



Company name of Bidder:

BID NO: 2022/01/HO

CASIDRA SOC LTD: SERVICES OF A COMPANY SECRETARY

FRAMEWORK AGREEMENT

APRIL 2022

This document is not for sale. Any entity that requests payment must be reported at the contact person indicated in this tender.

BID AMOUNT
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GENERAL REQUIREMENTS

Casidra SOC Ltd is a schedule 3D business enterprise of the Western Cape Provincial Government situated in Paarl, Western Cape. In terms of the PFMA, the Accounting Authority of **Casidra** SOC Ltd is the Board of Directors.

BACKGROUND

The Company Secretary is responsible for providing the board of directors with guidance as to their duties, responsibilities and powers; ensuring that the Board and Company comply with legislation and regulations, sound corporate governance practices, including minutes; and the scheduling, preparation and minute taking of board and board committee meetings.

The provision of company secretariat services will be required for a period of 1 year with the option of contract extension for a further 12 months, linked to a performance agreement.

The scope of work will include:

1. Advisory services including legal interpretation of statutes such as the Companies Act, Public Finance Management Act, and/or other application legislation;
2. Compliance services;
3. Administrative services; and
4. Project/Business related services.

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Compulsory documentation to be submitted by the interested bidder:

- A A detailed plan, which as a minimum should include timeframes and deliverables, must be included.
- B The successful service provider must possess a legal or Chartered Institute of Secretaries (CIS) professional qualification.
- C The successful service provider must have at least five (5) years’ experience in the provision of the services set out in paragraph 3. Bidders must submit detailed curriculum vitae of proposed team members.
- D The successful service provider must demonstrate a working knowledge of the PFMA and National Treasury Regulations.
- E Provide at least 3 reputable contactable references where you have provided company secretariat services.
- F The proposed fee must be set out in the prescribed table presented in CPBD 3.

Documents for the purpose of this bid include:

1. Conditions to Submit Bid (Form CBD 2.1 (Lump Sum / Measured)) or Standard Conditions of Contract can be viewed on the **Casidra** website at www.casidra.co.za.
2. Price Form, Bill of Quantities and Schedules (Form CBD 3.1)
3. Scope of Works (Form CBD 4)
4. PPP Evaluation Form (Form CBD 5.1 (80/20))
5. Bank Entity Form (Form CBD 7), unless the banking details of the company indicate “verified” on the Central Supplier Database (CSD).
6. Registration on the CSD for all suppliers is compulsory and registration numbers must be supplied.

In accordance with Casidra’s Preferential Procurement Policy, this bid as further indicated in CBD 5.1 is subject to:

- ***a pre-compliance criteria of presence in the Western Cape, preferably in the radius of 60 km from Casidra SOC Ltd, 22 Louws Avenue, Paarl;***
- ***a functionality compliance test;***
- ***B-BBEE certified bids will receive preferential scores;***

The successful bidder will be required to fill in and sign a written Contract Form (CBD 8).

BID DEADLINE: The closing date for the bid is **Friday, 29 April 2022** strictly at **12H00**.

SUBMISSION OF BIDS:

Bids must be submitted in a sealed envelope with the name of the bidder and the inscription “**BID NO 2022/01 SERVICES OF A COMPANY SECRETARY**” and placed in the bid box available at Reception of **Casidra’s** Head Office, 22 Louws Avenue, Southern Paarl. **No faxed, emailed, counter-to-counter courier or posted bids will be accepted. No late bids will be accepted.**

The following documents (including fully completed and signed **CBD** forms numbered 1 to **7** as supplied) must be **valid for a period of 90 calendar days** after closure of the bid and submitted as a bid packet:

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder	<i>Initial here</i>	

Document number	Document description	Action required/comment	Mark
			√
CBD 1	General requirements	Signed	
CBD 2	Conditions to submit bid	Signed	
CBD 3.1	Price form	Complete, sign	
CBD 3.1 Experience	Proof of previous work and contact details of three work-related references that are qualified to comment on work.	Compulsory	
CBD 3.1 Rates	Unit rates for the works on the forms as supplied	Compulsory	
CBD 3.1 Changes	Indication if any changes are proposed in scope of works and cost implication.	If required	
CBD 4	Scope of works	Signed	
CBD 5 (80/20)	PPP Evaluation form	Complete, sign	
CBD 7 or bank confirmation letter	Bank Entity form (Not needed if “verified” on CSD)	Complete, bank stamp	
TCC of principle and sub-contractors	Registration and verification of Tax Clearance on CSD.	Compulsory	
BEE	B-BBEE Certificate or Sworn Affidavit (as applicable, see CBD 5 for detail)	Original affidavit or originally certified copy certificate/Valid/not compulsory	
Company profile	Detailed company profile including the core competencies of personnel and subcontractors	Compulsory	

The contact person for technical enquiries: Office of CEO at (021) 863 5000.

**Compliance with the Occupational Health and Safety Act and regulations apply. It is the responsibility of the Contractor to perform all services accordingly.
Take Note: Compliance in terms of the regulations will be strictly enforced and no lenience allowed.**

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

In order to meet this requirement, bidders must ensure that they are registered on the CSD and their tax status on the CSD are indicated as compliant. If a discrepancy exists between the CSD and the SARS eFiling of the supplier, then a printed version of the Tax Clearance Certificate must be supplied by the supplier and the eFiling PIN number for verification of authenticity by **Casidra** on the SARS website.

Foreign suppliers with no tax obligation in South Africa must request from **Casidra** and complete a form SBD1 that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialled by bidder	<i>Initial here</i>	

Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialled by bidder		<i>Initial here</i>

**BID NO: 2022/01/HO****GENERAL TERMS AND CONDITIONS OF THE BID****Definitions:**

In this Agreement, unless the context clearly indicates a contrary intention, the following words will have the following meanings and cognate expressions will have corresponding meanings:

“Project Manager” means an official appointed and in charge of coordinating the project at **Casidra SOC Ltd.** in accordance with the provisions of this terms and conditions.

“Project” means **SERVICES AS COMPANY SECRETARY** as further identified under the project name as above.

“Service level” means the stipulated criteria applicable to the indicated project, including any set of criteria relating to the performance of the Service Provider.

“Service Provider” means a Professional Service Provider with specialised skills, industry related knowledge and credentials of previous experience as being presented by the Service Provider to the Client in its marketing documentation or project proposal.

“Client” or “the Client” means **Casidra SOC Ltd.**

“Employee” means a person employed in the public administration including persons contemplated in section 12A of the Public Service Act (advisors to executive authority) and a person performing similar functions in a municipality or a provincial public entity, whether permanently or temporarily.

“Family member” means a spouse (partner in marriage, customary union according to indigenous law or a relationship in which the parties live together in a manner resembling a marital partnership), child, parent, brother or sister, whether such relationship results from birth, marriage or adoption.

Unless the context clearly indicates a contrary intention, any word denoting any gender includes the other gender, the singular includes the plural and vice versa, natural person includes artificial persons and vice versa and insolvency includes provision or final sequestration, liquidation or judicial management.

1. Service Specifications

The Service Provider shall pursue the project in accordance with the service specifications as per the Scope of Works, **CPBD 4**.

2. Changes In Scope Of Contract

2.1. In the event of any project being discontinued or any extreme condition/s that will lead to wasteful expenditure during the contract period, the Service Provider shall inform the Client accordingly, so as to:

2.1.1 cease the service in that particular project;

2.1.2 or for another project to be identified as a replacement project.

2.2. In the event of 2.1 and 2.3, notice in writing shall be given to the Service Provider with regards to change in scope.

