

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS</b>					
BID NUMBER:	DHA08-2024	CLOSING DATE:	23 AUGUST 2024	CLOSING TIME:	11H00
DESCRIPTION	<b>APPOINTMENT OF TRANSACTION ADVISORY SERVICES TO CONDUCT A FEASIBILITY STUDY AND PPP PROCUREMENT FOR VISA &amp; PERMIT APPLICATION CENTRE SERVICES THROUGH A PUBLIC PRIVATE PARTNERSHIP (PPP) FOR A PERIOD OF THREE YEARS.</b>				
<b>BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE SILVER TENDER BOX SITUATED AT THE MAIN ENTRANCE OF THE BUILDING (STREET ADDRESS)</b>					
Department of Home Affairs					
230 Johannes Ramokhoase Street					
Cnr. Thabo Sehume and Johannes Ramokhoase Streets					
Hallmark Building, Pretoria.					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Dikeledi Nchaube Nqobile Chonco		CONTACT PERSON	Nischal Jaynarayan	
TELEPHONE NUMBER	(012) 406 7166 (012) 406 2789		TELEPHONE NUMBER	(012) 406 2103	
E-MAIL ADDRESS	<a href="mailto:Dikeledi.Nchaube@dha.gov.za">Dikeledi.Nchaube@dha.gov.za</a> <a href="mailto:Nqobile.chonco@dha.gov.za">Nqobile.chonco@dha.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Nischal.Jaynarayan@dha.gov.za">Nischal.Jaynarayan@dha.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
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>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
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>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 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."

**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: .....

## INSTRUCTIONS TO BIDDERS

### 1. THE TENDER DOCUMENTS

#### Rules for Bidding

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture or a consortium arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit valid original tax clearance certificates.
- 1.7. All bidders submitting bids as part of joint venture, consortium, **must** submit the following:
  - i. A joint venture agreement or a consortium agreement signed by all companies forming a joint venture or a consortium.
  - ii. A valid tax clearance certificate and/ or pin issued by South African Revenue Services (SARS) for all companies that form part of a joint venture or a consortium.
  - iii. A consolidated Central Supplier Database(CSD) Report.
  - iv. A consolidated SANAS B-BBEE certificate or a consolidated B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).
- 1.8. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.9. The service provider and its affiliates are disqualified from providing goods, works, and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.10. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.11. The Department reserves the right to return late bid submissions unopened.
- 1.12. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons, or bid award decisions in any manner, may result in rejection of the bid concerned.

- 1.13. Should the contract between the Department 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 bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

### **Conditions of the Tender**

- 1.14. The General Conditions of contract will apply.
- 1.15. The Department will become the owner of all information, documents, programmes, advice, and reports collected and compiled by the service provider in the execution of this tender.
- 1.16. The copyright of all documents, programmes, and reports 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.
- 1.17. 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 Department.
- 1.18. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.19. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

### **Cost of Bidding**

- 1.20. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

### **Content of Tender Documents**

- 1.21. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:
- i. Instruction to Bidders;
  - ii. Technical Bid;
  - iii. Terms of Reference;
  - iv. Evaluation Criterion;
  - v. Financial Bid;
- 1.22. The Bidder is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in the rejection of the bid.

**Clarification of Tender Documents**

1.23. The Department will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.

**1.24. Briefing session.**

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

**Date and time:** Friday, 02 August at 10h00 to 11h00.

[https://teams.microsoft.com//meetup-join/19%3ameeting\\_ODBiM2U3MGUjZTA2Yi00NzA4LTlhYzltODQ5NjU3YjA2MzUy%40thread.v2/0?context=%7b%22id%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22oid%22%3a%22bffc90d-0a0a-4944-bb8f-ecab20fe725b%22%7d](https://teams.microsoft.com//meetup-join/19%3ameeting_ODBiM2U3MGUjZTA2Yi00NzA4LTlhYzltODQ5NjU3YjA2MzUy%40thread.v2/0?context=%7b%22id%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22oid%22%3a%22bffc90d-0a0a-4944-bb8f-ecab20fe725b%22%7d)

**Amendment of Tender Documents**

1.25. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

1.26. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.

