

REQUEST FOR BID NO. \_\_\_\_\_

APPOINTMENT OF AN INDEPENDENT SERVICE PROVIDER (ISP) FOR THE TECHNICAL REVIEW OF 2023/24 ANNUAL FINANCIAL STATEMENTS OF THE GUARDIAN'S FUND, PRESIDENT FUND AND THE JUSTICE ADMINISTERED FUND WITHIN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ANNEXURE A1



**the doj & cd**

Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

APPOINTMENT OF AN INDEPENDENT SERVICE PROVIDER (ISP) FOR THE TECHNICAL REVIEW OF 2023/24 ANNUAL FINANCIAL STATEMENTS OF THE GUARDIAN'S FUND, PRESIDENT FUND AND THE JUSTICE ADMINISTERED FUND WITHIN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

RFQ NUMBER: 003 2024
Date Issued: 11 April 2024
Closing date and time: 18 April 2024 at 11h00
Bid Validity Period: 10 days

BID RESPONSE DOCUMENTS MUST BE SENT TO [RFQ.SCM@justice.gov.za](mailto:RFQ.SCM@justice.gov.za)

**STANDARD BID DOCUMENTS (SBD'S)**

**SBD 1 - INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT					
BID NUMBER:	RFQ 003 2024	CLOSING DATE:	18 April 2024	CLOSING TIME:	11h00AM
DESCRIPTION	APPOINTMENT OF AN INDEPENDENT SERVICE PROVIDER (ISP) FOR THE TECHNICAL REVIEW OF 2023/24 ANNUAL FINANCIAL STATEMENTS OF THE GUARDIAN'S FUND, PRESIDENT FUND AND THE JUSTICE ADMINISTERED FUND WITHIN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT				
BID RESPONSE DOCUMENTS MUST BE SENT TO THE E-MAIL ADDRESS <a href="mailto:RFQ.SCM@justice.gov.za">RFQ.SCM@justice.gov.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:RFQ.SCM@justice.gov.za">RFQ.SCM@justice.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:RFQ.SCM@justice.gov.za">RFQ.SCM@justice.gov.za</a>	
SUPPLIER INFORMATION					
NAME OF BIDDERS					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/>

			No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			

## TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT E-MAIL ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDERS WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
<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 BIDDERS 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 BIDDERS:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

DATE:.....

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  
 YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  
 YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
 YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  
 YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  
 YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS).**

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## **ANNEX A: INTRODUCTION**

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### **1. PURPOSE**

The purpose of this document is to request a quotation from suitable qualified service providers to independently quality review the 2023/24 annual financial statements of the Guardian's Fund (GF), President's Fund (PF) and the Justice Administered Fund (JAF) within the Department of Justice and Constitutional Development for the period ended 31 March 2024.

### **2. OVERVIEW / INTRODUCTION**

2.1 The Guardian's Fund is one of the funds within the Department of Justice and Constitutional Development (DOJ&CD) under the control of the Office of the Chief Master. The Fund is a separate trust as established in accordance with Chapter V of the Administration of Estates Act, No 66 of 1965. The purpose of the fund is to protect and manage monies of persons deemed to be legally incapable or of inadequate capacity to manage their own affairs as well as undetermined, unknown or absent heirs and untraceable persons.

2.2 The Justice Administered Fund was established in terms of the Justice Administered Fund Act, 2017 (Act 2 of 2017), that came into effect on 1 April 2018. The purpose of the JAF is to manage maintenance beneficiary monies, the safe-keeping of bail monies on behalf of depositors and the safe-keeping of payments into court.

2.3 The President's Fund was established in terms of section 42 of the Promotion of National Unity and Reconciliation Act, 1995 (Act No. 34 of 1995). The purpose of the PF is to pay the reparation arising from the Truth and Reconciliation Commission (TRC).

2.4 These Funds prepare separate sets of financial statements in terms of Treasury Regulations, paragraph 14.3.1.(c) and (d). These sets of financial statements are prepared in accordance with Standards of Generally Recognised Accounting Practice (GRAP).

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2.5 The Department is required to be audited by the Auditor General of South Africa (AGSA) in accordance with the Public Finance Management Act, No 01 of 1999. The Funds are therefore required to be audited by the AGSA as these are managed by the National Department of Justice and Constitutional Development.

