



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001

Enquiries: K Watson, Tel No: (012) 312 7566, Email: kobusw@dsd.gov.za

Sir/Madam

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT
RAPID ASSESSMENT OF EFFECTIVENESS AND IMPACT OF THE SOCIAL SECTOR RESPONSE
TO FOOD RELIEF MECHANISM DURING COVID-19**

1. Tender No: SD10/2020
2. Closing Date: 31 July 2020 at 11:00
3. The following documents form part of this invitation for a proposal:
 - SBD1: Invitation to bid
 - SBD3.3: Pricing Schedule
 - SBD4: Declaration of Interest
 - SBD6.1: Preference points Claim Form
 - SBD8: Declaration of Bidders past SCM Practices
 - SBD9: Certificate of Independent Bid Determination
4. All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.
5. Please make sure that your bid reaches this office before the closing time and date
6. 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
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria

Kind regards

ACTING DIRECTOR-GENERAL: DEPARTMENT OF SOCIAL DEVELOPMENT

DATE: 22/07/2020

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)					
BID NUMBER:	SD10/2020	CLOSING DATE:	31 JULY 2020	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO CONDUCT RAPID ASSESSMENT OF EFFECTIVENESS AND IMPACT OF THE SOCIAL SECTOR RESPONSE TO FOOD RELIEF MECHANISM DURING COVID-19				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
		<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY				CONTACT PERSON	
CONTACT PERSON				TELEPHONE NUMBER	
TELEPHONE NUMBER				FACSIMILE NUMBER	
FACSIMILE NUMBER				E-MAIL ADDRESS	
E-MAIL ADDRESS					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER(PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE
(Professional Services)

BID NO: SD10/2020	CLOSING TIME 11:00 ON 31 JULY 2020
NAME OF SERVICE PROVIDER:	

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VAVULE ADDED TAX</u>
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APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RAPID ASSESSMENT OF EFFECTIVENESS AND IMPACT OF THE SOCIAL SECTOR RESPONSE TO FOOD RELIEF MECHANISM DURING COVID-19

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 all applicable taxes 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.....
R.....
R.....
R.....

..... days
..... days
..... days
..... 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? *YES/NO
 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to the –

Mr Kobus Watson
 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.

"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 any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Persal Number

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

May 2011

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

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

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms

of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 7.1.1 If yes, indicate:

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 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 least 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

- 8.1 Name _____ of
company/firm:.....
- 8.2 VAT _____ registration
number:.....
- 8.3 Company _____ registration
number:.....
- 8.4 TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]
- 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
-
-
-
-
-
- 8.6 COMPANY CLASSIFICATION
- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]
- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

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

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	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:		

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

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



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

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TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A RAPID ASSESSMENT OF EFFECTIVENESS AND IMPACT OF THE SOCIAL SECTOR RESPONSE TO FOOD RELIEF MECHANISM DURING COVID-19

1. PURPOSE

The purpose of the Terms of Reference is to appoint a service provider to conduct Rapid Assessment of effectiveness and impact of the Social Sector Response to Food Relief Mechanism during COVID-19.

2. PROJECT NAME

A Rapid Assessment of effectiveness and impact of the Social Sector Response to Food Relief Mechanism during COVID-19.

3. BACKGROUND

All around the world, access to adequate food remains a serious challenge, leading to hunger and malnutrition. The South African government continually strives to address the root causes of poverty and hunger through policy initiatives and safety nets such as social grants to economically disempowered persons. There's been some evidence suggesting high incidences of food insecurity, hunger and malnutrition recently in South Africa. These have been largely attributed and associated with growing poverty and unemployment levels – also exacerbated by

the levels of inequality – evidence suggests that these are concentrated in rural and informal settlements around big cities.

At the face of the COVID-19 pandemic, food security has become a national crisis with some evidence suggesting that roughly 50% of our population is food insecure or at risk of food insecurity. According to StatsSA loss of income resulting from the COVID-19 pandemic may lead to higher levels of food insecurity in RSA. For example: the percentage of respondents who reported receiving no income increased from 5.2% before lockdown to 15.4% by the sixth week of the national lockdown – we expect an increase in this.

