



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 THE PILOT RESEARCH STUDY ON THE ELEMENTS OF FINANCIAL COSTS AND ECONOMICS OF DISABILITY FOR CHILDREN AND PERSONS WITH PHYSICAL DISABILITIES IN SOUTH AFRICA.

1. Tender No: SD11/2016
2. Tender for: Conducting the pilot research study on the elements of financial costs and economics of disability for children and persons with physical disabilities in South Africa.
3. Closing Date: 03 February 2017 at 11h00
4. 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.
5. All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.
6. Please make sure that your bid reaches this office before the closing time.
7. 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
8. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria OR
If posted, place the aforementioned envelope in a covering envelope addressed as follows:
Procurement, Department of Social development, Private Bag X901, Pretoria, 0001
9. **COMPULSORY BRIEFING SESSION TO BE HELD AT:**
Date: 24 January 2017
Venue: HSRC Building, 134 Pretorius Street, Pretoria
Time: 10:00

Kind regards


pp DIRECTOR-GENERAL: DEPARTMENT OF SOCIAL DEVELOPMENT

DATE: 18/12/2016

INVITATION TO BID

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

BID NUMBER: SD11/2016

CLOSING DATE: 03 February 2017

CLOSING TIME: 11:00

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT THE PILOT RESEARCH STUDY ON THE ELEMENTS OF FINANCIAL COSTS AND ECONOMICS OF DISABILITY FOR CHILDREN AND PERSONS WITH PHYSICAL DISABILITIES IN SOUTH AFRICA.

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

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT: HSRC Building (Ground Floor)
134 Pretorius Street
Pretoria

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

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

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

THIS BID IS SUBJECT TO THE 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?
NO

YES or

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr K Watson
Tel: 012 312 7566
Fax: 012 312 7073
E-mail address: 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.



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

Signature of representative/agent	Date
Name of representative/agent	

Declaration

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

Signature of applicant/Public Officer	Date
Name of applicant/Public Officer	

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - falls 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.

PRICING SCHEDULE
(Professional Services)

BID NO.: SD11/2016	CLOSING TIME 11:00 ON 03 February 2017
NAME OF SERVICE PROVIDER:	

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VAVULE ADDED TAX
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APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT THE PILOT RESEARCH STUDY ON THE ELEMENTS OF FINANCIAL COSTS AND ECONOMICS OF DISABILITY FOR CHILDREN AND PERSONS WITH PHYSICAL DISABILITIES IN SOUTH AFRICA.

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

R.....

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.....	

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.....

Name of Bidder:

TOTAL: R.....

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.

"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.

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 not to exceed R 1 000 000 (all applicable taxes included) and therefore the 80/20 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	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
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? (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>	<input type="checkbox"/>	<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)? 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>	<input type="checkbox"/>	<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>	<input type="checkbox"/>	<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

JL365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2



National Department of Social Development

**TERMS OF REFERENCE TO APPOINT A SERVICE PROVIDER TO CONDUCT A STUDY
ON THE ELEMENTS OF THE FINANCIAL AND ECONOMIC COSTS OF DISABILITY TO
HOUSEHOLDS IN SOUTH AFRICA FOR CHILDREN WITH DISABILITIES AND PERSONS
WITH PHYSICAL DISABILITIES**

1. PURPOSE

To appoint a service provider to conduct a Study on the Elements of the Financial and Economic Costs of Disability to Households in South Africa for Children with Disabilities and Persons with Physical Disabilities

2. BACKGROUND

One of the main objectives of the UN Partnership to Promote the Rights of Persons with Disabilities-South Africa Project was to conduct a study on reducing economic vulnerability for persons with disabilities. A pilot study was conducted that resulted in the Report on **The Elements of the Financial and Economic Costs of Disability to Households in South Africa (Part 1)**.

http://www.dsd.gov.za/index.php?option=com_docman&task=cat_view&gid=16&Itemid=39

This was accepted as the first part of the study because the research did not reach saturation points for two participating groups, namely; children with disabilities and persons with physical disabilities. As an effort to complete the study, the Department of Social Development (DSD) would like to conduct further research in order to reach saturation points for the two groups as outlined above.

