

Bidder's Information: The Manager/Director

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*Dear Sir/Madam*

**INVITATION TO BID: SCM 06/2023/SANC: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ORGANISATIONAL CULTURE, CLIMATE ASSESSMENT, DEVELOPMENT OF RELATED STRATEGIES AND TOOLS AT THE SOUTH AFRICAN NURSING COUNCIL (SANC) WITHIN A MAXIMUM PERIOD OF SIX (6) MONTHS**

The South African Nursing Council invites bidders to participate and submit bids/proposals for the appointment of a service provider to conduct organisational culture, climate assessment, development of related strategies and tools at the South African Nursing Council (SANC) within a maximum period of six (6) months.

You are requested to complete the tender documents and submit them in accordance with the stipulations mentioned hereunder.

1. The conditions contained in the attached annexures apply.
2. The bid must be deposited in the **tender box** using the following two (2) methods of submission on or before the closing date and time **(23 May 2023 at 12H00)**.
  - 2.1 **Envelope 01:** This envelope is for technical/administrative documents only- one (01) original document.
  - 2.2 **Envelope 02:** This envelope is for pricing only, i.e., pricing schedule and/or the formal quote by the bidder - one (01) original.
  - 2.3 The bidder is also required to submit in a **USB flash drive**.
3. **Bid documents must be deposited in the tender box before or on the closing date and time stipulated in the bid invitation.**

 Cecilia Makiwane Building,  
602 Pretorius Street, Arcadia, Pretoria 0083  
Private Bag X132, Pretoria 0001,  
Republic of South Africa

 Tel: 012 420 1000  
Fax: 012 343 5400  
SANC Fraud Hotline: 0800 20 12 16

 website: [www.sanc.co.za](http://www.sanc.co.za)

4. The attached forms/annexures, if completed in detail and returned, will form part of your bid submission.
5. With reference to the Preference Point Claim form (SBD 6.1), the following documents must be submitted with your price quotation:
  - a) Proof of Specific goals Ownership and verification may be conducted in various forms including but not limited to the following documents namely: - CIPC documents, valid copy of B-BBEE certificate, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.
6. Please take note that, this bid will be evaluated in terms of 80/20 Preference Point System
7. All communication should be made through the use of an email. The cut-off date for all enquiries will be at **12H00 on 19 May 2023.**

PART A

INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NURSING COUNCIL</b>					
BID NUMBER:	SCM 06/2023/SANC:	CLOSING DATE:	23 May 2023	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ORGANISATIONAL CULTURE, CLIMATE ASSESSMENT, DEVELOPMENT OF RELATED STRATEGIES AND TOOLS AT THE SOUTH AFRICAN NURSING COUNCIL (SANC) WITHIN A MAXIMUM PERIOD OF SIX (6) MONTHS				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tintswalo Nyathi/ Prince Makhubedu		CONTACT PERSON	Mr Mohale Malekutu	
TELEPHONE NUMBER	0124269570/9575		TELEPHONE NUMBER	012 426 9553	
E-MAIL ADDRESS	<a href="mailto:tenders@sanc.co.za">tenders@sanc.co.za</a>		E-MAIL ADDRESS	<a href="mailto:mmalekutu@sanc.co.za">mmalekutu@sanc.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE 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>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<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**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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: .....

## SPECIAL REQUIREMENTS OF REQUEST FOR BIDS

### 1. CONTRACT PERIOD

- 1.1 The contract period stipulated in the terms of reference/ specification is considered a valid contract period.
- 1.2 SANC reserves the right to extend or cancel the contract, pending available funding and satisfaction with service delivery.

### 2. ACCEPTABLE BIDS/OFFERS

- 2.1 The SANC may request interviews/presentations/pitching sessions with shortlisted Suppliers/ service providers before the final selection is made.
- 2.2 The SANC will not be liable for any cost incurred by a supplier /service provider in the process of responding to this bid, including on-site presentations and the preparation of the proposal.
- 2.3 The SANC will not consider any late quotations. All bids submitted after the stipulated closing date and time will not be disqualified.
- 2.4 Any effort by the supplier/ service provider to influence bid evaluation members, bid comparisons or bid award decisions in any manner, will result in rejection of the bid concerned.
- 2.5 The successful supplier/ service provider will be informed in writing with an appointment letter or per an official order.
- 2.6 **The bids have a validity period of 120 days from date of closure.**
- 2.7 Where it is discovered that an advantaged company used a disadvantaged person, as a “front” to acquire a bid, such company will be disqualified, and the bid shall be withdrawn.
- 2.8 Only bids complying with all requirements as stipulated in the Terms of Reference/Scope of Work or Specification will be regarded as acceptable.
- 2.9 Bids will be evaluated based on mandatory requirements, functionality (if applicable), Specific goals and other conditions stipulated in the terms of reference/ specification.
- 2.10 The supplier/ service provider must submit all requirements indicated in the bid documents at the closing date and time of the request for the bids. Supplier/ service provider who fail to comply with any of the mandatory and other requirements will be disqualified.

