



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001
Tel No: (012) 312 7566
Fax No: (012) 312 7391

Sir/Madam

REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A RESEARCH CONSORTIUM (NATIONAL RESEARCH TEAM) TO FACILITATE NATIONAL CAPACITY BUILDING OF CHILD PROTECTION WORKERS AND CONDUCT A NATIONAL STUDY ON THE DYNAMICS AND INCIDENCE OF CHILD ABUSE, NEGLECT AND EXPLOITATION (DICANE) OVER A FORTY-EIGHT MONTH PERIOD

1. Tender No: SD11/2011
2. Tender for: A research consortium (National Research Team) to facilitate national capacity building of child protection workers and conduct a national study on the dynamics and incidence of child abuse, neglect and exploitation (DICANE) over a forty-eight month period.
3. Required at: Department of Social Development
4. Closing Date: **15 December 2011 at 11h00**
5. The General Conditions of Contract and the attached SBD1; SBD2; SBD3; SBD4; SBD6.1; SBD6.6; SBD8; SBD9 and the terms of reference, as well as any other conditions accompanying this request are applicable.
6. **All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your proposal**
7. Please make sure that your bid reaches this office before the closing time.
8. When submitting your bid the following information must appear on the sealed envelope:
 - i. Name and address of the Bidder
 - ii. Bid number
 - iii. Closing Date
9. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria
OR
If posted, place the aforementioned envelope in a covering envelope addressed as follows:
Procurement, Department of Social Development, Private Bag x901, Pretoria, 0001
10. There will be a Compulsory briefing session on the 28th of November 2011 at 10:00 at the HSRC Building, 134 Pretorius Street, Pretoria

Kind regards

DIRECTOR-GENERAL: DEPARTMENT OF SOCIAL DEVELOPMENT

DATE: 18/11/2011

SBD1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT

BID NUMBER: SD11/2011 CLOSING DATE: 15 DECEMBER 2011 CLOSING TIME: 11:00

THE APPOINTMENT OF THE SERVICE PROVIDER TO RESEARCH CONSORTIUM (NATIONAL RESEARCH TEAM) TO FACILITATE NATIONAL CAPACITY BUILDING OF CHILD PROTECTION WORKERS AND CONDUCT A NATIONAL STUDY ON THE DYNAMICS AND INCIDENCE OF CHILD ABUSE, NEGLECT AND EXPLOITATION (DICANE) OVER A FORTY-EIGHT MONTH PERIOD

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: Department of Social Development
Private Bag X901
Pretoria
0001

OR

DEPOSITED IN THE BID BOX SITUATED AT: HSRC BUILDING (GROUND FLOOR)
134 Pretorius Street
Pretoria

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE NUMBER.....

FACSIMILE NUMBER CODE NUMBER.....

CELLPHONE NUMBER

VAT REGISTRATION NUMBER.....

HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD 2)? YES/NO

SIGNATURE OF BIDDER

NAME IN PRINT

CAPACITY

DATE

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.



TAX CLEARANCE

TCC 001

Application for a Tax Clearance Certificate**Purpose**

Select the applicable option

Tenders:

Good standing

If "Good standing", please state the purpose of this application

Particulars of applicantName/Legal name
(Initials & Surname
or registered name)Trading name
(if applicable)

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no: 7

VAT registration no: 4

SDL ref no: L

Customs code

LTF ref no: U

Telephone no

Fax
no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First (initials)

ID/Passport no

Income Tax ref no:

Telephone no

Fax
no

E-mail address

Physical address

Particulars of tender (if applicable)

Tender number

Estimated Tender
amount

Expected duration
of the tender

year(s)

Particulars of the 3 largest contracts previously awarded

Date started

Date finished

Principal

Contact person

Telephone number

Amount

Audit

Are you currently aware of any Audit investigation against you/the company?
If "YES" provide details

YES

NO

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding

I hereby authorise and instruct
SARS the applicable Tax Clearance Certificate on my/our behalf. to apply to and receive from

