



## social development

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001  
Tel No: (012) 312 7766  
Fax No: (012) 312 7391

Sir/Madam

### **REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP BLUE PRINT ARCHITECTURAL DESIGNS AND SPATIAL NORMS AND STANDARDS FOR 23 DSD FACILITIES.**

1. Tender No: **SD10/2014**
2. Tender for: Appointment of a service provider to develop blue print architectural designs and spatial norms and standards for 23 DSD facilities
3. Required at: Department of Social Development
4. Closing Date: **03 October 2014 at 11h00**
5. The General Conditions of Contract are obtainable on Treasury website and the attached, SBD1; SBD2; SBD3.3; SBD4; SBD6.1; 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 Bid.**
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 envelop in a covering envelope addressed as follows:  
Procurement, Department of Social Development, Private Bag X901, Pretoria, 0001
10. **Compulsory Briefing Session to be held:**  
**Date:** 23 September 2014  
**Time:** 10:00  
**Venue:** HSRC Building, 134 Pretorius Street, Pretoria

Kind regards

*pp*   
**DIRECTOR-GENERAL: DEPARTMENT OF SOCIAL DEVELOPMENT**

**DATE:** 15/09/2014

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: SD10/2014

CLOSING DATE: 03 OCTOBER 2014

CLOSING TIME: 11:00

REQUEST FOR PROPOSAL TO APPOINT A SERVICE PROVIDER TO DEVELOP BLUE PRINT ARCHITECTURAL DESIGNS AND SPATIAL NORMS AND STANDARDS FOR 23 DSD FACILITIES.

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

BID DOCUMENTS MAY BE DEPOSITED TO: 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 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, 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.....
CELLPHONE NUMBER:
FACSIMILE NUMBER: CODE ..... NUMBER.....
E-MAIL ADDRESS
VAT REGISTRATION NUMBER:

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
OR.....
A REGISTERED AUDITOR .....
[TICK APPLICABLE BOX]

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

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**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department of Social Development**

**Mr Kobus Watson**

**Tel: 012 312 7566**

**Email: [KobusW@dsd.gov.za](mailto:KobusW@dsd.gov.za)**

## 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](http://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](http://www.sars.gov.za).



### 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 applicant**

Name/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 UIF ref no U

Telephone no Fax no

E-mail address

Physical address

Postal address

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname

First names

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 R   
Expected duration of the tender  year(s)

**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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**Audit**

Are you currently aware of any Audit Investigation against you/the company? ..... YES NO  
If "YES" provide details

**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  to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

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:**

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



South African Revenue Service  
Suid-Afrikaanse Inkomstediens  
Uphiko lwezimali Ezingenayo eNingizimu Afrika  
Tirelomalotto ya Afrika-Borwa

Tax Clearance Certificate Number  
0064/1/2005/0001088683

## Tax Clearance Certificate-Tender

Enquiries  
0860 12 12 18

Approved Date  
2005-10-05

Trading Name SARS

Legal Name SARS

Expiry Date  
2006-10-05

Identity Number/ Passport Number

Company Registration Number

Income Tax Reference Number

VAT/Diesel Registration Number

PAYE Registration Number

SDL Registration Number

UIF Registration Number

It is hereby confirmed that, on the basis of the information at my disposal, the above-mentioned taxpayer has not contravened the provisions of Income Tax Act (1962), Value Added Tax Act (1991), Employees Tax (PAYE as contained within the Income Tax Act 1962), Skills Development Levies Act (1999) or Unemployment Insurance Contributions Act (2002), as at date of this certificate.

This Certificate is Valid for a period of 1 (One) Year from the date of approval.

Verification of this certificate can be done at any SARS Revenue office nationwide.

Photo copies of this certificate are not valid.

SARS reserves the right to withdraw this certificate at any time should it prevail that any taxes, levies or duties are due and outstanding by the abovementioned taxpayer during the one year period for which the certificate is valid.

*This certificate is issued free of charge by SARS.*

**PRICING SCHEDULE**  
(Professional Services)

BID NO.: SD10/2014	CLOSING TIME 11:00 ON 03 OCTOBER 2014
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>VAVULE ADDED TAX</u>
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**TO APPOINT A SERVICE PROVIDER TO DEVELOP BLUE PRINT ARCHITECTURAL DESIGNS AND SPATIAL NORMS AND STANDARDS FOR 23 DSD FACILITIES.**

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-----	-----

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

-----	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? \*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  
Tel: 012 312 7566  
Email: [KobusW@dsd.gov.za](mailto:KobusW@dsd.gov.za)

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>):  
.....