### 3. SUBMISSION OF BIDS/ RETURNABLE DOCUMENTS

- 3.1 The supplier/ service provider will be required to submit their bids /proposals in a tender box situated at the Reception of the Cecilia Makiwane Building.
  - 3.1.1 Tenderers are required to submit a completed request for quotation pack (this documents),

including:

- a) Duly completed and signed bid documents.
  - b) Adherence to requirements relating to all returnable documents will prove compliance with specific requirements as stipulated in the terms of reference at the closing date and time.
- 3.2 Any supplier/ service provider who fails to comply with any requirement of the bid, at the discretion of the evaluation team, will be regarded as non-compliant and as a result be rejected.

#### **4. PAYMENTS**

- 4.1 SANC undertakes to pay delivery validated invoices in full within thirty (30) days from the invoice date or upon agreed payment intervals as accepted in the contract. All invoices should be sent to the following email address: [sancinvoices@sanc.co.za](mailto:sancinvoices@sanc.co.za).
- 4.2 No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment.
- 4.3 Invoices should be emailed, or hand delivered to SANC timeously.
- 4.4 The invoices should be original and must be accompanied by an inspection certificate and/or proof of delivery.

#### **5. SUPPLY / DELIVERY VALIDATION**

- 5.1 The certificate and the related report of delivery/installation/ progress milestone/commissioning will be validated by a SANC representative prior to payment of final invoices.

#### **6. TAX COMPLIANCE REQUIREMENTS**

- 6.1. It is a condition of this bid that the tax matters of the successful supplier/ service provider are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the tax obligations.
- 6.2. The Tax Compliance status requirements are also applicable to potential foreign suppliers, service providers or individuals who wish to submit the bid.
- 6.3. It is a requirement that a supplier/ service provider grant a written confirmation when submitting this bid response that SARS may on an on-going basis during the tenure of the contract disclose the tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 6.4. The Suppliers/ service providers are required to be registered on the Central Supplier Database (CSD) and the SANC shall verify the tax compliance status through the CSD or through SARS.
- 6.5. Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on

the Central Supplier Database and their tax compliance status will be verified through the CSD or through SARS.

- 6.6. The supplier/ service provider who are not tax compliant will be notified of their non-compliant status and be given seven (7) calendar days to rectify their tax compliance status with SARS, failure your bid will be disqualified.
- 6.7. The SANC will not award a bid to any supplier/ service provider whose tax matters are not in order.

## **7. VALUE ADDED TAX**

- 7.1. All contract prices are inclusive of 15% Value Added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax. Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.

## **8. NEGOTIATIONS**

- 8.1. The SANC to negotiate with one or more preferred supplier(s)/ service provider(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other supplier(s)/ service provider(s) who have not been awarded the status of the preferred supplier(s)/ service provider(s).

## **9. PRICE QUALIFICATION**

- 9.1. Prices for this contract are firm.
- 9.2. All prices shall be quoted in South African rands (ZAR).
- 9.3. The bid prices shall be given in the units shown and will be awarded as a whole, not per item.
- 9.4. **Prices must be inclusive of delivery cost and all taxes.**
- 9.5. Please note that the foreign exchange risk in case of imported goods and service is for the account of the supplier/ service provider.
- 9.6. Non-firm prices (including prices subject to the rate of exchange variation) will not be considered.
- 9.7. No changes or extensions or additional ad-hoc costs are accepted once the contract has been awarded and/or signed.
- 9.8. Detailed information is optional and is provided as Annexures to the details of the bid.

## **10. COMMUNICATION**

- 10.1. Communication will only be restricted to Supply Chain Management Officials.
- 10.2. The South African Nursing Council may request clarification in writing regarding the information

provided by bidders. Supplier(s)/ service provider(s) are to supply the required information within the specified period. Failing to do so will **invalidate** your bid.

## **11. INTELLECTUAL PROPERTY**

- 11.1. All the information contained in this document is intended solely for the purpose of assisting supplier(s)/ service provider(s) to prepare their bid. Any use of the information contained herein for another purpose than those stated in this document is prohibited.
- 11.2. The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the SANC to the supplier(s)/ service provider(s), both successful and unsuccessful, remain the property of the SANC.

## **12. SUPPLIER DUE DILIGENCE**

- 12.1. SANC may conduct due diligence to all shortlisted supplier(s)/ service provider(s) to identify their specific capabilities and financial stability.
- 12.2. The SANC may visit the premises of the supplier(s)/ service provider(s) or that of their suppliers.
- 12.3. Some of the key elements that should be documented and included during the comprehensive supplier analysis/due diligence include: the current workload of the supplier, cost structure of the BID, the financial status of the supplier(s)/ service provider(s) the previous customer satisfaction levels, the support capabilities, their relative strength, weaknesses and core capabilities, how SANC fits into the supplier(s)/ service provider(s) business and how the supplier(s)/ service provider(s) is viewed by the public, etc.
- 12.4. Supplier(s)/ service provider(s) may be required to provide names of traceable references who may also be visited to confirm their testimonials.

## **13. DISPUTES**

- 13.1. The relevant bidder agrees that should any dispute arise from the contract, the matter shall be submitted to the relevant authority for a ruling and such ruling shall be final.

