



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001
Enquiries: Z Mantantana, Email: ZolisaM@dSD.gov.za

Sir/Madam

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INTER-SECTORAL POLICY AND IMPLEMENTATION PLAN FOR THE PROVISION OF ADEQUATE QUALITY ALTERNATIVE CARE SERVICES, MENTAL HEALTH CARE SERVICES AND BASIC EDUCATION TO CHILDREN WITH SEVERE OR PROFOUND DISRUPTIVE BEHAVIOUR DISORDERS

1. Tender No: **SD06/2022**
2. Closing Date: 12 September 2022 at 11:00
3. The following documents form part of this invitation for a proposal:
SBD1: Invitation to bid
SBD3.3: Pricing Schedule
SBD4: Declaration of Interest
SBD6.1: Preference points Claim Form
4. **All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.**
5. Please make sure that your bid reaches this office before the closing time and date
6. When submitting your bid the following information must appear on the sealed envelope:
 - i. Name and address of the Bidder
 - ii. Bid number
 - iii. Closing Date
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria
8. Compulsory briefing session

Kind regards

DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 19/08/2022

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)					
BID NUMBER:	SD06/2022	CLOSING DATE:	12 SEPTEMBER 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO DEVELOP AN INTER-SECTORAL POLICY AND IMPLEMENTATION PLAN FOR THE PROVISION OF ADEQUATE QUALITY ALTERNATIVE CARE SERVICES, MENTAL HEALTH CARE SERVICES AND BASIC EDUCATION TO CHILDREN WITH SEVERE OR PROFOUND DISRUPTIVE BEHAVIOUR DISORDERS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

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

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

PART B
TERMS AND CONDITIONS FOR BIDDING

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

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

PRICING SCHEDULE
(Professional Services)

BID NO: SD06/2022 **CLOSING TIME 11:00 ON 12 SEPTEMBER 2022**

NAME OF SERVICE PROVIDER:

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VAVULE ADDED TAX
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APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INTER-SECTORAL POLICY AND IMPLEMENTATION PLAN FOR THE PROVISION OF ADEQUATE QUALITY ALTERNATIVE CARE SERVICES, MENTAL HEALTH CARE SERVICES AND BASIC EDUCATION TO CHILDREN WITH SEVERE OR PROFOUND DISRUPTIVE BEHAVIOUR DISORDERS

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

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

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

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

Bid No.:

Name of Bidder:

.....	R.....
.....	R.....
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. Zolisa Mantantana
 Email: ZolisaM@dso.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

- 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 or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

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

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
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<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INTER-SECTORAL POLICY AND IMPLEMENTATION PLAN FOR THE PROVISION OF ADEQUATE QUALITY ALTERNATIVE CARE SERVICES, MENTAL HEALTH CARE SERVICES AND BASIC EDUCATION TO CHILDREN WITH SEVERE OR PROFOUND DISRUPTIVE BEHAVIOUR DISORDERS

1. PURPOSE

The Terms of Reference outlines the competencies, expertise and experience required of a service provider in order to develop a properly costed inter-sectoral policy and implementation plan for the provision of appropriate alternative care, mental health care services and education needs of children with severe or profound disruptive behaviour disorders. However, the costing phase which is phase four of the project will be done separately after the completion of the policy development processes. The separation of costing from policy development is in consideration of the fact that some service providers might have expertise in policy development but not on costing.

2. PROJECT NAME

The development of a properly costed inter-sectoral policy and implementation plan for children with severe or profound disruptive behaviour disorders.

3. BACKGROUND

The North Gauteng High Court issued an order in August 2018 that held the Ministers of Social Development, Health and Basic Education accountable for their constitutional and statutory duties to provide appropriate alternative care, mental health care services and basic education of an adequate quality to children with severe or profound disruptive behaviour disorders.