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.

<sup>1</sup>"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.

<sup>2</sup>"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

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

**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, 2011.**

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### 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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
<b>1.3.1.1 PRICE</b>	90
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution 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. DEFINITIONS

- 2.1.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” 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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less .
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, 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;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 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; and
- 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. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

### 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (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>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm ..... :

9.2 VAT registration number :.....

9.3 Company registration number .....  
:

- 9.4 TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - 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 company/firm has been in business? .....

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining 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. ....

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

2. ....

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	<p>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?</p> <p><b>(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).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	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 bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

P.O. Box X 901, Pretoria, 0001, 134 Pretoria Street, HSRC Building, Pretoria

## TERMS OF REFERENCE

### TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP BLUE PRINT ARCHITECTURAL DESIGNS AND SPATIAL NORMS AND STANDARDS FOR 23 DSD FACILITIES.

#### 1. PURPOSE

The purpose of the terms of reference is to appoint a service provider to develop blue print architectural designs and spatial norms and standards for 23 DSD facilities

#### 2. PROJECT NAME

Blue print architectural designs and spatial norms and standards for 23 DSD facilities

#### 3. BACKGROUND

The constitutional mandate of the Department is to provide sector- wide national leadership in social development. Based on its mandate, the Department develops and implements programmes for the eradication of poverty, social protection and social development amongst the poorest of the poor, the marginalised and the vulnerable. This is effectively implemented through its partnerships with its primary customers/client and all those sharing a vision with the Department of Social Development (DoSD).

Two rapid analysis studies as well as sector-wide consultation highlighted a number of concerns that indicated the urgency and set the scene for the development of a sector policy for social infrastructure delivery and management. These concerns included a wide number of issues such as insufficient capacity at national and provincial levels to deal with infrastructure planning and management, the sometimes deplorable physical working conditions of social workers, the absence of agreed spatial norms and standards to guide the design of facilities and the need to elevate infrastructure planning to a strategic level.

The planning for infrastructure delivery and management in the Department of Social Development's operating environment is complex and challenging. Where planning is in place, implementation of plans is often done in a fragmented fashion with aspects such as routine and preventative maintenance given little priority. This lack of planning and guidance had a knock-on effect for social service delivery that manifested in inadequate budgets for infrastructure delivery, overcrowding of office space and generally inadequate and poorly maintained service delivery infrastructure.

The development of spatial norms and standards is part of the policy implementation approved by MINMEC in August 2012.

#### **4. PROBLEM STATEMENT AND CURRENT SITUATION**

The standard of design of new developments has a significant impact on the overall quality of the DSD environment. It affects people's lives on a daily basis at work and within residential facilities. Well-designed buildings enhance not only the appearance of places, and our enjoyment of them, but can deliver other benefits too. Good design makes practical and economic sense. Well-designed places function well, are easily accessible and feel safe. Good buildings are cost-effective to maintain, and provide flexible accommodation that can be adapted easily to meet changing circumstances. Good design can also deliver more sustainable forms of development, and help to avoid wasteful use of energy and materials.

The nine Provincial Departments of Social Development have infrastructure units. These units are responsible for infrastructure management within their provinces. Currently, the DSD infrastructure portfolio consists of 23 different types of facilities to provide care and protection ranging from children, youth, women and older persons, attached as annexure A.

Currently, the standard of design of new buildings across the DSD sector varies considerably. Each province develops their own design for facilities sometimes at quite excessive costs. In addition, some of these facilities are inefficiently designed and there are significant price differences for the cost of facilities amongst the provinces. The time and cost incurred for each province to design the same facility in isolation of each other

is wasteful. It would therefore be both cost effective and time efficient to have a standard blueprint design for each facility within the DSD sector that could serve as a “franchise model” for the 23 different facilities.

Therefore, in order to ensure that there is uniformity within the DSD sector, the Department requires spatial norms and standards for each facility type in order to ensure that any new building would be built according to a standard. Furthermore, these norms and standards should form the basis for blueprint architectural designs for each facility.

The DSD sector currently has the following in place:

- 1.1 Design guidelines for all facilities;
- 1.2 Legislative service delivery norms and standards; and
- 1.3 All provinces have architectural designs and bills of quantities for all facilities listed in annexure A. Therefore, there is already existing work in this area and these needs to be enhanced with incorporating the best aspects of the provincial designs and consolidating it into a standard design.