## **14. PREFERENCE POINTS CLAIM (SPECIFIC GOALS)**

- 14.1. Proof of Specific goals Ownership and verification may be conducted in various forms including but not limited to the following documents namely: - CIPC documents, valid copy of B-BBEE certificate, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.



**15. JOINT VENTURE/ TRUST/ CONSORTIUM**

- 15.1. A trust, consortium or joint venture must submit an agreement to be recognized as an entity.
- 15.2. A trust, consortium or joint venture will qualify for points for their specific goals as a legal entity, provided that the entity submits their B-BBEE status level certificate. CIPC documents, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.

## TERMS OF REFERENCE

### APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ORGANISATIONAL CULTURE, CLIMATE ASSESSMENT, DEVELOPMENT OF RELATED STRATEGIES AND TOOLS AT THE SOUTH AFRICAN NURSING COUNCIL (SANC) WITHIN A MAXIMUM PERIOD OF SIX (6) MONTHS

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#### 1. PURPOSE

- 1.1 The purpose of this document is to request approval for the Terms of Reference for the appointment of a service provider to conduct the Organisational Culture, Climate Assessment, development of Related Strategies and Tools within the South African Nursing Council (SANC) within a maximum period of six (6) months.

#### 2. BACKGROUND

- 2.1 SANC seeks to contract a suitable service provider to conduct a Culture and Climate Assessment within the South African Nursing Council.
- 2.2 SANC is in the process of implementing the approved organisational structure in line with the revised strategy and annual operation plan of the institution.
- 2.3 SANC has developed the HR strategy aligned to the strategy of the institution.
- 2.4 It has become imperative that SANC conduct organisational Culture and Climate Assessment intervention to understand what shapes how work is done and employees' perceptions of the organization.
- 2.5 Following from the above, the SANC will develop and implement HR strategies (i.e., HR Strategy, Talent Management Strategy and Employee Communication Strategy and Change Management Strategy and Plan to improve the current practice and employee experience).
- 2.6 Therefore, there is a need to establish a culture that supports the mandate and strategy of the SANC. To achieve the above mandate SANC needs to be responsive to changes and to ensure that its employees are adaptive to change. The organisational culture should embed a proactive approach to changes in the economic environment, which impacts on the service delivery. Considering that the SANC is long established presents a challenge and an opportunity to establish a culture that embraces the aspirations and mandate of the SANC.
- 2.7 Furthermore, the survey is aimed at highlighting concerns from staff members that may cause hindrances in the long-term sustainability of the SANC in line with the organisational strategy, vision, mission and values.

### **3. SCOPE OF SERVICE**

- 3.1 Define a suitable culture for the approved strategy.
- 3.2 Develop, consult, present, and consolidate inputs on the organisational culture and climate assessment paper-based questionnaire (measuring various facets of organisational culture and climate, employee engagement level and organisational justice, profile / demographics of the participant).
- 3.3 Develop, consult, present, and consolidate inputs on the organisational culture and climate assessment on-line questionnaire (measuring various facets of organisational culture and climate, employee engagement level and organisational justice, profile / demographics of the participant).
- 3.4 Pilot and review the organisational culture and climate assessment questionnaire.
- 3.5 Conduct organisational culture and climate assessment on-line survey.
- 3.6 Conduct focus groups on representative sample of the staff within SANC.
- 3.7 Compile, present, consult and consolidate outcomes / results of the study with recommendations / assessment plan / roadmap (statistical, analysis, quantitative and qualitative results) to Corporate Services / Human Resources, Management, Human Resources and Remuneration Committee and Council through physical meeting.
- 3.8 Develop Organisational Development (OD) Tools and Standard Operating Procedures (SOPs) on the following (amongst others):
  - 3.8.1 Organisational culture, climate, employee engagement, organisational justice and assessment
  - 3.8.2 Team effectiveness
- 3.9 Transfer knowledge including development of training manual and provide training including certification to ten (10) HR team members for a period of three (3) days through physical sessions on the following:
  - 3.9.1 Organisational culture and climate assessment
  - 3.9.2 Employee engagement
  - 3.9.3 Change management.
  - 3.9.4 Team effectiveness
  - 3.9.5 Other end to end OD interventions.
- 3.10 Develop, consult, present, and consolidate inputs on Organisational Development Strategy.
- 3.11 Develop, consult, present, and consolidate inputs on the following:
  - 3.11.1 Workforce Plan for five (5) years and
  - 3.11.2 Standard Operating Procedure & the Tools.

- 3.12 Develop, consult, present, and consolidate inputs on the following:
  - 3.12.1 Talent Management Strategy for five (5) year's period (including defining critical skills),
  - 3.12.2 Talent Management Policy,
  - 3.12.3 SOPs (including Terms of Reference), Tools and template.
- 3.13 Develop, consult, present, and consolidate inputs on the
  - 3.13.1 Succession Strategy for a five (5) year period,
  - 3.13.2 Succession Policy,
  - 3.13.3 Plan for a five (5) year period,
  - 3.13.4 SOPs (including Terms of Reference), Tools and template.
- 3.14 Develop, consult, present, and consolidate inputs on the following:
  - 3.14.1 Employment Equity Strategy,
  - 3.14.2 Employment Equity Policy,
  - 3.14.3 Plan for a five (5) year period,
  - 3.14.4 SOPs (including Terms of Reference), Tools and template.
- 3.15 Develop, consult, present and consolidate inputs on the following:
  - 3.15.1 Change Management Framework,
  - 3.15.2 Change Management Strategy for a five (5) year period,
  - 3.15.3 SOPs (including Terms of Reference), Tools and template.
- 3.16 Compile, present, consolidate inputs and submit the hand over report on the project to the Management structure, HRRC of Council (where applicable) and the Council for approval.