2.3. The effect of such changes in terms of cost and deliverables due will be consulted with the Service Provider and agreed upon between the parties.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder	<i>Initial here</i>	

- 2.4. Other minor changes in scope will be done officially by means of a written Variation order, issued by the Client, indicating the effect on the scope, budget, duration and deliverables.
- 2.5. Directives by the Client that forms part of the current project scope, but only ensure the methodology, quality, clarity or presentation does not form part of the arrangement.

3. Framework agreement Bid

No unit price adjustment of whatever nature, except for decreases or increases in the Value-added Tax (VAT) and / or Variation Orders, shall be applicable in this contract. The Service Provider shall make provision in his/her price for possible fluctuations in costs and indicate such time related costs on **CPBD 3**.

4. Project Manager

The person appointed by the Client to act as Project Manager of this contract, is Mr. D Nefdt and can be reached at 021 863 5000 or via e-mail at dnefdt@casidra.co.za.

5. Acceptance of Bids

The Client is not bound to accept the lowest bid nor is it required to give reasons for selecting one Service Provider in favour of another.

6. Expenses in Preparation of Bid

The Client will not be responsible for, nor pay any expenses for losses which the Service Provider may incur in preparation of this bid.

7. Value Added Tax

The total quoted price must include Value Added Tax. A **compulsory valid tax clearance certificate of the principle as well as the sub-contractors must be available on the CSD**.

8. Accounts and Payments

- 8.1 The Client and the Service Provider shall each appoint its project manager/supervisor that shall work in close cooperation in order to facilitate the flow of information, solving of problems, accounts, payments etc. between the parties.
- 8.2 Payment of accounts received by the Client in terms of the Services rendered, shall be effected within 30 days after receipt of a correctly completed and approved progress report or work module. The Client does not accept responsibility for delays in payment due to faulty accounts or paperwork.

9. Responsibility of the Client

The Client will:

- 9.1 ensure that payments are done in accordance with the agreed payment schedule.
- 9.2 Not unnecessarily and for an unreasonable period delay any approvals or directives that is needed for the project to proceed.

10. Responsibility of the Service Provider.

The Service Provider will:

- 10.1 Provide the necessary capacity to properly execute the project in terms of the Specifications.
- 10.2 Supply an adequate labour force in order to render an acceptable standard of service to the Client. This labour force is to conduct itself in an efficient and professional manner, in carrying out their duties.
- 10.3 If applicable, the Service Provider's supervisor, who shall be identified in writing to the Client's representative and empowered to act for him/her, shall constantly be present in meetings. The supervisor shall attend to any problems or complaints that may arise, and directives given to him/her by the Client's representative shall be deemed to be given to the Service Provider. The supervisor must be contactable at all reasonable times, preferably to be equipped with a cellular phone.
- 10.4 Conform to all Laws, Regulations or By-Laws of any Department of State, Provincial Administration or Local Authority which may be applicable hereto.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialled by bidder	<i>Initial here</i>	

10.5 Be responsible for the travelling, accommodation, work tools and management of its services.

11. General

- 11.1 Under no circumstances must the Service Provider accept that it has been appointed without the completed documentation as described hereafter.
- 11.2 The successful Service Provider will be given notification in writing / by means of an appointment letter, and the signing of a Service Level agreement, together with this document, will form the contract.
- 11.3 The Service Provider is responsible to complete all the work according to the quoted price.
- 11.4 The attached form **CPBD 5.1**, “PPP – Evaluation Criteria of the Service Provider”, **MUST** be completed, signed and handed in as part of the bid documents by the Service Provider.
- 11.5 The Service Provider must provide all details of any references of previous work of similar nature or that demonstrates the ability of the Service Provider to perform a task of this nature (refer “PPP – Evaluation Criteria: References of previous work”).
- 11.6 The Service Provider hereby gives approval to the Client to conduct a “credit reference check” as part of the functional requirements in evaluation of this bid.
- 11.7 The Service Provider **must include** all relative information and documents as described in **CPBD 1** with the bid in order to successfully complete the application.
- 11.8 NO TIPP-EX may be used to rectify mistakes or errors in the text or prices.