## **5. SCOPE OF WORK**

The service provider is expected to review all applicable documentation within DSD to do the following:

- 5.1 Develop blue print architectural designs noting section 1.3 above, for 23 different facilities according to annexure A, that can be used by all provinces to facilitate standardisation of buildings across the country. The Department wants to adopt a “franchise model” for facilities across the country. These facilities must have:
  - 5.1.1 A standard design for a small (20-30 people), medium (31-60 people) and large (61-120) facility;
  - 5.1.2 Documented spatial norms and standards, as well as security standards for each facility;
  - 5.1.3 Specifications for all internal fittings and fixtures within the building for each facility type (e.g., doors, windows etc);

- 5.1.4 3D models for each facility;
- 5.1.5 Human Resource model for each facility; and
- 5.1.6 Costing model for each facility based on section 5.1.1 to section 5.1.5 above.

**Note: The size of facilities range approximately from 350m2 to 4500m2**

- 5.1 *The design of facilities must factor “green building” principles to ensure energy efficiency and other operating cost savings that can be generated in both urban areas and rural areas. In addition, the principle of universal design for people with disabilities must be incorporated in each design.*
- 5.2 Attend project steering committee meetings at both national and the nine provinces.

## **6. GENERAL CONDITIONS**

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

## **7. OUTPUTS/DELIVERABLES**

- 7.1 The preferred service provider is expected to:
  - 7.1.1 Provide a project inception report.
  - 7.1.2 As the project progresses, the service provider must provide monthly progress reports.
  - 7.1.3 Complete 23 blueprint architectural designs for DSD facilities with variations for a small, medium and large facility. These drawings must be made available in CAD and soft copies must be provided for each design.
  - 7.1.4 Documented spatial norms and standards as well as security standards for each facility;
  - 7.1.5 3D models for each facility;
  - 7.1.6 Costing model for each facility based on section 5.1.1 to section 5.1.5 above;
  - 7.1.7 Provide information on the project for the purposes of conducting presentations to various forums within the Department as and when requested.
  - 7.1.8 Maintain a document management repository of all information produced during the project.

The service provider is expected to have the capacity to manage this national project and have more than one team working on the designs for the different types of facilities. The service provider would be expected to conduct site visits on existing facilities within the provinces.

## **8. TIME FRAMES**

The project is planned to be conducted over a period of 12 months from signing the contract/SLA.

## **9. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED**

- 9.1 Architectural skills and registration with a professional body.
- 9.2 Engineering/Quantity surveying and project management skills.
- 9.3 Financial costing skills and development of HR model skills.
- 9.4 A broad understanding of the Public Finance Management Act, 1999 (No 1 of 1999) as amended (PFMA), Treasury Regulations and Division of Revenue Act
- 9.5 Knowledge of the work undertaken by the Department of Social Development will be an advantage.

## **10. BRIEFING SESSIONS**

There will be a compulsory briefing session prior to the commencement of the project.

Failure to attend the compulsory briefing session will result in a bidder being disqualified.

## **11. BID PROPOSAL**

The comprehensive proposal submission should include:

- 11.1 A detailed plan reflecting project time frames, costing and outputs.
- 11.2 Profile of company including a description of similar work undertaken.
- 11.3 Number, names and resumes (abbreviated CVs) of the person assigned to the project.  
A summary of the roles, responsibilities and time spent by each Person.
- 11.4 The cost structure should be inclusive and as detailed as possible.
- 11.5 The service provider is expected to enter into a contract with the DSD based on the proposal.

- 11.6 A work plan indicating time frames should be provided with the proposal.  
Progress will be monitored monthly based on the work plan and time frames provided by the service provider approved by the DSD.

## **12. PROPRIETARY RIGHT**

- 12.1 The DSD shall become the owner of all information, documents, advice and reports collected and compiled by the service provider to be appointed.
- 12.2 The copyrights of all documents and reports compiled by the service provider will vest in the DSD and may not be reproduced, distributed or made available without the written consent and approval of the DSD.
- 12.3 All information, documents and reports must be regarded as confidential until made public by the DS

## **13. EVALUATION CRITERIA**

- 13.1 The evaluation of the bids will be conducted in **three (3) 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 13.6 proposals scoring less than **65%** in respect of functionality will be disqualified and not be evaluated further.
  - b) During the second stage it will be expected of all the qualifying bidders to give verbal presentations on their proposals. The same criteria used for the scoring of bids in the first stage will be used to score bidders during the verbal presentations. Bidders scoring less than **65%** on average (a combination of the first and second stages) will be disqualified, irrespective if they have qualified during the first stage. All costs for the presentations will be for the account of bidders.
  - c) Thereafter (stage three) only the bids with an average score of **65%** and more will be evaluated in terms of the **90/10** preference points system as contemplated in the Preferential Procurement Regulations 2011, issued in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000).