Signature of representative/agent

Date

Name of
representative/
agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/
Public Officer

Notes:

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who:
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to:
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

PRICING SCHEDULE
(Professional Services)

BID NO:SD11/2011

CLOSING TIME 11:00 ON 15 DECEMBER 2011

NAME OF SERVICE PROVIDER:

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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THE APPOINTMENT OF THE SERVICE PROVIDER TO A RESEARCH CONSORTIUM (NATIONAL RESEARCH TEAM) TO FACILITATE NATIONAL CAPACITY BUILDING OF CHILD PROTECTION WORKERS AND CONDUCT A NATIONAL STUDY ON THE DYNAMICS AND INCIDENCE OF CHILD ABUSE, NEGLECT AND EXPLOITATION (DICANE) OVER A FORTY-EIGHT MONTH PERIOD

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 expenses inclusive of VAT for the project. R.....

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

4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----

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

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days

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

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	R.....
-----	R.....
-----	R.....
-----	R.....

TOTAL: R.....

Name of Bidder:

- 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.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
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?
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.

10. Any enquiries regarding bidding procedures may be directed to –

Kobus Watson
 Tel No: (012) 312 7566
 Email: kobusw@dsd.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 a price quotation, advertised competitive bid, limited bid or proposal). 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):
 - 2.4 Company Registration Number:
 - 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:

.....

.....

.....

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 attached 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:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

YES/NO

.....

.....

.....

YES/NO

.....
.....
.....

[illegible]

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 IN TERMS OF
 PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
 PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001

PURCHASES

This preference form must form part of all bids invited. It contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals stipulate that preference points for equity ownership must be included in all bids.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDIs), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.

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 R500 000; and
- the 90/10 system for requirements with a Rand value above R500 000.

1.2 The value of this bid is estimated to be more than R500 000 and therefore the 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price and functionality
- (b) Specific contract participation goals, as specified in the attached forms.

1.3.1 The points for this bid are allocated as follows:

		POINTS
1.3.1.1	PRICE & FUNCTIONALITY	90

1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS

(a) Historically Disadvantaged Individuals:

- | | | |
|-------|---|---|
| (i) | Who had no franchise in national elections before the 1983 and 1993 Constitutions | 4 |
| (ii) | is a female | 2 |
| (iii) | Disabled person | 2 |

(b) Other specific goals (goals of the RDP- plus local manufacture)

- | | | |
|-----|-----------------|---|
| (i) | Skills Transfer | 2 |
|-----|-----------------|---|

	TOTAL	10
--	--------------	-----------

3

- (i)
- (ii)
- (iii)

Total points for Price, HDIs and other RDP-goals must not exceed 100

Separate Preference Points Claim Forms will be used for the promotion of the specific goals for

which points have been allocated in paragraph 1.3.1.2 (b) above.

1.4 Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.

1.5 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. GENERAL DEFINITIONS

2.1 **“Acceptable bid”** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.

2.2 **“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, works or services.

2.3 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

2.4 **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

2.5 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state.

2.6 **“Specific contract participation goals”** means the goals as stipulated in the Preferential Procurement Regulations 2001.

2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.

2.7 **“Control”** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

2.8 **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

2.9 **“Equity Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.

2.10 **“Historically Disadvantaged Individual (HDI)”** means a South African citizen

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution”); and/or

(2) who is a female; and/or

(3) who has a disability:

provided that a person who obtained South African citizenship on or after the coming into effect of the Interim Constitution, is deemed not to be a HDI;

2.11 **“Management”** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

2.12 **“Owned”** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

- 2.13 “**Person**” includes reference to a juristic person.
- 2.14 “**Rand value**” means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 “**Small, Medium and Micro Enterprises (SMMEs)** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 “**Sub-contracting**” means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 2.17 “**Trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 2.18 “**Trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE

- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDIs, or in the case of a company, the percentage shares that are owned by individuals classified as HDIs, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

4. ADJUDICATION USING A POINT SYSTEM

- 4.1 The bidder obtaining the highest number of points will be awarded the contract.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

5. POINTS AWARDED FOR PRICE

5.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

6. Points awarded for historically disadvantaged individuals

- 6.1 In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category

EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

- 6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.
- 6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.
- 6.4 Listed companies and tertiary institutions do not qualify for HDI preference points.
- 6.5 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.
- 6.6 A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

7. BID DECLARATION

- 7.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.

8. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 9.8.

	Ownership	Percentage owned	Points claimed
8.1	Equity ownership by persons who had no franchise in the national elections	%
8.2	Equity ownership by women	%
8.3	Equity ownership by disabled persons*	%

*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)

9 DECLARATION WITH REGARD TO EQUITY

9.1 Name of firm :

9.2 VAT registration number :

9.3 Company registration number :

9.4 TYPE OF FIRM

- ☐ Partnership
- ☐ One person business/sole trader
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?

9.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.

[illegible]

*Indicate YES or NO

9.9 Consortium / Joint Venture

9.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

[illegible]

9.10 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is 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 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (b) 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;
 - (c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid; and

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....

.....

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001

DEVELOPMENT OF HUMAN RESOURCES, INCLUDING ASSISTING IN TERTIARY AND OTHER ADVANCED TRAINING PROGRAMMES IN LINE WITH KEY INDICATORS SUCH AS PERCENTAGE OF WAGE BILL SPENT ON EDUCATION AND TRAINING AND IMPROVEMENT OF MANAGEMENT SKILLS

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES SPECIFIED IN CLAIM FORM 6.1 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001

1. Regulation 17 (3) (j) of the Preferential Procurement Regulations makes provision for the promotion of active involvement in the development of human resources, including assisting in tertiary and other advanced training programmes in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills

SPECIFIC GOAL

POINTS ALLOCATED

The development of human resources, including assisting in tertiary and other advanced training programmes in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills

.....2.....

2. BID INFORMATION

Bidders who wish to claim points in respect of this goal must furnish the information in paragraph 4 below.

3. POINTS CLAIMED

Indicate whether point(s) for this goal is (are) claimed

yes / No

4. INFORMATION WITH REGARD TO HUMAN RESOURCE DEVELOPMENT

- 4.1 Indicate whether your company develops it's human resources by inter alia, assisting in tertiary and other advanced training programmes. Specify programmes and number of persons currently involved as well as envisaged benefit for these persons.

- 4.2 Points will be awarded based on the following sliding scale.

% of wage bill spent on development	Points allocated	Points Claimed
1 – 1.5 %	0.5	
1.6 – 2 %	1.5	
2 % +	2.00	

.....

.....

.....

.....

.....

.....

.....

.....

NOTE: Training courses shall address all related issues, utilizing human resources for the improvement of management and other skills, advice on functional tools and methods to be used to transfer these skills.

5. BID DECLARATION

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm declare that points claimed, based on human resource development, qualifies the firm for the point(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The signatory to bid document is duly authorised.
- (iii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have
 - (a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (b) 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;
 - (c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid; and

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:

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.

Item	Question	Yes	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).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 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.
- 3 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.
- 4 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.
- 5 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

Js914w 2

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A RESEARCH CONSORTIUM
(NATIONAL RESEARCH TEAM) TO FACILITATE NATIONAL CAPACITY BUILDING OF
CHILD PROTECTION WORKERS AND CONDUCT A NATIONAL STUDY ON THE
DYNAMICS AND INCIDENCE OF CHILD ABUSE, NEGLECT AND EXPLOITATION
(DICANE) OVER A FORTY-EIGHT MONTH PERIOD**

1. PURPOSE

To appoint a research consortium (National Research Team) for a period of forty-eight months to facilitate national capacity building of child protection workers and conduct a national study on the dynamics and incidence of child abuse, neglect and exploitation (DICANE) in South Africa.

