



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 CONDUCT A NATIONAL AUDIT OF IN AND OUT PATIENT SUBSTANCE DEPENDENCY TREATMENT CENTERS ACROSS NINE PROVINCES OVER A 12 MONTHS PERIOD.

1. Tender No: **SD11/2014**
2. Tender for: Appointment of a service provider to conduct a National Audit of in and out patient substance dependency treatment centers across nine provinces over a 12 months period.
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: 13:00
Venue: HSRC Building, 134 Pretorius Street, Pretoria

Kind regards

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: SD11/2014

CLOSING DATE: 03 OCTOBER 2014

CLOSING TIME: 11:00

REQUEST FOR PROPOSAL TO APPOINT A SERVICE PROVIDER TO CONDUCT A NATIONAL AUDIT OF IN AND OUT PATIENT SUBSTANCE DEPENDENCY TREATMENT CENTERS ACROSS NINE PROVINCES OVER A 12 MONTH PERIOD.

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

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

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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



TAX CLEARANCE

TCC 001

Application for a Tax Clearance Certificate**Purpose**

Select the applicable option

Tenders

Good standing

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

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

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

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

YES

NO

Appointment of representative/agent (Power of Attorney)

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

I hereby authorise and instruct

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:**

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



South African Revenue Service
Suid-Afrikaanse Inkomstediens
Uphiko lwezimali Ezingenayo eNingizimu Afrika
Tirelomatlotlo 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.: SD11/2014	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 CONDUCT A NATIONAL AUDIT OF IN AND OUT PATIENT SUBSTANCE DEPENDENCY TREATMENT CENTERS ACROSS NINE PROVINCES OVER A 12 MONTH PERIOD.

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

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of 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-----

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

R-----

----- days

R-----

----- days

R-----

----- days

R-----

----- days

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

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

TOTAL: R.....

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *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

DECLARATION OF INTEREST

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

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

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

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

.....

- 2.2 Identity Number:

.....

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

.....

- 2.4 Company Registration Number:

.....

- 2.5 Tax Reference Number:

.....

- 2.6 VAT Registration Number:

.....

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

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have 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 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.

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
1.3.1.1 PRICE	90
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B-BBEE must not exceed	100
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 **"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:

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

Where

P_s = Points scored for 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-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
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>(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).</p> <p>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.</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>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.</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 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.

SBD 9

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 CONDUCT A NATIONAL AUDIT OF IN AND OUTPATIENT SUBSTANCE DEPENDENCY TREATMENT CENTRES ACROSS NINE PROVINCES OVER A 12 MONTH PERIOD.

1. PURPOSE

The purpose of the terms of reference is to appoint a service provider to conduct a national audit of in and outpatient substance dependency treatment centres across nine provinces over a 12 month period.

2. PROJECT NAME

National audit of registered and unregistered in and out patient substance dependency treatment centres.

3. BACKGROUND

Numerous research studies have indicated that the prevalence of substance abuse in South Africa has reached significant proportions within the youth and adult population. According to the Global Status report on alcohol and health (2011), the hazardous and harmful use of alcohol is a major global contributing factor to death, disease and injury: to the drinker through health impacts, such as alcohol dependence, liver cirrhosis, cancers and injuries; and to others through the dangerous actions of intoxicated people, such as drunk-driving, violence or through the impact of drinking on foetus and child development. The harmful use of alcohol is one of the world's leading health risks.

In order to address the above issue, anti-substance interventions are rendered in line with the three pillars namely; Supply Reduction, Demand Reduction and Harm

Reduction. The Anti-substance Abuse Campaign is central to Demand Reduction whilst Treatment in both in and out patient facilities forms part of Harm Reduction.

4. PROBLEM STATEMENT AND CURRENT SITUATION

There are three different types of facilities that support the anti-substance programme, namely; in patient treatment centers, outpatient treatment centers and halfway houses. These facilities are owned and provided by government (limited), the non-governmental and private sector. See annexure A for the national list of registered facilities.

In respect of the availability of public inpatient treatment centers, there are only eight in-patient treatment centres in the country which are concentrated in five provinces namely, Western Cape (3), KwaZulu Natal (2), Mpumalanga (1), Gauteng (1), and Limpopo(1-recently constructed and not yet operationalized).

According to Table 1 below, there are 131 Substance Dependency Treatment facilities across the country with possibly 100 unregistered centres.

