INVITATION TO BID

BID REFERENCE NUMBER: E1440

THE APPOINTMENT OF A SUITABLE INDEPENDENT SERVICE PROVIDER TO MANAGE THE ENVIRONMENTAL CRIME AND INCIDENT HOTLINE FOR DEPARTMENT OF ENVIRONMENTAL AFFAIRS FOR PERIOD OF THREE YEARS.

Contact person:
Name: Mr Sipho Sibanyoni or Ms Mamelato Ngoasheng
Office Telephone No. : (012) 399 9504/8955
E-Mail: ssibanyoni@environment.gov.za or mngoasheng@environment.gov.za

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

<table>
<thead>
<tr>
<th>Company name</th>
<th>Supplier registration number</th>
<th>Unique reference number</th>
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</thead>
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<td>Main contractor</td>
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<td></td>
<td>Sub-contracted/ joint venture comp 1</td>
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<tr>
<td></td>
<td></td>
<td>Sub-contracted/ joint venture comp 2</td>
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</tbody>
</table>

CLOSING DATE OF THE BID: 04 May 2018 AT 11H00
You are hereby invited to bid for requirements of (NAME OF DEPARTMENT/PUBLIC ENTITY)

**BID NUMBER:** E1440  **CLOSING DATE:** 04-05-2018  **CLOSING TIME:** 11:00

**DESCRIPTION:** The appointment of a suitable independent service provider to manage the environmental crime and incident hotline for Department of Environmental Affairs for period of three years.

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**BID RESPONSE DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT:**

Department of Environmental Affairs; The Environment House,
473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road,
Arcadia Pretoria/Tshwane

**SUPPLIER INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>POSTAL ADDRESS</th>
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<td>STREET ADDRESS</td>
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<th>TELEPHONE NUMBER</th>
<th>CODE</th>
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<td>CELLPHONE NUMBER</td>
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<tr>
<td>FACSIMILE NUMBER</td>
<td>CODE</td>
<td>NUMBER</td>
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</table>

**E-MAIL ADDRESS**

**VAT REGISTRATION NUMBER**

**TCS PIN:**

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX) [ ] Yes [ ] No**

**B-BBEE STATUS LEVEL SWORN AFFIDAVIT [ ] Yes [ ] No**

**IF YES, WHO WAS THE CERTIFICATE ISSUED BY?**

- **AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)**
- **A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)**
- **A REGISTERED AUDITOR**

- **NAME:**

- **[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

- **ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? [ ] Yes [ ] No**

- **ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES/WORKS OFFERED? [ ] Yes [ ] No**

**SIGNATURE OF BIDDER**

………………………………

**DATE**

**CAPACITY UNDER WHICH THIS BID IS SIGNED** (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)

**TOTAL NUMBER OF ITEMS OFFERED**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:**

**TECHNICAL INFORMATION MAY BE DIRECTED TO:**

<table>
<thead>
<tr>
<th>DEPARTMENT/PUBLIC ENTITY</th>
<th>National Department of Environmental Affairs</th>
<th>CONTACT PERSON</th>
<th>Mr Sipho Sibanyoni or Ms Mamelato Ngoasheng</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON</td>
<td>Mr Samuel Mofokeng</td>
<td>TELEPHONE NUMBER</td>
<td>(012) 399 9504/8955</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td>0123999055/9057</td>
<td>FACSIMILE NUMBER</td>
<td><a href="mailto:sribanyoni@environment.gov.za">sribanyoni@environment.gov.za</a> OR <a href="mailto:mngoasheng@environment.gov.za">mngoasheng@environment.gov.za</a></td>
</tr>
<tr>
<td>FACSIMILE NUMBER</td>
<td>E-MAIL ADDRESS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## PART B
### TERMS AND CONDITIONS FOR BIDDING

**1. BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE.

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/DIRECTORSHIP/MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/DIRECTORSHIP/MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS) MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.