1.27. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

**2. PREPARATION OF BIDS**

**Language of Bid**

2.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

**Documents Constituting the Bid**

2.2. The bid prepared by the Bidder shall comprise the following components:

**a) Technical Bid, including:**

- i. Invitation to Bid (SBD 1)
- ii. Tax Clearance Certificate
- iii. Bidder's Disclosure (SBD4)
- iv. Preferential Points Claim Forms (SBD 6.1)
- v. General Conditions of contract
- vi. CSD report

**vii. Letter of Authority**

- The title, name, surname, and position of an authorised person to sign the bidding documents and communicate with the department on behalf of the bidding company.
- The contact details of the authorised person including the telephone number or work cell number and the email address.

**viii. Completed Technical Specification Document**

**b) Financial Bid, comprising:**

- i. Price Schedule & Professional services (SBD 3)
- ii. Preferential points specific goals

## **Bid Prices**

- 2.3 Prices indicated on the Price Schedule shall be the total price of services including, where applicable:
- All duties and other taxes;
  - The price of transportation, insurance, and other costs incidental to the delivery of the services to their final destination;
  - The price of any other incidental services required in terms of the tender deliverables;
- 2.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 2.5 A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 2.6 Prices shall be quoted in South African Rands.
- 2.7 The Department has limited resources and bids must be competitive, with market-related pricing, as this will be one of the deciding factors in the final award of the contract.

## **Period of Validity of Bids**

- 2.8 Bids shall remain valid for 90 days after the closing date of the bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- 2.9 In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

## **Format and Signing of Bid**

- 2.10 The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate. **Apart from hard copies, a copy should also be provided on CD or memory stick. In the event of any discrepancy between the two, the original shall govern.**

- 2.11 The original and CD or Memory stick of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 2.12 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

### Sealing and Marking of Bids

- 2.13 The original and CD or Memory stick of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and the original and CD or Memory stick of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:
- Department of Home Affairs  
230 Johannes Ramokhoase Street  
Pretoria  
0001
- 2.14 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 2.15 If the outer envelope is not sealed and marked as required above, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 2.16 Faxed or emailed bids will not be accepted. **Only hand-delivered bids submitted before the due date and time will be accepted.**

### Closing Date of Bids

- 2.17 Bids (Technical and Financial) must be received by the Department at the address specified under clause 2.13 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 2.18 The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### Late Bids

- 2.19 Any bid received by the Department after the deadline for submission of bids prescribed by the Department will be rejected and/or returned unopened to the Bidder.

## **Modification and Withdrawal of Bids**

- 2.20 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 2.21 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of this bid. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 2.22 No bid may be modified subsequent to the deadline for submission of bids.
- 2.23 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

## **3. EVALUATION OF BIDS**

### **Clarification of Bids**

- 3.1. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

### **Preliminary Examination**

- 3.2. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 3.3. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 3.4. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

### **Evaluation and Comparison of Bids**

- 3.5. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.
- 3.6. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3.



## **Contacting the Department**

- 3.7. Subject to clause 3.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.
- 3.8. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

## **4. AWARD OF CONTRACT**

### **Post qualification**

- 4.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.
- 4.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 4.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

### **Department's right to vary Quantities at Time of Award**

- 4.4. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

### **Department's right to accept or reject any or all Bids**

- 4.5. The Department reserves the right to:
  - Accept or reject all or individual items of this bid;
  - Accept one or more bids submissions reject individual items;
  - Request clarification or further information regarding any item in the Proposal;
  - Request further information from any bidder after the closing date;
  - Accept a bid that may not reflect the lowest pricing;
  - Consider any bid that may not conform to any aspect of this bid;
  - Annul the tender process and reject all bids at any time prior to contract award;

- Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
- Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

### **Notification of Award**

- 4.6. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 4.7. The notification of award will constitute the formation of the Contract.

### **Signing of Contract**

- 4.8. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 4.9. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

### **Termination of Service**

- 4.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.
- 4.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

### **Unsatisfactory Performance**

- 4.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

### **Assignment**

- 4.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



home affairs

Department:  
Home Affairs  
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA08-2024

APPOINTMENT OF TRANSACTION ADVISORY SERVICES TO CONDUCT A FEASIBILITY STUDY AND PPP PROCUREMENT FOR VISA & PERMIT APPLICATION CENTRE SERVICES THROUGH A PUBLIC PRIVATE PARTNERSHIP (PPP) FOR A PERIOD OF THREE YEARS.