12. Cancellation of the project.

The Client retains the right to partially or completely, amend, award or cancel this project before appointing any Service Provider.

13. Evaluation of the bid

The awarding of bids are dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy is based on the “**Preferential Procurement Policy Framework (Act 5 of 2000)**” and related Regulations and updates.

Further detail on the application of this regulation is set out in document **CPBD 5**. Awarding of the bid is dependent on a preferential points system, and every presentation is measured against the specific evaluation criteria as shown. The completion and signing of this document is thus a pre-requisite to qualify as a service provider.

14. Declaration of interest

Any employee may not conduct business with the State or be a director of a public or private company conducting business with the State. (Public Administration Management Act 11 of 2014).

In view of possible allegations of favouritism, it is required that the bidder declare his/her position in relation to the Client. The bid may be disregarded if that bidder or its directors have abused the Client’s supply chain management system, committed fraud or any other improper conduct in relation to such system.

An Employee, taking remunerative work outside public enterprise, should first obtain the necessary approval. Failure to submit proof of such authority may result in disqualification of the bid.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder		<i>Initial here</i>



BID NO: 2022/01/HO

The total price for this service must include all labour and material required for the proper execution of the work as described in the Scope of Works.

Take note: This tender will be evaluated on the criteria for a market related price. The full cost of the service must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions discounted against the total project cost must be specified, itemised, costed and clearly indicated in the bid.

This prices must be valid for a period of **90** days from the date of closure of the bid to allow for evaluation and appointment.

Nature of service	Cost in Rand	Annual Fee in Rand
<u>Board and Board Committees</u> Advisory, administrative and compliance services as set out in Scope of works CPBD 4 Monthly retainer	R	R
<u>Executive Management Committee</u> Advisory, administrative and compliance (where applicable) services as set out in Scope of works CPBD 4. Monthly retainer	R	R
Project/business related services as set out in Scope of works CPBD 4 (services can only be billed if utilised on an 'as and when' required basis to a maximum of 50 hours) Hourly rate	R	R
SUB-TOTAL	R	R
Value-Added Tax (VAT) 15%	R	R
GRAND TOTAL	R	R

Are you registered in terms of sections 23(1) of 23(3) of the Value-added Tax act 1991(Act No. 89 of 1991) (Please circle your answer) YES NO

If yes, provide your VAT registration number: _____

Signature: _____

Date: _____

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder		<i>Initial here</i>

CHANGES MADE BY BIDDER

If the bidder wishes to make any changes to any of the bid conditions or specifications, or if he wishes to qualify his bid in any way, he must clearly set out his suggestions below. If he makes **ANY** changes and do not list them below, his bid will be disqualified.

If no changes or amendments are made, please indicate it below by writing **NONE** in the space below.

NB. Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.

Item	Suggested Change

If more space is required, please add a separate page.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder	<i>Initial here</i>	

SCHEDULE: PROOF OF RELEVANT EXPERIENCE & REFERENCES

The following is a summary of works that have been completed successfully by bidder. In order to be compliant for this bid, the following detail **MUST** be included:-

- Supply at least three different references with contact numbers.
- The description of work must be relevant to the nature of this contract.
- Elaborate on project description. For example; do not state ENGINEERING CONTRACT – Be specific as to the works executed in the contract to support relevant experience.

Employer (include contact information)	Description	Value of Work	Completed

If more space is required, please add a separate page.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialled by bidder		<i>Initial here</i>

SCHEDULE: DETAILED COMPANY PROFILE

The bidder must attach to this page a **DETAILED & COMPREHENSIVE** company profile including core competencies of personnel. The company profile must summarize information about your organisation.

In order for a company profile to be compliant for this bid, the following detail **MUST** be included in the company profile.

