

## RESOURCES



## home affairs

Department:  
Home Affairs  
REPUBLIC OF SOUTH AFRICA

Terms of Reference: TOR005-2026

### REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT

#### Closing date and time:

Date: 24 July 2026

Time: 11:00 AM

Venue: Department of Home Affairs, Hallmark Building, 230 Johannes Ramokhoase Street, Pretoria

All proposals must be dropped at the Silver Quotation Box at the reception area of the building. Late proposals will not be accepted.

#### **DISCLAIMER**

The Department of Home Affairs (DHA)'s bid documents and tender processes are free of charge. DHA will not call or send any official to demand payment for tender services.

Be advised that all tender notices, bids received, and awards are published on [www.dha.gov.za](http://www.dha.gov.za)

The Department requests all suppliers and the business communities out there to be vigilant around matters of procurement and if in doubt, do not hesitate to contact the contact persons on the relevant procurement document or the department.

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

**SPECIFICATIONS / TERMS OF REFERENCE**

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

**1. Objectives**

1.1 The objectives (aim) of this request for quotations is:

To appoint a service provider to assist with providing assurance relating to the management of the municipal services contract

**2. Background**

The Department of Home Affairs (DHA) currently operates in more than 400 (four hundred) sites/offices offering its civic services to citizens and is responsible for paying municipal services to different municipalities.

The Department appointed a service provider for the management of its municipal services accounts including payments thereof that are with various municipalities across the country.

**3. Scope and Extent of the work**

The successful service provider will be expected to provide the following services:

- a) Audit and verify all payments processed to date
- b) Identify Internal Control deficiencies and make recommendations thereof
- c) Develop an effective Standard Operating Procedure (SOP) including a Governance Structure.
- d) Provide any value added on the effective management of the contract.
- e) Engagement with relevant stakeholders that are affected by the Municipal services contract
- f) Any other responsibilities in the furtherance of the Municipal services contracts in pursuit of the Departmental goal.

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

#### 4. Resource Requirement

- Qualified and experienced chartered accountants
- Availability as soon as possible
- Knowledge of Government legislations and Policies, e.g. PFMA and Treasury Regulations.

#### 5. Key Deliverables and Time frames

##### 5.1 The Department will require the following:

- Audit and verify all payments processed to date
- Identify Internal Control deficiencies and make recommendations thereof
- Develop an effective Standard Operating Procedure (SOP) including a Governance Structure.
- Provide any value added on the effective management of the contract.
- Engagement with relevant stakeholders that are affected by the Municipal services contract
- Any other responsibilities in the furtherance of the Municipal services contracts in pursuit of the Departmental goal.
- Engage with officials in the furtherance of the above.
- Attend relevant meetings associated with the above.
- To transfer the skills to officials working in the Directorate: Property Management.
- The resources will be based/ stationed at the Departments Head Office building in Pretoria Central.
- Compilation of reports and presentations on the scope of work.

##### 5.2 Special Conditions of Contract

- (a) The department reserves the right to conduct interviews to determine the suitability of the resources prior to finalising the appointment for award. All costs incurred due to the interviews will be at the bidder's expense.

**The DHA reserves the right to conduct a security check and/ or clearance on any / all prospective service providers.**

##### 5.3 Remuneration

- (a) The service provider will be remunerated in South African Rands.
- (b) Payment will be made within 30 days of receipt of the approved invoice.
- (c) Service providers should quote a fully inclusive rate per hour for each Resource.

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

Resources	Hourly rate
Team Lead	
Support Resource 1	
Support Resource 2	
Total	

**5.4 The Department’s management of the service provider**

- (a) The service provider is required to sign a non-disclosure and confidentiality agreement.