Table1: Number of Substance Dependency Treatment Facilities

Types of Facilities	Number
Public In -Treatment Centres	8
NGO/Private In-Patient Treatment Centres	48
NGO/Private Outpatient Treatment Centres	73
NGO/Private Halfway Houses	2
Unregistered Centres (Approximately)	100
Total	231

Whilst the Department is aware of the registered treatment facilities, there is further information that the Department requires in respect of the services provided as well as the condition of the buildings. The situation in terms of unregistered facilities is even more challenging because the Department has limited information about unregistered treatment facilities and therefore it is necessary that this audit provides accurate information about unregistered substance dependency treatment facilities.

5. SCOPE OF WORK

The service provider is expected to design a research instrument in order to obtain information in respect of the following areas for the Substance Dependency Treatment centres across the nine provinces. The details of the Substance Dependency Treatment Centre numbers per province are attached as annexure A.

The service provider is expected to have the capacity to manage this national project and appoint national and provincial project management teams to coordinate the projects within the nine provinces. It is expected that the fieldwork must be given to companies from the nine provinces that should be given preference to conduct the audits within their provinces.

The fieldworkers must have experience in research and or the substance dependency treatment sector and can include educator training providers, and community workers with relevant expertise (like research or teaching) or post-graduate social science students. In addition, the technical condition assessments must be conducted by people with experience in the built environment.

5.1 Identifying details of substance dependency treatment centre

5.1.1 Name of Substance Dependency Treatment Centre

5.1.2 Address

5.1.3 Name of district/municipality

5.1.4 GIS coordinates

5.1.5 Do you receive a Department of Social Development subsidy?

5.1.6 Indication of public or private facility

5.1.7 Who owns the facility?

5.1.8 When was it built?

5.1.9 Is the facility Registered, if so, date of registration? (Proof of documentation)

5.1.10 What is the size of the facility?

5.1.11 What is the capacity of the facility?

5.1.12 What is the average utilisation /average admissions per month?

5.1.13 Do you have a waiting list-average number of people on the waiting list?

5.1.14 Please provide documentation of proof where applicable.

5.2 SERVICE AUDIT

5.2.1 Human Resources

- 5.2.1.1 Staff component of Substance Dependency Treatment Centre and salary levels for each staff member
- 5.2.2.2 Qualifications of staff –skills level/training
- 5.2.3.3 Experience of staff members
- 5.2.4.4 Any other training/ workshops undertaken by staff

5.2.2. Finances

- 5.2.2.1 Detailed information on monthly operating costs and cost items
- 5.2.2.2 Cost of fees
- 5.2.2.3 How much do service users pay for the service?

5.2.3 Service users

- 5.2.3.1 Number of service users within the Substance Dependency Treatment Centre (including age, sex and race)
- 5.2.3.2 Type of drugs used by service users over the past 12 months.
- 5.2.3.3 Number of service users with disabilities (include type of disability)
- 5.2.3.4 Who is the target group for use within this facility?
- 5.2.3.5 How are people referred to your facility?

5.2.4 Programme

- 5.2.4.1 Type of Programme provided
- 5.2.4.2 Number and type of assessments conducted on service users
- 5.2.4.3 Weekly programme schedule (obtain copy)
- 5.2.4.4 Does the facility render detoxification services?

5.2.5 Nutrition

- 5.2.5.1 Audit of daily menu provided to service users
- 5.2.5.2 Audit of storage of food and expiry dates to be noted.
- 5.2.5.3 Is there a food garden at the Substance Dependency Treatment Centre?

5.3 INFRASTRUCTURE

5.3.1 Conduct a technical condition assessment of all substance dependency treatment centres by completing the following:

- 5.3.1.1 Condition of the external and internal walls;
- 5.3.1.2 Condition of Plumbing and Electrical Services;
- 5.3.1.3 Condition of Roof
- 5.3.1.4 Condition of fixtures and fittings
- 5.3.1.5 Condition of the electrical installation
- 5.3.1.6 Are there any obstacles on the passages?
- 5.3.1.7 Is the facility accessible for a person with physical disability?
- 5.3.1.8 Is the facility over-crowded or under -utilised?
- 5.3.1.9 What is the overall condition of the building?
- 5.3.1.10 Are there separate facilities for women, children, males etc.?