- 13.2 The **90** points will be used to calculate points for price only and **10** points will be used to calculate points for BBEE status levels of contribution (SBD 6.1). Prospective service providers are required to complete the SBD 6.1.
- 13.3 The points in respect of price will be calculated on the ceiling price for the project (inclusive of the professional fees).
- 13.4 PLEASE NOTE: SBD 6.1 attached for claiming above-mentioned points, if not completed the bidder will automatically score 0 points.
- 13.5 Technical proposals will be evaluated on a scale of 1-5 in accordance with criteria below.
- 13.6 The rating will be as follows:
- 1: Very Poor
  - 2: Average
  - 3: Good
  - 4: Very Good
  - 5: Excellent

Table: 1 Evaluation Matrix

ELEMENTS	Rating					WEIGHTING
	1	2	3	4	5	
Demonstrable past experience and skills of the Project team in completing architectural designs.						30
Approach and methodology.						30
Demonstrable past experience and skills of the project team in completing HR modelling and financial costing.						20
Submission of similar work completed with a list two References.						20
<b>Functionality</b>						<b>100</b>

#### 14. FACILITIES TO BE PROVIDED BY THE DSD

- 14.1 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.

#### 15. REPORTING ARRANGEMENT

- 15.1 All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be re-worked and resubmitted at no additional cost.
- 15.2 The service provider will provide a single overall project manager.
- 15.3 A comprehensive monthly report will be submitted by the service provider.
- 15.4 The service provider must also submit monthly statistics to the DSD.

#### 16. TARRIFS AND PAYMENT

- 16.1 Payment will be effected within 30 days after receipt of a satisfactory detailed invoice from the successful service provider.
- 16.2 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.

#### 17. SUBMISSIONS

- 17.1. Prospective bidders must submit their bids proposals in **two envelopes**:
- 17.2. **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.
- 17.3. One **other envelope** with the **financial proposal** (pricing schedule (SBD 3.3) with all cost related items, cost breakdown).
- 17.4. The entire proposal should be placed on disc in a PDF format
- 17.5. The following information must be endorsed on each envelope:

- **Bid number:**
- **Closing date:**
- **Name of the Bidder:**
- **Technical Proposal or Financial Proposal**

17.6. The closing date for the submission of bid is **11H00 on 03 October 2014**

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

17.8. Bids may only be submitted as follows:

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

17.9. Bids received after the closing date and time will be regarded as late and will not be evaluated.

## **18. COMPULSORY TENDER BRIEFING SESSION**

There will be a compulsory tender briefing session as follows:

**Date:** 23 September 2014  
**Time:** 10:00  
**Venue:** HSRC Building, 134 Pretorius Street, Pretoria

**Failure to attend the compulsory tender briefing session will result in a bid being disqualified.**

## **19. DISQUALIFYING CRITERIA**

- 18.1 Failure to submit a Valid Tax Clearance Certificate.
- 18.2 Failure to complete and sign bid documents.
- 18.3 Scoring less than **65%** in respect of functionality.
- 18.4 Late submission of proposal.
- 18.5 Failure to attend the compulsory briefing session (if there's any arranged)

## **20. CONTACT PERSONS**

Enquiries may be directed to:

Mr K Watson

Tel No: (012) 312 7566

Email: [Kobusw@dsd.gov.za](mailto:Kobusw@dsd.gov.za)