2. BACKGROUND

South Africa's legislative framework for children upholds a child rights and child protection ethos. The National Department of Social Development (DSD) is mandated with the implementation of the Children's Act (No. 38 of 2005) (hereafter referred to as the Children's Act) and as such also with child protection. When it comes to child protection, the Children's Act provides for a child protection system, inclusive of child protection services, a child protection workforce and child protection data management systems, amongst others. Effective implementation of the child protection mandate as it pertains to child abuse, neglect and exploitation (CANE) not only requires the allocation of financial and human resources; but also a thorough understanding of the social determinants underlying and impacting on the incidence of CANE. It is further also not known to what extent the child protection system and services in South Africa are geared toward addressing CANE in a responsive manner.

The absence of accurate and reliable national data on CANE in South Africa is restricting the DSD's efforts to engage in evidenced-based planning and programming to prevent and reduce the incidence of CANE. Accurate and reliable national data on CANE can result in

more targeted interventions, improved planning for the fiscus and ultimately an improved child protection response to CANE. National data on CANE can also assist with the identification of the root causes of CANE in South Africa. Data elements to accurately describe the circumstances of at-risk children and their families and to identify risk and protective factors related to CANE are however required. The collection and analysis of this type of data will create an evidence-base that can ultimately identify trends and patterns associated with the incidence of CANE.

The DSD established a project office for the South African Child Protection Surveillance Study (SACPSS) project. The SACPSS project comprises, amongst other, a national study on the dynamics and incidence of CANE (DICANE) in South Africa aimed at enhancing and complementing data collection efforts under the child protection register (CPR). The DSD project office developed a set of base documents outlining the conceptual and methodological framework for the national study on DICANE.

A service provider is sought to refine the methodological approach, facilitate and manage the data collection, analysis and report writing phases of the national study.

3. SCOPE OF WORK

The appointed service provider is expected to execute the following tasks in order to achieve the desired outcomes:

3.1 Study and review all documentation, policy documents, relevant legislation and guidelines relevant to child protection in the South African context. Also to, study and review local and international literature on child protection, child maltreatment surveillance systems, child well-being, child risk and protective factors, and any other related concepts and frameworks to inform the research methodology.

3.2 Facilitate consultative processes with the stakeholders (staff, management, service recipients and governance structures) through meetings, focus groups, interviews and

group discussions where required.

3.3 Explore, identify and describe child maltreatment surveillance/ child protection systems worldwide and particularly in Africa, Brazil, India, and China so as to inform the research methodology.

3.4 Consider the best practice principles and models related to child protection surveillance in the region and internationally.

3.5 Identify areas of concern and discrepancy in child protection service delivery provisioning and recommend possible improvements.

3.6 Study, review and refine the conceptual framework, methodological approach, data collection instrument and data collection approach to ensure scientific rigour as well as practical implementation considerations.

3.7 Consider and refine the sampling frame and size ($n=10\ 000$) to enable the calculation of provincial and national incidence of CANE in South Africa.

3.8 Conduct a pilot study on the dynamics and incidence of CANE in South Africa for methodological purposes and with the explicit purpose of, amongst other:

3.8.1 Focus testing the data collection instrument

3.8.2 Assessing the approach to fieldwork and data management

3.8.3 Appraising the data capturing and analysis approach

3.8.4 Identifying and documenting the gaps in the training material for data collectors

3.8.5 Updating and refining the data collection methodology, approach, instrument and training material where necessary

3.9 Conduct a national surveillance study over a three month period on the dynamics and incidence of CANE in South Africa including:

3.9.1 Refining the methodology and approach to the study

- 3.9.2 Site selection and sampling
- 3.9.3 Training of data collectors
- 3.9.4 Fieldwork management
- 3.9.5 Data management approach
- 3.9.6 Data analysis techniques
- 3.9.7 Reporting

- 3.10 Provide capacity building and ongoing support to DSD service points through district and area offices, including:
 - 3.10.1 Training in the completion of the data collection instrument and other relevant areas identified
 - 3.10.2 Site visits to monitor progress
 - 3.10.3 Assisting with the resolution of on-site problems

- 3.11 Set-up a helpline (toll free) for the country to be in operation during the data collection period.