The Ministers committed to remedy the situation and thus the Departments of Social Development, Health and Basic Education are currently working together as a project inter-sectoral steering committee to ensure the development of an inter-sectoral policy and implementation plan that must provide for children, parents/care-givers and communities.

To ensure that children with severe or profound disruptive behaviour disorders and their parents/care-givers are receiving appropriate services, the High Court made provision for an interim arrangement. The interim arrangement, in collaboration with provinces, ensures that a child with severe or profound disruptive behaviour disorder is placed in the most suitable alternative care and have access to mental health care services as well as basic education of an adequate quality. As determined by the North Gauteng High Court the Department of Social Development is taking the lead, assisted by the Departments of Health and Basic Education in terms of their departmental mandates, roles, responsibilities and functions.

4. PROBLEM STATEMENT AND CURRENT SITUATION

Inter-sectoral collaboration and application of a multi-disciplinary approach is a challenge, resulting to fragmentation and uncoordinated provision of services. The assessment of children and families impact on the decisions in respect of services, programmes and interventions for children and family needs.

Though the Children's Act, 2005 promotes the registration of CYCCs and the provision of therapeutic and development programmes, there is a lack of therapeutic programmes offered in CYCCs to accommodate such children. Child and Youth Care Workers are not equipped to work within the space of children who have been diagnosed with severe or profound disruptive behaviour disorders. Thus, the question is whether child and youth care centres are ready to accommodate such children.

The North Gauteng High Court Order compels the Departments of Social Development, Health and Basic Education to redress the current gaps and challenges in the provision of appropriate services to children, their families and communities. The redress will ensure children and families have access to the required services and remove attitudinal and environmental barriers within the competencies of the mentioned departments.

It is against these challenges that an inter-sectoral policy is developed to guide provision of holistic services to children with severe/ and profound disruptive behavior disorder and their families.

5. PROPOSED METHODOLOGY/ APPROACH

5.1 Assessment Approach

The methodology for conducting the study requires mixed methods. This would include the collection of data from children, families and professionals by way of interviews, questionnaires, analysis of the data, desktop and literature review of documents, legislation, policies, strategies and other relevant material relevant to this project pertaining to child care.

The data collection tools must be developed by the service provider and approved by the Committee. The reviews include policies, strategies and legislation pertaining to children child in childcare in the country and internationally.

6. OBJECTIVES OF THE PROJECT

- 6.1 To develop an inter-sectoral policy, implementation plan and costing model for the provision of alternative care services, mental health care services and basic education of an adequate quality to children with severe or profound disruptive behaviour.
- 6.2 To adhere to set timelines and comply with reporting measures as agreed with the Inter-sectoral Project Steering Committee.
- 6.3 To present the draft inter-sectoral policy and implementation plan to stakeholders, provinces and departmental structures for inputs, comments and approval.

7 TARGET GROUP

- 7.1 Children with severe or profound disruptive behaviour disorders, families and communities.
- 7.2 Professionals from Department of Social Development, National Department of Health and Basic Education involved with the care, protection and well-being of children.
- 7.3 Parents and caregivers who require the necessary support.

8. SCOPE OF WORK

- 8.1 The scope of work will be undertaken within the framework provided by the national policies, legislative mandates, norms and standards, guidelines, strategies from the Departments of Social Development, Health and Basic Education including the provisions of the North Gauteng High Court Order.
- 8.2 The appointment of the service provider is to develop a costed inter-sectoral policy for children with severe or profound disruptive behaviour disorders, families and communities.
- 8.3 The inter-sectoral policy must make provision for the following:
 - 8.3.1 Appropriate prevention and early intervention programmes aligned with international best practices for children at risk of developing severe or profound disruptive behaviour disorders with their families and communities as far as possible.
 - 8.3.2 Appropriate spread of residential care programmes for those children who are in need of care and protection that offer a range of programmes that accord with international best practices that are specifically geared towards catering for children with severe or profound disruptive behaviour disorders.
 - 8.3.3 An inter-sectoral service provision model with adequate resources for the early intervention programme and residential care programme with due cognizance of

the resource intensive nature of programmes offered to children with severe or profound disruptive behaviour disorders.