#### **4. DELIVARABLES**

- 4.1 Define a suitable culture for the approved strategy.
- 4.2 Develop, consult, present and consolidate inputs on the organisational culture and climate assessment paper-based questionnaire (measuring various facets of organisational culture and climate, employee engagement level and organisational justice, profile / demographics of the participant).
- 4.3 Develop, consult, present and consolidate inputs on the organisational culture and climate assessment on-line questionnaire (measuring various facets of organisational culture and climate, employee engagement level and organisational justice, profile / demographics of the participant).
- 4.4 Pilot and review the organisational culture and climate assessment questionnaire.
- 4.5 Conduct organisational culture and climate assessment on-line survey.
- 4.6 Conduct focus groups on representative sample of the staff within SANC.

- 4.7 Compile, present, consult and consolidate outcomes / results of the study with recommendations / assessment plan / roadmap (statistical, analysis, quantitative and qualitative results) to Corporate Services / Human Resources, Management, Human Resources and Remuneration Committee and Council through physical meeting.
- 4.8 Develop Organisational Development (OD) Tools and Standard Operating Procedures (SOPs) on the following (amongst others):
  - 4.8.1 Organisational culture, climate, employee engagement, organisational justice and assessment
  - 4.8.2 Team effectiveness
- 4.9 Transfer knowledge including development of training manual and provide training including certification to ten (10) HR team members for a period of three (3) days through physical sessions on the following:
  - 4.9.1 Organisational culture and climate assessment
  - 4.9.2 Employee engagement
  - 4.9.3 Change management.
  - 4.9.4 Team effectiveness
  - 4.9.5 Other end to end OD interventions.
- 4.10 Develop, consult, present and consolidate inputs on Organisational Development Strategy.
- 4.11 Develop, consult, present and consolidate inputs on the following:
  - 4.11.1 Workforce Plan for five (5) years and
  - 4.11.2 Standard Operating Procedure & the Tools.
- 4.12 Develop, consult, present and consolidate inputs on the following:
  - 4.12.1 Talent Management Strategy for five (5) year's period (including defining critical skills),
  - 4.12.2 Talent Management Policy,
  - 4.12.3 SOPs (including Terms of Reference), Tools and template.
- 4.13 Develop, consult, present and consolidate inputs on the
  - 4.13.1 Succession Strategy for a five (5) year period,
  - 4.13.2 Succession Policy,
  - 4.13.3 Plan for a five (5) year period,
  - 4.13.4 SOPs (including Terms of Reference), Tools and template.
- 4.14 Develop, consult, present and consolidate inputs on the following:
  - 4.14.1 Employment Equity Strategy,
  - 4.14.2 Employment Equity Policy,

- 4.14.3 Plan for a five (5) year period,
- 4.14.4 SOPs (including Terms of Reference), Tools and template.
- 4.15 Develop, consult, present and consolidate inputs on the following:
  - 4.15.1 Change Management Framework,
  - 4.15.2 Change Management Strategy for a five (5) year period,
  - 4.15.3 SOPs (including Terms of Reference), Tools and template.
- 4.16 Compile, present, consolidate inputs and submit the hand over report on the project to the Management structure, HRRC of Council (where applicable) and the Council for approval.

## **5. REPORTING**

- 5.1 The successful service provider in terms of project management will be expected to adhere to the following expectations:
  - 5.1.1 Hold regular meetings with the Project Manager (Senior Manager: HR / Manager: Organisational Development and Workforce Planning) representing the SANC to discuss the project status on the implementation of the Project Plan;
  - 5.1.2 Report to the Project Manager regularly to enable the SANC to monitor progress effectively (the frequency of the meetings will be determined by both parties);
  - 5.1.3 Submit a progress report on the status of the project every second week by no later than 12h00 on Friday;
  - 5.1.4 Assign suitable, experienced, and qualified personnel to assist with the facilitation and drafting of recording of the proceedings;
  - 5.1.5 Manage and monitor the overall project in consultation with the Project Manager; and
  - 5.1.6 Invoices be accompanied by the required reports for processing of payments.

## **6. SPECIFIC REQUIREMENTS**

- 6.1 The service provider must have online platforms (Microsoft Teams and On-line Survey Tools) proposal that state how the following will be managed;

### **6.1.1. CONFIDENTIALITY OF INFORMATION (HEADING)**

Information / data to be provided to the service provider will remain the property of SANC and the service provider should treat all the data with the required confidentiality and return all the data to the SANC after the completion of the project.

#### **6.1.2. PROJECT TIMEFRAME**

The project must be completed within a period of six (6) months.