- 3.12 Perform ad-hoc activities as required for successful implementation of the study

- 3.13 Provide feedback to the SACPSS Project Office within the department on progress and challenges.

- 3.14 Compile and present the final report to the SACPSS Project Office within department on the findings.

- 3.15 Develop a skill transfer plan (service provider to provide details)

Study implementation shall be located at the National DSD offices and the service provider shall avail an on-site consultant (research/ fieldwork manager) for at least two days per week during the capacity building, data collection, management and analysis phases of the study. The work plan and tasks for the on-site consultant will be determined in accordance

with the project plan for the study.

The service provider shall work in collaboration with the SACPSS Project Office within department in the execution of these functions.

4. OUTPUTS/ DELIVERABLES

4.1 Comprehensive *literature review* setting out the conceptual framework for the study

4.2 Comprehensive *research proposal* outlining the proposed study design, sampling, data collection methods and analysis

4.3 Comprehensive *capacity building programme and report* for child protection workers at National, Provincial, Regional, District and Service Point level

4.4 *Instrument design proposal* outlining technical design features including the conceptual models/ theoretical framework/s underpinning the design; rational for inclusion of data elements, preferred data type/s, and key instrument administration considerations

4.5 *Proposal*, architecture and rationale for the data capturing programme

4.6 *Data capturing programme and database*

4.7 *Data management and analysis plan* outlining the data storage and handling protocols as well as data analysis techniques

4.8 *Data analysis outputs* (analyses and tables)

4.9 *Research report/s* on the dynamics and magnitude of CANE in South Africa including recommendations for the improvement of child well-being in *various formats in accordance with target audience/s*

- 4.10 ***Data dissemination plan*** identifying the key communities of interest and outlining the communication tools and approach required for each identified community
- 4.11 ***Conceptual framework for a child protection surveillance system*** outlining, amongst other, the phased implementation for the different components of the system (including vertical and horizontal surveillance) and how evidence-based planning and programming will be facilitated through the system

5. PROPOSAL REQUIREMENTS

- 5.1 A cover letter, details of proposed consortium, name of consortium Project Manager and contact information.
- 5.2 A detailed narrative (20-25 pgs max, single spaced, 12 size font), which should include the following:
 - 5.2.1 Executive summary
 - 5.2.2 Background and rationale for the project
 - 5.2.3 Proposed study design, sampling procedures, data collection approach and technique, and data management approach and analysis
 - 5.2.4 Collaborators
 - 5.2.5 Research team's expertise and experience
 - 5.2.6 Management structure indicating the Project Manager and staffing plan as well as roles and responsibilities of individuals who will work on the project
 - 5.2.7 Risk management considerations
 - 5.2.8 Confidentiality and privacy considerations
- 5.3 Detailed project plan (including project phases, timeline covering major and minor activities of the project, resource allocation) (*not included in page limit*)
- 5.4 A detailed project budget (*not included in page limit*)

- 5.5 Curriculum vitae of the each member of the proposed National Research Team (*not included in page limit*)
- 5.6 Milestones against which progress payments will be made must be identified.

6 SKILLS AND KNOWLEDGE REQUIRED

The service provider should present the following range of skills:

- 6.1 An understanding of the Departments' core mandate
- 6.2 In-depth understanding and appreciation of the South African child protection system as underpinned by the Children's Act and other related legislation and policies
- 6.3 A broad understanding of all Acts and legislation governing the child protection issues
- 6.4 Good verbal and written communication for stakeholder management
- 6.5 Experience and knowledge of social welfare services
- 6.6 Experience in conducting large-scale national research (incidence) studies
- 6.7 A multi-disciplinary approach is sought and the following minimum requisite skills are identified:
 - 6.7.1 Social worker/ Child Rights Lawyer/ Psychologist
 - 6.7.2 Epidemiologist
 - 6.7.3 Statistician
 - 6.7.4 GIS Specialist
 - 6.7.5 Social Researcher
 - 6.7.6 Skills development facilitator/ Trainer

6.7.7 Information technology Specialist

The bidder must also:

Provide the names and detailed CVs of all personnel within the firm involved in the project.