- Company core business activities – Describe your products and services and markets in which you operate
- Company background – State number of years in business, location, history of company, etc.
- Company resources – Number of employees, core competencies of personnel, structure of company - organogram

If more space is required, please add a separate page.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialled by bidder	<i>Initial here</i>	



BID NO: 2022/01/HO

Scope of works

The company secretary plays a leading role in good governance by helping the Board and its Committees function effectively and in accordance with their terms of reference and best practice.

Providing support goes beyond scheduling meetings to proactively managing the agenda and ensuring the presentation of high quality up-to-date information in advance of meetings. This should enable Directors to contribute fully in Board and Board Sub Committee discussions and debates and to enhance the capability of the Board and Board Sub Committees for good decision making.

Following meetings, the company secretary should pursue and manage follow up actions and report on matters arising.

The successful service provider will provide a service for the following:

Board/Committee	Number of ordinary meetings per annum	Hours per meeting (estimated)
Board	4	4
Human Capital Committee	4	3
Audit and Risk Committee	4	4
Project Committee	4	2
Social and Ethics Committee	4	4
		17 hours per quarter

Management	Number of meetings	Hours per meeting
EXCO	6	2
		12 hours annually

Detail of services required:

1. Advisory Services

- 1.1 Advisory Services including the legal interpretation of statutes such as the Companies Act, Public Finance Management Act, other applicable legislation.
- 1.2 To make the directors aware of any laws relevant to or affecting the company.
- 1.3 To advise, the Chief Executive Officer of any governance related matters that are relevant to or may affect the company.
- 1.4 Provide the directors collectively and individually with guidance as to their duties, responsibilities and powers.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder		<i>Initial here</i>

2. Compliance Services

- 2.1. To ensure that the business of the company is conducted in accordance with its objectives as contained in its memorandum of association and strategic priorities and all relevant Acts and Regulations (Companies Act, the Public Finance Management Act, King IV, etc.).
- 2.2. To attend the Board and Board Sub Committee meetings in order to ensure that the legal requirements are fulfilled, and provide such information as is necessary.
- 2.3. Certifying in the Company's annual financial statements whether the company has filed required returns and notices in terms of the Companies Act, and whether all such returns and notices appear to be true, correct and up to date.
- 2.4. Ensuring that a copy of the Company's annual financial statements is sent, in accordance with the Companies act and other laws and regulations, to every person or legal entity who is entitled to it.

3. Administrative Services

- 3.1. To prepare the agenda in consultation with the Chairman for all the meetings of the Board of Directors and all the Board Sub - Committees.
- 3.2. To prepare minutes and resolutions of all the meetings of the Board of Directors and all the Board Sub - Committees.
- 3.3. To distribute minutes and resolutions within 7 working days from date of meetings.
- 3.4. To follow up on matters arising from meetings and to ensure that responses thereto is obtained and submitted as per agreed upon time frames.
- 3.5. To arrange with and to call and hold meetings of the Board of Directors and all Board Sub Committees and to prepare a correct record of proceedings (both electronically and hard copy).
- 3.6. To call for, collate, prepare and distribute board packs to Board and Committee members in the prescribed format.
- 3.7. To maintain a resolution register and ensure that all resolutions are communicated with the relevant Executive Managers for execution.
- 3.8. Assisting and facilitating the annual self-assessments of the Board and Board Sub Committees.
- 3.9. Servicing annual general meetings (AGM)/meetings (producing agendas, taking minutes; etc.).
- 3.10. Review, update and maintain all Board and Board Sub-Committee charters annually.
- 3.11. The following records must be maintained:
 - 3.11.1. The register of Board and Board Committee members and index thereof;
 - 3.11.2. Minute books;
 - 3.11.3. Proxy register; and
 - 3.11.4. Resolution Register.

