION CRITERIA

The bidder must provide at least three (3) reference letters in the establishment and or running of a project office, and/or DFI experience or strategy development, leading organizations both locally and internationally. References should be on a formal letterhead of the referee and signed by the authorised person.

The bidder must provide a maximum of **one (1) CV** for each of the areas of expertise, **clearly indicating who the project lead is and which resource is allocated to each of area of expertise, namely: Project management, banking strategy, organisational design within banking, banking regulation and banking information systems:**

- Project management in the establishment of a PMO;
- Strategy formulation, implementation and operationalisation in the financial and or development services sector;
- Resource planning and organisational structuring in the financial and development sector;
- Coordination skills in the financial and development sector;
- Stakeholder management and relations;
- Demonstrated knowledge of public entities and the applicable legislation for financial services entities e.g., PFMA, MFMA, Bank Act, Financial Sector Regulation Act, Financial Advisory and Intermediaries Act, Financial Services Board Act etc;
- Demonstrated knowledge in policy development, financial management, change management, risk management and capacity building;
- Demonstrated knowledge of financial services platforms and information systems needed

Each submission should include the following for everyone in the project team:

- A signed and dated CV completed in the template provided. Failure to make use of the template could result in a misinterpretation of the individual's skills and experience;
- Signed reference letters on company letterheads for 3 projects that the resource has worked on;
- Duly certified copies of (not older than 6 months) qualifications. Should qualifications not be certified in the proper manner, then they will be disregarded in the scoring. Furthermore, please indicate the NQF level of the qualification;
- Should more than one CV submitted per area, only the first CV submitted, will be evaluated;
- The submission should clearly indicate which resource is responsible for each area and who the lead is. Failure, to indicate will result in the first resource being deemed the lead;
- Each CV must list the projects the resource has been a part of and clearly state **THEIR** role (not the firm's). Failure to indicate the resource's projects and their role or referring to the

firm's projects will result in an assumption that the resource has no experience in that area of expertise.

- Please include relevant experience/ projects in the banking, financial services and housing sector(relevant).

**Each individual and firm will be evaluated based on the below criteria:**

No.	CRITERIA	SCORING	WEIGHT
<b>1</b>	<b>Project lead</b>		<b>30</b>
<b>1.1</b>	<b>Education</b>		<b>5</b>
<b>1.1.1</b>	Qualifications: Recognised NQF level 5 project management qualification	5=Masters level (NQF level 9 equivalent) 4=Honours level (NQF level 8 equivalent) 3=Bachelor's Degree level (NQF level 7 equivalent) 2=National diploma (NQF level 6 equivalent) 1=Certificate (NQF level 5 equivalent) 0=No relevant qualification	
<b>1.2</b>	<b>Experience</b>		<b>20</b>
	Display project experience in the following:  -Establishment of a project management office in the banking sector. -Consulting on a banking project of a similar nature. -Project initiation, planning and execution in the banking and or housing finance sector. -Process management in complex projects in the banking sector and or housing finance sector. -Cross functional and multilevel stakeholder management and relations. -Coordination in complex projects in the banking sector and or housing finance sector. -Project risk management. -Communication -Negotiation and influencing. -Banking sector project management methodologies.  *Individuals should list all relevant projects and highlight the role played. Information must be included on the CV and a list of relevant projects undertaken in the past 5 years should be highlighted. (Must be able to provide documented proof of performance/feedback/project outcome).	5=>6 projects 4= >4-6 projects 3=>2-4 projects 2=1-2 projects 1=Less than 1 project 0=None	
<b>1.3</b>	<b>Professional service provider (firm experience)</b>		<b>5</b>

