



SCM /Tender Ref #:	DPME 14-2019/20
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Request for proposals for:	Evidence synthesis research project on the state of Health policy and systems in South Africa
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Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.

Bidders must provide one original and 5 (five) copies of proposals submitted.

Only 1 (one) original price proposal and SBDs are required.

Estimated project start date:	Expected project duration (Months)
2 January 2020	12 months

1. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents. Please take note of the closing date and date of compulsory briefing session (if any).

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this terms of reference. The following must be attached to the proposal as annexures:

- **Annexure B1:** Proposed team (Must use attached Excel template)
- **Annexure B2:** Summary of past experience of team members (Must use attached Excel template)
- **Annexure B3:** Deliverables and allocation of time to team members (Must use attached Excel template).
- **Annexure B4:** Pricing information. Price proposals must include VAT and should be fully inclusive to deliver the all outputs indicated in the terms of reference (Must use attached Excel template).
- The published terms of reference (this document, including Annexure A to this document).
- All other forms / certificates required (see bid documents).

3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (if specified above) will be considered. Bids must be valid for a minimum period of 120 days after the closing date.

SCM Contact person	Name: Ziyanda Mtwu-Modupe Tel: 012 312 0416 e-mail: ziyanda@dpme.gov.za
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1. BACKGROUND

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2. Annexure A contains a detailed description of the requirements for this project, including:

- Background / context
- Problem statement / purpose
- Objectives and scope of project
- Proposed methodology / approach
- Deliverables and time frames

3.

2. EXPERIENCE / SKILLS / TEAM COMPOSITION / PAST PERFORMANCE

4.

5. The attached spread sheet must be used to summarise qualifications, skills and past experience and to cost the proposal.

6.

2.1. Composition

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2.1.1. Empowerment requirements

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9. The proposed team must meet the following empowerment requirements:

- **Black PDI%:** At least 30% of the person-days required to complete this project must be allocated to Previously Disadvantaged Individuals (PDIs)¹; and
- **Gender%:** At least 40% of the person-days required to complete this project must be allocated to women; and
- **Youth%:** At least 30% of the person-days required to complete this project must be allocated to youth (persons aged 35 or younger); and
- **Empowerment spend:** At least 30% of the fully inclusive resource cost for all deliverables must be allocated to Black PDIs.

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11. Annexure B1 must be completed and the required details must be provided. Individuals indicated in the proposal must be available for the duration of the project and must play a meaningful role in the project. DPME reserves the right to replace individuals if they are not performing.

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2.1.2. Skills set, qualifications and experience required

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14. DPME seeks the services of a health sector specialist and researchers as indicated in the table below. DPME reserves the right to appoint an appropriate team with the required skills set and will consider each proposal for this assignment, based on individual merits, based on the criteria set out below. Bidders will demonstrate adequate skills their CV. The attached template must be used to summarise experience and the proposal must contain details about other/similar projects worked on including roles, cost and duration as well as names and contact persons.

15.

16. Role/S kills set	17. Qualifications	18. Experience
19. Health sector specialist	20. Minimum: Masters degree in Public Health 21. Advantage: Doctorate	22. Minimum: Has more than 5 years' experience in health sector research; health policy; health systems and a track record undertaking /managing national research projects. Knowledge and/or experience of Systematic Reviews will be an advantage
23. Senior researcher	24. Minimum: Masters degree in a related field	25. Minimum: 3 years research experience in the health and/or other social sectors using qualitative, quantitative and mixed methods.

1 By Black PDIs we mean South African citizens who are Black, Indian, or Coloured.

26. Junior researcher/s	27. Minimum: Honours qualification and undertaking Masters or newly qualified Master's degree in a related field	28. Minimum: Knowledge of health and/or social sciences and less than 1 year experience in undertaking research projects using relevant research methods
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2.2. Confirmation of experience, qualification and availability

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33. The following must be submitted for each proposal:

- Written confirmation of availability (signed by the proposed team member) for the expected duration of the project to produce the deliverable(s) as indicated in Annexure B.
- Detailed CV indicating qualifications, previous experience and referees
- Copies of certified qualifications.

34.

35. DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

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2.3. Past performance

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38. The past performance of bidders in executing other research projects will be evaluated using the references supplied by bidders as well as any other information available to the panel. The Department reserves the right to reject a bid if the service provider is found to perform below satisfactorily on other research projects.