4. Project/Business related services

These services may include but are not limited to the development of tailored induction plans for new directors and devising training plans for individual directors and the Board and Board Sub Committees. Services can only be billed if utilised on an 'as and when required' basis to a maximum of 50 hours.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder	<i>Initial here</i>	

5. Proposed fee

- 5.1. The successful bidder is required to work at the **Casidra** offices for 2 full days per month plus 2 additional days for work carried out away from the Casidra offices.
- 5.2 The bidder is required to propose a monthly retainer that covers advisory, administrative and compliance services. Where hours worked in a particular month fall below the 4 days covered in terms of the monthly retainer, the successful bidder will not bill for extra hours worked in the following month.
- 5.3 The bidder is required to propose an hourly rate for project/business related services that falls outside the scope of advisory, administrative and/or compliance services.
- 5.4 Services can only be billed if utilised on an 'as and when' required basis.

6. Proposed fee

- 6.1. The successful bidder is required to work at the **Casidra** offices for 2 full days per month plus 2 additional days for work carried out away from the Casidra offices.
- 6.2 The bidder is required to propose a monthly retainer that covers advisory, administrative and compliance services. Where hours worked in a particular month fall below the 4 days covered in terms of the monthly retainer, the successful bidder will not bill for extra hours worked in the following month.
- 6.3 The bidder is required to propose an hourly rate for project/business related services that falls outside the scope of advisory, administrative and/or compliance services.
- 6.4 Services can only be billed if utilised on an 'as and when' required basis

7. Framework agreement

The framework agreement will be for a 12 month period linked to a performance agreement, with the option of contract extension for a further 12 months.

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder	<i>Initial here</i>	



FINANCIAL REGULATIONS SECTION 22

BID NO: 2022/01/HO

SUPPLY CHAIN MANAGEMENT – PREFERENTIAL PROCUREMENT POLICY - EVALUATION CRITERIA

(PPP – EVALUATION CRITERIA)

ONLY FOR USE OF BIDS FROM R30 000 TO THE MAXIMUM VALUE OF R50 MILLION

Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies to, the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids are dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy is based on the “**Preferential Procurement Policy Framework (Act 5 of 2000)**” and related Regulations.

Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. The completion and signature of the document is thus a pre-requisite to qualify as a service provider.

GENERAL DETAILS: <i>(Please print clearly)</i>	
Registered Company Name	
Trading Name / Individual Full Name	
Company Reg. Number / ID Number	
VAT Number	
CSD Supplier Number *	
CSD Unique Registration Ref Number *	
Postal Address	
Postal Code	
Physical Address	

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder	<i>Initial here</i>	

Postal Code			
CONTACT DETAILS			
Representative Name			
Telephone Number			
Cell Phone Number			
Fax Number			
Email Address			
Website Address			
OTHER DETAILS			
Main Business Type (<i>Please tick</i>)		Consultants & Professionals	
Tools & Equipment (Hardware)		Clothing & Textiles	
Office Supplies & Furniture		Accommodation & Transport	
Training & Mentorship		Printing & Advertising	
Event Services (Catering, Venue Hire)		Irrigation & Water Services	
Earthmoving & Heavy Machinery		Other Production Inputs	
Seed, Fertilizer, Chemicals		Livestock & Animal Production	
Construction Services		Repairs & Maintenance	
Vehicles & Implements		Municipal & Bulk Services	
Other (Please Specify)			
* Note that you HAVE to register on the Central Supplier Database (CSD) (www.csd.gov.za) before we can use you as a service provider.			

Sub-contracting

Excluding any subcontracting requirements as a condition of tender, as indicated in CBD 1, the following general condition apply:

A Maximum of 25% of the value of the contract may be subcontracted without proof of the subcontractor B-BEE status:

- unless with proof of a subcontractor with equal or better B-BBEE points
- unless the subcontractor is an exempted micro enterprise with the capacity and ability to execute the subcontract.

In event of the above, full disclosure by the contractor must be made in the bid documents to Casidra with full details on the subcontractor as well as proof of the capacity and ability of the subcontractor to execute the work. Subcontracting a portion of the tender, without disclosure and approval by Casidra, the Contractor can be penalised up to 10% of the value of the contract.