2.6 AGSA must, in accordance with Public Audit Act of South Africa, Act No. 25 of 2004 PAA, audit and report on the accounts, financial statements and financial management of any other institution or accounting entity required by national legislation to be audited by the AGSA.

### **3. OBJECTIVE**

The review of the annual financial statements seeks to ensure that the financial statements are fully GRAP compliant taking into account the nature of the business of the Guardian's Fund, the President's Fund and the Justice Administered Fund.

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

4.1 DOJ&CD intends to appoint a service provider with sufficient knowledge and experience in the preparation and review of Financial Statements to provide the funds with recommendations to ensure that financial statements are fully GRAP compliant.

The scope of work will include:

- 4.1.1 Evaluating the quality of the financial reports;
- 4.1.2 Reviewing the reliability and integrity of the financial information compiled by the organisation;
- 4.1.3 Evaluating the reasonableness of estimates and assumptions used in preparing financial reports; and
- 4.1.4 Ensuring that all applicable GRAP standards have been considered when preparing the financial statements.

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#### **4.2 Reporting, Independence And Objectivity**

- 4.2.1 The Independent Service Provider (ISP) will report to the Chief Directors of the respective Funds (Third Party Funds and Financial Accounting and Reporting).
- 4.2.2 The ISP will be required to plan, execute and report on the engagement.
- 4.2.3 The ISP is expected to execute duties in an efficient, effective and cost-effective manner.
- 4.2.4 The ISP should maintain objectivity and independence in the discharge of the engagement.
- 4.2.5 The ISP will be required to produce a report and presentation with their recommendations on the review of the financial statements. The report and presentation must be presented to the Chief Directors within seven (07) working days from the agreed commencement date.

#### **5 MONITORING PROGRESS OF ASSIGNMENTS**

The project will be monitored and evaluated in line with the agreed project plan, terms and conditions of the contract.

#### **6 INFORMATION AND DOCUMENTATION**

- 6.1 In fulfilling the engagement DOJ&CD will assist the ISP with the following:
  - 6.1.1 Access to the relevant official/s for enquiry purposes.
  - 6.1.2 Access to all relevant, available data and information required and requested by the ISP for the engagement.
- 6.2 The Director: Guardian's Fund will serve as Project Coordinator on behalf of the DOJ&CD.
- 6.3 In carrying out the engagement, the ISP shall have the right to access relevant DOJ&CD records, information and assets, which are considered necessary to fulfil its obligations as per the engagement.
- 6.4 All documents furnished or supplied by DOJ&CD, including data and reports prepared by the ISP in connection with the engagement shall remain the property of DOJ&CD and the ISP shall return same to DOJ&CD when the final report is submitted.

#### **7 LOCATION**

The site is located as follows:

- 329 Pretorius Street  
Momentum Building,  
Pretoria

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**8 COMPLETION DATE**

The ISP must complete the assignment within seven (07) working days from the agreed commencement date.

**9 PAYMENTS**

Payment will be made within 30 days after receipt of an invoice.

**10 BID EVALUATION STAGES**

- a. The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.

<b>Stage</b>	<b>Description</b>	<b>Applicable for this bid YES/NO</b>
Stage 1	Administrative pre-qualification verification	YES
Stage 2	Special Conditions of Contract verification	YES
Stage 3	Technical Mandatory requirement evaluation	YES
Stage 4	Technical Functionality requirement evaluation	YES
Stage 5	Price / Specific goals evaluation	YES

- b. The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.
- c. The Department has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

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**ANNEX A.1: – SCM ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION:**

**10.1 STAGE 1: ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION**

- a. All documents listed below must be completed and signed by the duly authorized representative of the prospective bidder(s). During this stage Bidders' responses will be evaluated based on compliance with the listed administration bid requirements