5.3.2 OHS Compliance

- 5.3.2.1 Is there an exit or evacuation plan?
- 5.3.2.2 Are service users trained on the plan?
- 5.3.2.3 Is there a first aid kit available?
- 5.3.2.4 Is there an appointed first aid officer?
- 5.3.2.5 Did the first aid officer receive training?
- 5.3.2.6 Are there fire extinguishers (check service dates)

6 Norms and Standards of Substance Dependency Treatment as per Act, No 70 of 2008

- 6.1 Develop a checklist of norms and standards for substance dependency treatment and assess each facility against the norms and standards as contained in the Substance Dependency Treatment Act, No 70 of 2008.
- 7. Take pictures of each facility including the structural risk issues.
- 8. Attend project steering committee meetings at both national and the nine provinces.

9. GENERAL CONDITIONS

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

10. OUTPUTS/DELIVERABLES

- 10.1.1 The preferred service provider is expected to:
- 10.1.2 Provide a project inception report.
- 10.1.3 As the audit progresses, the service provider must provide monthly progress reports.
- 10.1.4 Complete Individual reports for each substance dependency treatment centre assessed according to the criteria listed above i.e. all elements contained in sections 5.1 to 7.
- 10.1.5 Consolidate the individual reports to provide nine provincial reports where 18 hard copies and 18 electronic copies must be provided.
- 10.1.6 Consolidate the nine provincial reports to provide a national report where five hard copies with 5 electronic copies must be provided.
- 10.1.7 Provide information on the audit for the purposes of conducting presentations to various forums within the Department as and when requested.
- 10.1.8 Maintain a document management repository of all information produced during the audit.
- 10.1.9 Develop a basic management information system (MIS) for the electronic management of the audit that is compatible with the Departments systems.
- 10.1.10 Conduct training of Departmental staff to use the MIS for obtaining access to the audit information.

11. TIME FRAMES

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

12. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- 12.1 Experience with conducting service and or infrastructure (technical condition assessments) audits.
- 12.2 Project management skills.
- 12.3 Financial costing skills;
- 12.4 Development of basic Management information systems.
- 12.5 A broad understanding of the Public Finance Management Act, 1999 (No 1 of 1999) as amended (PFMA), Treasury Regulations and Division of Revenue Act
- 12.6 Knowledge of the work undertaken by the Department of Social Development will be an advantage.

13. BRIEFING SESSIONS

There will be a compulsory briefing session prior to the commencement and closure of the project. Failure to attend the compulsory briefing session will result in a bidder being disqualified.

14. BID PROPOSAL

The comprehensive proposal submission should include:

- 14.1 A detailed plan reflecting project time frames, costing and outputs.
- 14.2 Profile of company including a description of similar work undertaken.
- 14.3 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.
- 14.4 The cost structure should be inclusive and as detailed as possible.
- 14.5 The service provider is expected to enter into a contract with the DSD based on the proposal.
- 14.6 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.

15. PROPRIETARY RIGHT

- 15.1 The DSD shall become the owner of all information, documents, advice and reports collected and compiled by the service provider to be appointed.

15.2 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.

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

16. EVALUATION CRITERIA

16.1 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 of 1-5) in respect of functionality according to the criteria set out in paragraph 16.6. 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).

16.2 The **90** points will be used to calculate points for price only and **10** 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.

16.3 The points in respect of price will be calculated on the ceiling price for the project (inclusive of the professional fees).

16.4 PLEASE NOTE: SBD 6.1 attached for claiming above-mentioned points, if not completed the bidder will automatically score 0 points.

16.5 Technical proposals will be evaluated on a scale of 1-5 in accordance with criteria below.

16.6 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 conducting service and/or infrastructure audits.						30
Approach and methodology.						30
Submission of similar work completed with a list two References.						20
Functionality						80

17. FACILITIES TO BE PROVIDED BY THE DSD

17.1 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.

18. REPORTING ARRANGEMENT

18.1 All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.

18.2 The service provider will provide a single overall project manager.

18.3 A comprehensive monthly report will be submitted by the service provider.

18.4 The service provider must also submit monthly statistics to the DSD.

19. TARRIFS AND PAYMENT

- 19.1 Payment will be effected within 30 days after receipt of a satisfactory detailed invoice from the successful service provider.
- 19.2 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.

20. SUBMISSIONS

20.1 Prospective bidders must submit their bids proposals in **two envelopes**:

- a) **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.
- b) **Other envelope** with the **financial proposal** (pricing schedule (SBD 3.3) with all cost related items, cost breakdown).