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2.4. Project management

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41. The bid proposal submitted by the bidder must provide experience on managing research projects and include a project plan to indicate understanding of this assignment. A summary of deliverable dates must be included in Annexure B3. The start of the project will depend on the DPME procurement process. The total duration of the project as indicated in the bidder's proposal is binding (except for delays due to circumstance beyond the bidder's control).

42.

3. COSTING METHODOLOGY

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44. Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted. Annexure B4 must be used to summarise costing.

45.

4. EVALUATION OF BIDS

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4.1. Administrative requirements

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48. Annexures B1 to B4 **must** be completed using Microsoft Excel or compatible software. Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

49.

50. Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

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4.2. Scoring of bids (functional criteria)

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53. The following weighting and scoring system will be applied to the evaluation of all functional criteria:

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55. Weight allocation	56. Scoring system
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57. 1 - Value adding requirement (minimum score of 2)	60. 1 - Does not comply with the requirements
58. 3 - Important requirement (minimum score of 6 or 9)	61. 2 - Partial compliance with requirements
59. 5 - Essential requirement / integral part of project (minimum score of 15)	62. 3 - Full compliance with requirements
	63. 4 - Exceeds requirements

64.

65. **Score per criteria:** The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

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67. The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

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$$69. \text{ Overall Score}(\%) = \frac{\sum \text{of average scores for all criteria}}{\sum \text{of weights} \times 4} \times 100$$

70.

4.3. Functional evaluation Part 1 - Quantitative criteria

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72. **Part 1: Minimum functional requirements:** Only bids that scored at least the minimum score for each criteria will proceed to functional evaluation part 2. In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended.

73.

74. Functional Evaluation Criteria		75. Weight	76. Min. Score
77.1.1	78. Empowerment criteria (par 2.1.1 of ToR and Annexures B and B1): 79. 1=Individual does not meet the empowerment criteria. 80. 3= Individual meets the empowerment criteria. 81. 4= Individual meets the empowerment criteria and achieved 50% or more in at least 2 criteria.	82.3	83.9
84.1.2	85. Health sector specialist (par 2.1.2 of ToR): 86. 1= The health sector specialist does/do not meet the minimum requirements for either experience or qualifications, or did not submit verifiable references, or did not submit written confirmation of availability for project. 87. 3= The health sector specialist meets all the minimum experience and qualifications requirements. 88. 4= The health sector specialist exceeds the minimum experience or qualifications requirements.	89.3	90.9
91.1.3	92. Senior researcher (par 2.1.2 of ToR): 93. 1= The Senior researcher does not meet the minimum requirements for either experience or qualifications, or did not submit verifiable references, or did not submit written confirmation of availability for project. 94. 3= The Senior researcher meets all the minimum experience and qualifications requirements. 95. 4= The Senior researcher exceeds the minimum experience or qualifications requirements.	96.3	97.9

74. Functional Evaluation Criteria		75. Weight	76. Min. Score
98.1.4	<p>99. Junior researcher/s (par 2.1.2 of ToR):</p> <p>100. 1= The junior researcher/s do/does not meet the minimum requirements for either experience or qualifications, or did not submit verifiable references, or did not submit written confirmation of availability for project.</p> <p>101. 3= The junior researcher/s meet(s) all the minimum experience and qualifications requirements.</p> <p>102. 4= The junior researcher/s exceed(s) the minimum experience or qualifications requirements.</p>	103.3	104.9

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4.4. Functional evaluation Part 2 - Qualitative criteria

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116. The functional evaluation criteria indicated below will be applied during Part 2 of functional evaluation to all bids that met the minimum requirements stipulated under Functional evaluation Part 1. During part 2 the Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or
- Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all requirements under Part 1 and a provisional overall score of at least 60% for both functional evaluation parts 1 and 2, to present their bids.

117. The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

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119. If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 workings. If a bidder is for a second time unable to attend a bid presentation then the bid must be evaluated based on the bid documents and proposals submitted only.

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121. **Part 2: Minimum functional requirements:** Only bids that obtained the minimum score for each criteria as well as an overall score of at least 75% for both functional evaluation parts 1 and 2, will proceed to Price/PPPFA evaluation.

122.