No.	CRITERIA	SCORING	WEIGHT
	<p>Number of projects where the professional service provider has provided project management services in the banking, consulting on banking projects of a similar nature and or housing finance sector.</p> <p>The service provider firm should be able to demonstrate capacity in the form of warm bodies, who will be able to execute the project in a timely manner.</p> <p>*Provide list of projects undertaken by the firm. (Must be able to provide documented proof of performance).</p>	<p>5=&gt;6 projects  4= 5-6 projects  3=3-4 projects  2=1-2 projects  1=Less than 1 project  0=None</p>	
<b>2</b>	<b>Strategy formulation, implementation &amp; operationalisation</b>		<b>20</b>
<b>2.1</b>	<b>Education</b>		<b>5</b>
<b>2.1.1</b>	<p>Qualifications:  At least a recognised NQF level 5 qualification</p>	<p>5=Masters level  4=Honours level  3=Bachelors level  2=National diploma  1= Certificate  0=No relevant qualification</p>	
<b>2.2</b>	<b>Experience</b>		<b>15</b>
	<p>Display professional experience in the following:</p> <ul style="list-style-type: none"> <li>-Development of a company and or project strategy within the banking sector.</li> <li>-Expertise in advising clients on strategy within the banking and or housing finance sector.</li> <li>-Strategy consulting in banking/financial services projects.</li> <li>-Operationalising of business strategies in complex environments</li> <li>-Develop and manage strategy scorecards and performance milestones</li> </ul> <p>*Provide a list of relevant projects undertaken and role played by the nominated individual in the past 6 years(Must be able to provide documented proof of performance).</p>	<p>5=&gt;6 years  4= 5-6 years  3=3-4 years  2=1-2 years  1=Less than 1 year  0=None</p>	
<b>3</b>	<b>Organisational design</b>		<b>20</b>
<b>3.1</b>	<b>Education</b>		<b>5</b>
<b>3.1.1</b>	<p>Qualifications:  -Human resource management  -Organisational design  -Industrial Psychology</p>	<p>5=Masters level (NQF level 9 equivalent)  4=Honours level (NQF level 8 equivalent)  3=Bachelors level (NQF level 7 equivalent)  2=National diploma (NQF level 6 equivalent)  1=Certificate (NQF level 5 equivalent)  0=No relevant qualification</p>	
<b>3.2</b>	<b>Experience</b>		<b>15</b>

No.	CRITERIA	SCORING	WEIGHT
	<p>Display demonstrative experience in the following:</p> <ul style="list-style-type: none"> <li>-Expertise and proven track record in organisational design and development of an operating model in the banking and or housing finance sector.</li> <li>-Expertise in operating model changes in the banking and or housing finance sector.</li> <li>-Expertise on product / service design and implementation within the banking sector.</li> <li>-Expertise in organisational design approaches in the banking sector.</li> <li>-Expertise in product operationalisation / commercialisation across channels (HR / Other) within banking.</li> <li>-Experience with organizational change and working knowledge of local labour legislation and regulations</li> <li>-Expertise in banking business processes and structures.</li> </ul> <p>*Provide a list of relevant projects undertaken and role played by the nominated individual in the past 6 years(Must be able to provide documented proof of performance).</p>	<p>5=&gt;6 years 4= 5-6 years 3=3-4 years 2=1-2 years 1=Less than 1 year 0=None</p>	
<b>4</b>	<b>Banking sector legislation &amp; policy development</b>		<b>10</b>
<b>4.1</b>	<b>Education</b>		<b>5</b>
4.1.1	<p>Qualifications:</p> <ul style="list-style-type: none"> <li>-LLB</li> <li>-Development finance</li> <li>-Public finance</li> <li>-Economics</li> <li>-Public policy</li> <li>-Public administration</li> <li>-Finance</li> <li>-Accounting</li> <li>-Banking</li> <li>-Risk management</li> </ul>	<p>5=Masters level (NQF level 9 equivalent) 4=Honours level (NQF level 8 equivalent) 3=Bachelors level (NQF level 7 equivalent) 2=National diploma (NQF level 6 equivalent) 1= Certificate (NQF level 5 equivalent) 0=No relevant qualification</p>	
<b>4.2</b>	<b>Experience</b>		<b>5</b>
	<p>Display demonstrative experience in the following:</p> <ul style="list-style-type: none"> <li>-Expertise in banking and housing legislation and policies.</li> <li>-Development of a business plan and layout of development bank.</li> <li>-Expertise in the processes and approvals needed for the formation of a development bank.</li> <li>-Expertise in developing financial models, budgets and a financial strategy for a newly established bank.</li> <li>-Expertise in the regulatory frameworks of banks.</li> <li>-Expertise in government legislation such as the PFMA, MFMA, FSC Act, banking Act etc</li> <li>-Experience in process and systems design, implementation and enablement in the commercialisation of banks/financial institutions and or housing finance institutions.</li> <li>-Expertise in the end to end policy development and implementation process.</li> </ul> <p>*Provide a list of relevant projects undertaken and role played by the nominated individual in the past 6 years(Must be able to provide documented proof of performance).</p>	<p>5=&gt;6 years 4= 5-6 years 3=3-4 years 2=1-2 years 1=Less than 1 year 0=None</p>	
<b>5</b>	<b>Financial services information systems</b>		<b>15</b>
<b>5.1</b>	<b>Education</b>		<b>5</b>