2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td>
<td></td>
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<tr>
<td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td>
<td></td>
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<tr>
<td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td>
<td></td>
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<tr>
<td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td>
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</tbody>
</table>

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NAME OF BIDDER: ………………………………………………………………………………………………BID NO: E 1440
CLOSING TIME 11:00
CLOSING DATE: 04-05-2018

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

DESCRIPTION: THE APPOINTMENT OF A SUITABLE INDEPENDENT SERVICE PROVIDER TO MANAGE THE ENVIRONMENTAL CRIME AND INCIDENT HOTLINE FOR DEPARTMENT OF ENVIRONMENTAL AFFAIRS FOR PERIOD OF THREE YEARS.

**(ALL APPLICABLE TAXES INCLUDED)**

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all applicable taxes for the project.

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

<table>
<thead>
<tr>
<th>PERSON AND POSITION</th>
<th>HOURLY RATE</th>
<th>DAILY RATE</th>
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<tbody>
<tr>
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<td>R------------</td>
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</table>

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

<table>
<thead>
<tr>
<th>PHASE</th>
<th>COST PER PHASE</th>
<th>MAN-DAYS TO BE SPENT</th>
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</table>

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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TOTAL: R………………………………………………….

** “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.**
5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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**TOTAL:** R…………………………………………………

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

7. Estimated man-days for completion of project

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

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

Any enquiries regarding bidding procedures may be directed to the –

Department of Environmental Affairs

**Contact Person:** Mr Samuel Mofokeng / Mr Jonas Nkitseng
Tel: (012) 399 9057 or (012) 399 9055
E-mail: SMofokeng@environment.gov.za or JNkitseng@environment.gov.za

Or for technical information –

**Technical Contact Persons:**
Name: Mr Sipho Sibanyoni or Ms Mamelato Ngoasheng
Office Telephone No. : (012) 399 9504/8955
E-Mail: ssibanyoni@environment.gov.za or mngoasheng@environment.gov.za
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

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

2.2 Identity Number: .....................................................................................................................

2.3 Position occupied in the Company (director, trustee, shareholder², member): ..........................................................

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: ......................................................

2.5 Tax Reference Number: ........................................................................................................

2.6 VAT Registration Number: ..................................................................................................

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder / member: .................................................................
Name of state institution at which you or the person connected to the bidder is employed: ....................... .................................................................
Position occupied in the state institution: ........................................................................................................

Any other particulars:
.........................................................................................................................................................
.........................................................................................................................................................
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2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.........................................................................................................................................................
.........................................................................................................................................................
.........................................................................................................................................................

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:
.........................................................................................................................................................
.........................................................................................................................................................
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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.
.........................................................................................................................................................
2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
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4 DECLARATION

I, THE UNDERSIGNED (NAME)………………………………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

…………………………………..  ..……………………………………………
Signature                           Date
…………………………………. ………………………………………………
Position                           Name of bidder

November 2011
This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.


1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included).

1.2 a) The value of this bid is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTOR</td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
2. DEFINITIONS
(a) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
(b) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
(c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
(d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
(e) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
(f) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
(g) “prices” includes all applicable taxes less all unconditional discounts;
(h) “proof of B-BBEE status level of contributor” means:
   1) B-BBEE Status level certificate issued by an authorized body or person;
   2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
   3) Any other requirement prescribed in terms of the B-BBEE Act;
(i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE
3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS
A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

\begin{align*}
P_s & = \text{Points scored for price of bid under consideration} \\
P_t & = \text{Price of bid under consideration} \\
P_{\min} & = \text{Price of lowest acceptable bid}
\end{align*}

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR
4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:
### 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: \( \text{Number of points} \) = maximum 20 points

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

### 7. SUB-CONTRACTING

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

*(Tick applicable box)*

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

7.1.1 If yes, indicate:

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

*(Tick applicable box)*

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</thead>
</table>

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

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at last 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td>√</td>
<td></td>
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<tr>
<td>Black people who are youth</td>
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<td></td>
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<tr>
<td>Black people who are women</td>
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<td></td>
</tr>
<tr>
<td>Black people with disabilities</td>
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</tbody>
</table>
Black people living in rural or underdeveloped areas or townships
Cooperative owned by black people
Black people who are military veterans

OR

Any EME
Any QSE

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

老人

8.6 COMPANY CLASSIFICATION

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

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in
paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;
(b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
(d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution.

WITNESSES

1. ........................................
2. ........................................