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

If YES, indicate:

- (i) what percentage of the contract will be subcontracted?
- (ii) The name of the sub-contractor?
- (iii) The B-BBEE status level of the sub-contractor?
- (iv) Whether the sub-contractor is an EME? YES / NO (Attach B-BBEE certificate / an original sworn affidavit as proof)

Final points awarded to bid = (B) Price Max 80% + (C) B-BBEE Max 20%

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder		<i>Initial here</i>

Section A – Functional Requirements

Functional refers to: A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works.

An offer that does not obtain the minimum score for each functionality criterion or the minimum weighted average for functionality as indicated, is not an acceptable tender. Is this bid subject to the evaluation of functional requirements? **YES / ~~NO~~** (Casidra to indicate)

If “YES”, the following criteria will be used for evaluation:

No	Evaluation criteria	Weight (A)	Score (B)	Minimum score required	Total (A x B)
1	Submitted detailed plan describing approach followed, timeframes and deliverables	30%	For office use	25	For office use
2	Bidder demonstrates appropriate experience to deliver the service	30%	For office use	20	For office use
3	Bidder has offices in the Western Cape for ease of work	15%	For office use	10	For office use
4	Based on contactable references, the following average score will be allocated to each bidder	25%	For office use	15	For office use
TOTAL SCORE - A minimum score of 70% is required for functional requirements for this bid to be considered for further evaluation				% = Total	For office use

Criterion	Weighting	Maximum points
The bidder submitted a detailed Plan describing the approach to be followed, timeframes and deliverables	30%	30
The bidder demonstrates appropriate experience to deliver the service: <ul style="list-style-type: none"> - Between 5 & 7 years – 5 points; Between 7 & 10 years – 10 points; - Between 10 & 15 years – 20 points; More than 15 years – 30 points 	30%	30
The bidder has offices in the Western Cape for ease of work: <ul style="list-style-type: none"> - Within a 60-kilometre radius – 10 points - Within a 20-kilometre radius – 15 points 	15%	15
Based on the contactable references, the following average score will be allocated to each bidder: <ul style="list-style-type: none"> - The service provider generally performed well – 10 points - The service provider always performed well – 20 points - The service provider exceeded expectations and delivered beyond the scope of the contract – 25 points 	25%	25
TOTAL		100

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder	<i>Initial here</i>	

Section B – Formula for Awarding of Price Points (Only to be considered if Section A has met the minimum requirement)

Unconditional discounts offered will be taken into account for determining the following point:

$$\text{Price} - P_{\min}$$

$$\text{Point} = 80 \left[1 - \frac{\text{Price} - P_{\min}}{P_{\min}} \right] \quad \text{where } P_{\min} \text{ is the lowest acceptable bid}$$

Section C – B-BBEE Contribution

An **EME** must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).

If a **startup EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME-s only is accepted.

A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

Bids of non-compliant contributors (no certificate) will be considered, but no points will be awarded for B-BBEE status.

The generic threshold for EME are R10 million, but depending on the sector, the threshold as set in the BEE charter for that sector will apply. (Tourism R2.5mill and Construction R1.5 mill)

B-BBEE Status level of contributor	Number of points	Points awarded	BEE recognition level
1	20	EME & QSE 100% Black owned For office use	135%
2	18	EME & QSE 51% + Black owned For office use	125%
3	14	For office use	110%
4 and EME	12	EME 51% < Black owned For office use	100%
5	8	For office use	80%
6	6	For office use	60%
7	4	For office use	50%
8	2	For office use	10%
Non-compliant contributor	0	For office use	0%

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder		<i>Initial here</i>

Section D – Designated Sectors – Local Content

The following sectors in this bid are subject to a stipulated minimum threshold for local production and content:

Sector	Minimum Threshold (%)
N/A	

If Section D is applicable, **Form SBD 6.2** must be completed and signed as well as **Annex C Local Content Declaration – Summary Schedule**, and must be handed in as part of the bid documentation.