**6. Rules of RFQ submission and evaluation**

**6.1 Rules of Bidding**

- (a) The DHA reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, should it deem necessary. Should the contract between the DHA and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee quoted by the service provider for the appropriate phase of the project during which the appointment was terminated.
- (b) The person/s proposed for professional work on the work shall remain on the team unless permission is granted by the DHA to change the individual/s. Such permission will only be granted in exceptional circumstances.
- (c) No material or information derived from the provision of the services under the contract may be used for any purposes except where authorised in writing to do so. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of this appointment shall vest in the government of the Republic of South Africa in its DHA.
- (d) The costs of preparing proposals and of negotiating the contract are not reimbursable. The DHA is not bound to accept any of the proposals submitted and reserves the right to negotiate price with the preferred service provider. Service providers may request clarification on this Terms of Reference only during the advertised period. The DHA will not accept any late submissions.
- (e) Prospective service providers may not contact the DHA or any other participant on any matter pertaining to their quotation from the time when quotations are submitted to the time the contract is awarded. Any effort by a service

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

provider to influence evaluation, RFQ comparisons or award decisions in any manner, may result in rejection of the quotation concerned.

## 7. EVALUATION CRITERIA

The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid (Yes / No)
Stage 1A	Initial screening process / compliance with bid requirements	Yes
Stage 1B	Briefing session	No
Stage 2	Pre-qualification criteria evaluation	Yes
Stage 3	Mandatory requirements evaluation	Yes
Stage 4	Functionality requirements evaluation	Yes
Stage 5	Price / Specific goals evaluation	Yes

### First stage 1A: Initial screening process / compliance with bid requirements

#### ➤ Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS.	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

No.	Compliance Checklist	Yes / No
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

**First stage 1B: Briefing session**

- No briefing session will be held.

**Stage 2: Pre-qualification criteria evaluation**

- Compliance with pre-qualification requirements. Bidders who fail to meet the pre-qualification requirements will be disqualified.
- Bidders must indicate their compliance with the following prequalification criteria as required by the DHA.
- Only bidders who have complied with prequalification criteria will be evaluated for mandatory stage.
- The Bidder **Must** sign, complete the sections below and confirm in writing the names and surnames of the Team Lead (x1) and two (2) Support Resources.

<p><b>Team Lead - Name and Surname:</b> .....</p> <p><b>Support Resource 1 - Name and Surname</b>.....</p> <p><b>Support Resource 2 - Name and Surname</b>.....</p> <p><b>Signature:</b> .....</p> <p><b>Date:</b>.....</p>
---

**Stage 3: Mandatory requirement criteria evaluation**

- Compliance with mandatory requirements. Bidders who fail to meet the mandatory requirements will be disqualified.
- Only bidders who have complied with mandatory criterions will be evaluated for Functionality stage.
- The Bidder must provide one (1) Team Lead and two (2) Support Resources that are registered with the South African Institute of Chartered Accountants (SAICA) as qualified Chartered Accountants South Africa - CA (SA)

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

Mandatory criteria 1	Comply	Do not comply
The Team Lead must be a registered CA (SA)		
<b>EVIDENCE:</b> Registration certificate/letter		
Mandatory criteria 2	Comply	Do not comply
The Support Resource 1 must be a registered CA (SA)		
<b>EVIDENCE:</b> Registration certificate/letter		

Mandatory criteria 3	Comply	Do not comply
The Support Resource 2 must be a registered CA (SA)		
<b>EVIDENCE:</b> Registration certificate/letter		

**Stage 4: Functionality requirement evaluation**

- The technical proposals will be evaluated during the first phase. Only proposals that score **70** points or above during the first phase of evaluation will be considered during the second phase.
- All proposals that scored **70** points or above will be further scored on price (80 points) and (Specific goals (20 points)).