CLOSING DATE AND TIME OF BID:

23 AUGUST 2024 at 11h00

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

**Date and time:** Friday, 02 August 2024 at 10h00 to 11h00

**Link to the virtual meeting**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ODBjM2U3MGUtzTA2Yi00NzA4LTIhYzltODQ5NjU3YjA2MzUy%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22bff1c90d-0a0a-4944-bb8f-ecab20fe725b%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODBjM2U3MGUtzTA2Yi00NzA4LTIhYzltODQ5NjU3YjA2MzUy%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22bff1c90d-0a0a-4944-bb8f-ecab20fe725b%22%7d)

**BID VALIDITY PERIOD: 90 DAYS**

Department of Home Affairs  
Supply Chain Management

## TERMS OF REFERENCE

### OBJECTIVES

1. The objectives (aim) of this tender are:
  - To appoint a Transaction Advisor (TA) comprising of a team of suitably qualified and experienced financial, technical and legal professionals for a period of three years (with an option to extend for two years) to do the following:
    - To undertake a comprehensive Feasibility Study for the procurement of the Visa & Permit Application Centre Services and the operation of Visa Application Centres in compliance with **National Treasury Regulation 16** issued in terms of the PFMA;
    - To develop a business case detailing the possible technical and financial options on how to best procure the visa application services, identify the associated risks, financial affordability requirements and legislative compliance that will enable DHA Management to make an informed decision on the recommended option(s); and
    - After the Feasibility Study has been concluded, and DHA decides to go ahead with the PPP model, the Transaction Advisor will be required to provide advisory services for the appropriate Procurement Strategy for the Project.

### BACKGROUND

2. Global migration has always been a centrepiece of DHA service model, but progressive uptake since 2010 placed South Africa under increased pressure to render the level and nature of services under demand. The attraction of South as a global destination for business, investment or holiday (tourism) has placed un-precedented demand on the requirements for visas and permits.
3. Prior to 2010, travellers outside the Republic had to rely solely on the services of Missions abroad with DHA representation for services, and where such capacity by DHA did not exist, the Department of International Relations and Cooperation (DIRCO) would have to assist. Mostly, the service levels were inefficient, and in the absence of adequate representation and also a lack of controls for the monitoring and tracking of applications, it meant that the time taken to conclude on these applications could not be managed within acceptable timeframes.
4. Furthermore, applications were frequently lost or significantly delayed between the applicant and the Missions. DIRCO's own internal processes were not aligned to that of DHA, so the priority to manage these applications within specific timeframes was not always prioritised.
5. These limitations, and many others, that informed DHA of its strategic response, leading to benchmarking with other governments which established that a number of service providers exist in this sector, and that this type of business

partnering model potentially holds significant benefit for the service delivery mandate of their departments and the clients.

6. Based on this conclusion, DHA proceeded to issue a tender that was advertised for business partnering to manage off-shore applications for permits and visas to South Africa. The tender was subsequently awarded to VFS Global on 8th April 2010 bringing the international operations between DHA and VFS into effect.
7. VFS established frontline operations abroad by providing service centres to foreign nationals for purposes of visa and permit applications. The extent of such frontline operations was initially small and commenced in India, China and Nigeria (2010), expanding to Angola and the Democratic Republic of Congo (DRC) in 2012 and Kenya and Ghana in 2013. From the outset in 2010, VFS has only been commissioned to facilitate frontline services accepting applications from the client and then transferring these for adjudication by a departmental official at a Mission.
8. Based on DHA's requirement for scalability by the service provider in responding to demands from strategic international travel nodes based in China, India and Nigeria, (inter alia), VFS has progressively increased its operational footprint.
9. Commencing from a relatively small globally representation in 2010, VFS off-shore operational footprint increased to 18 regions with a presence of 45 VAC's. These VAC's have facilitated 347,209 applications in 2018 and 310,740 applications in 2019.

### SCOPE AND EXTENT OF THE TENDER

10. The successful bidder(s) will be expected to execute and conduct the following tasks for/ provide the following services / items to the Department:
  - a) These Terms of Reference invite proposals from the suitably experienced Transaction Advisor(s); comprising teams of suitably qualified and experienced financial, technical and legal advisors to do the following:
    - Phase 1: Undertake a comprehensive Feasibility Study that complies with National Treasury Regulation 16.
    - Phase 2: If required and approved afterwards, provide advisory services for the appropriate procurement strategy for the project.
  - b) The scope of work is divided into these two parts. The Transaction Advisor needs to submit a single bid, in the formats prescribed in these terms of reference.
  - c) **Phase 1: Feasibility Study**

The Transaction Advisor will be required to produce a comprehensive feasibility study for the Visa & Permit Application Centre Services and related visa application centres using Public Sector Comparator and PPP reference models.
  - d) This must enable the DHA to determine:
    - Full project life cycle costs;

- Affordability limits;
- Risks, their associated costs and mitigation strategies; and
- Optimal value-for-money methods of delivery.