123. Functional Evaluation Criteria		124. Weight	125. Min. Score
126.2.1	<p>127. Understanding the brief. The proposal by the service provider:</p> <p>128. 1= Did not address the purpose and objectives of the project.</p> <p>129. 2= Proposal shows minimal understanding of the health sector and partially addresses the purpose and objectives of the project.</p> <p>130. 3= Proposal shows good understanding of the health sector, mapping methodology and fully addresses the purpose and objectives of the project.</p> <p>131. 4= Proposal shows exceptional understanding of the health sector and policy issues addressed by the mapping exercise, the purpose and objectives of the project responded innovatively and proposal offered added value to the project.</p>	132.3	133.9
134.2.2	<p>135. Extent to which the costing methodology is realistic given the scope and time frames of the project</p> <p>136. 1= Costing of the project is not aligned to the scope and times frames of the project.</p> <p>137. 2= Costing of the project not entirely aligned to scope and time frames and may negatively impact delivery.</p> <p>138. 3= The costing methodology is realistic given the scope and time frames of the project.</p> <p>139. 4= The costing methodology provides innovative solutions to reduce costs associated with the project.</p>	140.3	141.9
142.2.5	<p>143. Project plan and management (par 2.4 of ToR and Annexure B3):</p> <p>144. 1= No project plan included in bid.</p> <p>145. 2= Project plan does not fully address all deliverables or does not indicate completion within the required time frames.</p> <p>146. 3= Project plan addresses all deliverables and indicates completion of the project within the required time frames.</p> <p>147. 4= Project plan addresses all deliverables and indicates completion of the project in significantly less than the envisaged time frames.</p>	148.3	149.9

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4.5. Price / BBBEE / PPPFA

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153. Only bids that meet the minimum administrative and functional requirements / specifications indicated in the ToR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

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5. CONTRACT MANAGEMENT

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156. The successful bidder will be required to enter into a service level agreement (SLA) with the Department of Planning, Monitoring and Evaluation. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the successful bidder. A copy of the standard DPME SLA is available on the DPME tenders website. Bidders should familiarise themselves with the content of the standard template.

157.

158. Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DPME independently and outside of execution/production of the Deliverables related to this bid, and provided during the course of this project (“Background IP”) shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DPME shall acquire no right or interest therein, save that, upon payment of the applicable consideration, the Service Provider shall grant DPME a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DPME unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DPME in and to the Bespoke Deliverables. DPME shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DPME.
- The Copyright of any Bespoke Deliverables shall vest in DPME.

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TERMS OF REFERENCE: ANNEXURE A

SCM /Tender Ref #:	DPME 14-2019/20
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Request for proposals for:	Evidence synthesis research project on the state of Health policy and systems in South Africa
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1. BACKGROUND / CONTEXT

The Department of Planning Monitoring and Evaluation (DPME) and the National Planning Commission are the custodians of the National Development Plan (NDP) of South Africa. Its mandate is to oversee and ensure the implementation of the NDP 2030 Vision. Chapter 10 envisions “A long and healthy life for all South Africans” and a health system that is accessible, works for everyone and produces positive health outcomes (NDP, 2012), thereby espousing to Universal Health Coverage. Both the NDP and the World Health Organization (WHO) converge around the fact that progressive health policy and a well-functioning and effective health system is an important bedrock for the attainment of health outcomes.

Since democracy, the Government of South Africa has conducted health policy reviews and the Ministry of Health has implemented massive reforms. The focus was on strengthening health system effectiveness by addressing health management, personnel and financing challenges, and quality of care concerns. Major milestones have been achieved, including improvements in health outcomes such as the Infant Mortality Ratio; Under-5 mortality Ratio and to some extent, the Maternal Mortality Ratio (MMR). Current efforts in health sector reform is gearing towards the phased implementation of the National Health Insurance (NHI). The trajectory for the 2030 vision, therefore, commences with strengthening of the health system, to ensure that it is efficient and responsive, and offers financial risk protection. In addition, SDG goals 1, 2, 3, 5 and 10 are aligned to and pertinent to the work of the South African health sector.