South Africa had about 24% of the population (14 million people) who are food insecure (experience hunger) prior to COVID-19 pandemic. With COVID-19 lockdown food security has become a national crisis and about 50% of our population are at risk of food insecurity. A number of interventions are currently implemented – These include grants payment, distribution of food parcels and the introduction of the COVID-19 grant. 1st June 2020, marked the reduction of lockdown levels from level 4 to level 3. Some sectors of the economy have re-opened and the country gradually returned to work. However, the impact of COVID-19 is still felt beyond this point.

4. PROBLEM STATEMENT AND CURRENT SITUATION

Food insecurity in South Africa is likely to significantly increase under lockdown measures. Even before the COVID-19 lockdown, at least 13.7 million South Africans had inadequate access to food leading to food insecurity (GHS, 2018). COVID-19 pandemic will affect food consumption among children which could result into an increase in acute malnutrition in children under the age of five. 1.7 million South African households who experienced hunger (91% of them black) face reduced income and high uncertainty around the availability and accessibility of food. The livelihoods of the majority of South Africans continue to be dominated by the triple challenge of poverty, inequality and unemployment.

The government has responded haphazardly to food relief due to the lack of an integrated strategy to assist vulnerable people during this critical period. This is as a result of uncoordinated databases in key departmental stakeholders and across different levels of government.

DSD has a mandate of fighting poverty and hunger, the provision of food and nutrition is one DSDs key programme underpinning the broader social protection agenda. To this end, the national Department of Social Development in collaboration with SASSA and NDA is tasked to coordinate the departmental responses to the pandemic. Amongst its functions, the department is to ensure that government programmes like Social Relief of Distress (SRD) continue to be effectively implemented across the provinces so that individuals and beneficiaries who are adversely affected by the pandemic can get food parcels and have food to eat.

DSD had to come with food provision plan to fight poverty during COVID-19 lockdown. DSD & SASSA provides food relief and social relief of distress using the legislated and credible process administered by officials across the country. DSD provided food to poor and vulnerable groups to combat the growing challenge of hunger & malnutrition which have since been exacerbated by COVID-19 & the closure Centre Based Feeding Programmes. NPOs are used as Implementing Agents and partner with Community Based Organizations to render services like food parcels distribution.

The delivery of food parcels was targeted to beneficiaries in DSD centre-based feeding programmes, households that have no income, and those affected by the lock-down. Households were screened/profiled by DSD and SASSA. DSD partnered with the Solidarity Fund and co-funded the delivery of 58 750 food parcels to the value of R43 500 000, delivered through the DSD Implementing Agents. The Solidarity Fund distributed additional 250 000 food parcels in partnership with other National Food Relief Organisations – Gift of the Givers, Food Forward, Islamic Relief, etc.

The DSD interventions to address hunger during COVID-19 lock-down and includes the following:

- Provision of Social Relief of Distress (SRD)
- Provision of food parcels through the DSD Centre Based Feeding Programmes (CBFPs) in partnership with the Solidarity Fund
- Provision of meals to shelters for the homeless – living on the streets
- Introduction & roll-out of the COVID-19 grant
- Explore mechanisms to introduce the food voucher

5. EVALUATION APPROACH

5.1 Purpose of evaluation

The purpose of the study is to conduct a rapid assessment of the Social Sector response to food relief mechanism during COVID-19.

5.2 Objectives of the study

- To assess the Social Sector rapid response to food relief mechanism during COVID-19;
- To assess the extent to which Social Sector coordinated food distribution during COVID-19;
- To assess the implementation of the food delivery model in response to COVID-19
- To assess the coordination of role players in food distribution to vulnerable communities/households; and
- To assess the mechanism best suited to respond to future disasters.

5.3 Key evaluation questions

- To what extent has the implementation of food delivery model contributed to vulnerable communities /households?
- Was the food delivery model effectively responsive to COVID-19 affected households?
- What are the policy implications of the food delivery model?