**e) Phase 2: PPP Procurement**

If, on the basis of the feasibility study, a PPP solution is preferred, the Transaction Advisor will be required to provide the necessary technical, legal and financial advisory support for the procurement of a private partner. This must be in compliance with all elements of Treasury Regulation 16 to the Public Finance Management Act (PFMA).

**f) PHASE I: FEASIBILITY STUDY DELIVERABLES**

The TA is required to produce, in close liaison with the DHA, a comprehensive Feasibility Study which clearly demonstrates affordability, appropriate risk transfer and value-for-money.

The feasibility study is to be conducted in compliance with National Treasury's PPP Manual, available on [www.treasury.gov.za](http://www.treasury.gov.za) or on [www.gtac.gov.za](http://www.gtac.gov.za)

**g) Components of the feasibility study**

In line with National Treasury's PPP Manual, Module 4: PPP Feasibility Study, the feasibility study must include the following:

**h) Contents of the report**

Introduction

- Covering letter from the Accounting Officer/Authority requesting TA
- Executive summary
- Introduction
- Project background
- Approach and methodology to the feasibility study

**i) Section 1: Needs Analysis**

- Institution's strategic objectives
- Budget
- Institutional analysis
- Output specifications
- Scope of the project

**j) Section 2: Solution Options Analysis**

- Options considered

- Evaluation and assessment of each option
  - Summary of evaluation and assessment of all options considered
  - Recommendation of a preferred option
- k) Section 3: Project Due Diligence
- Legal aspects
    - Use rights
    - Regulatory matters
  - Site enablement issued, if any
  - Socio-economic and BEE
- l) Section 4: Value Assessment
- PSC model
    - Technical definition of project
    - Discussion on costs (direct and indirect) and assumptions made on cost estimates
    - Discussion on revenue (if relevant) and assumptions made on revenue estimates
    - BEE targets
    - Discussion on all model assumptions made in the construction of the model, including inflation rate, discount rate, depreciation, budgets and MTEF
    - Summary of results from the base PSC model: NPV
  - PPP Reference
    - Technical definition of project
    - Discussion on costs (direct and indirect) and assumptions made on cost estimates
    - Discussion on revenue (if relevant) and assumptions made on revenue estimates
    - Discussion on proposed PPP type
    - BEE targets
    - Proposed PPP project structure and sources of funding
    - Payment mechanism,
    - Discussion on all model assumptions made in the construction of the model including inflation rate, discount rate, depreciation, tax and VAT
    - Summary of results from the PPP reference model: NPV
  - Risk Assessment
    - Comprehensive risk matrix for all project risks
    - Summary of the institution's retained and transferable risks

- The NPV of all risks (retained and transferable) to be added onto the base PSC model
- The NPV of all retained risks to be added onto the PPP reference model

- Risk-Adjusted PSC Model

Summary of Results: NPV

- Risk-adjusted PPP-reference
- Summary of results: NPV, key indicators
- Sensitivity analyses
- Statement of affordability
- Statement of value for money
- Recommended procurement choice
- Information verification
- Summary of documents attached in Annexure 1 to verify information found in the feasibility study report

**m) Presentation of the Feasibility Study**

The feasibility study, comprising all the above deliverables, must be compiled in a single report in Word format (with relevant annexures), and delivered as both electronic and hard copy documents. All financial models must be in Excel format, and clearly set out all assumptions made, sensitivity analyses carried out, and model outputs. The financial models must be sufficiently adaptable for use by others at later stages. The feasibility study must be presented with a thorough executive summary and must be accompanied by a Power-Point presentation that encapsulates all the key features of the study. The executive summary and PowerPoint presentation must be compiled in such a manner that they can be used by the DHA management for decision-making purposes.

**n) Submission requirements for the feasibility study report and request for Treasury Approval I**

If the DHA decides to procure Visa & Permit Application Centre Services through a PPP solution, the feasibility study must be of a standard that will be accepted by National Treasury for the purposes of the DHA obtaining Treasury Approval: I (TA: I) in terms of Treasury Regulation 16 to the PFMA. The Transaction Advisor is therefore advised to be fully familiar with the requirements of the PPP Unit as set out in Module 4: PPP Feasibility Study of National Treasury's PPP Manual.