........................................
SIGNATURE(S) OF BIDDERS(S)
DATE: ........................................
ADDRESS ........................................
........................................
........................................
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <em>audi alteram partem</em> rule was applied).</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
4.4.1 If so, furnish particulars:

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)………………………………………………………………
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.................................................. ..................................................
Signature                          Date

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

Js365bW
This Standard Bidding Document (SBD) must form part of all bids¹ invited.

Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

I, the undersigned, in submitting the accompanying bid:

________________________________________________________________________

(Bid Number and Description)

in response to the invitation for the bid made by:

______________________________________________________________________________

(Name of Institution)

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

I certify, on behalf of:_______________________________________________________that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   
   (a) prices;
   
   (b) geographical area where product or service will be rendered (market allocation)
   
   (c) methods, factors or formulas used to calculate prices;
   
   (d) the intention or decision to submit or not to submit, a bid;
   
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

................................................................. .................................................................
Signature                                                                 Date

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

TERMS OF REFERENCE

THE APPOINTMENT OF A SUITABLE INDEPENDENT SERVICE PROVIDER TO MANAGE THE ENVIRONMENTAL CRIME AND INCIDENT HOTLINE FOR DEPARTMENT OF ENVIRONMENTAL AFFAIRS FOR PERIOD OF THREE YEARS.
# TABLE OF CONTENTS

1. Purpose  
2. Introduction and Background  
3. Objectives of the proposal  
4. Scope and extend of work  
5. Expected deliverables/outcomes  
6. Period/Duration of project/assignment  
7. Costing/Comprehensive budget  
8. Special conditions  
9. Identification of preference point system  
10. Pre-qualification criteria, objective criteria and subcontracting  
11. Tenders to be evaluated on functionality  
12. B-BBEE requirements  
13. Local production and content  
14. Subcontracting as condition of tender  
15. Subcontracting after award of tender  
16. Payment terms  
17. Technical enquiries  
18. Guidance for evaluation committee  
19. Checklist for Evaluation criteria
1. **PURPOSE**

To appoint a suitable independent service provider that can provide the service of management of the Environmental Crime and Incident Hotline for the Department of Environmental Affairs (DEA) for a period of three years.

2. **INTRODUCTION AND BACKGROUND**

Due to the imminent transfer of the anti-corruption function to the Public Service Commission and birth of Environmental Management Inspectorate (EMI) and the powers given to them to investigate environmental transgressions, the department had to establish the Environmental Crime and Incident Hotline. The Environmental Crimes and Incidents Hotline has been operational since February 2005 and represents a single entry point for all stakeholders to submit their reports and complaints on environmental contraventions. The Hotline is operated on a twenty four hours a day, seven days a week basis and assists in ensuring that environmental crimes are dealt with in an efficient manner especially taking cognisance of the fact that the environmental function is the concurrent function which includes other spheres of government.

3. **OBJECTIVES**

The objective of this request for proposal is to appoint a suitable independent service provider that can provide for the management of the Environmental Crime and Incident Hotline Services.

4. **SCOPE AND EXTENT OF WORK**

The role of the service provider is to assist DEA with the management of the Environmental Crime and Incident Hotline by:

4.1 Receiving calls from the dedicated Environmental Crime and Incident Hotline 24 hours a day, seven days a week, and the whole year.

4.2 Appoint sufficiently trained personnel to answer all calls and not divert calls to an automated machine to answer.
4.3 Send detailed email reports to relevant DEA officials notifying them of the reported complaints and incidents within 24 hours for non-emergency incidents and immediate (telephonic, short message service (SMS) and email) notification for emergency incident. Submit reports that are in line with DEA standard questionnaire template.

4.4 Appoint multilingual personnel to ensure callers express themselves according to their language of choice and trained personnel to obtain relevant information from the relevant informants.

4.5 Categorise complaints taken from calls according to the provided list of nature of environmental crimes to initiate the necessary alert.

4.6 All incidents relating to corruption and ethics must be referred to the Public Service Commission’s tip-off line.

4.7 Setup a shared-costs system that will allow complainants/informants to send SMS and call-back messages and respond to SMS and “call-back” messages from such informants.

4.8 Provide automated feedback evaluation for each caller.

4.9 Provide a detailed back-up plan in case of any disruption and contingencies to the Hotline.

4.10 Create an email account for reporting complaints.

4.11 Assist and redirect Biodiversity permit related enquiries to a roving cellphone and list of provincial coordinators for prompt response.