No.	CRITERIA	SCORING	WEIGHT
5.1.1	Qualifications: -Business information systems -Banking -Information technology	5=Masters level (NQF level 9 equivalent) 4=Honours level (NQF level 8 equivalent) 3=Bachelors level (NQF level 7 equivalent) 2=National diploma (NQF level 6 equivalent) 1=Certificate (NQF level 5 equivalent) 0=No relevant qualification	
5.2	<b>Experience</b>		<b>10</b>
	Display demonstrative experience in the following:  -Knowledge of requisite business information systems for banks/financial services and or housing finance organisations. -Knowledge of management dashboards and performance reporting tools. -Expertise in determining business needs as well as the related technology needed for operationalisation.  *Provide a list of relevant projects undertaken and role played by the nominated individual in the past 6 years(Must be able to provide documented proof of performance).	5=>6 years 4= 5-6 years 3=3-4 years 2=1-2 years 1=Less than 1 year 0=None	
6	<b>Professional service provider (firm/team experience)</b>		<b>5</b>
	Years of operation of the professional service team in helping organisations transition and or establish a development bank within the following areas: -Project management -Strategy formulation and execution -Organisational design -banking regulation and policy making -Banking information systems  *Provide list of relevant projects undertaken by the firm in the past 6 years to confirm services provided (Must be able to provide documented proof of performance).	5=>6 years 4= 5-6 years 3=3-4 years 2=1-2 years 1=Less than 1 year 0=None	
	<b>Max technical score</b>		<b>100</b>
	<b>Threshold</b>		<b>70%</b>

## 7. PREFERENTIAL PROCUREMENT REGULATIONS OF 2022

The applicable formula (80/20) will be utilised to evaluate the bid, of which eighty (80) points are allocated for price, and the remaining twenty (20) points are for the specific goals points as allocated in the enclosed form SBD 6.1 that must be completed.

Preference points must be awarded to a bidder for attaining score for specific goals elements as indicated in the table below:

Maximum Scoring Weighting Points evaluation BEE elements	Scoring criteria	Points
1. The percentage of Black People playing leading professional roles in the team	<ul style="list-style-type: none"> <li>• Lead not black = 0</li> <li>• Black lead = 4</li> </ul>	4
2.The percentage of Black Women playing leading professional roles in the team	<ul style="list-style-type: none"> <li>• Lead NOT black woman = 0</li> <li>• Black woman lead = 4</li> </ul>	4
3. The percentage of skills transfer to the benefit of young Black professionals in the technical areas of work	<ul style="list-style-type: none"> <li>• No work allocated= 0</li> <li>• 5%-14%= 1</li> <li>• 15%-24%=2</li> <li>• 50%-79%=3</li> <li>• &gt;80%=4</li> </ul>	4
4. A credible plan for skills transfer within the team-The bidders are required to express their training and skills development plans. The plan must clearly indicate the number of young people or targeted groups that are going to benefit.	<ul style="list-style-type: none"> <li>• No plan= 0%</li> <li>• Incomplete plan (&gt;50% of items on preferential procurement table NOT completed) = 50%</li> <li>• There is a complete plan comprehensively highlighting the below areas: <ul style="list-style-type: none"> <li>○ Identified individuals</li> <li>○ The areas of development and the nature of the skills transfer (explicit e.g., allocate financial model in the feasibility study and skill transferred would be financial modelling skills)</li> <li>○ Timeframes for completion and required outcomes =100%</li> </ul> </li> </ul>	4

Maximum Scoring Weighting Points evaluation BEE elements	Scoring criteria	Points
5.The percentage of project cash flow to Black professionals	<ul style="list-style-type: none"> <li>• Total Project Budget ÷ amount allocated to black firms in the consortium*100=% budget allocation to black firms: <ul style="list-style-type: none"> <li>○ project cashflow =0%</li> <li>○ 5%-24%=20%</li> <li>○ 5%-44%=40%</li> <li>○ 45%-59%= 60%</li> <li>○ 60%-79%=80%</li> <li>○ 80%-100=100%=4</li> </ul> </li> </ul>	4
<b>Total</b>		<b>20</b>

Specific goals points may only be allocated to bidders on submission of the following documentation or evidence:

- a) A duly completed and signed Preference Point Claim Form: Standard Bidding Document (SBD 6.1.);
- b) A detailed CSD report, and
- c) The following signed documentation for specific goals evidence:
  - i. **The percentage of Black People playing leading professional roles in the team:** Project team organogram, certified Identity document, curriculum vitae, profile and declaration of ethnicity of the lead.
  - ii. **The percentage of Black Women playing leading professional roles in the team:** Project team organogram, certified Identity document, curriculum vitae, profile and declaration of ethnicity and sex of the lead.
  - iii. **The percentage of skills transfer to the benefit of young Black professionals in the technical areas of work:** Skills transfer plan which depicts the areas of work allocated to young black professionals, including their curriculum vitae, certified identify document and profiles.
  - iv. **A credible plan for skills transfer within the team-The bidders are required to express their training and skills development plans. The plan must clearly indicate the number of young people or targeted groups that are going to benefit:** Skills transfer plan depicting the skills which will be transferred to targeted groups, including the profiles, curriculum vitae, certified identity documents and profiles of the recipients.
  - v. **The percentage of project cash flow to Black professionals:** Project budget breakdown and work plan, including the type and percentage of work allocated to black professionals. Include the curriculum vitae, certified identity document and profile of recipients.



## 8. PROJECTED TIMELINES OF BID PROCESS

The validity period is 180 days after the closing date of the bid. The project timeframes of this bid are set out below:

Activity	Dates
Advertisement on the National Treasury e-Tender Portal, NHFC and GTAC website.	05 June 2023
Bidder clarifications	19 June 2023
Questions and answers uploaded onto the GTAC website	20 June 2023
Closing date and time of the bid	30 June 2023 at 11:00am

***\*All times and dates in this Terms of Reference are South African Standard Time.***

## 9. BID SUBMISSION REQUIREMENTS

Bidders should ensure that the following submission requirements are included in their bids:

### a) Administration compliance

Bidders must submit all Standard Bidding Documents (SBD), as outlined below. SBD must be completed in full and duly signed where required:

- a) All Standard Bidding Documents) SBD 1,3.3 and 6.1) must be fully completed and duly signed.
- b) During this phase bid documents will be reviewed to determine compliance with tax matters and Central Supplier Database (CSD) number/ report for verification at closing date and time of bid.
- c) All bid proposals will also be assessed for compliance with the administrative requirements of the bid:

Document to be submitted	Requirement	Non-submission may result in disqualification?
Hard copy proposal delivered to GTAC tender box before closing date and time	Delivery of a hard copy proposal before the closing date and time.	YES
Invitation to bid – SBD 1	Complete and sign the supplied pro forma document.	NO
Valid Tax clearance or SARS tax pin	SARS TCS result letter	NO
Central Supplier Database (CSD) Registration Report or CSD Registration number	Bidders must be registered the Central Database System and submit the Report/CSD number as confirmation of registration at the closing date of the bid.	NO

Document to be submitted	Requirement	Non-submission may result in disqualification?
Pricing Schedule SBD 3.3	Complete and sign the supplied pro forma document.	NO
Declaration of Interest – SBD 4	Complete and sign the supplied pro forma document.	YES
Preference Point Claim Form – SBD 6.1	Complete and sign the supplied pro forma document.	NO
Specific goals compliance reports	Complete, sign and submit: <ul style="list-style-type: none"> <li>• Project organogram</li> <li>• Company and professional's signed profile</li> <li>• Declaration of ethnicity and gender</li> <li>• Certified identity documents</li> <li>• Curriculum vitae</li> <li>• Skills plan</li> <li>• Work plan and allocation</li> <li>• Project budget and allocation</li> </ul>	NO

#### b) Mandatory requirements

Failure to adhere to any of these requirements will result in disqualification:

- a) Bidders will be disqualified if SBD 4 is not fully completed and duly signed. The following definitions should be considered when completing the SBD 4 form:
  - “Person” means a bidder or supplier or shareholder, director, trustee, partner, member of a bidder or supplier having the controlling interest in the bidder or supplier.
  - “State” means a National or Provincial Department, National or Provincial Public Entity or Constitutional institution, a Municipality or Municipal Entity, a Provincial Legislature or Parliament.
- b) Any bidder representative (Director/Shareholder/Proposed Resource) who is employed by the state will not be considered. i.e., in the event that a bidder representative is in the employ of the state, such a bid proposal will not be considered by NHFC;
- c) Non-submission of a technical proposal required **Annexure (A-C)**;
- d) Bidder must be registered on the Central Supplier Database (CSD) at the time of submission.