20.2 The following information must be inscribed on the envelope:

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

20.3 The closing date for the submission of bid is **11h00 on 03 October 2014**.

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

20.5 The Bids should be:

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

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

21. COMPULSORY TENDER BRIEFING SESSION

There will be a compulsory tender briefing session as follows:

Date: 23 September 2014
Time: 13:00
Venue: HSRC Building, 134 Pretorius Street, Pretoria

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

22. DISQUALIFYING CRITERIA

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

23. CONTACT PERSONS

Enquiries may be directed to:

Mr K Watson

Tel No: (012) 312 7566

Email: Kobusw@dsd.gov.za

ANNEXURE A

National List of Treatment Centres -Registered

PROVINCE	LOCATION OF TREATMENT CENTRE	NAME OF TREATMENT CENTRE	TYPE OF TREATMENT CENTRE	CAPACITY	FUNDED AND NOT FUNDED	OWNERSHIP/ MANAGEMENT
FREE STATE	Bloemfontein	Aurora alcohol and Drug Centre [SANCA]	In-patient and out-patient	50	Funded	NGO
	Welkom	Goudveld Alcohol en Dwelmsentrum	Out-patient	30	Funded	NGO
	Sasolburg	SANRA Alcohol and Drug Centre	Out-patient	60	Funded	NGO
LIMPOPO	Chuenespoort	SANCA - Limpopo	Out-patient	100	Funded	NGO
NORTH WEST	Potchefstroom	Witrand Hospital Substance Abuse Unit	In-patient	18	Not Funded	State funded hospital ward used for substance abuse treatment
	Klerksdorp	Sanpark Alcohol and Drugs Centre	In-patient	34	Funded	NGO
	Klerksdorp	Sanpark Alcohol and Drugs Centre	Out-patient	20	Funded	NGO
	Vryburg	Sanpark Alcohol and Drugs Centre	Out-patient	20	Funded	NGO
	Rustenburg	North West Rehabilitation Centre	In-patient	20	Not Funded	Private
	Hartebeespoort	Beethoven Recovery Centre	In-patient	20	Not Funded	Private
	White River	Swarthfontein Treatment Centre	In-patient	60	Funded	State
MPUMALANGA	Schagen	Healing Wings SA Adult Treatment Centre	In-patient	60	Not Funded	Private
	Schagen	Healing Wings SA Youth Treatment Center	In-patient	45	Not Funded	Private
	Piet Retief	Mokhondo Alathia Adult Rehabilitation Centre	In-patient	12	Not Funded	Private

	Piet Retief	Mokhondo Alathia Youth Rehabilitation Centre	In-patient	17	Funded	NGO
	Piet Retief	Mokhondo Alathia Rehabilitation Centre	Out-patient	25	Funded	NGO
	Witbank	SANCA – Witbank Alcohol & Drug Help Centre	Out-patient	120	Funded	NGO
	Nelspruit	SANCA - Lowveld Alcohol & Drug Help Centre	Out-patient	56	Funded	NGO
	Kwaggafontein	SANCA - Thembisile Alcohol & Drug Help Centre	Out-patient	20	Funded	NGO
KZN	Madadeni – Newcastle	Madadeni Rehabilitation Centre	In-patient	100	Funded	State
	Newlands West - Durban	Newlands Park Centre	In-patient	100Males 10 females 10 children	Funded	State
	Empangeni	SANCA- Zululand	Out-patient		Funded	NGO
	Tongaat	Haven of Rest [Half Way House]	Halfway House	50	Funded	
	Phoenix – Durban	Prydon Clinic	In-patient	17	Not Funded	Private
	Overport - Durban	SANCA-Durban	In-patient and Out-patient		Funded	NGO
	Ladysmith	SANCA- Ladysmith Satellite office	Out-patient		Not Funded	NGO
	Newcastle	SANCA - Newcastle	Out-patient		Not Funded	NGO
	Nongoma	SANCA – Nongoma Alcohol and Drug Help Centre	Out-patient		Funded	NGO
	Nquthu	SANCA – satellite office	Out-patient		Not Funded	NGO
	Pietermaritzburg	SANCA – Pietermaritzburg Alcohol and Drug Centre	Out-patient		Not Funded	NGO
	Port Shepstone	Sitholimpilo Rehabilitation Centre	In-patient & Out-patient	20	Funded	NGO
		SANCA – Umsunduzi	Out patient		Funded	NGO