- To what extent has the Social Sector coordinated food distribution during COVID-19?
- What are institutional arrangements in coordinating COVID-19 responses?
- What are the current response mechanisms the Social Sector has used with regards to food distribution?
- To what extent were allocated resources used to reach all intended beneficiaries?
- What roles did each partner play in ensuring effective food distribution?
- Which mechanism best suited to respond to future disasters?
- What are the lessons learned or to be learned in responding to future disasters?

5.4 Proposed methodology

It is a rapid assessment which will require mixed methods evaluation design. It will require the collection of primary data from identified respondents, and the collection as well as analysis of secondary data (e.g. existing survey data and financial data from relevant NGOs and Implementing Agents). To gather the primary data, the service provider may use both telephonic interviews and face to face interview interviews with social sector agents when accessible.

6. SCOPE OF THE PROJECT

The rapid assessment of the of the Social Sector response to food relief mechanism during COVID-19 should respond to the following scope of work:

- It will cover all provinces guided by DSD coordinates distribution with stakeholders and within the provinces.
- The data will be reviewed from current statistics in South Africa and other countries.
- Primary data collection will be required with beneficiaries from the community level to the household level to get their perspective, Implementing Agencies and managers from Food and Nutrition Security Programme as well as civil societies.
- Conduct a draft report validation workshop with a wider stakeholder group.

7. DELIVERABLES

	Items	Expected Milestone	% Payment
1.	Inception Report, Project plan, key questions, proposed sampling, refined methodology	End August	20%
2.	Draft Literature review, Finalised data collection instruments, revised sample	End September	30%
3.	Field work report, analytical framework	Mid November	30%
4.	First draft report and validation workshop	Mid December	
5.	Final rapid assessment Report; refined literature review; and presentation to Steering Committee (SC) (full, short, 1/5/25 format), all datasets and data collection documentation (including interviews) and Power point presentation of the report	End January	20%

8. INTENDED USERS OF THE EVALUATION

Stakeholder	Likely use of the results
National Department of Social Development	To strengthen coordination and develop policies related to DSD social relief interventions
Provincial Department of Social Development	Improve service delivery and ways to address future disasters
Municipalities	They will use for planning purposes and policy development
SASSA	To strengthen policies and improve service delivery
NDA	To strengthen policies and improve service delivery
NPOs	To improve service delivery
Civil societies	To improve households profiling
DSD Implementing agencies	To improve service delivery
ECD practitioners/managers	To improve service delivery and profiling
Other DSD centres	To improve service delivery and profiling

9. GENERAL CONDITIONS

9.1. The general conditions of contract as prescribed by National Treasury will be applicable in all instances.

10. TIME FRAMES

The duration of the evaluation will be 06 months, starting from 1 August 2020 and should be completed by 31 January 2021.

11. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

The team contained in the proposal must be available for the duration of the project. Replacement of team members may only be done in consultation with DSD and replacement team members must have the same qualifications, skills and experience as those they are replacing. The evaluation requires a combination of skills and expertise. The team should have at a minimum food and nutrition expert, M&E expert, Economist to calculate the return on investments of the project and project manager. The proposed sector (food and nutrition) and M&E specialists must have formal qualifications in their respective areas of expertise at least at honours level. The service provider should clearly specify the number of evaluators to be part of the team, their areas of expertise and their respective responsibilities. The team must possess relevant qualification(s), including at least a Postgraduate Degrees. The service provider must have an:

- a. Knowledge of Social Development sector's core mandate, policies and programmes as informed by its key priorities.
- b. Knowledge and experience in food and nutrition security
- c. Experience in conducting evaluation and research on government programmes and policies, research and policy development.
- d. Project and Financial Management.
- e. Good verbal and written communication for stakeholder management
- f. Ability to gather data, to compile information, and prepare reports
- g. Knowledge of how food and nutrition programmes contribute towards service delivery;

The bidder must also provide the following:

- a) A response to the terms of reference;
- b) A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project);
- c) Profile of the organisation and description of similar work undertaken;

- d) Capacity Development Plan
- e) Numbers, names and CV's of workers/ consultants assigned to the project, including their roles and responsibilities, experience on the issues relating to DSD sector;
- f) Letter of authority to sign documents on behalf of the organisation; and
- g) One hard copy of the technical proposal and a CD with soft copy of the technical proposal in PDF format.