Various interventions were underway over the past 5 years, aimed at achieving the high level outcomes as defined in the Medium Term Strategic Framework for Health. While the 2014-2019 MTSF outcomes are currently being reviewed, the following broad MTSF dimensions will need to be aligned to the twelve work streams of the NHI:

- 1.1. Implementation of National Health Insurance
- 1.2. Quality of health care
- 1.3. Re-engineering of Primary Health Care
- 1.4. Health care costs
- 1.5. Human resources for health
- 1.6. Health management and leadership
- 1.7. Health facility planning and infrastructure delivery
- 1.8. HIV & AIDS and Tuberculosis prevention and management
- 1.9. Maternal, infant and child mortality
- 1.10. Health Management Information System

2. PROBLEM STATEMENT / PURPOSE

South Africa has progressive health policy to give effect to the constitutional right to health care for every South African and transform the health system into an integrated, comprehensive national health system. Despite this, as well as significant investment in health, the sector has largely been faced with key challenges, and the system is arguably at its worst given the current state of affairs. South Africa’s performance against key health indicators has consistently compared poorly with other countries with similar or less levels of investment and expenditure.

These challenges have been widely documented and researched by experts in academia, science councils, consultants and government officials. Much evidence exist to understand root causes of health care problems, measure the nature and extent of these problems and identify appropriate intervention strategies. However, these remain dispersed and reside with the different silo agencies who generate this evidence. Health care workers struggle to implement progressive policies in poorly functioning systems. Policy makers are not able to

TERMS OF REFERENCE: ANNEXURE A

effectively assess the impact of these policies if the best available evidence is not accessible when needed. Knowledge gaps exist where different types of evidence is needed on what works, where it works, for whom it works, under what circumstances these interventions work and what it costs the state as well as the individual.

3. OBJECTIVES AND SCOPE OF PROJECT

Health policy reviews and improving service delivery need to be evidence informed. The evidence needs to be relevant, credible and critically appraised, before it can be used to inform decisions. This project is therefore, aimed at developing an evidence base on the 'state of health policy and systems research' as the key crosscutting issues plaguing the health system in South Africa currently. The Health System Evidence Base (HSEB) will be developed using systematic approaches and the principle of transparency regarding sourcing of evidence and the inclusion criteria applied. This HSEB will then be mapped using DPME's Evidence Mapping tool for effective visualization.

This project is aimed at developing a comprehensive, relevant evidence base guiding new health systems policy direction, and at facilitating the use of evidence by policy makers in key decisions which impact on the health sector.

4. PROPOSED METHODOLOGY / APPROACH

DPME has developed a methodology of Evidence Mapping (EM) since 2015 to overcome the risk of single-study focus for evidence-informed decision making. It adopts the Systematic Review (SR) methodology and principles of systematic searching, criteria setting and appraising the evidence base. There are essentially 7 core steps in the methodology as reflected below:

- 1.1. Develop a policy narrative;
- 1.2. Decide on what constitutes policy-relevant evidence;
- 1.3. Search for evidence;
- 1.4. Appraise evidence;
- 1.5. Extract, organize and code data from included evidence;
- 1.6. Present and visualise the evidence-base;
- 1.7. Engage and use evidence for decision-making (by the custodian departments)

DPME will adopt a co-production approach to undertaking this project where government and the scientific community will build a collaborative partnership to build the evidence. This means that DPME and other government officials will work collaboratively with the successful bidder in developing the HSEB, where dependency on mutual expertise is respected and leveraged. A multidisciplinary team will work on this project, consisting of individuals with the relevant expertise to undertake the research and mapping processes collectively. Methodological approaches in synthesising research and other evidence is drawn from the gold standard of Systematic Reviews (SRs). The successful bidders will demonstrate their availability and competence to join a multidisciplinary team guided by content, methods and information specialists.

5. DELIVERABLES AND TIME FRAMES

Description	Expected date	% of project (Payment)
1. Draft policy narrative (framework reflecting strategic health outcomes against key health policy/programmatic interventions)	4 Weeks	0%
2. Finalized and approved framework of outcomes and interventions		

TERMS OF REFERENCE: ANNEXURE A

3. Inclusion criteria and search strategy developed and finalized	4 Weeks	0%
4. Data extraction tools finalized and approved		
5. Search strategy implemented and database of evidence created (data, research and evaluations)		
6. HSEB filtering 1: abstract level	4 Weeks	0%
7. HSEB filtering 2: full text downloads		
8. Critical appraisal	4 Weeks	0%
9. Data extractions template and extracted data on Health Systems	6 Weeks	50%
10. Data capturing and building of evidence map/s	6 Weeks	0%
11. Finalization of evidence map visualization		
12. Approved Report: Analysis of Evidence Map (<i>Knowledge gaps, setting of research agenda</i>)	4 Weeks	50%