#### c) Technical requirements

- a) Certified copies (not older than 6 months) of all tertiary qualifications or equivalent from a recognized tertiary institution. GTAC reserves the right to disregard CVs which have not been adequately certified (no date or signature on the stamp) will be disregarded.

- b) All international qualifications must be accompanied by certified copy (not older than 6 months) of South African Qualifications Authority (SAQA) accreditation. GTAC reserves the right to verify SAQA accreditation. A score of zero will be given in instances where proof is not provided.
- c) Information in the CV should include relevant experience in the chosen area of expertise demonstrating the required competency. CV should include contactable references. All CVs should be signed and completed on the attached **template-Template B**.
- d) The specific role played by the individual in the listed projects or assignments undertaken.
- e) Practical experience, demonstrated through the projects listed, of working in projects/assignments within one of the three spheres of government, namely Local, Provincial or National levels, state entities and private sector. Resources MUST list projects that they have been involved in and explain their role/capacity in the project. Listing of general firm projects will result in the experience being disregarded.

## 10. EVALUATION AND SELECTION CRITERIA

The bid will be evaluated in three (3) phases:

- Administrative compliance and mandatory compliance
- Technical evaluation, and
- Price and Specific Goals

NHFC has set minimum standards that bidders must meet, to be selected as a successful applicant. Minimum standards consist of the following:

- a) Only bidders that have met the requirements for administrative compliance including mandatory requirement will be evaluated for functionality (Technical Evaluation).
- b) Functionality (Technical Evaluation) – Bidder(s) must meet the threshold of 70%.

### a) Administrative compliance

During the administrative compliance phase, proposals will be pre-screened to determine compliance with tax matters, Central Supplier Database (CSD) registration, submission of complete and duly signed Standard Bidding Documents (SBD) and other requirements indicated in Section 7a.

### b) Technical evaluation

The technical evaluation process will be based on the skills and experience of the bidder as follows:

- a) Bidders must indicate in Annexure A the areas of expertise for consideration;
- b) CVs of any one individual may only be submitted as part of one bid. Bidders must ensure that CVs are signed by the respective individuals confirming that he or she is not included in bids from other service providers. GTAC reserves the right to disregard CVs unsigned by the respective individuals as well as CVs submitted in more than one bid. Bidders are required to complete their CVs as per the provided template - **Annexure B**;
- c) CV for the nominated project lead can be completed on **-Annexure B**;
- d) Organizations will also be evaluated for the institutional experience. Experience through work conducted by the firm should therefore be clearly indicated. Provide a list of projects undertaken, highlighting services provided by the firm; including role, project value, duration of the project and any other relevant information to demonstrate the required experience. Bidders are required to complete the required information as per the provided template - **Annexure C**;
- e) Technical proposal will be scored out of **100 points**, with a minimum threshold of **70 percent** being required; and
- f) NHFC reserves the right to contact references or verify bidder provided information during the evaluation and adjudication processes.
- g) Bid submissions should be accompanied by a pricing schedule as per the template attached.

## 11. CONDITIONS OF BID

Bidders and their employees are required to comply with and observe South African laws, including but not limited to Act No. 4 of 2014; Employment Services Act and Act No.13 of 2002; Immigration Act in cases where the service provider intends on utilising foreign nationals. Service providers will also be expected to prove that:

- a) They have exhausted all avenues to acquire that particular skill among South Africans;
- b) The personnel have valid work permits;
- c) Foreign qualifications have been approved by the SAQA;
- d) NHFC or any department utilizing the panel reserves the right to request documents such as work permits, identity documents and visas for verification, before appointment onto the panel or for future work.

## 12. TAX COMPLIANCE

The Tax compliance status verification is conducted via the Central Supplier Database (CSD) number certifying that the taxes of the bidder are in order must be submitted at the closing date and time of the bid.

A valid tax pin must be provided for purposes of verifying that the tax matters of the bidder are in order must be submitted at the closing date and time, where consortium/joint ventures/sub-contractor are involved each party to the association must submit a separate validation of Tax status i.e. Registration number from Central Supplier Database (CSD) must be provided with this bid.