<b>Annexure A : Facility Type</b>	<b>Definition</b>
<p>Child and Youth Care Centre (CYCC) includes the following:</p> <ul style="list-style-type: none"> <li>• (1)Temporary Place of Safe Care</li> <li>• (2)Children’s Home</li> <li>• (3)Secure Care Centre</li> <li>• (4)School of Industry</li> <li>• (5)Reform School</li> </ul>	<p>A Child and Youth Care Centre is a facility for the provision of residential care to more than six children outside the child’s family environment in accordance with a residential care programme suited for the children in the facility, but excludes:</p> <ul style="list-style-type: none"> <li>• a partial care facility;</li> <li>• a drop-in centre;</li> <li>• a boarding school;</li> <li>• a school hostel or other residential facility attached to a school;</li> <li>• a prison; or</li> </ul> <p>any other establishment which is maintained mainly for the tuition or training of children other than an establishment which is maintained for children court ordered to receive tuition or training.</p> <p>In terms of Section 196(4) of the Children’s Amendment Act (Act 41 of 2007) all existing government children’s homes, temporary safe care, secure care facilities, schools of industries and reform schools must be registered as CYCCs as prescribed.</p>
(6)Community Food nutrition and Distribution Centres	<p>These are facilities where food will be prepared and distributed to the community in the form of a “restaurant” or dining hall.</p>
(7)Shelters for street children	<p>A shelter provides temporary accommodation for street children to ensure their protection.</p>
(8) Drop-in Centre/ Community care centers	<p>A drop-in centre is a facility providing basic services aimed at meeting the emotional, physical and social development needs of vulnerable children.</p>
(9)Residential Facility for older persons	<p>Residential facility means a building or other structure used primarily for the purposes of providing accommodation and of providing a 24-hour service to older persons.</p>
<p>(10)Substance Dependency in patient Treatment Centre</p> <p>(11) Substance Dependency out- patient Treatment Centre</p> <p>(12) Half way House</p>	<p>A treatment centre is a facility established by the Minister for the reception and treatment of persons who are dependent on drugs.</p> <p>A hostel is a facility established by the Minister for the purpose of providing homes for patients who have been released from treatment centres and for persons dependent on drugs.</p>

Annexure A : Facility Type	Definition
(13) Office	Office space that is in line with the approved "Office Space Norms" Gazetted in August 2005 by the Minister of Public Works, catering specifically for the needs of officials in the employ of DSD, NDA and SASSA.
(14) Pay-point	A pay-point is a place designated by the South African Social Security Agency (the Agency) for the payment of social assistance.
(15) One Stop Child Justice Centre	<p>The first amendment to section 29 of the Correctional Services Act banned pre-trial detention in prison of any person under 18 years of age irrespective of offence or prior criminal history.</p> <p>The Child Justice Act (no 75 of 2008) provides for specialised child justice courts and One Stop Child Justice Centres, for all cases involving children. A One Stop Child Justice Centre is an establishment which provides all governmental and non-governmental services to children in conflict with the law under one roof.</p>
(16) Luncheon Club/Older Persons' Service Centre	Luncheon clubs or Older Persons' Service Centres is organised meeting places for over-65s. It is somewhere to receive a hot meal, to save people having to cook their own. It is also a way of sustaining social contact for older persons. Additional services and programmes are run concurrently.
(17) One Stop Development Centre	<p>This facility is provided for the delivery of a range of programmes for the community. It consists of the following:</p> <ul style="list-style-type: none"> <li>• Community hall</li> <li>• ECD centre</li> <li>• Day care centre for older persons</li> <li>• Administration offices for DSD services and other partners e.g. SASSA, Home Affairs; NGOs etc. This could be used on a rotational basis depending on the need for the service.</li> </ul>
(18) Youth Development Centre	<p>This is a facility that provides a range of services targeted to youth. It includes the following:</p> <ul style="list-style-type: none"> <li>• Youth skills centre</li> <li>• ECD</li> <li>• Administration block</li> </ul>

Annexure A : Facility Type	Definition
<p>(19) Sheltered workshops</p> <p>(20) Homes for people with disabilities</p> <p>(21) Rehabilitation centres</p>	<p>The primary objective of the Sheltered Workshops is to create socio-economic opportunities by providing diverse service baskets ranging from social services, skills development, training, and self-help programmes, in order to enhance work ethics and skills of people with disabilities.</p> <p>A home for people with disabilities is a facility for the temporary or permanent care, protection, support, stimulation, skills development and rehabilitation of people with disabilities, who due to their disability and social situation need care.</p>
<p>(22) Shelters for victims of crime and abused women;</p> <p>(23) One stop VEP centres</p>	<p>The aim of a victim empowerment shelter is to provide short term residence (24 to 72 hours) for victims of crime, domestic violence, abuse and other related social problems. This intervention includes meeting basic needs as well as providing support, counselling and skills development. Currently service delivery is mostly done at an early intervention level.</p>