		SANCA – Northern Kwazulu Natal					Funded	NGO
		SANCA – LULAMA				34 Adults 8 children	Funded	NGO
	Durban	Siyakhula Treatment Centre		In-patient		08	Funded	NGO
EASTERN CAPE	Graaf Reinet	Family Outreach Ministries		In-patient			Not Funded	Private
	Grahamstown	Fort England		In-patient				Private
	East London	Life St Marks Clinic		In-patient			Not Funded	Private
	Port Elizabeth	SANCA – Central Eastern Cape		Out-patient			Funded	NGO
	East London	SANCA – Port Elizabeth		In-patient & Out-patient			Funded	NGO
	Port Elizabeth	Sheperds Field Kibbutz		In-patient			Not Funded	Private
	Port Elizabeth	Stephen Davids		Out-patient			Not Funded	Private
	Umtata	Thembellitsha Centre		Out-patient				NGO
	Port Elizabeth	Verlaine Lamprecht		In-patient and Out-patient			Not Funded	Private
	Port Elizabeth	Vistarus		In-patient			Not Funded	Private
	Port Elizabeth	Welbedacht Therapy Centre		In-patient		19	Funded	Private
	Port Elizabeth	<i>Richmond Hill Recovery centre</i>		In-patient		11	Not Funded	Private
Total budget								
NORTHERN CAPE	Upington	Resilia Clinic		In-patient		35	Not Funded	Private
	Kimberly	SANCA- Francis Baard District		Out-patient			Not Funded	NGO
WESTERN CAPE	Kraaifontein – Cape Town	De Novo Treatment Centre		In-patient		90		State
	Maitland – Cape Town	Kensington Treatment Centre		In-patient and Out-patient		40	Not Funded	Private - Public Partnership
	Esterivier- Cape Town	Western Cape Youth Rehabilitation centre		In-patient		40	Not Funded	Private - Public Partnership
	Observatory – Cape Town	Cape Town Drug Counseling Centre		Out-patient			Not Funded	
	George	DARE		Out-patient			Not Funded	

George	Minnesota House	In-patient and Out-patient	24	Not Funded	
Namaqualand	Namaqua Treatment Centre	Out-patient		Not Funded	
Plettenberg Bay	Oasis Rehabilitation Centre	In-patient and Out-patient	10	Not Funded	
Parow East-	Ramot Treatment Centre	In-patient	44	Funded	
Athlone – Cape Town	SANCA - Athlone	Out-patient		Funded	
Atlantis- Cape Town	SANCA - Atlantis	Out-patient		Funded	
Belville- Cape Town	SANCA - Belville	Out-patient		Funded	NGO
George	SANCA - George	Out-patient		Funded	NGO
Khayelitsha- Cape Town	SANCA - Khayelitsha	Out-patient		Funded	NGO
Belville - Cape Town	SANCA-Tygerberg	In-patient and Out-patient		Funded	NGO
Paarl- Cape Town	SANCA - Paarl	In-patient and Out-patient		Funded	NGO
Mitchells Plain- Cape Town	SANCA – Mitchells Plain	Out-patient		Funded	NGO
Cape Town	Stepping Stones	In-patient	30	Not Funded	Private
Cullinan - Pretoria	Dr FF Ribeiro	In-patient	296	Funded	State
Montana Park- Pretoria	Clear View Clinic	In-patient	42	Not Funded	Private
Bryanston- Johannesburg	Eden Recovery Centre	In-patient	25	Not Funded	Private
Kempton Park	Elim Clinic	In-patient	72	Not Funded	NGO
Johannesburg					
Ferndale- Johannesburg	Houghton House Group	In-patient	46	Not Funded	Private
Boksburg	House of Mercy	In-patient	48	Funded	NGO