6. PROJECT MANAGEMENT / REPORTING ARRANGEMENTS

The successful bidder will be manage all the data, evidence and information generated for his/her own responsibilities as allocated. The commissioned team and the DPME research team will form the core project team and hold monthly team meetings or when needed to report on progress. If all three researchers are successful in the bid under one organization, the team leader will liaise with DPME research director on key strategic deliverables and in engaging with policy makers.

7. PEER REVIEW

The map, with its included evidence and analytical report will be subject to a Peer Review. This may be included in the costing separately, if the bidder is an established research organization and can ensure objectivity and transparency in reviewing.

8. OTHER

Individuals may bid separately or a team may be proposed for an organization. In the latter case, the project leader may recruit the team members from the same organization or recruited as individuals/representative from outside the organization in order to meet the minimum requirements of the skills-set. This will be a sub-contract between the bidder and the other individuals/organization. DPME will not be responsible for any sub-contractual arrangements.

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS



**planning, monitoring
& evaluation**

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

**STANDARD DOCUMENTS TO BE SUBMITTED
FOR ALL BIDS (INCL. TENDERS) FROM
R30,000 UP TO R50,000,000**

The term "Bid" Includes price quotations, advertised competitive bids, limited bids and proposals.

Required Documents	Check Bidder	Verified SCM Unit
Central Suppliers Database Registration Report Attached - Not older than 30 days NB: Only suppliers registered on CSD may bid. All required CSD information up to date.		
Invitation to bid (SBD 1)		
Declaration of interest (SBD 4)		
Preference Points Claim (SBD 6.1)		
Declaration of past supply chain management practices (SBD 8)		
Certificate of Independent Bid Determination (SBD 9)		
Valid B-BBEE Status Level Verification Certificate (Original or Certified Copy) bearing SANAS logo. QMEs/EMEs: Sworn affidavit / CIPC confirmation of turnover etc.		
Additional documentation required for certain types of bids. If applicable the additional documents will be distributed as part of the tender / bid documentation	Check Bidder	Verified SCM Unit
Declaration certificate for local production and content for designated sectors (SBD 6.2) and all applicable Annexures.		

Declaration			
<ul style="list-style-type: none"> • I have read and agree to the General Conditions of Contract related to Government procurement (Available on DPME tenders web page or from National Treasury). • I have studied, accurately completed and submitted all the documents indicated in the above checklist. • I have read and agree with the conditions applicable to all bids as contained in this document. • I have noted and will comply with the delivery time frames indicated in the specifications / terms of Reference. • I am the authorised signatory of the applicant. • I have noted that the Department may publish the names of bidders, total bid prices indicated in SBD 1 and B-BBEE points claimed, after the closing date of the bid. 			
Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

Contact persons indicated on the bid documents; or
Head of Procurement Services: 330 Grosvenor Street, Hatfield, Pretoria.
dpme.scm@dpme.gov.za. Tel 012 473 1222

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

ALL DPME BID DOCUMENTS ARE AVAILABLE FREE OF CHARGE FROM THE DPME WEBSITE OR DPME OFFICES AND ARE NEVER SOLD

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 WHO ARE PERSONS IN THE SERVICE OF THE STATE.

1. GENERAL

This request is issued in terms of all applicable legislation, including but not limited to: the Public Finance Management Act (Act 1 of 1999) as amended (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework Act 5 of 2000 (PPFA), the Preferential Procurement Regulations, 2017 (PPR), Supply Chain Management instructions issued by the National Treasury, General Conditions of Contract published by National Treasury (GCC), the B-BBEE Act (Act 53 of 2003), applicable Departmental Policies and any other special conditions of contract indicated in bid documents.