### **7. EXPERTISE AND QUALIFICATIONS**

#### **7.1 COMPANY EXPERIENCE AND OTHER REQUIREMENTS**

7.1.1. Service providers should at least have ten (10) years' experience in designing and conducting culture/climate/ engagement survey / core values surveys as well as change management interventions.

7.1.2. Provide proof of three (3) (minimum) contactable references where a relevant / similar project was executed.

#### **7.2 QUALIFICATION, ACCREDITATION AND EXPERIENCE OF PROJECT LEADER AND TEAM MEMBERS**

7.2.1. Project leader must possess a minimum of Post-Graduate Diploma / Advanced Diploma / bachelor's degree / BTech in Human Resources, Industrial Psychology, Psychology, Public Administration, Management Services, Operations Management, Production Management or equivalent qualification.

7.2.2. Curriculum Vitae (CV) and certified copies of qualifications must be attached to the proposal as proof for the team leader and the staff assigned (to be verified by the SANC)

7.2.3. Project leader and assigned staff must have at least a minimum of five (5) years' experience in designing and conducting Organizational culture and climate assessment or employee engagement survey, change management, and Diagnosis/Organisational Development interventions or employee engagement survey.

### **8. PROJECT PLAN AND IMPLEMENTATION MODEL**

8.1 Proposed methodology to achieve the given scope of work will include the following:

8.1.1. Detailed project plan with the following:

8.1.1.1. Resource allocation,

8.1.1.2. Activities,

8.1.1.3. Milestones,

8.1.1.4. Timeframes and

8.1.1.5. Costs per item/ service.

## 8.1.2. Methodology

8.1.3. Training Plan with the course outline and outcomes as per the SANC identified training:

- 8.1.3.1. Organisational culture and climate assessment
- 8.1.3.2. Employee engagement
- 8.1.3.3. Change management.
- 8.1.3.4. Team effectiveness
- 8.1.3.5. Other end to end Organisational Development (OD) interventions.

8.1.4. Costing for additional related services that may be required.

## 9. QUOTATION

9.1 The service provider will be requested to give a quotation for the work to be undertaken in this project.

9.2 The quotation shall be inclusive of all the services to be rendered.

## 10. EVALUATION PROCESS

- i) Bids will be evaluated in three (3) steps namely, Mandatory Requirements, Functionality and Price and Specific Goals. The following qualifying criteria will be used:

### a) Step 1: Mandatory Requirements:

Document that must be submitted	Non-compliance with items against which a "YES" is denoted shall result in disqualification	
Invitation to Bid	YES	Complete in full and sign the supplied pro forma document.
Tax Status	YES	<ul style="list-style-type: none"> <li>i. Proof of Registration on the Central Supplier Database.</li> <li>ii. The CSD verification outcome by SANC will take precedence.</li> </ul>
Declaration of Interest	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form	NO	<ul style="list-style-type: none"> <li>i. Non-submission of the Preference Point Claim Form will lead to a zero (0) score on specific goals.</li> <li>ii. Proof of Specific goals Ownership and verification will be confirmed using the following documents namely:                             <ul style="list-style-type: none"> <li>✓ CIPC documents,</li> <li>✓ valid copy of B-BBEE certificate,</li> </ul> </li> </ul>



Document that must be submitted	Non-compliance with items against which a "YES" is denoted shall result in disqualification	
		<ul style="list-style-type: none"> <li>✓ copy of Identity document, or</li> <li>✓ medical report for disability ownership</li> </ul> NB: Failure to attach proof, the tenderer will be allocated 0 points on specific goals
<b>Compulsory Briefing Session</b>	YES	The compulsory site briefing will be held as follows: Date: 21 April 2023 Time: 10H00 Venue: 602 Pretorius Street, Arcadia NB: The bidders must submit their bids with the attendance certificate.
<b>Written price proposal</b>	YES	Submit a detailed written price proposal

**b) Step 2: Functionality:**

The bid will be evaluated as follows:

- i. Functionality: Bids will be evaluated out of **70** points.
- ii. Presentation: Bids will be evaluated out of **30** points
- iii. The overall points for evaluation will be **100** points. Bidders are required to score a minimum of **70** points out of **100** points for evaluation on Price and Specific Goals

**The following criteria and weights shall apply when considering bids:**

**Table 1: Bids Consideration Criteria**

CRITERION	TOTAL WEIGHT
<b>A. COMPANY PROPOSAL</b> Company proposal and profile with section A (team experience), section B (qualification of the team), section C (methodology, approach and project plan), section D (Training Plan to internal HR staff amongst others): <ul style="list-style-type: none"> <li>• A proposal with all sections (A – D) = <b>10</b></li> <li>• A proposal with any of the three sections = <b>5</b></li> <li>• A proposal with any one section and no section included = <b>0</b></li> </ul>	<b>10</b>
<b>B. TEAM EXPERIENCE</b>	<b>10</b>