A number of interventions have been instituted by government and other stakeholders to address the many challenges faced by persons with disabilities. These are often inadequate to improve the lives of persons with disabilities, including children with disabilities, as the actual cost and quantity of the reasonable accommodation measures needed by persons with disabilities has not been exhaustively estimated or measured.

The study will provide evidence for, among others, the determination of social security benefits, subsidisation of, among others, special schools and other services targeting persons with disabilities, as well as reasonable accommodation support. In that regard, the study will provide **distinct** costing of reasonable accommodation measures support intended to remove barriers to participation for persons with disabilities, including children with disabilities, and a model thereof.

3. AIM / OBJECTIVES

The aims of the assignment is to reach saturation levels in participatory research on children with disabilities and persons with physical disabilities in order to complement **The Elements of the Financial and Economic Costs of Disability to Households in South Africa (Part 1)**

4. SCOPE OF THE TASK

In order to achieve the above objectives the following are the specific tasks that summarise the scope of the assignment.

- a) **Range and cost of services** - In-depth analysis of the range of disability specific services that government need to provide for children with disabilities and persons with physical disabilities, as well as the reasonable accommodation costs to make mainstream programmes accessible.
- b) **Disability-related costs to households** - an in-depth analysis of the disability-related private costs children with disabilities / persons with physical disabilities and their families incur to enable them to play, learn and work. This will include the modelling of costs of accessing services, including the additional cost of reasonable accommodation such as assistive devices, personal assistance, interpreter services, loss of income, transport services etc. What are the costs incurred by children with disabilities / persons with physical disabilities and their families that are different to their counterparts in accessing services and community life? What is the current extent of tax rebates claimed for disability-related costs?
- c) **Economic / Opportunity cost** - In addition, a comparative analysis will be undertaken on the opportunity cost of foregoing access to socio-economic rights to the individual, family, community and country due to the tangible cost to both action and inaction on the part of the State/duty bearer. The inability to access a basket of services can result in loss of income, inability to live independently, a greater burden on the family in terms of decreasing the household income or income potential due to care-giver duties taken on by family members.

d) Comparative analysis of budget allocations and estimated costs incurred by children with disabilities / persons with physical disabilities - A comprehensive analysis and comparison of the current budgeted expenditure on services for including children with disabilities / persons with physical disabilities, across all three spheres of government by the duty-bearer and the estimated costs incurred by right holders to access these services. It will be useful to establish the gap between the costs incurred by the rights holder in relation to the budget allocation by the duty bearer in enabling access to basic services. In this section, researchers will also be expected to investigate the discrepancy between the current level of social grants accessed by children with disabilities / persons with disabilities, and the optimum level of grants that should be provided to enable them meet their basic need and thus lead decent and productive lives.

e) Scoping international benchmarking – An exploratory desktop study scoping international benchmarking on the financial and economic costs of disability with a view to identifying workable solutions as to how the gap between actual costs and budgeted expenditure should be addressed.

The Report will as such analyse and reflect the costs of providing a continuum of services to children with disabilities / persons with physical disabilities, from a rights-holder's perspective as well as from a duty-bearer's perspective, with a view to highlighting the coherence or incoherence in the supply and demand of services, best practices, international benchmarking, benchmarking with similar models and/or approaches focusing on gender and child-responsive budgeting. It will also reflect the costs that South Africa will have to bear if it does not provide for the needs of persons with disability i.e. Cost of not doing something. Modelling productivity lost, income foregone, plus actual, financial costs of care, treatment & rehab of those with impairments etc.

The research should highlight the following services: education, health and other, social services with particular emphasis on:

- Availability;
- Accessibility;
- Affordability;

- Adequacy;
- Quality;
- Safety.

The service provider will facilitate a stakeholder workshop in partnership with the DSD and stakeholders to validate the research findings.

- f) Develop in consultation with senior managers within DSD programmes, an analysis report of costing imperatives for mainstreaming disability according to a CRPD- compliance disability model. This will be based on the study conducted on **The Elements of the Financial and Economic Costs of Disability to Households in South Africa.**

5. DELIVERABLES

- a) Provide an inception report on how the research will be conducted.
- b) Present draft report at validation workshop for final inputs.
- c) Submit the final edited consolidated report to DSD. This should be an easy to read document for target audience.
- d) Develop in consultation with senior managers within DSD programmes, an analysis report of costing imperatives for mainstreaming disability according to a CRPD- compliance disability model. This will be based on the entire study conducted on **The Elements of the Financial and Economic Costs of Disability to Households in South Africa.**
- e) Submit analysis report to DSD.