Bidder's tax matters must be compliant at the time of award. In case where a bidder's tax matters are non-compliant a bidder will be given a minimum of seven (7) days to remedy the tax matters. Failure to remedy this will invalidate the bid

## 13. COMMUNICATIONS

Professional Services Procurement (PSP) within GTAC will communicate with bidders where bid clarity is sought to obtain information or to extend the bid validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, department or person acting on behalf of NHFC and that of GTAC in respect of this bid, between the closing date and the award date is prohibited.

## 14. CONTACTS

No briefing session will be held for this Request for Bid. Bidders are urged to submit all requests for clarification in writing via e-mail to [psp@gtac.gov.za](mailto:psp@gtac.gov.za). Requests for clarification will be accepted by GTAC until 17h00 on the 19 June 2023. The bid reference number must be included in the subject line of the e-mail.

The clarifications and the Frequently Asked Questions will be made available to all potential Bidders by way of notification on the GTAC website: <https://www.gtac.gov.za/tenders/>

## 13. INSTRUCTION ON COMPLETION OF BID PROPOSALS

### Instruction for completion and submission of bid proposals

#### a) Content and packaging

Bidders must submit one original hard copy bid proposal and three copies of the original bid proposal. The original file and duplicate files must be packaged in a file as follows and clearly marked as "Original" or "Copy/Duplicate":

	<b>Part 1: Standard Bidding Documents and Administrative Compliance</b>
--	---

1	SCM SBD 1 – Invitation to bid
2	SCM SBD 4 – Declaration of interest
3	SCM SBD 6.1 – Preference Points Claim Form
4	Central Supplier Database (CSD) Registration Report or CSD Registration number
5	Specific Goals Evidence : <ul style="list-style-type: none"> <li>• Project organogram</li> <li>• Company and professional's signed profile</li> <li>• Declaration of ethnicity and gender</li> <li>• Certified identity documents</li> <li>• Curriculum vitae</li> <li>• Skills plan</li> <li>• Work plan and allocation</li> <li>• Project budget and allocation</li> </ul>
6	SARS TCS result letter with tax pin / CSD Report or Registration number for tax verification purposes
<b>Part 2: Technical proposal</b>	
7	Bidder's technical proposal cover page
8	Technical proposal <ul style="list-style-type: none"> <li>• Annexure (A) – Areas of Expertise</li> <li>• Annexure (B) – CV template</li> <li>• Annexure (C) -Template for the Firm/Organisation</li> </ul>
9	Certified copy(s) of Professional Registration certificates where applicable.
10	Pricing schedule broken down per deliverable as per page 7 of this terms of reference

## b) Labelling of bid

The bidder must place the hardcopy bid proposal into a sealed envelope or package which must be clearly marked and addressed as follows:

<b>BID</b>	<b>Appointment of a professional service provider to assist the National Housing Finance Corporation (NHFC) with the functions of the project management Office (PMO) that will manage the establishment of the Human Settlements Development Bank (“HSDB”) project for a period of two years.</b>
<b>Bid Reference No:</b>	
<b>Submission closing date:</b>	
<b>Submission closing time:</b>	11:00 am
<b>Name of Bidder:</b>	
<b>Contact number of Bidder:</b>	

Address of Bidder:	
--------------------	--

**c) Bid submission address**

GTAC, Government Technical Advisory Centre

Ground Floor, National Treasury Building

240 Madiba Street,

Pretoria Central

Pretoria

0002

The tender box is accessible between office hours (08h00 - 17h00)

**\*SUBMISSIONS MUST NOT BE MADE AT THE NATIONAL TREASURY TENDER BOX AT THE TENDER INFORMATION CENTRE (TIC)**

## 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 interest<sup>1</sup> 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.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

---

<sup>1</sup> 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.



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;
- 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 consortium<sup>2</sup> 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

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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 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

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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 is allocated for price on the following basis:

#### 80/20

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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: 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.)***

**Failure to claim points on this section or non-submission of evidence would result in a score of 0.**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The percentage of Black People playing leading professional roles in the team	4	
The percentage of Black Women playing leading professional roles in the team	4	
The percentage of skills transfer to the benefit of young Black professionals in the technical areas of work	4	
A credible plan for skills transfer within the team-The bidders are required to express their training and skills development plans. The plan must clearly indicate the number of young people or targeted groups that are going to benefit.	4	
The percentage of project cash flow to Black professionals	4	
<b>Total</b>	<b>20</b>	

NB\* Bidders may refer to paragraph 7 of the Terms of Reference (ToR) for the breakdown of points.

**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....