CRITERION	TOTAL WEIGHT
<p><b>a) Project leader – a minimum of ten (10) years working experience in designing and conducting Organizational culture and climate assessment, change management, and Diagnosis/Organisational Development interventions or employee engagement survey:</b></p> <ul style="list-style-type: none"> <li>• More than 10 years’ experience with required five (5) deliverables above = <b>10</b></li> <li>• 10 years’ experience with the required four (4) out of five (5) deliverables above = <b>5</b></li> <li>• 10 years’ experience with the required three (3) out of five (5) deliverables above = <b>4</b></li> <li>• 10 years’ experience with the required two (2) out of five (5) deliverables above = <b>2</b></li> <li>• 10 years’ experience or less with one (1) out of five (5) deliverables above = <b>0</b></li> </ul> <p><b>b) Team member – a minimum of five (5) years working experience in designing and conducting Organizational culture and climate assessment, change management, and Diagnosis/Organisational Development interventions or employee engagement survey.</b></p> <ul style="list-style-type: none"> <li>• More than 5 years’ experience with the required five (5) deliverables above = <b>10</b></li> <li>• 5 years’ experience with the required four (4) out of five (5) deliverables above = <b>5</b></li> <li>• 5 years’ experience with the required three (3) out of five (5) deliverables above = <b>4</b></li> <li>• 5 years’ experience with the required two (2) out of five (5) deliverables above = <b>2</b></li> <li>• 5 years’ experience or less with the required one (1) out of five (5) deliverables above = <b>0</b></li> </ul>	<b>10</b>
<p><b>C. QUALIFICATIONS OF THE TEAM</b></p> <p><b>a) Project Leader:</b> minimum of Post-Graduate Diploma / Advanced Diploma / bachelor’s degree / BTech in Human Resources, Industrial Psychology, Psychology, Public Administration, Management Services, Operations Management, Production Management, or equivalent qualification [(Attach qualifications and foreign qualifications must be accompanied by a SAQA evaluation certificate.</p> <ul style="list-style-type: none"> <li>• Post-Graduate Diploma / Advanced Diploma / bachelor’s degree / BTech or Higher = <b>(10)</b></li> <li>• National Diploma = <b>(5)</b></li> <li>• Lower than National Diploma = <b>(0)</b></li> </ul> <p><b>b) Team member:</b> minimum of Post-Graduate Diploma / Advanced Diploma / bachelor’s degree / BTech in Human Resources, Industrial Psychology, Psychology, Public Administration, Management Services, Operations Management, Production Management, or equivalent qualification [(Attach qualifications and foreign qualifications must be accompanied by a SAQA evaluation certificate (10)]:</p> <ul style="list-style-type: none"> <li>• Post-Graduate Diploma / Advanced Diploma / bachelor’s degree / BTech or Higher = <b>(10)</b></li> <li>• National Diploma = <b>(5)</b></li> </ul>	<b>10</b>

CRITERION	TOTAL WEIGHT
<ul style="list-style-type: none"> <li>Lower than National Diploma = (0)</li> </ul> <b>NB: Only one of the highest qualified members of the team will be evaluated.</b>	
<b>D. METHODOLOGY AND APPROACH</b> <ul style="list-style-type: none"> <li>a) Detailed Approach and Project Plan with the required deliverables as per section 4 of this ToR; Per phase, Timeframes with resource allocation, On-line survey tools, Costing per phase = <b>10</b></li> <li>b) Project plan with the required three (3) out of four (4) deliverables above = <b>5</b></li> <li>c) Project plan with the required two (2) out of four (4) deliverables above = <b>0</b></li> </ul>	<b>10</b>
<b>E. TRAINING PLAN</b> <ul style="list-style-type: none"> <li>a) Training Plan provided with: <ul style="list-style-type: none"> <li>(1) Approach on training of ten (10) SANC HR staff = <b>1</b></li> <li>(2) Course outline and outcomes per SANC training identified = <b>1</b></li> <li>(3) Certificates of attendance to staff template (sample) = <b>1</b></li> </ul> </li> <li>b) Manual to be provided to SANC 10 days before training starts for quality assurance and provide the training pack on the first day of the training = <b>1</b></li> <li>c) Organisational culture and climate assessment paper-based questionnaire sample/template (measuring various facets of organisational culture and climate, employee engagement level and organisational justice, profile / demographics of the participant) = <b>1</b></li> </ul>	<b>5</b>
<b>F. PROCESS AND TEMPLATES</b> <ul style="list-style-type: none"> <li>(a) OD Strategy development process and OD Strategy template = <b>1</b></li> <li>(b) HR / Workforce Plan development process and Workforce Plan template = <b>2</b></li> <li>(c) Talent Management Strategy review process and Talent Management Strategy template = <b>2</b></li> </ul>	<b>5</b>
<b>TOTAL</b>	<b>70</b>

**Table 2: Evaluation on Presentation**

CRITERIA	TOTAL WEIGHT
<b>The PowerPoint presentation must be submitted before the actual presentation to the SANC and should cover the following:</b> <ul style="list-style-type: none"> <li>(1) Company profile, methodology and approach including project plan with timeframes, team experience, qualification, and training plan = <b>2</b></li> <li>(2) Methodology and approach = <b>2</b></li> <li>(3) Project plan with activities, milestones, timeframes, team experience, qualification, and training plan = <b>2</b></li> <li>(4) List minimum of two (2) of similar projects in the corporate organisation, public sector or state-owned entities or organs of state = <b>2</b></li> <li>(5) Organisational culture and climate assessment paper-based questionnaire sample/template (measuring various facets of organisational culture and climate, employee engagement level and organisational justice, profile / demographics of the participant) = <b>2</b></li> </ul>	<b>30</b>