<b>DOCUMENTATION TO BE FULLY COMPLETED AND SUBMITTED BY THE BIDDER</b>		
<b>INVITATION TO BID – SBD 1</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>Fully complete and sign the supplied pro forma document.</li> </ul>
<b>PRICING SCHEDULE - SBD 3.1</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>Fully complete and sign the supplied pro forma document.</li> </ul>
<b>DECLARATION OF INTEREST – SBD 4</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>Fully complete and sign the supplied pro forma document.</li> </ul>
<b>PREFERENTIAL PROCUREMENT PREFERENCE POINTS – SBD 6.1</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>Fully complete and sign the supplied pro forma document.</li> </ul>
<b>DOCUMENT SIGNATURES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>All submitted documents must be initialled on each page</li> </ul>
<b>REGISTRATION ON CENTRAL SUPPLIER DATABASE</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>The bidder must be registered on Central Supplier Database and provide CSD registration number on SBD1 or CSD Registration Report printed within the bid advertisement period and closing date.</li> </ul>
<b>GOOD STANDING ON TAX AFFAIRS</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>The bidder must be in good standing with SARS in respect of any legislative tax commitments and must provide together with the bid response a SARS Pin Number for verification purposes.</li> </ul>

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If the Bidder failed to comply with any of the above administrative pre-qualification requirements, or if the Department will accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance.

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**ANNEX A.2: SPECIAL CONDITION OF CONTRACT EVALUATION:**

**10.1 STAGE 2: SPECIAL CONDITIONS OF CONTRACT REQUIREMENTS**

**INSTRUCTION**

- a. The successful service provider will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, the Department reserves the right to include or waive the condition in the signed contract.
- b. The Department reserves the right to –
  - ✓ Automatically disqualify a bidder for not accepting these conditions.
- c. In the event the bidder, qualifies the proposal with own conditions and does not specifically withdraw such own conditions when called upon to do so, the Department will invoke the rights reserved in accordance with subsection 10.1 (b) above.
- d. The bidder must **complete the declaration of acceptance** as per section 5.18 below by marking with an “X” either “ACCEPTS ALL” or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

**PERSONNEL SECURITY CLEARANCE**

- a. The Supplier personnel who are required to work in GOVERNMENT PREMISES information or access government RESTRICTED areas must be security screened.
- b. The Supplier must ensure that the security clearances of all personnel involved in the Contract remains valid for the period of the contract.
- c. The Supplier must provide proof of security screening on request.
- d. The Department reserves the right:
  - i. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s);
  - ii. To accept part of a tender rather than the whole tender;
  - iii. To carry out explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid;
  - iv. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process;
  - v. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after

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tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;

- vi. To request the bidder to submit letters of good standing, UIF, COIDA, employee retirement fund and set of the latest unqualified audited / reviewed annual financial statements in the name of the bidding entity.
- vii. To award a tender based on which bidder is offering the best value for money, even if such Tender is not the lowest priced tender;
- viii. To conduct a site visit on the premises of the bidder and their references;
- ix. To conduct reference and liquidity as part of due diligence checks.
- x. Not to consider envelopes or packaging of the bid document which are not marked properly, using the information (bid number and description).

**DECLARATION OF COMPLIANCE**

The Department requires bidder(s) to declare in the technical response the following:

Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of the Department;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat the Department fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with the Department;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of the Department as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from the Department will not be used or disclosed unless the written consent of the client has been obtained to do so.

**CONFLICT OF INTEREST, CORRUPTION AND FRAUD**

- a. The Department reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or

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entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of the Department or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity"):

- ✓ Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- ✓ Seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- ✓ Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of DOJ&CD directors, employees, advisors or other representatives;
- ✓ Makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- ✓ Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- ✓ Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- ✓ Has in the past engaged in any matter referred to above; or
- ✓ Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

**MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT**

- a. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the Department relies upon the bidder's Tender as a

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material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

- b. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the Department against the bidder notwithstanding the conclusion of the Service Level Agreement between the Department and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

**PREPARATION COSTS**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the Department, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

**INDEMNITY**

If a bidder breaches the conditions of this bid and, as a result of that breach, the Department incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the Department harmless from any and all such costs which the Department may incur and for any damages or losses the Department may suffer

**PRECEDENCE**

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

**LIMITATION OF LIABILITY**

A bidder participates in this bid process entirely at its own risk and cost. The Department shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

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**TAX COMPLIANCE**

No tender shall be awarded to a bidder who is not tax compliant. The Department reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the Department, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The Department further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

**TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The Department reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

**GOVERNING LAW**

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

**CONFIDENTIALITY**

- a. Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the Department's examination and evaluation of a Tender.
- b. No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the Department remain proprietary to the Department and must be promptly returned to the

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Department upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

- c. Throughout this bid process and thereafter, bidder(s) must secure the Department's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

**THE DEPARTMENT'S PROPRIETARY INFORMATION**

Bidder will on their bid cover letter make declaration that they did not have access to any of the Department's proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

**AVAILABILITY OF FUNDS**

Should funds no longer be available to pay for the execution of the responsibilities of this bid, the Department may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation.