5. EXPECTED DELIVERABLES / OUTCOMES

- Reports on every call made by the informant customized according to the departmental reporting standards. *(The approximate number of calls per month is 160)*
- Monthly, quarterly and annual (financial year) summary of all calls that has been received customized according to departmental standards.

6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

The Project will run for 36 months after the signing of the service level agreement by both parties and the purchase order issued.
7. **COSTING / COMPREHENSIVE BUDGET**

Comprehensive budget must be provided in a separate envelope inclusive of all disbursement costs, expenses and VAT.

8. **SPECIAL CONDITIONS OF CONTRACT**

8.1 The performance measures for the delivery of the (specify the type of work you expect from the service provider/s) will be closely monitored by DEA.

8.2 The Service Provider/s will submit monthly and quarterly progress reports to the Programme manager, within 4 days after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time will result in penalties.

8.3 The Programme manager shall do the ongoing management of the Service agreement.

8.4 The Service Provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract. Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior has to leave the project, a period of at least a month is required in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.

8.5 All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.

8.6 Please take note that DEA is not bound to select any of the firms submitting proposals. DEA reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.

8.7 Bidders must score a minimum of 75% (The minimum qualifying score that must be obtained for functionality in order for a tender to be considered further should not be generic. It should be determined separately for each tender on a case by case basis. The minimum qualifying score must not be prescribed so low that it may jeopardize the quality of the service required nor so high that it may be restrictive to the extent that it jeopardizes the fairness of the SCM system) for stage 1 (functionality / technical) of the evaluation to qualify for stage 2 (price and B-BBEE) of the evaluation.

8.8 The proposal should include, amongst other, the following:
- A proposed plan of action;
- A list of references;
- Ability to ensure continuing of staff on the project.
8.9 The original Tax Clearance Certificate must be submitted together with the bid and the pin issued by SARS to the supplier. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.

8.10 Certified copies of the Tax Clearance Certificate will not be acceptable.

8.11 In bids where Consortia / Joint Ventures / Sub-contractors are involved, such must be clearly indicated and each party must submit a separate Tax Clearance Certificate before the Adjudication Committee. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.

8.12 Comprehensive Curriculum Vitae of the staff who will be available for the duration of the work must be attached.

8.13 The bid proposals should be submitted with all required information containing technical information.

8.14 DEA Entity Maintenance form included in the bid documents must be completed and returned with the bid proposals.

8.15 Bidders must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or the Department of Public Service and Administration (DPSA).

8.16 A breakdown of the hourly tariff inclusive of value-added tax for services rendered. Expenditure incurred without the prior approval of the Programme manager will not be reimbursed.

8.17 DEA will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.

8.18 Travelling costs and time spent or incurred between home and office of consultants and DEA office will not be for the account of DEA.

8.19 Skills transfer to DEA officials

8.20 Intellectual property rights will belong to DEA

8.21 Bidders must submit two identical proposals for each bid clearly marked “original” and “copy”.

8.22 DEA reserves the right to award the contract to one or more than one service provider or only part thereof e.g. (per District / Municipality or Province)

8.23 Progress reports (soft copy) must be submitted monthly.
8.24 Before any work can commence the service level agreement must be signed by both parties (DEA and the successful bidder) as well as the issue of an official order and should there be any dispute regarding the finalisation of the agreement, DEA reserves the right to cancel the contract with no cost implications for the Department.

8.25 The evaluation of Bids can only be done on the basis of information required by the department.

8.26 Suppliers/Service Providers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by verification agencies accredited by SANAS or registered auditors approved by IRBA or SWORN Affidavit certified by Commissioner of Oath together with their bids, to substantiate their B-BBEE rating claims, failing which the B-BBEE preference points claimed will be forfeited.

8.27 Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score zero (0) points out of 20/10 for B-BBEE.

8.28 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

8.29 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

8.30 Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

8.31 A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.

A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.