**o) PHASE II: PPP PROCUREMENT DELIVERABLES (IF APPLICABLE)**

If the DHA decides on a PPP procurement solution, the Transaction Advisor is required to work with the DHA to manage the procurement process for securing a PPP contract with a private party. All this needs to be in accordance with the systems and standards set out for PPPs in Treasury Regulation 16 and using National Treasury's PPP Manual and Standardized PPP Provisions.

**p) The Transaction Advisor will then have to deliver the following:**



- Treasury Approval: IIA and administration of the bidding process
  - The Transaction Advisor must prepare a complete set of procurement documents, complying with public sector procurement law, policies and guidelines, and in accordance with the tendering systems of the DHA. The documentation must be consistent with the results of the feasibility study and enable the GNT to obtain Treasury Approval: IIA (TA: IIA) in terms of Treasury Regulation 16.
  - The Transaction Advisor must also give the DHA all the necessary drafting, bidder communication and administrative support necessary for the entire procurement process to be conducted in accordance with law and policy, and to the highest standards of efficiency, quality and integrity.

### q) Pre-qualification

- The Transaction Advisor must design and administer a pre-qualification (re-request for qualification (RFQ)) process with the intention of:
  - ensuring that the DHA exact interest is communicated clearly to the market
  - determining the extent and nature of interest in the private sector
  - pre-qualifying a competitive number of competent consortia in an equitable and transparent way.
- The desired result is that every pre-qualified bidder is capable of providing the facilities and services required by the DHA.
- The Transaction Advisor must: prepare all the necessary RFQ documentation, including advertising material; set up and administer the process by which the DHA can pre-qualify the parties; and assist the DHA evaluate and pre-qualify bidders.
- Payment mechanism

The Transaction Advisor must develop a rigorous payment or revenue generating mechanism that captures the elements of the risk transfer established in the feasibility study.
- Bid evaluation criteria, bid process design and BBBEE requirements

The Transaction Advisor must: set up a bid evaluation system and criteria; de-sign a suitable bid process that will ensure comparable bids; devise effective systems for communicating with bidders; inspire market confidence; and incorporate all BBBEE requirements for the project. If appropriate, a system that allows for variant bids may be designed.
- Request for proposals (RFP)

The Transaction Advisor must prepare an RFP document in accordance with best industry practice and National Treasury's PPP Manual, consistent with the results of the feasibility study.

- r) The RFP must concisely set out:
- The output specifications of the DHA
  - Requirements for compliant bids
  - A risk profile as established in the feasibility study
  - The payment mechanism
  - The bid process
  - Evaluation criteria
  - Bidder communication systems.
- A draft PPP Agreement  
The Transaction Advisor must prepare a draft PPP Agreement, based on National Treasury's Standardized PPP Provisions. Close liaison with the DHA management and the PPP unit of the relevant treasury is required during drafting.
  - Treasury Approval: IIA  
The Transaction Advisor must compile all the documentation necessary for the DHA to obtain Treasury Approval: IIA (TA: IIA) in terms of Treasury Regulation 16 to the PFMA to enable the procurement process to begin.
  - Administration of the bidding process  
The Transaction Advisor is to provide all necessary administrative support to the DHA for the efficient and professional management of the bidding process. This includes where necessary, managing a data room, facilitating structured engagement between the DHA and bidders, assisting the DHA communicate effectively with bidders, and receiving bids.
  - Evaluation of bids, demonstrating value for money and Treasury Approval: IIB
  - Evaluation of bids  
The authorized staff of the DHA, and GTAC if so required, assisted by the Transaction Advisor, must evaluate bids following guidance given in Module 5: PPP Procurement of National Treasury's PPP Manual.

A best and final offer (BAFO) process may be required. When costing this phase of work, the Transaction Advisor must allow for the possibility of administering BAFO processes. If there is no BAFO process, the Transaction Advisor's remuneration will be adjusted accordingly.

- The Value-for-Money Report and Treasury Approval: IIB

Value for money must be demonstrated by comparing the net present value (NPV) of the bids received with the NPV of the PSC.

The results of the bidding and evaluation of bids must be presented in a single Value-for-Money report (with relevant annexures) that demonstrates clearly how value for money will be achieved with the preferred bidder. The report must clearly indicate the preferred and second-ranked bidders and provide motivations.