12. BRIEFING SESSION

There will be no tender briefing session

13. BID PROPOSAL

The comprehensive proposal submission should include:

- 13.1 A detailed plan reflecting project time frames, costing and outputs.
- 13.2 Profile of company including a description of similar work undertaken.
- 13.3 Number, names and resumes (abbreviated CVs) of the person assigned in the project.
- 13.4 A summary of the roles, responsibilities and time spent by each person.
- 13.5 The cost structure should be inclusive and as detailed as possible.
- 13.6 The service provider is expected to enter into contract with DSD based on the proposal.
- 13.7 A work plan indicating time frames should be provided with proposal.
- 13.8 Progress will be monitored monthly based on the work plan and time frames provided by the service approved by the DSD.

14. PROPRIETARY RIGHTS

- 14.1 The DSD shall become the owner of the information, documents, advice and reports collected and compiled by the service provider to be appointed.
- 14.2 The copyrights of all documents and reports compiled by the service provider will vest in the DSD and may not be produced, distributed or made available without the consent and approval of the DSD.

- 14.3 All information, documents and reports must be regarded as confidential until made public by the DSD.

15. EVALUATION CRITERIA

- 15.1 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 1-5) in respect of functionality according to the criteria set-up in paragraph 16.5. Proposals scoring less than 70% 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 80/20 preference points system as contemplated in the Preference Procurement Regulations 2017 issued in terms of Preferential Procurement Policy Framework Act (Act 5 of 2000).
- 15.2 The 80 points will be used to calculate points for price only and 20 points will be used to calculate points for BBBEE status levels of contribution (SBD 6.1). Prospective service providers are required to complete the SBD 6.1.
- 15.3 The points in respect of price will be calculated on the ceiling price for the project (inclusive of the professional fees, travel and subsistence cost, as well as VAT).
- 15.4 PLEASE NOTE: SBD 6.1 attached for claiming above-mentioned points, if not completed the bidder will automatically score 0 points.
- 15.5 Technical proposals will be evaluated on a scale of 1-5 in accordance with criteria below.
- 15.6 All bids/quotes will be scored as follows against the functional criteria indicated below. The rating will be as follows:

- 1 = Very Poor
- 2 = Average
- 3 = Good
- 4 = Very Good
- 5 = Excellent

EVALUATION MATRIX

No.	ELEMENT/CRITERIA	1	2	3	4	5	Weight	Total
1.	Demonstrates extensive knowledge and experience in conducting evaluation studies by main contractor and subcontractors 1= No evidence that bidder has undertaken similar projects. 2= Bidder has successfully undertaken 1 or 2 similar projects. 3= Bidder has successfully undertaken 3 projects. 4= Bidder has successfully undertaken 4 similar projects. 5= Bidder has successfully undertaken 5 or more similar projects.						20	
2.	Bidder's profile reflects an in-depth understanding, knowledge and experience of the social development sector's core mandate, policies and programmes as informed by its key priorities; and can appropriately relate the evaluation of food and nutrition programme to the current political, policy and governance environments. 1= Profile does demonstrate any of the required qualities. 2= Profile makes mention of the required qualities but not convincing. 3= Profile demonstrates a minimum of the required qualities. 4= Profile demonstrates most of the required qualities. 5= Profile exceeds of the required qualities.						15	
3.	Proposed methodology and approach 1= Proposal did not meet methodology requirements set out in the TOR						20	

	<p>2= Proposal partially addresses methodology requirements set out in the TOR</p> <p>3= Proposal meets minimum methodology requirements set out in the TOR</p> <p>4= Proposal exceeds minimum methodology requirements set out in the TOR</p> <p>5= Proposal exceeds minimum methodology requirements set out in the TOR and proposed value-add items such as interesting approach for undertaking the project</p>							
4.	<p>Skills, knowledge and experience (as specified in ToRs)</p> <p>1= Team does not meet any skills, knowledge and experience requirements. The sector and M&E specialists meet at least half but not all the qualifications requirements</p> <p>2= Team consist of either sector expert or M&E expert and the project manager.</p> <p>3= Team consist of sector expert on infrastructure, M&E expert and project manager. The sector and M&E specialists meet the minimum qualifications</p> <p>4= Team consist of sector expert on infrastructure, Economist, M&E expert and project manager. Either sector or M&E specialists exceed the qualifications requirements.</p> <p>5= Team consist of sector expert on food and nutrition, Economist, M&E expert and project manager. Both sector and M&E specialists exceed the qualifications requirements.</p>						15	
5.	<p>A skills transfer plan that demonstrates how at least two officials from national DSD and</p>						10	