8.32 Prospective suppliers and / or public entities interested in pursuing opportunities with the Department and within the South African government, should be registered on the National Treasury Central Supplier Database. This self-registration application represents an expression of interest from the supplier to conduct business with the Department and the South African government.
8.33 Prospective suppliers and / or public entities must provide the department with their CSD registration number and unique reference number on submission of their bid proposals including those of sub-contractors and/ or joint venture companies.

8.34 Prospective bidders must submit their bid proposals in **two envelopes**:
   a) One envelope with the technical proposal including the following:
      - A valid and original Tax Clearance Certificate issued by SARS.
      - Entity registration Certificate (CK1)
      - A response to the terms of reference.
      - A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
      - profile of the company and description of similar work undertaken,
      - numbers, names and CVs of consultants assigned to the project, including their roles and responsibilities,
      - Agreement between service providers in the case of a joint venture/Consortium
      - Letter of authority to sign documents on behalf of the company/joint venture/Consortium
   b)The other envelope with the financial proposal (pricing schedule (SBD3.3) or other spread sheets with all cost related items, cost breakdown) (original)

8.35 The following information must be endorsed on each envelope:
   - Bid number:
   - Closing date:
   - Name of the Bidder:
   - Technical Proposal or Financial Proposal

8.36 No financials should be included in the technical proposal (envelope), Failure to comply with these conditions may result in a bid being disqualified.

9. **Identification of preference point system**

9.1 The department must determine and stipulate the following in the tender documents:
   i) the preference point system applicable to the tender is 80/20 and 90/10
   ii) if it is unclear which preference point system will be applicable, 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

9.2 determine whether pre-qualification criteria is applicable

9.3 determine whether the goods and services for which a tender is to be invited, are in a designated sector for local production and content

9.4 determine whether compulsory subcontracting is applicable to the tender

9.5 determine whether objective criteria are applicable to the tender
10 Pre-qualification criteria for preferential procurement

10.1 If the department decides to apply pre-qualifying criteria to advance certain designated groups that the department must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond:

a) a tenderer having a stipulated minimum B-BBEE status level of contributor

b) an EME (Exempted Micro Enterprises) or QSE (Qualifying Small Enterprise (QSE)

c) a tenderer subcontracting a minimum off 30% to:

i) an EME or QSE which is at least 51% owned by black people,

ii) an EME or QSE which is at least 51% owned by black people who are youth,

iii) an EME or QSE which is at least 51% owned by black people who are women,

iv) an EME or QSE which is at least 51% owned by black people with disabilities,

v) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships,

vi) a cooperative which is at least 51% owned by black people,

vii) an EME or QSE which is at least 51% owned by black people who are military veterans

viii) an EME or QSE

11 Tenders to be evaluated on functionality

11.1 All bid proposals submitted will be evaluated in accordance with the 80/20 principle and the evaluation criteria should be as follows:

11.2 Values used on functionality:

0 = Non-compliance, 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Stage 1 evaluation criteria: The bidder must score a minimum of 75% (depending on the nature of the project) during Stage 1 (functionality / technical) of the evaluation to qualify for Stage 2 of the evaluation where only points for price and B-BBEE will be considered.

<table>
<thead>
<tr>
<th>STAGE 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No.</strong></td>
</tr>
<tr>
<td>A</td>
</tr>
</tbody>
</table>

1. Bidder understands the brief and the method to be employed. Outline and insight information provided in the bid document
(relevance and accuracy)

2. Management of the crime and incident Hotline in line with scope and extent of work. 40

3. Capability of the organisation to deliver on the scope of work, with a minimum of two years relevant and related experience (provide samples of five reports and verifiable three clients reference similar scope of work) 30

4. The experience and educational (account manager, project management, business management, etc.) background of the management proposed to provide the service (with the minimum of two years). Assessment of the condensed Curricula Vitae of personnel involved on the projects. 20

5.

STAGE 2

B. PRiCE 80

<table>
<thead>
<tr>
<th>C. B-BBEE Status Level Contributor</th>
<th>Number of points (80/20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
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<td>3</td>
<td>14</td>
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<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non –compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

12 REQUIREMENTS FOR B-BBEE

a) A tenderer must submit proof of its B-BBEE status level of contributor.

b) A tenderer failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified, but

i) May only score points out of 90/80 for price, and

ii) Scores 0 points out 10 for B-BBEE

c) A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends to subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points
that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.

d) The points scored by a tenderer for B-BBEE contribution must be added to the points scored for price.

e) The points scored must be rounded off to the nearest to the nearest two decimal places.

f) The contract will be awarded to the tenderer scoring the highest points.

g) A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score 0 out of a maximum of 10/20 points for B-BBEE.