The value-for-money report must be in a suitable format and of a suitable standard for the DHA to get Treasury Approval: IIB (TA: IIB) in terms of Treasury Regulation 16 to the PFMA. The guidance given in Module 5: PPP Procurement of National Treasury's PPP Manual should be followed.

- PPP agreement negotiations, PPP agreement management plan and Treasury Approval III

The Transaction Advisor must assist the DHA in final negotiations with the preferred bidder. This will involve preparing suitable negotiations teams, categorizing issues appropriately, developing timelines for completion, and planning negotiation tactics and processes for reaching agreement. The Transaction Advisor must ensure that all agreements reached are incorporated into all the financial, commercial and legal documentation, and must assist with drafting the necessary and related correspondence.

The final terms of the agreements, each as negotiated with the preferred bidder, must be submitted by the DHA, along with the PPP agreement management plan, for Treasury Approval: III (TA: III) in terms of Treasury Regulation 16. The Transaction Advisor is responsible for compiling the necessary submissions for the DHA to obtain this approval. (See Treasury Regulation 16.6.1(a).)

The Transaction Advisor must, in close liaison with the DHA, draft a comprehensive PPP agreement management plan for the DHA. (See Treasury Regulation 16.6.1(b).) This will be in accordance with the provisions of the PPP agreement and following the guidance given in Module 6: Managing the PPP Agreement of National Treasury's PPP Manual.

The Transaction Advisor must also ensure that a comprehensive legal due diligence of the accounting officer/authority has been completed. This will relate to legal compliance, competence and capacity to enter into the PPP agreement. (See Treasury Regulation 16.6.1(c).)

- PPP agreement signature, close-out report and case study, and financial closure

The Transaction Advisor must help the DHA with all functions related to signing the final agreement. The Transaction Advisor must also compile a comprehensive close-out report and case study. These must follow the

formats pre-scribed in Module 5: PPP Procurement of National Treasury's PPP Manual, and must incorporate any additional factors that may be required by the DHA.

The close-out report will be a confidential document of the DHA, and will also be lodged with National Treasury. The case study will become a public document, made available on various government websites. Financial closure signifies that all the procurement deliverables have been successfully completed, and that the Transaction Advisor's work is finished, if applicable.

### **SPECIAL CONDITIONS OF CONTRACT**

11. To achieve the above, the successful bidder will be required to meet the following requirements:

#### **Transaction Advisor Skills and Experience**

- The Transaction Advisor will comprise a team, managed by a single Lead Advisor. The members of the team will have both the skill and experience necessary to undertake the range of tasks set out in this terms of reference. Each individual on the team must be personally available to do the work as and when required. The Lead Advisor will be held accountable, in terms of the Transaction Advisor contract, for ensuring project deliverables and for the professional conduct and integrity of the team.
  
- The skills and experience required in the Transaction Advisor are as follows:
  - Financial analysis, with relevant PPP and project finance experience or other demonstrable relevant experience;
  - PPP procurement and structuring or other demonstrable experience;
  - Legal, with relevant South African experience in the drafting and negotiating of PPP agreements and relevant limited recourse Project Finance experience;
  - Black Economic Empowerment expertise with relevant PPP experience;
  - Negotiations;
  - Contract management;
  - Project management;
  - Understanding of the National Treasury's PPP Manual
  
- Remuneration schedule and disbursement arrangements (Applicable in Stage 2)
  
- Remuneration of the Transaction Advisor will be payable in South African Rand, on a fixed price for each phase above (corresponding to Phase 1: PPP feasibility study and Phase 2: Procurement of the project cycle). The procurement portion of the work may or may not transpire at the end of the feasibility study, and should be costed accordingly. The TA maybe requested to assist DHA for the procurement of the project based on the recommended delivery option.

- DHA will appoint a Project Officer who will, assisted by the Senior Project Advisor from GTAC, manage the TAs to deliver on the contracted deliverables. The Project Officer will formally constitute a Project Steering Committee (PSC) which meet monthly and will be responsible for overall management of the project. The PSC will comprise of key stakeholders identified by the DHA.
- The PSC will engage regularly with the Transaction Advisor for efficiently completing the various delivery items. The Transaction Advisor will report project progress to the PSC monthly meetings or as instructed by the Project Officer

### TENDER DELIVERABLES / OUTPUTS AND TIMEFRAMES

12. The primary deliverables to be achieved:

- Transaction advisory services to conduct a feasibility study and PPP procurement for visa & permit application centre services through a public private partnership (PPP) for a period of three years.