Provide the department with the name and detailed CV of the project leader (from the research consortium) who will be accountable for the project.

7 GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract as prescribed by the National Treasury will be applicable in all instances.

8 SPECIAL CONDITIONS OF CONTRACT

8.1 The Department will enter into a service level agreement with the successful bidder.

8.2 The principle of confidentiality shall be maintained at all times.

8.3 The Department reserves the right not to award the bid should it deem fit to do so.

8.4 The successful bidder may be required to undergo security clearance should the Department deem it necessary.

8.5 The successful bidder shall not cede the contract or any part thereof to any other person or third party. All bidders submitting their bids in respect of this tender are regarded as single tenderers. The successful bidder will therefore remain the sole responsibility agent for the tender as a whole.

8.6 The Department shall be the owner of all the information, documents, programmes,

advice and reports collected and compiled by the successful bidder in the execution of this tender.

- 8.7 The copy rights of all the documents, programmes and reports compiled by the successful bidder will vest in the Department and may not be reproduced or distributed or made available in any other way without the written consent of the Department.
- 8.8 All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Department.
- 8.9 The successful bidder is entitled to general knowledge acquired in the execution of this service and may use it provided it is not to be in the detriment of the Minister of Social Development and only after obtaining written consent by the Department.
- 8.10 The department will furnish the successful bidder with all the relevant information that is in their possession that may be necessary for the bidder to perform their duties.
- 8.11 The successful bidder will be expected to work directly with SACPSS Project Manager within the Department.

9 PROPOSAL SUBMISSION

The proposal shall in addition to the items already mentioned, contain the following:

- 9.1 A project plan stating the key milestone events or activities
- 9.2 A proposed timetable for the completion of the project and any specific tasks the bidder proposes to undertake with clear time frames and estimated costs
- 9.3 Proposed methodology and approach
- 9.4 Profile of the company including a description of similar work undertaken

- 9.5 Names, contact numbers and CVs of the members of the successful bidders' team assigned to the project
- 9.6 A summary of the role and responsibility of each member and estimated time to be spent on the project by each member
- 9.7 An inclusive price (including daily fees for each member and a breakdown of anticipated out-of-pocket expenses etc)
- 9.8 Valid tax clearance certificate
- 9.9 Three contactable references in respect of similar projects

10. EVALUATION OF PROPOSAL

- 10.1 The evaluation of the bids will be conducted in two stages:
 - a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale of 1 - 5) in respect of functionality according to the criteria set out in paragraph 10.6. Proposals scoring less than 65% in respect of functionality will be disqualified and not be evaluated further.
 - b) Thereafter, only the qualifying bids will be evaluated in terms of the 90/10 preference point system as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).
- 10.2 The 90 points will be used to calculate price only and the 10 points will be used for HDI ownership.
- 10.3 The points in respect of price will be calculated on the ceiling price for the project (inclusive of professional fees, subsistence & travel costs and VAT).
- 10.4 A maximum of 10 points will be allocated for equity ownership. The points are made up as follows:

HDI (no vote) : 4 points

Women :	2 points
People with disabilities:	2 points
Skills development:	2 points
Total:	10 points

Please note: SBD 6.1&6.6 is attached for claiming above-mentioned points, if not completed the company will automatically score 0 points

10.5 Prospective service providers may be requested to make a presentation at the evaluation committee in addition to evaluation of submitted proposals

10.6 FUNCTIONALITY CRITERIA

Technical proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:

1 = Very Poor

2 = Average

3 = Good

4 = Very Good

5 = Excellent

EVALUATION MATRIX

FIELDS	SPECIFIC AREAS	WEIGHTING	RATING					SCORE	TOTAL
			1	2	3	4	5		
Institutional Capacity	Past experience relevant to the stated requirements of the project. This includes previous successful projects by the research consortium or any of its members.	10							

FIELDS	SPECIFIC AREAS	WEIGHTING	RATING					SCORE	TOTAL
			1	2	3	4	5		
Project approach and methodology	A project plan that demonstrates an understanding of the proposed methodology and approach that are aligned to the Departments' required outputs and timeframes.	10							
Skills transfer	A skills transfer plan that demonstrates how transfer of data management, analysis and evidence-based planning skills to officials from national DSD will take place	10							
Capacity building	A capacity building plan that demonstrates how all relevant DSD officials at provincial, regional/district, and service offices will be capacitated in relevant child protection frameworks and data management approaches	25							
Relevant skills and expertise	Appropriate combination of relevant skills and expertise of the research consortium: <ul style="list-style-type: none"> - Social worker/ Child Rights Lawyer/ Psychologist - Statistician - GIS Specialist - Social Researcher - Skills Development Facilitator/ Trainer - Gender Specialist 	25							
TOTAL		80							

Bidders are expected to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned above.

11. DISQUALIFYING CRITERIA

- 11.1 Scoring Less than 65% in respect of functionality
- 11.2 Failure to submit valid Tax Clearance Certificate
- 11.3 Failure to complete, sign and return bid documents

12. PAYMENT

Payments will be made in accordance with the completion of work based on the milestones for the project as indicated in 5.6. Payments will be effected within 30 days after receipt of a detailed invoice from the successful service provider.

13. REPORTING ARRANGEMENTS

- 13.1 The successful bidder will serve as a single overall Project Manager.
- 13.2 The SACPSS Project Office within the Chief Directorate: Children will be the focal point within the Department.
- 13.3 The project task teams for the meetings between the SACPSS Project Team within the Department and the successful bidder will be held in accordance with a predetermined schedule and when necessary as determined by the SACPSS Project Office.
- 13.4 A comprehensive monthly report will be developed by the successful bidder and handed to the SACPSS Project Manager in an agreed format.

14. SUBMISSION OF BIDS

Prospective bidders must submit their bid proposals in two envelopes. One envelope with the Financial Proposal (pricing schedule with all cost related items, cost breakdown) and the other envelope with the Technical Proposal (completed bid forms, the Tax Clearance Certificate, registration certificate, letter of authority and the response to the terms of reference and evaluation criteria). The following information must be endorsed on each

envelope:

Bid No: SD11/2011

Closing date: 15 December

Name of the bidder:

Technical Proposal or Financial Proposal

15. COMPULSORY BRIEFING SESSION

ALL PROSPECTIVE BIDDERS ARE REQUIRED TO ATTEND A COMPULSORY BRIEFING SESSION ON 28 NOVEMBER 2011 at HSRC BUILDING, 134 PRETORIOUS STREET, PRETORIA 0001, DURING WHICH ALL DOCUMENTS AND FRAMEWORKS WILL BE MADE AVAILABLE. FAILURE TO COMPLY WITH THIS CONDITION WILL RESULT IN PROPOSALS BEING DISQUALIFIED.

Failure to comply with this condition will result in a bid being disqualified.

16.CLOSING TIME AND DATE

The closing date for the submission of bids is 11:00 on 15 December 2011

Bids may be posted to the Bid Office, Department of Social Development, Private Bag X901, Pretoria, 0001 or deposited in the Tender Box, Foyer of the HSRC Building, 134, Pretorius Street, Pretoria. Bids received after the closing time and date of the bid will be regarded as late and will not be evaluated.

17.ENQUIRIES

Enquiries may be directed to:

Mr. Kobus Watson

Tel. (012) 312 7566

Email: kobusw@dsd.gov.za