- Lead times / delivery periods should be clearly indicated in the quotation / proposal where applicable. The Department reserves the right to cancel any order where the delivery period indicated in the quotation / proposal is extended.
- The Department reserves the right to require delivery of the goods as specified, at the price quoted, regardless of any differences in specifications contained in the quotation.
- The Department reserves the right to make public the names of all bidders as well as total bid prices and B-BBEE points claimed, after the closing date and time for the bid.
- The Department reserves the right NOT to appoint any Service Provider or to withdraw this request for bids/proposals.
- The Department reserves the right to split the award of the bid between two or more Service Providers or to award only a part of the bid.
- The Department reserves the right to call bidders that meet the minimum functional requirements to present their proposals. The Bid Evaluation Committee may decide to amend the scoring assigned to a particular bid based on the presentation made.

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 Department to verify the taxpayer's profile and tax status.
- 2.3. Applications for a tax compliance status (TCS) certificate or pin may be made via e-filing through the SARS website www.sars.gov.za. Bidders may also submit a printed TCS certificate with this bid.
- 2.4. Where no TCS pin is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided and the tax compliance status on CSD will be utilised by the Department.
- 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. The tax compliance requirements are not applicable to foreign bidders / individuals with no South African tax obligations or no history of doing business in South Africa. Foreign suppliers must complete a pre-award questionnaire from SARS on their tax obligation categorisation.
- 2.7. For the purposes of section 256 of the Tax Administration Act of 2011 the bidder / supplier authorises the South African Revenue Service to disclose "taxpayer information" as contemplated under the provisions of Chapter 6 of the Act in relation to the compliance status of tax registration, tax debt and filing requirements to the Department of Planning, Monitoring and Evaluation.

3. ADMINISTRATIVE COMPLIANCE

Only proposals that comply with all administrative requirements (including tax compliance requirements) will be considered acceptable for further evaluation. Incomplete and late bids

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

may be rejected. All documents indicated on page 1 must be submitted with each bid. Bidders must use the Standards Bid Documents (SBDs) included in this document (documents may not be re-typed)

All quoted prices must be **inclusive of VAT** and must be valid (firm) for at least 30 days for all bids excluding open tenders and for 120 days for open tenders, from the closing date indicated on SBD 1. Prices dependent on the **exchange rate** should include reference to the exchange rate used. Price escalations and the conditions of escalation should be clearly indicated. No variation of contract price or scope creep will be permitted unless specifically allowed in the ToR / specifications.

4. FUNCTIONAL EVALUATION

Functional criteria and/or specifications are contained in the specifications sheet or Terms of Reference distributed for this bid. Unless otherwise indicated in the ToR / specifications sheet, only service providers that submitted acceptable bids and that met all functional / specifications requirements will proceed to the PPPFA evaluation phase

5. PRICE EVALUATION: THE PPPFA

DPME applies the provisions of the PPPFA and Regulations to all bids with an estimated cost from R30,000. Bid amounts in the case of this particular RFQ/RFP/Tender are estimated to be R30,000 or more and the PPPFA preference points system will be applied, even if all bids received are below R30,000.

Only bids that meet all administrative requirements and meet the minimum functional requirements indicated in the ToR / specifications sheet will be evaluated in terms of the PPPFA and related regulations. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table contained in SBD 6.1. The applicable evaluation method is indicated in SBD 6.1.

Consortia or joint ventures must take note of SBD 6.1, paragraphs 5.4 and 5.5 regarding requirements for B-BEEE certificates.

If the 80/20 preference point system is specified on SBD 6.1 and all bids received exceed R50,000,000, the bid will be evaluated on the 90/10 preference point system.

6. REJECTION OF QUOTES / PROPOSALS

Any effort by a bidder to influence the bid evaluation, comparisons or award decisions in any manner, may result in rejection of the bid. DPME shall reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract. DPME may disregard any bid if the bidder or any of its subcontractors:

- a) Is not tax compliant
- b) Have abused the Supply Chain Management (SCM) system of the Department or any other government department, agency or entity.
- c) Have committed proven fraud or any other improper conduct in relation to such system.
- d) Have failed to perform on any previous contract.
- e) Supplied incorrect information in the bid documentation.

7. VETTING

The Department reserves the right to approach the relevant authorities to verify the following for each bidder: Citizenship status (individuals); Company information; Criminal records (individuals); Previous tender and government contracts track records; Government employment status (individuals); Company / closed corporation ownership / membership status (individuals); Suitability to handle confidential government information; government employment status of bidders/staff/directors; Qualifications of bidders / contractors / team members; and any other information contained in bid documents

8. CENTRAL SUPPLIERS DATABASE

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

8.1. All suppliers must be registered on the Central Suppliers Database (CSD) managed by National Treasury (www.csd.gov.za).