- 8.3.4 The provision of a basic education of an adequate quality for all children with severe or profound disruptive disorders.
- 8.3.5 The provision of appropriate mental health care services that are readily accessible by all children with severe or profound disruptive behaviour disorders throughout their attendance of either an early intervention programme or residential care programme.
- 8.3.6 The provision of where appropriate support for families and respite care so as to ensure that children the severe or profound disruptive behaviour disorder is not unnecessarily removed from his/her family environment.

9. DELIVERABLES

The successful service provider must undertake the following:

Phases	Deliverables/Outputs	Timeframe
Phase: 1	<ul style="list-style-type: none"> • Inception meeting with the Inter-sectoral Project Steering Committee to outline the expectations. • Presentation of the work-plan/project plan on how the scope of work would be implemented. • Presentation of the inception report and the skills transfer plan. 	Within one month of signing contract.
Phase: 2	<ul style="list-style-type: none"> • To conduct and submit a desktop, literature review on: <ul style="list-style-type: none"> ○ Appropriate prevention and early intervention programmes that accord with international best practices for children at risk of developing severe or profound disruptive behaviour disorders within their families and communities as far as possible ○ The appropriate spread of residential care programmes that offer a range of programmes that accord with international best practices catering to for children with severe or profound disruptive behaviour disorders who are in need of care and protection. 	Within 9 months of signing the contract.

	<ul style="list-style-type: none"> ○ Support programmes for families who have children with severe or profound disruptive behaviour disorders ○ Respite care for families. ● To conduct focus group interviews with: <ul style="list-style-type: none"> ✓ Professionals in the field of child protection services, mental health care services and education working with children with severe or profound disruptive behaviour disorders and families. ✓ Professionals such as <ul style="list-style-type: none"> – Social workers employed in CYCCs (residential care social workers) and – Designated Social workers employed in DSD and Child Protection Organisations (case managers), – Child and youth care in CYCCs – Teachers and non-educators – Professional nurse – Psychologist – Psychiatrist, – Doctor working specializing in mental health care, – Occupational therapist ● To produce a comprehensive report with recommendations for policy development on the findings of the desktop and literature reviews ● To produce an inter-sectoral services provision model with adequate resources for prevention and early intervention and residential programmes for children with severe or profound disruptive behaviour disorders. 	
Phase: 3	<ul style="list-style-type: none"> ● To produce a draft inter-sectoral policy and implementation plan for children with severe or profound disruptive behaviour disorders. ● To consult the draft inter-sectoral policy and implementation plan with the inter-sectoral project steering committee. 	Phase 3 must be completed within 9 months after desktop study and literature review.

	<ul style="list-style-type: none"> • To conduct a consultative workshops to solicit inputs to the draft inter-sectoral policy and implementation plan with provinces and child protection organizations. To incorporate inputs and finalize the inter-sectoral policy and implementation plan for children with severe or profound disruptive behaviour disorder. 	
Phase 4	<ul style="list-style-type: none"> • To cost the inter-sectoral policy and implementation plan • To conduct a consultative workshop on the costing process. • Complete a comprehensive report with recommendations and present to the project steering committee. • Project closure meeting 	

10. TIME FRAME

The project is planned to be conducted over a period of 12 months

11. COMPETENCIES / EXPERIENCE REQUIRED

To adequately, fulfil the above mandate, the following minimum competencies are required:

- 11.1 Proven work experience with government departments and understanding of government processes
- 11.2 Skills and Knowledge of the related childcare and protection policies, legislation, services and programmes in the Departments of Social Development pertaining to alternative care services, Health in particular pertaining to mental health care services and Basic Education relating to access to education
- 11.3 Knowledge and experience in policy design and development.
- 11.4 Possession of valid drivers' license.
- 11.5 Ability to work under pressure and commitment to work to a tight time framework.
- 11.6 Good and concise writing skills.
- 11.7 Facilitation skills in workshop settings.
- 11.8 Research, analytical and comprehension skills.
- 11.9 Project management skills.
- 11.10 Good communication skills.