**INTELLECTUAL PROPERTY RIGHTS**

- a. The Department retains all Intellectual Property Rights in and to the Department's Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of the Department's Intellectual Property for the sole purpose of providing the Products or Services to the Department pursuant to this Contract; provided that the Supplier must not be permitted to use the Department's Intellectual Property for the benefit of any entities other than the Department without the written consent of the Department, which consent may be withheld in the Department's sole and absolute discretion. Except as otherwise requested or approved by the Department, which approval is in the Department's sole and absolute discretion, the Supplier must cease all use of the Department's Intellectual Property, at of the earliest of:
  - ✓ termination or expiration date of this Contract;
  - ✓ the date of completion of the Services; and

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- ✓ the date of rendering of the last of the Deliverables.
- b. If so required by the Department, the Supplier must certify in writing to the Department that it has either returned all the Department Intellectual Property to the Department or destroyed or deleted all other of the Department Intellectual Property in its possession or under its control.
- c. The Department, at all times, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.
- d. Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier's pre-existing Intellectual Property that is used or supplied in connection with the Products or Services.

**SUPPLIER DUE DILIGENCE**

The Department reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

**DECLARATION OF COMPLIANCE**

	<b>ACCEPT ALL</b>	<b>DO NOT ACCEPT ALL</b>
21.1 The bidder declares to ACCEPT ALL the Special Condition of Contract as specified in section 10.2 above by indicating with an "X" in the "ACCEPT ALL" column, OR		
21.2 The bidder declares to NOT ACCEPT ALL the Special Conditions of Contract as specified in section 10.2 above by -		
21.3 Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;		
21.4 Provide reason and proposal for each of the conditions that is not accepted.		

**Comments by bidder:**

Provide reason and proposal for each of the conditions not accepted as per the format:

Condition Reference:

Reason:

Proposal:

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**ANNEX A.3: TECHNICAL MANDATORY REQUIREMENTS EVALUATION**

**10.3 STAGE 3: TECHNICAL MANDATORY REQUIREMENTS**

- a) If the Bidder fails to comply with any of the technical mandatory requirements the bid will not be considered for further evaluation.

<b>TECHNICAL MANDATORY REQUIREMENTS</b>			
<b>No.</b>	<b>Requirement</b>	<b>Compulsory</b>	<b>Proof of Evidence</b>
1.	The service provider must submit reference letters /Completion certificate where the same or similar service were successfully rendered. Reference letter/Completion Certificate must be in the service provider's client letterhead and not be older than three years.	Yes	Reference letter/Completion Certificate
2.	CV's and qualifications of the Project Leader/Manager detailing the qualifications, skills and membership to professional bodies.	Yes	Curriculum Vitae and qualifications

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**ANNEX A.4: TECHNICAL FUNCTIONAL REQUIREMENTS AND EVALUATION**

**10.4 STAGE 4: Technical Functional Requirement Evaluation**

- a. Only Service providers that have met the Pre-Qualification Criteria in (Stage 1,2, and 3) will be evaluated in Stage 4 for functionality. Functionality will be evaluated out of 100 points based on the written proposal.
- b. Service Providers will be required to achieve minimum threshold of **60** points to progress to the next Stage.

**EVALUATION CRITERIA**

<b>Score</b>	<b>Meaning</b>	<b>Explanation</b>
<b>0</b>	<ul style="list-style-type: none"> <li>○ No evidence</li> <li>○ Nonresponsive</li> </ul>	Does not comply, no evidence / no reference / no information / no inputs.
<b>1</b>	<ul style="list-style-type: none"> <li>○ Very poor</li> </ul>	Information provided does not meet the technical requirements
<b>2</b>	<ul style="list-style-type: none"> <li>○ Poor</li> <li>○ Inadequate</li> </ul>	No satisfactory information / evidence not enough to substantiate
<b>3</b>	<ul style="list-style-type: none"> <li>○ Satisfactory</li> <li>○ Average</li> </ul>	Satisfactory and comply with the requirements
<b>4</b>	<ul style="list-style-type: none"> <li>○ Good</li> <li>○ Fully meet requirement</li> </ul>	Fully meet the specification requirement and complies with the requirement
<b>5</b>	<ul style="list-style-type: none"> <li>○ Exceed requirements</li> <li>○ Very good / Best practice</li> </ul>	Fully meet the specification requirement and complies with the requirement with additional innovation, best practice standards and benchmark models.