8.2. The following information must be up to date on CSD:

- Tax compliance status
- B-BBEE Level (as indicated on B-BBEE certificate or sworn affidavit)
- Turnover (EME, QSE, etc.)
- Black ownership
- Women ownership
- Youth, Disabled and Military Veteran ownership
- Verified banking details
- Contact details

8.3. It is the responsibility a supplier to inform the DPME immediately in writing of any changes in details and to provide DPME with an updated CSD report. DPME shall have the right to, in addition to any other remedy that it may have in terms of applicable legislation, cancel the contract and to claim damages if a bid is awarded based on incorrect information contained in the CSD report.

9. COMMITMENTS BY PARTIES

9.1. The Service Provider undertakes to:

- 9.1.1. Conduct business in a courteous and professional manner.
- 9.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 9.1.3. Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. DPME may monitor compliance for the duration of the contract and implement penalties for non-compliance.
- 9.1.4. Manage internal disputes among his/her staff in such a way that DPME is not affected by those disputes.
- 9.1.5. Comply with the DPME security and emergency policies, procedures and regulations at DPME premises.
- 9.1.6. Ensure that all work performed and all equipment used at DPME facilities are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of DPME;
- 9.1.7. Ensure that all staff working on this project are adequately trained prior to the commencement of the project.
- 9.1.8. Ensure that DPME is informed of any changes in staff related to the execution of the project. For security reasons, DPME reserves the right to vet all persons working on this project.
- 9.1.9. Store and hand over all data generated by the project (if any) to DPME in an accessible and confidential manner.
- 9.1.10. Not proceed with any work and not to incur any expense for which DPME could be liable, until such time as an official written government purchase order has been issued by DPME.

9.2. DPME undertakes to:

- 9.2.1. Manage all contracts in a professional manner.
- 9.2.2. Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
- 9.2.3. Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the project.
- 9.2.4. Not tolerate any unfair labour practices between the service provider and their staff that happen during the execution of the project activities.
- 9.2.5. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
- 9.2.6. Pay all valid invoices within 30 calendar days.

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION**
(Subject to the terms and conditions applicable to all bids as indicated earlier in this bid document)

BID NUMBER	DPME 14-2019/20	CLOSING DATE	25 November 2019	CLOSING TIME	12:00
COMPULSORY BRIEFING SESSION		Date	08 November 2019	Time	10:00am
DESCRIPTION	Evidence synthesis research project on the state of Health policy and systems in South Africa				
BID DOCUMENTS FOR RFQs:		BID DOCUMENTS FOR RFPs AND TENDERS MUST BE:			
MUST BE SENT ELECTRONICALLY TO: The email address of the SCM official that sent out the request for quotes and CC to DPME.SCM@dpme.gov.za.		POSTED TO: Department of Planning, Monitoring and Evaluation Head: Procurement Services Private Bag X944, PRETORIA, 0001		OR DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS): 330 Grosvenor Street, Hatfield, Pretoria <i>The bid box is accessible on working days between 8:00 and 17:00.</i>	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
Contact persons indicated on the bid documents or Head of Procurement Services: 330 Grosvenor Street, Hatfield, Pretoria. dpme.sc@dpme.gov.za. Tel 012 473 1222					
SUPPLIER INFORMATION					
Name of bidder					
Postal address					
Street address					
Telephone number			Cell phone number		
E-mail address					
ID / company Reg. #			Vat registration #		
Supplier tax compliance status	Compliant		CSD MAAA #		
	Not compliant		TCS Pin (if no CSD #)		
B-BBEE Status Level verification	None				
	All (except EMEs/QSEs): Certificate Issued by SANAS accredited verification agency.				
	EMEs/QSEs: Sworn affidavit by EME representative and attested to by Commissioner of oaths.				