13 Local production and content

In case of a designated sector issued by the Department of Trade and Industry, tender will be advertised with a specific condition that only locally produced goods or locally manufactured goods, meeting the stipulated minimum threshold for production and local content will be considered.

14 Subcontracting as a condition of tender

14.1 If feasible to subcontract for a contract above R30 million, the department must apply subcontracting to advance an EME or QSE which is at least 51 owned by black people designated groups.

14.2 If the Department applies subcontracting, the tender must advertise the tender with a specific tendering condition that the successful tenderer must subcontract a minimum of 30% of the value of the contract to:

a) EME or QSE

b) an EME or QSE which is at least 51 owned by black people

c) an EME or QSE which is at least 51 owned by black people who are youth

d) an EME or QSE which is at least 51 owned by black people who are women

e) an EME or QSE which is at least 51 owned by black people with disabilities

f) an EME or QSE which is at least 51 owned by black people living in rural or underdeveloped areas or townships

g) a cooperative which is at least owned by black people

h) an EME or QSE which is at least 51 owned by black people who are military veterans, or

i) more than one of the categories referred to in paragraph (a) to (h).
15 Subcontracting after award of the tender

15.1 A person awarded a contract may only enter into subcontracting arrangement with the approval of the department.

15.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

15.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

16 Payment terms

DEA undertakes to payout in full within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

17 Technical enquiries

Should you require any further information in this regard, please do not hesitate to contact:

Name: Sipho Sibanyoni
Telephone: (012) 399 9504
E-mail: ssibanyoni@environment.gov.za

Name: Mamelato Ngoasheng
Telephone: (012) 399 8955
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18 Guidance for evaluation committee

IN EVALUATING THE TECHNICAL INFORMATION CONTAINED IN THE BID, THE EVALUATION COMMITTEE WILL BE GUIDED BY THE FOLLOWING:

- **Bidder’s understanding of the brief** – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidders’ own roles and functions in this regard.
• **Capability and experience** – The bid provides a clear indication that the bidder’s team comprises people with the necessary experience, skills, qualifications, knowledge and skills required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.

• **Track Record** – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of caller centre and hotline management.

• **Qualifying Small Enterprise (QSE):**
A business with an annual turnover more than R10 million but less than R50 million qualifies as a Qualifying Smaller Enterprise (QSE). The QSE scorecard was gazetted in May 2015.

All QSE’s are required to use all 5 elements on the amended BEE Scorecard:

1. Ownership
2. Management Control
3. Skills Development
4. Enterprise and Supplier Development
5. Socio-Economic Development

A QSE which is 100% or more black owned automatically qualifies as a Level 1 BEE supplier. A QSE which is 51% Black Owned automatically qualifies as a Level 2 BEE supplier. Therefore a QSE entity of this nature only requires an affidavit in order to state their BEE level and is not required to conduct a full verification.

Please note a QSE for Specialised Enterprises which is 75% or more black owned automatically qualifies as a Level 1 BEE supplier. A QSE which is 51% Black Owned automatically qualifies as a Level 2 BEE supplier. Therefore a QSE entity of this nature only requires an affidavit in order to state their BEE level and is not required to conduct a full verification.

QSEs are required to qualify under one of the following criteria in order to receive a QSE certificate:

- At least 25% of costs of sales excluding labour costs and depreciation must be procured from local producers or local supplier in SA (for service industry labour cost are included but capped to 15%)
- 50% of jobs created are for black people provided that the number of black employees since the immediate prior verified B-BBEE measurement is maintained.
- At least 25% transformation of raw material/beneficiation which include local manufacturing, production and/or assembly, and/or packaging.
- At least spend 12 days per annum of productivity deployed in assisting black EME's and QSE's beneficiaries to increase their operation or financial capacity.
- At least 85% of labour costs should be paid to South African employees by service industry entities.
- **EME’s ( Exempted Micro Enterprises)**
With the new B-BBEE Codes of Good Practice gazetted on 11 October 2013, enterprises with an annual turnover less than R10 million qualify as an EME. Please note that this does not apply to those who fall within gazetted Sector Codes (i.e those in Construction, Forestry, Tourism, Transport, Chartered Accountancy (CA), Information and Communication Technology (ICT), Property, Agriculture, Financial Services) until these Sector Codes have been updated. The only requirement is a Sworn Affidavit confirming turnover for the past 12 months and the level of black ownership of an enterprise. EMEs then automatically qualify as follows:

- <51% Black owned will qualify for Level 4 BEE status
- ≥51% but <100% Black owned will qualify for Level 2
- 100% Black Owned will qualify for Level 1

### Checklist for Evaluation criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Yes</th>
<th>No/comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prequalification criteria</td>
<td></td>
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<tr>
<td>2. Evaluation for mandatory criteria</td>
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<tr>
<td>3. Evaluation in terms of local production and content if part of the tender</td>
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<tr>
<td>4. Evaluation for prequalification criteria</td>
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<tr>
<td>5. Evaluation in terms of Functionality if part of the tender</td>
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<tr>
<td>6. Evaluation in terms of 80/20 or 90/10 preference point system</td>
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</table>
The Director General
I/we hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.
I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).
I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account. This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.
Please ensure information is validate as per required bank screens.
I/we understand that bank details provided should be exactly as per record held by the banks.
I/we understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

<table>
<thead>
<tr>
<th>Company / Personal Details</th>
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</thead>
<tbody>
<tr>
<td>Registered Name</td>
</tr>
<tr>
<td>Trading Name</td>
</tr>
<tr>
<td>Tax Number</td>
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<tr>
<td>VAT Number</td>
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<tr>
<td>Title:</td>
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<tr>
<td>Initials:</td>
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<tr>
<td>Full Names</td>
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<tr>
<td>Surname</td>
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<td>Persal Number</td>
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<table>
<thead>
<tr>
<th>Address Detail</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>( Compulsory if Supplier )</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Detail</th>
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<tbody>
<tr>
<td>New Supplier information</td>
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<tr>
<td>Update Supplier information</td>
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</table>

<table>
<thead>
<tr>
<th>Supplier Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Trust</td>
</tr>
<tr>
<td>CC</td>
</tr>
<tr>
<td>Other ( Specify )</td>
</tr>
</tbody>
</table>

| Department Number         |
# Supplier Account Details

(To be Verified by the bank, please attach bank letter or 3 months bank statement)

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

<table>
<thead>
<tr>
<th>Account Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Account Number</td>
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<tr>
<td>Branch Name</td>
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</tr>
<tr>
<td>Branch Number</td>
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**Bank screen info**

- **ABSA-CIF screen**
- **FNB-Hogans system on the CIS4/CUPR**
- **STD Bank-Look-up-screen**
- **Nedbank- Banking Platform under the Client Details Tab**

<table>
<thead>
<tr>
<th>Account Type</th>
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<tbody>
<tr>
<td>Cheque Account</td>
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<tr>
<td>Savings Account</td>
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<tr>
<td>Transmission Account</td>
<td></td>
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<tr>
<td>Bond Account</td>
<td></td>
</tr>
<tr>
<td>Other (Please Specify)</td>
<td></td>
</tr>
</tbody>
</table>

| ID Number |  |
| Passport Number |  |

| Company Registration Number |  |
| *CC Registration |  |

*Please include CC/CK where applicable*

## Supplier Contact Details

### Business

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Telephone Number</th>
<th>Extension</th>
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</thead>
</table>

### Home

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Telephone Number</th>
<th>Extension</th>
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</thead>
</table>

### Fax

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Fax Number</th>
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### Cell

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Cell Code</th>
<th>Cell Number</th>
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<table>
<thead>
<tr>
<th>Email Address</th>
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<table>
<thead>
<tr>
<th>Contact Person:</th>
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<table>
<thead>
<tr>
<th>Supplier Signature</th>
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<tbody>
<tr>
<td>Print Name</td>
<td></td>
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</table>

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<tr>
<th>Date (dd/mm/yyyy)</th>
<th></th>
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</table>

**NB: All relevant fields must be completed**