6. SAMPLE POPULATION AND TARGET AREAS

- a) The project scope must reach the following target areas in line with the initial study:
 - Gauteng Province (Urban areas)
 - Kwa-Zulu Natal Province (Rural areas)
 - Western Cape Province (Rural areas)
- b) The target population will be **240** children with disabilities at special schools and **90** persons with physical disabilities all located in the identified Provinces.

7. METHODOLOGY

The following methodologies are suggested for conducting the study:

A) QUANTITATIVE ANALYSIS

- **Secondary data analysis** of national household survey datasets (in particular GHS 2012 and Census 2011) to derive the number of children with disabilities and persons with physical disabilities, by type and severity of disability, age and gender. The social and economic status of households with children with disabilities / person with physical disabilities will be disaggregated by income quintile to analyse the links between disability, poverty and access to social services across socioeconomic strata.
- **Disability Responsive Illustrative Cost Models** for the delivery of services catering to common impairments in order to estimate the aggregate costs of services needed by persons with physical disabilities and children with disabilities.

B) QUALITATIVE ANALYSIS

- **Literature review** of existing research on the financial and economic costs of disability in South Africa and beyond; reports to the UN Committee on the Rights of the Child and the Committee's concluding observations and recommendations; sectoral reviews undertaken by Government and partners; the National Research Study to identify social needs concerning people with disabilities etc.
- **One-on-one interviews** with officials in government departments responsible for policies, planning, allocating resources and managing programmes directed at people with disabilities.
- **Questionnaires** that can be sent out to national, provincial and local disability organisations as well as individuals with disabilities through the DSD network
- **Focus-group discussions** with representatives of disability groups in different geographical setups.

- **Participatory workshop** with organisations delivering services to children, women and men with disabilities to gain insights into the costs they incur when providing their support.

8. COMPETENCIES

The DSD is looking for a consortium comprising experienced experts in research, economics and finance, as well as disability rights activists.

The selection process will be done on the basis of the required qualifications, the proposed approach presentation and the quality of similar /related work done before. The minimum required qualifications include:

- More than 5 years' experience in financial modelling, economic analysis and budgeting processes
- Degree in public health, population/ sociology, disability studies, economic, legal or political sciences and/or other relevant social science disciplines
- At least 3 years' experience in working with economics and human rights programmes
- Strong content analysis skills with technical & research report writing, editing and publishing experience
- Excellent communication (oral and written) skills and the ability to effectively organize and communicate complex information in a clear and concise manner
- Fluency in English (writing)
- Sound understanding of South African public sector policy and financing environment and disability development and human rights issues
- Experience in providing high level technical support to government in South Africa
- Transferring skills within the disability sector will be an important aspect of this study.

9. MINIMUM REQUIREMENTS

The proposal should provide a proposed methodology and approach, with a detailed project plan, including the following:

- a) Key phases of the project and phase activities;
- b) A proposed timetable for the completion of the project and any specific tasks the service provider proposes to undertake;
- c) The facilities / resources that will be accessed by service provider in executing the project; and
- d) Any other information in support of the proposal:
 - The service provider shall also provide a detailed price breakdown for cost related to professional /consultancy fee, personnel, research materials, subsistence and travel. VAT must be inclusive in all cost. The consultant will charge for his/her services per attainment of specific key performance areas and milestones as agreed upon with the Department.
 - The proposal should indicate and provide samples of similar projects of this nature were undertaken previously.

10. REPORTING PERIOD

A letter of appointment will be issued and a service level agreement will be signed between parties to spell out clear milestones.

The breakdown of execution of project within **6 months** should be clear with due consideration given to exam periods, school holidays, public holidays and weekends, bearing in mind that the project must be completed and validated satisfactorily.

The service provider will be expected to provide regular briefings on status of project via emails, telephonic communication and attend steering committee briefing meetings, as well as briefing meetings with Chief Directorate: Governance & Compliance in line with key milestones of the project plan.