CRITERIA	TOTAL WEIGHT
<p>(6) Previously developed sample / report with the results and recommendation on organisational culture and climate assessment = <b>2</b></p> <p>(7) OD Strategy development process and OD Strategy template = <b>2</b></p> <p>(8) HR / Workforce Plan development process and Workforce Plan template = <b>3</b></p> <p>(9) Talent Management Strategy process and Talent Management Strategy template = <b>3</b></p> <p>(10) Succession Plan process and Succession Plan template = <b>2</b></p> <p>(11) Employment Equity Plan process and template = <b>2</b></p> <p>(12) Training plan with course outline and outcomes, and = <b>2</b></p> <p>(13) Answers to Panel Questions = <b>4</b></p> <p><b>NB: The date of the presentation will be determined by the SANC at its own discretion.</b></p>	

**\*NB: The date of the presentation will be determined by the SANC**

**c) Step 3: Evaluation on Price and Specific Goals  
Price Calculations**

The following formula must be used to calculate points out of 80 for price in respect of an invitation for a tender with a rand value from R 2000.00 to or below R50 millions inclusive of all applicable taxes:

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid or offer under consideration

$P_{\min}$  = Price of lowest acceptable bid or offer.

**Allocation of Preference Points Based on Specific Goals.**

The South African Nursing Council tenders will be evaluated on the following specific goals premised on addressing the legacy of apartheid's historical injustices, with a consideration on the following categories (of Historically Disadvantaged People - HDP) using race, gender, youth, and people with disability.

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points for price and the total must be rounded off

to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

**Preferential points will be allocated as per table below:**

<b>Specific goals</b>	<b>80/20 Preference Point system</b>
Black Ownership	8
Black Women Ownership	4
Black Youth Ownership	4
Disability Ownership	4
<b>Total Points allocated to Specific Goals</b>	<b>20</b>

Black Ownership points will be awarded to a Tenderer who has a 51% or more black ownership. Black ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for black ownership will be awarded as follows:**

<b>Black Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 100% black ownership	8
Tenderers who have 51% to 99% black ownership	5
Tenderers who have less than 51% black ownership	0

Black women ownership points will be awarded to a Tenderer who has a 30% or more black women ownership. Black women ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for black women ownership will be awarded as follows:**

<b>Black Women Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 100% black women ownership	4
Tenderers who have 30% to 99% black women ownership	2
Tenderers who have less than 30% black women ownership	0

Black youth ownership points will be awarded to a Tenderer who has a 30% or more black youth ownership. Black youth ownership will be determined by the % of the enterprise owned by such a person or by the % of

shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for black youth ownership will be awarded as follows:**

<b>Black Youth Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 100% black youth ownership	4
Tenderers who have 30% to 99% black youth ownership	2
Tenderers who have less than 30% black youth ownership	0

Disability Ownership points will be awarded to a Tenderer who has a 20% or more disability ownership owners. Disability ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for disability ownership will be awarded as follows:**

<b>Disability Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 20% or more owners with disability	4
Tenderers who have less than 20% owners with disability	2
Tenderers who have 0% owners with disability	0

**PRICING SCHEDULE– FIRM PRICES (PURCHASES)**

**ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number: <b>SCM 06/2023/SANC.</b>
Closing Time: <b>12H00</b>	Closing date: <b>23 May 2023</b>

**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

ITEM NO:	ITEM DESCRIPTION	QUANTITY	PRICE/UNIT (VAT EXCL)	TOTAL PRICE (VAT EXCL)
1	<ul style="list-style-type: none"> <li>• Define a suitable culture for the approved strategy.</li> <li>• Develop, consult, present and consolidate inputs on the organisational culture and climate assessment paper-based questionnaire (measuring various facets of organisational culture and climate, employee engagement level and organisational justice, profile / demographics of the participant).</li> <li>• Develop, consult, present and consolidate inputs on the organisational culture and climate assessment on-line questionnaire (measuring various facets of organisational culture and climate, employee engagement level and organisational justice, profile / demographics of the participant).</li> <li>• Pilot and review the organisational culture and climate assessment questionnaire.</li> <li>• Conduct organisational culture and climate assessment on-line survey.</li> <li>• Conduct focus groups on representative sample of the staff within SANC.</li> <li>• Compile, present, consult and consolidate outcomes / results of the study with recommendations / assessment plan / roadmap (statistical, analysis, quantitative and qualitative results) to Corporate Services / Human Resources, Management, Human Resources and Remuneration Committee and Council through physical meeting.</li> <li>• Develop Organisational Development (OD) Tools and Standard Operating Procedures (SOPs) on the following (amongst others):</li> </ul>		R	R