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

#	Criteria	Evidence	Weight	Score
1	<p>The company must have relevant experience in auditing services or similar work</p> <ul style="list-style-type: none"> <li>• No reference letter = 0</li> <li>• 1 Reference letter = 10</li> <li>• 2 Reference letters = 20</li> <li>• 3 Reference letters = 30</li> </ul>	Signed and dated reference letter/s indicating acceptable level of performance	30	
2	<p>Team Lead relevant number of years of experience in auditing services or similar work</p> <ul style="list-style-type: none"> <li>• Less than 10 years = 0</li> <li>• 10 years = 10</li> <li>• 11 years =20</li> <li>• 12 years or more = 30</li> </ul>	CV of the Team Lead	30	
3	<p>Support Resource 1 relevant number of years of experience in auditing services or similar work:</p> <ul style="list-style-type: none"> <li>• Less than 5 years = 0</li> <li>• 5 years = 10</li> <li>• 6 years or more =20</li> </ul>	CV of the Support Resource 1	20	
4	<p>Support Resource 2 relevant number of years of experience in auditing services or similar work</p> <ul style="list-style-type: none"> <li>• Less than 5 years = 0</li> <li>• 5 years = 10</li> <li>• 6 years or more =20</li> </ul>	CV of the Support Resource 2	20	
<b>TOTAL</b>			100	

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

**Stage 5: Price / Specific goals evaluation**

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20-point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- As bids are only invited for requirements with a Rand value equal to or below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
1.	<b>Price:</b>	80
2.	<b>Preferential points:</b> Specific goals	20
	<b>TOTAL:</b>	<b>100</b>

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Black. <ul style="list-style-type: none"> <li>100% company owned by people who are Black = <b>7 points</b></li> <li>≥51% and &lt;100% company owned by people who are Black =</li> </ul>	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.  The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:	

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Evidence</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<p><b>5 points</b></p> <ul style="list-style-type: none"> <li>• &gt;0% and &lt;51% company owned by people who are Black = <b>2 points</b></li> <li>• 0% company owned by people who are Black = <b>0 points</b></li> </ul>		<ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust</li> </ul>	
<p>The company owned / director/s / shareholders by people who are Women.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Women = <b>10 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Women = <b>5 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Women = <b>2 points</b></li> <li>• 0% company owned by people who are Women = <b>0 points</b></li> </ul>	10	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or</li> </ul>	

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Evidence</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
		Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust	
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Disabled = <b>3 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Disabled = <b>2 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Disabled = <b>1 points</b></li> <li>• 0% company owned by people who are Disabled = <b>0 points</b></li> </ul>	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>	

## 8. MINIMUM REQUIREMENTS

### 8.1 Suppliers must ensure that the following documents are attached, signed and completed:

- (i) Price Proposal
- (ii) SBD 1: Invitation to Bid
- (iii) SBD 4 form: Bidders Disclosure

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

- (iv) SBD 6.1 form: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022; (**Note to tenderers**: The tenderer must indicate how they claim points for each preference point system).
- (v) A valid BBB-EE certificate or a sworn affidavit by the person or person acting on behalf of an enterprise indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination based on race.
- (vi) Ownership Certificates issued by the Companies and Intellectual Property Commission (CIPC).
- (vii) Tax compliance status pin issued by SARS.
- (viii) Prospective bidders are required to attach the proof that they are registered on central supplier database (CSD), starting with MAAA.... Number.
- (ix) Proposals must be submitted by 11h00am, 24 July 2026 in a clearly marked / labelled and sealed envelope. 1x copy of original 1 x electronic copy.
- (x) NB: Service Provider are to indicate on the cover of each document whether it is the original or a copy. Failure to submit in accordance with the instructions as per 6.3 may result in the service provider being disqualified. The DHA reserves the right not to make an appointment for the advertised request for Quotation (RFQ).