12. GENERAL CONDITIONS

- 12.1 The general conditions of contract as signed will be applicable in all instances.
- 12.2 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 Accounting Officer of the national Department of Social Development, National Department of Health and Department of Basic Education or his/her delegate.
- 12.2 The prospective bidders must submit an all-inclusive price as part of the tendering process.
- 12.3 All deliverables by the service provider shall be subject to quality control prior to being accepted by the Department of Social National Development of Health and Department of Basic Education
- 12.4 The successful service provider must acquaint him/herself with the relevant legislation, norms and standards, guidelines and strategies of the Departments of Social Development, National Department of Health and Department of Basic Education at his/her own cost.
- 12.5 Meetings may be called by either party as considered necessary, and by prior arrangement with the parties concerned.
- 12.6 The service provider will work with and use his or her own resources and material in the execution of the assignment in line with the terms of payment.

13 SPECIAL CONDITIONS

- 13.1 The service provider will work with and use own resources and material in the execution of the assignment.
- 13.2 Prospective service providers must submit detailed CVs, which address all key elements in evaluation matrix. Experience and references in this particular field should relate to key personnel assigned to the project and not to the tendering firm. Failing to comply with this condition will automatically disqualify the tender.
- 13.3 The successful service provider must ensure that the ceiling price quoted in their tender is not exceeded.

14 PROPRIETARY RIGHTS

- 14.1 The Department of Social Development will become the owner of all information, documents, programmes, advice and reports collected and compiled by the service provider in the execution of this project.
- 14.2 The copyright of all the documents and reports compiled by the service provider will rest in the Department Social Development and may not be reproduced or distributed or made available in any way without the written consent of the

Department Social Development, National Department of Health and Department of Basic Education.

15 CONTRACT PERIOD

15.1 The successful service provider should commence within a week after signing contract and the assignment must be completed within 12 months.

16 PAYMENT

16.1 Payment will be made in accordance with the completion of work to the satisfaction of the Inter-sectoral Project Steering Committee (NDSD, NDOH, DBE), based on the deliverables for the project agreed to and signed off as part of the implementation plan.

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

17 SUBMISSION OF BIDS

17.1 Prospective bidders must submit their bid documents in two separate envelopes. One envelope with the technical proposal and the other envelope with the financial proposal (completed and signed bid forms, ceiling price and cost breakdown and Tax Clearance Certificate).

17.2 The following information must be endorsed on each of the envelopes:

- Bid No:
- Closing date:
- Name of bidder:
- "Technical" or "Financial proposal"

The closing date for the submission of bid is **11h00 on 12 September 2022**

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

The Bids should be:

Deposited in the Tender Box,

Foyer of the HSRC Building

134 Pretorius Street

Pretoria

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

18 TECHNICAL PROPOSALS

Technical proposals should include the following:

- 18.1 Proposed methodology and approach.
- 18.2 A detailed work plan reflecting project's phases, timeframes and outputs.
- 18.3 Profile of the company including a description of similar work undertaken.
- 18.4 Number, names, and abbreviated CV's of the consultants assigned to the project. A summary of the role and responsibility of each consultant and estimated time to be spent by each consultant.
- 18.5 Clear description of what support is expected from department's side.
- 18.6 An indication of how skills transfer to department would be realized.
- 18.7 Overall price (including daily fees for each consultant, breakdown of anticipated out-of-pocket expenses, etc.).