11. ASSUMPTIONS

- a. Communication channel between the service provider and the DSD is open and constructive.
- b. The service provider will have enough knowledge and experience to effectively undertake the exercise.

11. GENERAL CONDITIONS

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

11.2. The service provider shall, with the submission of the proposal, agree to conform to internal Departmental rules and regulations.

11.3. The service provider may need to have security clearance done, if the Department deems this necessary.

11.4. The contract shall be valid for **6 months** from the date of signature of the contract by the two parties.

11.5. The project leader must be available in person or telephonically during the phases of the project at reasonable hours.

11.6. The Department will become the owner of all information, documents compiled by the Service Provider in the execution of this project.

11.7. The copy right of all documents compiled by the Service Provider will vest in the Department and may not be reproduced or distributed or made available in any other way without the written consent of the Department.

12. SPECIAL CONDITIONS

12.1 The service provider will be required to sign a service level agreement

12.2 Payment will be made in proportion to the work completed and upon acceptance by the Department in accordance with the contract and work completed.

12.4 The Department will conduct quality assurance on work done by the contractor and unsatisfactory work will be referred to the consultant for improvement before payment is affected.

12.5 The service provider must at all times comply with the departmental policies and procedures as well as maintain a high level of confidentiality of information.

12.6 All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Director: Governance and Compliance or her delegate.

13. FINANCIAL IMPLICATIONS

13.1. Payment will be effected within 30 days after receipt of detailed invoice from the service provider. Invoices should be submitted according to a detailed outline of work completed.

13.2. Payment will be made in accordance with the completion of work based on the milestones for the project agreed to and signed off in the service level agreement.

14. EVALUATION CRITERIA

14.1. The proposals will be evaluated in **two stages**.

a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale of 1 - 5) in respect of functionality according to the criteria set out in paragraph 11.4 Proposals scoring less than **65%** in respect of functionality will be disqualified and not be evaluated further.

b) Thereafter, only the qualifying bids will be evaluated in terms of the **80/20** preference point system as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

14.2. The **80** points will be used to calculate price only and the **20** points will be used to calculate BBBEE status level of contribution.

14.3. The points in respect of price will be calculated on the ceiling price for the project (inclusive of professional fees, subsistence & travel costs and VAT).

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

1 = Very poor

2 = Average

3 = Good

4 = Very good

5 = Excellent

14.5. EVALUATION MATRIX

No.	ELEMENT	Rating					Weight	Total
		1.	2.	3	4	5		
1.	More than 5 years' experience in financial modelling, economic analysis and budgeting processes						25	
	Years	Rating /score						
	1 years	1						
	2 years	2						
	3 years	3						
	4 years	4						
	5 years	5						
2.	Proposed methodology and approach with a detailed project plan						15	
3.	Proven experience in application of the UN Convention on the Rights of Persons with Disabilities (UN CRPD)						15	
4.	Degree in public health, population/ sociology, disability studies, economic, legal or political sciences and/or other relevant social science disciplines						15	
5.	Strong content analysis skills with technical & research report writing, editing and publishing experience						20	
6.	Persons with disabilities included in the drafting bid and the project						10	
	TOTAL						100	

15. DISQUALIFYING CRITERIA

15.1 Non submission of tax clearance certificate or submitting invalid/expired tax clearance certificate.

15.2 Late submission of proposal

16. SUBMISSIONS

16.1 Prospective bidders must submit their 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) **One other envelope with the financial proposal** (pricing schedule (SBD 3.3) with all cost related items, cost breakdown).

16.2 The entire proposal should be placed **on disc in a PDF format**

16.3 The following information must be endorsed on each envelope:

Bid number:

Closing date:

Name of the Bidder:

Technical Proposal or Financial Proposal

The closing date for the submission of proposals is **3 February 2017 at 11:00 sharp**

The proposals should be:

Deposited in the Tender Box,

Foyer of the HSRC Building

134 Pretorius Street

Pretoria

Compulsory briefing session to be held at:

Date: 24 January 2017

Venue: HSRC Building, 134 Pretorius Street, Pretoria

Time: 10:00

Proposals received after the closing date and time will be regarded as late and will not be evaluated



17. ENQUIRIES

Enquiries may be directed to:

Mr K. Watson

Tel No: 012 312 7566

Email: kobus.watson@dsd.gov.za