	<p>relevant DSD officials and provincial offices.</p> <p>1=No Skills transfer plan demonstrating how at least two officials from national DSD and relevant DSD officials and provincial offices.</p> <p>2= Proposed skills transfer plan partially demonstrates how at least two officials from national DSD and relevant DSD officials and provincial offices.</p> <p>3=Proposed skills transfer plan demonstrates how at least two officials from national DSD and relevant DSD officials and provincial offices.</p> <p>4= Proposed skills transfer plan demonstrate how at least 4 or more officials from national DSD and relevant DSD officials and provincial offices.</p> <p>5= Proposed skills transfer plan demonstrate how at least 4 or more officials from national DSD and relevant DSD officials and provincial offices. The proposal add some innovation on how the skills transfer plan will be implemented.</p>							
	TOTAL						80	

Minimum requirement: Service providers should be required to meet the minimum scores for each element as well as the overall minimum score (70%), based on the average of scores awarded by the evaluation panel members. Proposals should clearly address the project description and the functional evaluation criteria mentioned above.

16. FACILITIES TO BE PROVIDED BY THE DSD

- 16.1 During the project the DSD officials will make themselves available for clarity, reporting processes, discussions and meetings. The service provider will also have access to required documents and other records available within the Department that may assist in executing the project.

17. REPORTING ARRANGEMENT

- 17.1 All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.
- 17.2 The service provider will provide a single overall project manager.
- 17.3 A comprehensive monthly report will be submitted by the service provider.
- 17.4 The service provider must also submit monthly statistics to the DSD.

18. TARIFFS AND PAYMENT

- 18.1 Payment will be effected within 30 days after receipt of a stationery detailed invoice from the successful service provider.
- 18.2 Payment will be made in accordance with the completion of work to the satisfaction of the DSD based on the milestone for the project agreed to and signed off as part of the implementation plan.
- 18.3 Logistics for validation workshops expenses will be incurred by the DSD.

19. SUBMISSIONS

- 19.1 Prospective bidders must submit their bids proposals in **two envelopes**:
- 19.2 **One envelope** with the **technical proposal** outlining in detail a realistic work-break schedule indicating different milestones to be achieved, and response to the terms of reference and evaluation criteria including other supportive documents, completed bid forms, tax clearance certificate issued by SARS and legal entity registration certificate.
- 19.3 **One other envelope** with the **financial proposal** (pricing schedule (SDB 3.3) with all cost related items, cost breakdown).
- 19.4 The entire proposal should be placed on disc in a PDF format.
- 19.5 The following information must be endorsed on each envelope:
- Bid number:

- Closing date:
- Name of the Bidder:
- Technical Proposal or financial Proposal

19.6 The closing date for the submission of bid is 31 July 2020.

19.7 Failure to comply with these conditions will result in a bid being disqualified.

19.8 The Bids should be:

Deposited in the Tender Box,
Foyer of the HSRC Building
134 Pretorius Street
Pretoria

19.9 Bids received after closing date and time will be regarded as late and will not be evaluated

20. SIGNING OF CONTRACT

It will be expected of the successful service provider to sign a formal contract with the Department of Social Development.

21. CONTACT PERSONS

All enquiries may be directed to Ms P Masilo via electronic mail at pulanem@dsd.gov.za or Mr K Watson at kobusw@dsd.gov.za

The Department will respond to all enquiries within 24 hours. The enquiries and responses will also be published on the Departmental website at www.dsd.gov.za

The due date for the submission of all enquiries must be by the latest 24 July 2020.