19 EVALUATION CRITERIA

The evaluation of the proposal/quotations will be conducted in two stages:

- 19.1 The proposals will be evaluated on functionality. An evaluation panel will allocate points (scale 1-5) in respect of functionality according to the criteria set-up in the scoring matrix below. Proposals scoring less than 60 points in respect of functionality will be disqualified and not be evaluated further.
- 19.2 Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference points system as contemplated in the Preference Procurement Regulations 2017 issued in terms of Preferential Procurement Policy Framework Act (Act 5 of 2000).
- 19.3 The 80 points will be used to calculate points for price only and 20 points will be used to calculate points for BBEE status levels of contribution (SBD 6.1). Prospective service providers are required to complete the SBD 6.1.
- 19.4 The points in respect of price will be calculated on the ceiling price for the project (inclusive of the professional fees subsistence & travel cost, as well as VAT).
- 19.6 **Technical and Bid proposals** will be evaluated on a scale of 1-5 in accordance with the criteria below. The rating will be as follows:
 - 1 =Poor
 - 2 =Below average
 - 3 =Average
 - 4 =Above average
 - 5 =Very Good

SCORING MATRIX

NO	CRITERIA	1	2	3	4	5	WEIGHT (POINTS)	TOTAL
1.	<p>Demonstrates high quality, extensive knowledge and experience in conducting at least 5 related projects in the past 5 years by main contractor and subcontractors</p> <p>1= No evidence that bidder has undertaken similar projects. 2= Bidder has successfully undertaken 1 or 2 similar projects. 3= Bidder has successfully undertaken 3 projects. 4= Bidder has successfully undertaken 4 similar projects. 5= Bidder has successfully undertaken 5 or more similar projects.</p>						20	
2	<p>Bidder's profile reflects an understanding, knowledge and experience of the government systems, multi-disciplinary processes, social welfare sector's issues, childcare and protection services, mental health care services and basic education.</p> <p>1= Profile does not demonstrate any of the required qualities. 2= Profile makes mention of the required qualities but not convincing. 3= Profile demonstrates a minimum of the required qualities. 4= Profile demonstrates most of the required qualities. 5= Profile exceeds of the required qualities.</p>						20	
3	<p>Knowledge, understanding and experience in the development of the</p>						20	

NO	CRITERIA	1	2	3	4	5	WEIGHT (POINTS)	TOTAL
	<p>legislation, policies, guidelines and strategies in relation to the mandates of the Departments of Social Development, Health and Basic Education.</p> <p>1= Profile does not demonstrate any of the required qualities. 2= Profile makes mention of the required qualities but not convincing. 3= Profile demonstrates a minimum of the required qualities. 4= Profile demonstrates most of the required qualities. 5= Profile exceeds of the required qualities.</p>							
4.	<p>Approach and methodology:</p> <p>1= Proposal did not meet methodology requirements set out in the TOR 2= Proposal partially addresses methodology requirements set out in the TOR 3= Proposal meets minimum methodology requirements set out in the TOR 4= Proposal exceeds minimum methodology requirements set out in the TOR 5= Proposal exceeds minimum methodology requirements set out in the TOR and proposed value-add items such as interesting approach for undertaking the project</p>						20	
5	<p>Team composition, Qualification and Skills within the organisation</p> <p>1=The bidder does not meet the required competencies and experience as set out in the TOR</p>						20	

NO	CRITERIA	1	2	3	4	5	WEIGHT (POINTS)	TOTAL
	<p>2= the bidder has some of the competencies with no experience as set out in the TOR</p> <p>3=The bidder meets the minimum competencies and experience as set out in the TOR</p> <p>4=The bidder meets most of the required competencies and experiences as set out in the TOR</p> <p>5= bidder meets the required competencies and experiences as set out in the TOR requirements.</p>							
	TOTAL						100	

ENQUIRIES

Should you have any queries please direct them to:

Director Supply Chain Management:

Mr Zolisa Mantantana

Telephone number: 012 312-7463

Email address: ZolisaM@dsd.gov.za