GAUTENG

Krugersdorp	Ithemba Alcohol and Drug Rehabilitation Clinic	In-patient	80	Funded	NGO
Roodepoort	Light House Horizon on the Horizon	In-patient	20	Funded	NGO
Thembisa - Johannesburg	Makukhanye Alcohol and Drug Centre	Out-patient		Funded	
Oaklands - Johannesburg	S.H.A.R.P	In-patient and out-patient	24	Not Funded	Private
Marshalltown-Johannesburg	SANCA- Central Rand	Out-patient		Funded	NGO
Rosettenville - Johannesburg	SANCA- Central Rand	Out-patient		Funded	NGO
Sophiatown - Johannesburg	SANCA – JHB - Phoenix House	Out-patient	20	Funded	NGO
Westbury - Johannesburg	SANCA- Central Rand	Out-patient	31	Funded	NGO
Lenasia-Johannesburg	SANCA- Nishtara	In-patient	30	Funded	NGO
Orange Farm-Johannesburg	SANCA- Nishtara Orange Farm Clinic	Out-patient		Funded	NGO
Alexandra - Johannesburg	SANCA- Central Rand (Satellite office)	Out-patient		Funded	NGO
Diepsloot - Johannesburg	SANCA- Central Rand (Satellite office)	Out-patient		Funded	NGO
KwaThema - Springs	SANCA- Eastern Gauteng (Satellite office)	Out-patient		Funded	NGO
Boksburg	SANCA Horizon Alcohol and drug Centre (Main Office)	In-patient and Out-patient		Funded	NGO
Boksburg	SANCA Horizon- (Etwatwa Satellite office)	Out-patient		Funded	NGO
Daveyton	SANCA Horizon- (Daveyton Satellite office)	Out-patient		Funded	NGO
Boksburg	SANCA – Horizon	Out-patient	44	Funded	NGO
Boksburg	SANCA- Wattville	In-patient and		Funded	NGO

	(Satellite office)	Out-patient			
Nigel -	SANCA- Eastern Gauteng	Out-patient		Funded	NGO
Boksburg	SANCA- <i>Eastern Gauteng</i>	Out-patient		Funded	NGO
Carletonville	SANCA – Greater Carletonville	Out-patient		Funded	NGO
Heidelberg	SANCA- Heidelberg	Out-patient		Funded	NGO
Ninapark - Pretoria	SANCA- Pretoria - Castle Carey	In-patient and Out-patient	60	Funded	NGO
Soshanguve - Pretoria	SANCA- Pretoria - Soshanguve	Out-patient		Funded	NGO
Soweto - Johannesburg	SANCA- Soweto (Meadowlands Satellite office)	Out-patient		Funded	NGO
Soweto - Johannesburg	SANCA- Soweto (Main office)	Out-patient		Funded	NGO
Cullinan - Pretoria	SANCA- Thusong Cullinan (Satellite office)	Out-patient		Funded	NGO
Esterust - Pretoria	SANCA- Thusong Rithabiseng/ Zithobeni (Satellite office)	Out-patient		Funded	NGO
Mamelodi East - Pretoria	SANCA Thusong Mamelodi East	Out-patient		Funded	NGO
Heidelberg	SANCA- Heidelberg	Out-patient		Funded	NGO
Vandebijlpark	SANCA- Vaal Triangle	Out-patient		Funded	NGO
Hammanskraai	SANCA <i>Hammanskraai</i>	Out-patient		Funded	
Lotus Gardens - Pretoria	Sithuthukisabonke Crisis Centre	Out-patient		Funded	NGO
Pretoria	Stabilis Treatment Centre	In-patient	80	Not Funded	NGO
Sebokeng	Toughest Young Minds	Out-patient		Funded	NGO
Linden- Johannesburg	Tranquility Home	In-patient and Out -Patient	25	Not Funded	Private
Lyndhurst- Johannesburg	Wedge Gardens Treatment Centre	In-patient	110	Funded	Private
Lyndhurst- Johannesburg	Wedge Gardens Treatment Centre	Halfway house	20	Funded	Private
Randburg-	Crescent Clinic	In-patient	15	Not Funded	Private

	Johannesburg							
	Florida- Johannesburg	Westview Alcohol and Drug Rehabilitation Clinic	In-patient	18	Not Funded	NGO		
	Florida- JHB - Roodepoort	Westview Alcohol and Drug Rehabilitation Clinic	Out-patient		Funded	NGO		
	Magaliesburg	Crescent of Hope	In-patient	20	Not Funded	NGO		
	Bronkhortspruit	SANCA Thusong	Out-patient		Funded	NPO		
	Waterkloof	Crossroads Recovery Centre	In-patient	26	Not Funded	PRIVATE		
	Kagiso	Kagiso Faith Based Organization	Out-patient		Funded	NPO		
	Benoni	Addiction Recovery Centre	In-patient	10	Not Funded	NGO		

+++ The unregistered list of facilities will be obtained from Provinces on the commencement of the audit.