### LOGISTICS AND TIMING

- **Project location(s):**
  - Head Office: Department of Home Affairs, 230 Johannes Ramokhoase Street, Pretoria
- **Expected commencement date:**
  - On award of the tender
- **Project period:**
  - 36 Months (with an option to extend for 24 months)
- **Bid proposal**
  - The Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document. The bid proposal response must indicate the following:
    - The bidding company's profile,
    - Project plan,
    - The pricing information.
    - Where substantiations are required, a certified copy of certification or proof is required to be attached to the bid response.
  - Bid documents may either be submitted through a courier services or hand delivered to the brown wooden bid box situated at the main entrance of the Hallmark Building at the address indicated on SBD 1 form attached on the Home Affairs' tender document. If the bid documents are submitted through a courier services, **it is the**

**responsibility of the bidder to ensure that the documents are inside the silver tender box by the closing time and date:**

- Bidder(s) are required to submit two (2) original bid proposal response documents as per paragraph 2.10 of the tender document under instruction to bidders:
  - ❖ One (1) original technical bid document;
  - ❖ One (1) original financial bid document and;
  - ❖ One (1) compact disc (CD) or universal serial bus (USB) with PDF content of each bid document by the closing date and time.
- Each bid response document and CD must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the bid response document and information in the CD or USB must be clearly labelled.

- **Fee structure**

- The following remuneration schedule is set for each part of the contract. Bidders should adhere to these in their proposals, within the total budget given

**Feasibility study**

Deliverable	Percentage	Amount
Mobilisation fee – as a percentage (%) of phase 1	10	
Completion of sections 1-2 (Needs and Options Analysis)	15	
Completion of section 3 (Due Diligence)	20	
Completion of section 4 (Value Assessment)	20	
Completion of sections 5-6 (Economic Valuation and Procurement Plan)	15	
Completion of feasibility study report to the satisfaction of the GNT	10	
A decision by National Treasury in respect of TA: I	10	
<b>TOTAL</b>	<b>100</b>	

**PPP procurement**

Deliverable	Percentage	Amount
Mobilisation fee – as a percentage (%) of phase 2	10	
Completion of RFQ/RFP documentation to the satisfaction of the DHA	20	
A decision by National Treasury in respect of TA:IIA	10	
Completion of the value for money report to the satisfaction of the DHA	15*	
A decision by National Treasury in respect of TA:II B	10*	
Completion of the TA:III and Financial Liability Committee report	20	
A decision by National Treasury in respect of TA:III	15	
<b>TOTAL</b>	<b>100</b>	
BAFO allowance (if applicable) will be 15% of * (For DHA budgeting purposes only)		
<b>TOTAL including BAFO allowance</b>		

Deliverables completed per the remuneration schedule will be recommended by the Project Officer and approved by DHA, after which invoices may be submitted for payment as per the remuneration schedule.

**Disbursement arrangements**

Out-of-pocket expenses will be paid at cost within an agreed ceiling. All claims for travel and other legitimate disbursement expenditure must be pre-approved by the Project Officer or nominee, in advance of being incurred. Where applicable pre-approved project expenditure costs, expenditure in respect of document reproduction or any other legitimate project disbursement expenditure will be reimbursed at cost within 30 days of receipt of approved and substantiated invoices, and does not form part of the remuneration schedule.

**EVALUATION STAGES**

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

Stage	Description	Applicable for this bid
Stage 1A	Non-compulsory briefing session.	Yes
Stage 1B	Initial screening process / compliance with bid requirements.	Yes

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Stage	Description	Applicable for this bid
Stage 2	Pre-qualification criteria evaluation.	No
Stage 3	Mandatory requirement evaluation.	Yes
Stage 4	Functionality requirement evaluation.	Yes
Stage 5	Price / Specific goals	Yes

### **Stage 1A: Briefing session**

- Non-compulsory virtual briefing session will be held.

### **Stage 1B: 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.	
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.	

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

- Not applicable.

### **Stage 3: Mandatory requirements**

- Compliance with the mandatory requirements. Prospective bidders who fail to meet the mandatory requirements will be disqualified.
- Only bidders who have complied with the following mandatory requirements will be evaluated for functionality.

Mandatory Requirement 1	Comply	Do not comply
Company experience (the main bidder) as a PPP lead Transaction Advisor or		



similar.		
<b>EVIDENCE:</b> Bidders must submit a signed and dated client reference letter indicating the acceptable level of performance as a PPP lead Transaction Advisor.		