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**STAGE 4: DETAILED TECHNICAL FUNCTIONAL CRITERIA**

**TECHNICAL/FUNCTIONAL EVALUATION CRITERIA**

Below are the evaluation criteria to assess functionality/ quality

CRITERIA	RATING	WEIGHT
<p><b>1. Company Experience</b></p> <p>The Independent Service Provider (ISP) must have previously compiled and/or reviewed GRAP financial statements in the past three (03) years.</p> <p>Description of the project, Client name, Client contact (i.e., email and office number)</p> <p>Furthermore, attach a completion certificate signed by the client or a reference letter from the client confirming the successful completion of the project.</p>	<p><b>5=</b> Five (5) or more signed completion certificates or reference letters of similar projects completed.</p> <hr/> <p><b>4=</b> Four (4) signed completion certificates or reference letters of similar projects completed.</p> <hr/> <p><b>3=</b> Three (3) signed completion certificates or reference letters of similar projects completed.</p> <hr/> <p><b>2=</b> Two (2) signed completion certificates or reference letters of similar projects completed.</p> <hr/> <p><b>1=</b> One (1) signed completion certificate or reference letter of a similar project completed.</p>	<p><b>50</b></p>
<p><b>2. Key Project Leader/Manager Expertise, Qualification and Experience</b></p> <p>ISP is required to submit a certified proof/copy of educational qualification(s) for the project leader/manager. Proof of SAQA evaluation must be provided in the case of foreign qualifications. CVs of the project leader/manager must be submitted.</p>	<p><b>5=</b> Chartered Accountant or any equivalent professional qualification, with more than five years' relevant public sector post articles experience.</p> <hr/> <p><b>4=</b> Chartered Accountant or any equivalent qualification, with three years' relevant public sector post articles experience.</p> <hr/> <p><b>3 =</b> Honours degree or Post Graduate Diploma (NQF 8) or higher with three years' relevant public sector post articles experience.</p> <hr/> <p><b>2=</b> Bachelor's Degree/ B-Tech/ Advance Diploma (NQF 7) with three</p>	<p><b>30</b></p>

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CRITERIA	RATING	WEIGHT
	<p>years' relevant public sector post articles experience.</p> <hr/> <p><b>1</b>= National Diploma/NQF6 with three years' relevant public sector experience.</p>	
<p><b>3. Project Methodology and Approach</b></p> <p>ISP should provide a Project Plan to execute the assignment within seven (07) working days as outlined in the scope of work. A plan should articulate the following elements:</p> <ul style="list-style-type: none"> <li>· Research based methodology</li> <li>· Clear proposal on how the IPS will perform the deliverables</li> <li>· Timeframes</li> <li>· Capacity of the project team</li> </ul>	<p><b>5</b> = Methodology and approach selected utilises techniques and procedures that can produce <b>outstanding</b> reliable and realistic results.</p> <hr/> <p><b>4</b> = Methodology and approach selected utilises techniques and procedures that can provide <b>anticipated</b> results.</p> <hr/> <p><b>3</b> = Methodology and approach selected utilises techniques and procedures that can provide a <b>satisfactory level</b> of results.</p> <hr/> <p><b>2</b> = Methodology and approach selected utilises techniques and procedures for which the level of completeness and/or the level of reliability is uncertain.</p> <hr/> <p><b>1</b> = Methodology and approach selected <b>do not</b> demonstrate techniques and procedures that can produce complete and reliable results.</p>	<p><b>20</b></p>
<p><b>TOTAL</b></p>		<p><b>100</b></p>

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## **ANNEX A.1: COSTING AND PRICING**

### **10.5 COSTING AND PRICING**

#### **10.5.1 STAGE 5: PRICE/SPECIFIC GOALS EVALUATION**

10.5.1.1 In terms of Preferential Procurement Policy Framework Act (PPPFA), the following preference point system is applicable to this Bids:

- a. The 80/20 preference point scoring system
- b. 80 points for Price with a Rand value of up to R50 000 000 (all applicable taxes included); or
- c. 20 points for Specific Goals requirements

10.5.1.2 The bidder must complete the declaration of acceptance as per section 10.7 below by marking with an "X" either "ACCEPT ALL", or "DO NOT ACCEPT ALL", failing which the declaration will be regarded as "DO NOT ACCEPT ALL" and the bid will be disqualified.