## 9. CONTRACTUAL PERIOD

This project should be from the date of appointment until end of the financial year 31 March 2027

## 10. ENQUIRIES

Direct all technical questions to:

Name: Mr. Vukani Nxasana

Tel: 012 406 4024

Email: [Vukani.nxasana@dha.gov.za](mailto:Vukani.nxasana@dha.gov.za)

Direct all Supply Chain Management questions to:

Name: Ms. Valencia Ndhlovu

Tel: 012 406 2771

Email: [valencia.ndhlovu@dha.gov.za](mailto:valencia.ndhlovu@dha.gov.za)

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

SBD 1

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS</b>			
<b>BID NUMBER:</b>	TOR 005-2026	<b>CLOSING DATE:</b>	26 June 2026
		<b>CLOSING TIME:</b>	11:00 AM
<b>DESCRIPTION</b>	REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT		
<b>BID RESPONSE DOCUMENTS MUST BE SUBMITTED ONLINE ON THE CENTRAL SUPPLIERS DATABASE (CSD).</b>			
All proposals must be submitted online on the Central Suppliers Database (CSD):			
<a href="https://www.csd.gov.za">https://www.csd.gov.za</a> .			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	Valencia Ndhlovu	CONTACT PERSON	Mr. Vukani Nxasana
TELEPHONE NUMBER	012 406 2771	TELEPHONE NUMBER	012 406 4024
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:Valencia.ndhlovu@dha.gov.za">Valencia.ndhlovu@dha.gov.za</a>	E-MAIL ADDRESS	Vukani.Nxasana@dha.gov.za
<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>	

- 2.1 PART B
- 2.2 TERMS AND CONDITIONS FOR BIDDING

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.3 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.4 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.5 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.6 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.7 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.8 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.9 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID**

SIGNATURE OF BIDDER: .....

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

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

**SBD 4**

**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 interest<sup>1</sup> 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---


2.2

Do you, or any

person connected with the bidder, have a relationship 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

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

consortium<sup>2</sup> 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 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

---

<sup>2</sup> Joint venture or Consortium means an association of persons for combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS (B-BBEE)	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

**2. DEFINITIONS**

- (a) **“tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;**
- (b) **“price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;**
- (c) **“rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;**
- (d) **“tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces**

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***80/20 preference point system is applicable, corresponding points must also be indicated as such.***

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

<b>Note to tenderers: The tenderer must indicate how they claim points for each preference point system. The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Evidence</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<p>The company owned / director/s / shareholders by people who are Black.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Black = <b>7 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Black = <b>5 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Black = <b>2 points</b></li> <li>• 0% company owned by people who are Black = <b>0 points</b></li> </ul>	7	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>	
<p>The company owned / director/s / shareholders by people who are Women.</p>	10	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p>	

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

<b>Note to tenderers: The tenderer must indicate how they claim points for each preference point system. The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Evidence</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<ul style="list-style-type: none"> <li>• 100% company owned by people who are Women = <b>10 points</b></li> <li>• ≥51% and &lt;100% company owned by people who are Women = <b>5 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Women = <b>2 points</b></li> <li>• 0% company owned by people who are Women = <b>0 points</b></li> </ul>		<p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p> <ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>	
<p>The company owned / director/s / shareholders by people who are Disabled.</p> <ul style="list-style-type: none"> <li>• 100% company owned by people who are Disabled = <b>3 points</b></li> </ul>	3	<p>Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.</p> <p>The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:</p>	

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

<b>Note to tenderers: The tenderer must indicate how they claim points for each preference point system. The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Evidence</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<ul style="list-style-type: none"> <li>• ≥51% and &lt;100% company owned by people who are Disabled = <b>2 points</b></li> <li>• &gt;0% and &lt;51% company owned by people who are Disabled = <b>1 points</b></li> <li>• 0% company owned by people who are Disabled = <b>0 points</b></li> </ul>		<ul style="list-style-type: none"> <li>• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>• Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.</li> </ul>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation

**SUBJECT****REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT**

- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

<b>SUBJECT</b>	<b>REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ASSURANCE SERVICES RELATING TO THE MANAGEMENT OF THE MUNICIPAL SERVICES CONTRACT</b>
----------------	---

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....