INVITATION TO BID: SCM 06/2023/SANC: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ORGANISATIONAL CULTURE, CLIMATE ASSESSMENT, DEVELOPMENT OF RELATED STRATEGIES AND TOOLS AT THE SOUTH AFRICAN NURSING COUNCIL (SANC) WITHIN A MAXIMUM PERIOD OF SIX (6) MONTHS

ITEM NO:	ITEM DESCRIPTION	QUANTITY	PRICE/UNIT (VAT EXCL)	TOTAL PRICE (VAT EXCL)
	<ul style="list-style-type: none"> <li>○ Organisational culture, climate, employee engagement, organisational justice and assessment</li> <li>○ Team effectiveness</li> <li>● Transfer knowledge including development of training manual and provide training including certification to ten (10) HR team members for a period of three (3) days through physical sessions on the following:               <ul style="list-style-type: none"> <li>○ Organisational culture and climate assessment</li> <li>○ Employee engagement</li> <li>○ Change management.</li> <li>○ Team effectiveness</li> <li>○ Other end to end OD interventions.</li> </ul> </li> <li>● Develop, consult, present and consolidate inputs on Organisational Development Strategy.</li> <li>● Develop, consult, present and consolidate inputs on the following:               <ul style="list-style-type: none"> <li>○ Workforce Plan for five (5) years and</li> <li>○ Standard Operating Procedure &amp; the Tools.</li> </ul> </li> <li>● Develop, consult, present and consolidate inputs on the following:               <ul style="list-style-type: none"> <li>○ Talent Management Strategy for five (5) year's period (including defining critical skills),</li> <li>○ Talent Management Policy and</li> <li>○ SOPs (including Terms of Reference), Tools and template.</li> </ul> </li> <li>● Develop, consult, present and consolidate inputs on the               <ul style="list-style-type: none"> <li>○ Succession Strategy for a five (5) year period,</li> <li>○ Succession Policy,</li> <li>○ Plan for a five (5) year period,</li> <li>○ SOPs (including Terms of Reference), Tools and template.</li> </ul> </li> <li>● Develop, consult, present and consolidate inputs on the following:               <ul style="list-style-type: none"> <li>○ Employment Equity Strategy,</li> <li>○ Employment Equity Policy,</li> <li>○ Plan for a five (5) year period,</li> <li>○ SOPs (including Terms of Reference), Tools and template.</li> </ul> </li> <li>● Develop, consult, present and consolidate inputs on the following:               <ul style="list-style-type: none"> <li>○ Change Management Framework,</li> </ul> </li> </ul>			



INVITATION TO BID: SCM 06/2023/SANC: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ORGANISATIONAL CULTURE, CLIMATE ASSESSMENT, DEVELOPMENT OF RELATED STRATEGIES AND TOOLS AT THE SOUTH AFRICAN NURSING COUNCIL (SANC) WITHIN A MAXIMUM PERIOD OF SIX (6) MONTHS

ITEM NO:	ITEM DESCRIPTION	QUANTITY	PRICE/UNIT (VAT EXCL)	TOTAL PRICE (VAT EXCL)
	<ul style="list-style-type: none"> <li>○ Change Management Strategy for a five (5) year period,</li> <li>○ SOPs (including Terms of Reference), Tools and template.</li> <li>● Compile, present, consolidate inputs and submit the hand over report on the project to the Management structure, HRRC of Council (where applicable) and the Council for approval.</li> </ul>			
<b>Grand Total before VAT</b>				<b>R</b>
<b>VAT</b>				<b>R</b>
<b>Grand Total including VAT</b>				<b>R</b>

Required by (End-User):

**HUMAN RESOURCES DEPARTMENT**

Required at (Address):

Cecilia Makiwane Building  
602 Pretorius Street  
Arcadia, Pretorius 0083

Brand and model (if applicable):

.....

Country of origin (if applicable):

.....

Guarantee period (if applicable):

.....

Does the offer comply with the specification? \*Mark the relevant block with an X

Yes       No       N/A

If not to specification, indicate deviation(s)

.....

How long it will take for the bidder to deliver goods/services after receipt of a purchase order? (Only firm delivery period will be considered)

.....

**DECLARATION BY THE BIDDER:**

I .....confirm that the information furnished is correct and true.  
I accept that the South African Nursing Council may act against me should this declaration prove to be false.

Name of Bidder:.....Position:.....

Signature:.....Date:.....

**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**

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**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 000 000.00 (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.

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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<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 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

#### 80/20

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 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 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 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 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 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	Description of the goals	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Ownership	Tenderers who have 100% black ownership	8	
	Tenderers who have 51% to 99% black ownership	5	
	Tenderers who have less than 51% black ownership	0	
Black Women Ownership	Tenderers who have 100% black women ownership	4	
	Tenderers who have 30% to 99% black women ownership	2	
	Tenderers who have less than 30% black women ownership	0	
Black Youth Ownership	Tenderers who have 100% black youth ownership	4	
	Tenderers who have 30% to 99% black youth ownership	2	
	Tenderers who have less than 30% black youth ownership	0	
Disability Ownership	Tenderers who have 20% or more owners with disability	4	
	Tenderers who have less than 20% owners with disability	2	
	Tenderers who have 0% owners with disability	0	

**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>	.....
	.....

**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

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<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.

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

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<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.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 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