Are you the accredited representative in South Africa for the goods /services /works offered? If yes attach proof	YES	NO
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FOREIGN SUPPLIERS: Do not complete this form. You must contact the Department to obtain the required documentation to be completed

Total bid price (Incl. VAT)	
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DETAILED TERMS AND CONDITIONS FOR BIDDING ARE CONTAINED IN PAGES 2 TO 4 OF THIS DOCUMENT AS WELL AS IN THE ATTACHED SPECIFICATIONS / TERMS OF REFERENCE.

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

Signature (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

DECLARATION OF INTEREST (SBD 4)

NO BIDS WILL BE CONSIDERED FROM:

1. Persons in the service of the State
2. Companies/ close corporations with directors/ members who are persons in the service of the State.
3. NGO's / Non-profit institutions with directors (whether remunerated or not) in the service of the State

Where exceptions are allowed in terms of the applicable legislation, the bidder must attach an approved and valid Remunerative Work Outside of the Public Service (RWOPS).

Any other natural or legal person legal person may make an offer or offers in terms of an invitation to bid. , or persons having a kinship with persons employed by the state, including a blood relationship. 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.

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

Full Name of bidder or his or her representative	
Identity Number	
Position occupied in Company (director, trustee, shareholder¹, member):	

The names of all directors / trustees / shareholders / members, their individual identity numbers, and if applicable, employee / PERSAL numbers must be indicated in the CSD report provided.

	YES	NO
1.1 Are you or any person connected with the bidder presently employed by the state?		
1.1.1 The bidder acknowledges that bids from Government employees or from companies/close corporations with directors/members that are government employees cannot be considered.		
1.1.2 The bidder further acknowledges that any false declaration in this regard will be reported to the relevant authorities		
1.1.3 If your answers to 1.1 is yes, then please provide details:		

YES	NO
S	

¹ "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.

DECLARATION OF INTEREST (SBD 4)

1.2 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?		
1.2.1 If so, furnish particulars:		

	YE S	NO
1.3 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?		
1.3.1 If so, furnish particulars:		

	YE S	NO
1.4 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?		
1.4.1 If so, furnish particulars:		

	YE S	NO
1.5 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??		
1.5.1 If so, furnish particulars:		

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

See CSD report

3. DECLARATION

DECLARATION OF INTEREST (SBD 4)

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED 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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

PREFERENCE POINTS CLAIM (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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 The value of this bid is estimated to exceed/not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

(a) Price; and	80
(b) B-BBEE Status Level of Contribution.	20
TOTAL	100

- 1.3 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.4 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

- 2.1 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2 "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;
- 2.3 "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.4 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5 "EME" means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act with an annual turnover up to R10 million;
- 2.6 "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7 "proof of B-BBEE status level of contributor" means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;

PREFERENCE POINTS CLAIM (SBD 6.1)

- 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;

2.8 “prices” includes all applicable taxes less all unconditional discounts;

2.9 “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);

2.10 “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: THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{l}
 \mathbf{80/20 \text{ (Up to R50,000,000)}} \quad \mathbf{Or} \quad \mathbf{90/10 \text{ (From R50,000,000)}} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \mathbf{Or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where:

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

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

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:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

4.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership. An EME automatically qualifies as a level 4 contributor. An EME with at least 75% black ownership qualifies as level 1 contributor and an EME with black ownership from 51% to 74% qualifies as a level 2 contributor.

4.3 A Bidder other than EME must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. The certificate must be issued by a Verification Agency accredited by SANAS.

5. BID DECLARATION

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

PREFERENCE POINTS CLAIM (SBD 6.1)

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.2 AND 4.1

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

(Points claimed in respect of paragraph 6 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

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable). 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? YES / NO (delete which is not applicable)
- (V) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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-BBEE status level of contributor indicated in paragraph 6 of the foregoing document, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (I) The information furnished (including information in SBD 1) 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 paragraph 6, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining

PREFERENCE POINTS CLAIM (SBD 6.1)

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

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

DECLARATION OF PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

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.

Ite m	Question	Ye s	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database 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 National Treasury after the <i>audi alteram partem</i> rule was applied)	Ye s	No
4.1. 1	If so, furnish particulars:		
4.2	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)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Ye s	No
4.2. 1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Ye s	No
4.3. 1	If so, furnish particulars:		
4.4	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?	Ye s	No
4.4. 1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED 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	
Name of Signatory			

DECLARATION OF PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

Designation of Signatory	
Name of bidder (if different)	

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

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.
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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

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.*