10.5.1.3 Bidder will be bound by the following general costing and pricing conditions and the Department reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions. These conditions will form part of the Contract between the Department and the bidder. However, the Department reserves the right to include or waive the condition in the Contract.

#### **10.5.2 COSTING AND PRICING CONDITIONS**

##### **10.5.2.1 SOUTH AFRICAN PRICING.**

The total price must be VAT inclusive and be quoted in South African Rand (ZAR).

##### **10.5.2.2 TOTAL PRICE**

All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the service provider.

#### **10.5.3 BID PRICING SCHEDULE**

Note: Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided and include this as part of the hard copy submission documents to be submitted. **Refer to attached Excel Spreadsheet Pricing Schedule for pricing**

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**10.5.4 COSTING AND PRICING CONDITIONS**

The Department requires service providers to propose the **TRANSACTIONAL FEE MODEL**.

**10.5.5 BID PRICING SCHEDULE**

**Pricing Schedule**

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

**The Department reserves the right to negotiate pricing with the successful bidder prior to the award as well as envisaged quantities.**

**10.5.6 DECLARATION OF ACCEPTANCE**

	<b>ACCEPT ALL</b>	<b>DO NOT ACCEPT ALL</b>
(1) The bidder declares to <b>ACCEPT ALL</b> the Costing and Pricing conditions as specified in section 10.5 above by indicating with an "X" in the "ACCEPT ALL" column, or (2) The bidder declares to <b>NOT ACCEPT ALL</b> the Costing and Pricing Conditions as specified in section 10.5 above by - (a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and; (b) Provide reason and proposal for each of the condition not accepted.		
<p><b>Comments by bidder:</b></p> <p>Provide the condition reference, the reasons for not accepting the condition.</p>		

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**11 JOINT VENTURES, CONSORTIUMS AND TRUSTS**

- a. Service Providers must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The Department will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- b. The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

**12. BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS**

Complete table below, noting that:

- a) Bidder must provide references from clients where similar projects was performed.

Reference letter must not be older than three years

Table 1: References

No	Company name	Reference Person Name, Tel and/or email	Project Scope of work	Project Start and End-date
1				
2				
3				
4				
5				
6				

## 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**

*(delete whichever is not applicable for this tender).*

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	
<b>SPECIFIC GOALS</b>	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



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

3.2.1. **POINTS AWARDED FOR PRICE**

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

$$Ps = 8 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

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

4. **POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black person/s		10		
Enterprises with ownership of 51% or more by person/s who are women		5		
Enterprises with ownership of 51% or more by person/s who are youth		3		
Enterprises with ownership of 51% or more by person/s with disability		2		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

**PRICING SCHEDULE**

**Pricing Schedule: APPOINTMENT OF AN INDEPENDENT SERVICE PROVIDER (ISP) FOR THE TECHNICAL REVIEW OF 2023/24 ANNUAL FINANCIAL STATEMENTS OF THE GUARDIAN'S FUND, PRESIDENT FUND AND THE JUSTICE ADMINISTERED FUND WITHIN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

**Tender Ref: RFQ 003 2024**

**Tenderer's Name:**

**Compulsory:** ALL tenderers to complete in FULL and sign-off this pricing schedule as is, for submission by tender closing date. No amendment of pricing scheduled by tenderers will be accepted. Should there be non-compliance to this requirement, tenderers will be disqualified, and the submission/quotation will be deemed responsive.

**Pricing:**

<b>Skills Level</b>	<b>Total Cost Including VAT</b>
Project Leader/Manager	R0
Other Resources:	
	R0
<b>Other Cost</b>	
	R0
	R0
	R0
	R0
<b>Total Bid Price</b>	<b>Price Including VAT</b>
	R0

**Final Payment:** Finalisation and sign-off of the report by the Employer (100%)

**Declaration**

I, the bidder, confirm that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) or rate(s) cover all my obligations and I accept that any mistakes regarding price(s), rate(s) or calculations will be at my own risk. [Note: First convert to PDF, then add signature]

**Name (Above)**

**Capacity (Above)**

**Signature (Above)**

**Date (Above)**