**Stage 4: Functionality requirement evaluation**

- The technical proposal will be evaluated as per the criteria in table below. Bidders must ensure that all required information is included in their bid as per Bid Submission Requirements. DHA may require clarification meetings as part of the evaluation of the submitted bids.
- The Department reserves the right to verify qualifications obtained from local institutions through SAQA.
- Bidders must include proof of SAQA accreditation certificate for all the qualifications that are obtained from foreign institutions.
- A score of zero will be assigned where qualifications obtained from foreign institutions are not accompanied by proof of a SAQA accreditation certificate.
- Each bidder must ensure that the proposed team members are compliant with all South African laws; including the Immigration Act 13 of 2002 (as amended) and Employment Services Act.
- Prior to appointment, the recommended bidder may be required to submit additional supporting documentation for individuals forming part of the project team for verification and screening purposes.
- Failure to adhere to the above requirements i.e. misrepresentation and/or non-submission of the required documentation may lead to a disqualification or termination of the contract with the appointed service provider at any stage of the implementation.
- 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.
- The technical proposal will be evaluated out of 100 points with a threshold of 60 points.
- Bidders that score less than minimum of 60 points will be disqualified.
- Bidders must score a minimum of 60 points on functionality to qualify for further evaluation on price and preference points.

<b>Evaluation Criteria</b>				
No	Category	Evidence	Weight	Score
1.	<b>PROJECT DIRECTOR</b>  A relevant qualification in Engineering, Finance, Legal, Project Management or equivalent.	Copy of qualification(s)  10 = Masters (NQF9) and above 8 = Honours Degree/Relevant registration (NQF8) 6 = Degree (NQF7) 4 = National Diploma (NQF6) 0 = None provided or less than NQF6	10	

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Evaluation Criteria				
No	Category	Evidence	Weight	Score
2.	<b>FINANCIAL ADVISOR LEAD</b> A relevant qualification in Finance, Accounting or equivalent	Copy of qualification(s) 10 = Masters (NQF9) and above 8 = Honours Degree/Applicable Registration (NQF8) (CA, CFA, etc) 6 = Degree (NQF7) 4 = Diploma (NQF6) 0 = None provided or less than NQ6	10	
3.	<b>LEGAL LEAD</b> A legal qualification or equivalent	Copy of qualification(s) 10 = Masters in Law (NQF9) 8 = Honours/LLB (NQF 8) admission 6 = Legal Degree (NQF 7) 4 = Relevant Legal Diploma (NQF 6) 0 = None provided or less than the Legal Diploma	10	
4.	<b>TECHNICAL LEAD</b> A relevant qualification in the Information Technology environment.	Copy of qualification(s) 10 = Masters (NQF9) & above 8 = Honours (NQF8) 6 = Degree (NQF7) 4 = Diploma (NQF6) 0 = None provided or less than NQF6	10	
5.	<b>RELEVANT EXPERIENCE IN PPP TRANSACTION ADVISORY WORK OR SIMILAR</b> The reference letter/s must be signed and dated indicating acceptable level of performance for the lead company or its partners	Less than 2 Reference letters = 0 2x Reference letters = 20 3x Reference letters = 40 4x Reference letters = 60	60	
<b>TOTAL</b>			<b>100</b>	

### Stage 5: Price and Specific goals

- Bids will then 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 preference point system is applicable and will be calculated with a rand value up to R50 million (all applicable taxes included).

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- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a rand value up to R50 000 000.00, 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>

### Specific goals

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

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
<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> <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>7 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</li> </ul>

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Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
<ul style="list-style-type: none"> <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 Companies and Intellectual Property Commission (CIPC).</p> <ul style="list-style-type: none"> <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> <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>

**PRICING SCHEDULE**

(Professional Services)

NAME OF BIDDER: ..... BID NO: DHA08-2024

CLOSING TIME 11:00 ..... CLOSING DATE: 23 AUGUST 2024

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION ** (ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY	
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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-----	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

## DHA08-2024

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

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	.....	R.....
-----	-----	.....	R.....
-----	-----	.....	R.....
-----	-----	.....	R.....

\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- 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. ....

**\*[DELETE IF NOT APPLICABLE]**

**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>

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<sup>1</sup> 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.

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 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

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



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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 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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	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 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- 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.**

**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)
<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> <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>7 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</li> </ul>	

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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)
		Certificate or 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>	

### 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
- 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.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....  
.....  
.....