Market related pricing

If the bidder, whose tender has been compliant, and that received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.

Are you willing to negotiate your offer? YES / NO (delete which is not applicable)

If a market related price cannot be negotiated, the offer for negotiation will be extended to the second highest point scoring bidder, then the third highest scoring bidder, where after, failing to reach any agreement, the tender will be cancelled.

Declaration of interest and Bidders past supply chain management practices

In terms of section 22 of the **CBD 2.1** Conditions of Tender document:

Are any family member, trustee, director, shareholder or member of the bidder in any way connected to the State?

and/or

Do any potential conflict of interest exist, where the public duties (like being part of an approval or adjudication process) and private interests of the bidder, could improperly influence or lend inside trading information to the bidder?

and/or

Do the bidder have any relationship with a person that may be involved with the evaluation or adjudication of this bid? In view of possible allegations of favouritism, it is required that the bidder declare his/her position in relation to the Client.

If so, furnish particulars:

.....

The bid may be disregarded if that bidder or its directors have abused the Client’s supply chain management system, committed fraud or any other improper conduct in relation to such system.

- (i) Is the bidder or any of its directors;
 - listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (www.treasury.gov.za, follow the link at the bottom of the home page);
 - Listed on the register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act;
- (ii) Was the bidder or any of its directors;
 - convicted by a court of law (including a court outside of the RSA) for fraud or corruption during the past five years?

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder	<i>Initial here</i>	

- contract with any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?
- (iii) The contractor is not known to be insolvent, in receivership, bankrupt or being wound up, or has its affairs administered by a court or a judicial officer, has suspended its business activities, or is subject to legal procedures in respect of any of the foregoing.

If so, furnish particulars:

.....

IMPORTANT NOTES

Casidra reserves the right to:

- disregard any bids where the declaration (below) has not been signed;
- change the point system of the policy without prior notification;
- negotiate prices based on market related pricing before award of the bid;
- accept parts of the bid items or split bids based upon item prices
- disclose the results of the points awarded on request;
- evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;
- award the bid to the qualifying Contractor with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, like fairness, safety, public interest and international suppliers;
- to award the bid to a Contractor which does not necessarily have the lowest price.

Other Notes:

- Final points scored will be rounded off to the nearest 2 decimal places
- In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.

The bid may be cancelled if:

- all the bid offers received are higher than R50 million;
- circumstances change and there is no longer a requirement for this service;
- funds are no longer available or if there are insufficient funds available in the budget for the work;
- no acceptable bids and/or market related prices are received;
- there is a material irregularity in the tender process;
- false information were supplied by the bidder.

Cancellation of bid will be placed in the same media as initially advertised.

Bidders which are suspected to have supplied false information will be subjected the *alteram partem* rule. If proven that false information was supplied, disqualify the tender or terminate the contract, without payment and/or claims for damages incurred by such cancellation. The Contractor will be liable for the recovery of all costs and damages suffered as a result of the misconduct or cancellation of the bid or less favourable conditions affecting the award of the bid.

Exclusion of the Contractor and its directors, who acted fraudulently, from any business with an organ of state for a period not exceeding 10 years after has been applied.

Declaration by the company submitting the bid:

I, _____

For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder		<i>Initial here</i>

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of Casidra.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the Casidra database may be shared with the role players/funders involved in the project and be used by Casidra for the purpose of further procurement.

Signature

Date

SUPPLY CHAIN PERFORMANCE MEASUREMENT

In order for Casidra to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- What were the source that made you became aware of this bid being available.

Mark with X

Personal Email invite to bid:	
Via a friend or business partner:	
National Government E-Tender website:	
Local Newspapers:	
Casidra own website:	
CIDB website	
Other (specify)	

- Was the time allowed to date of closure sufficient for you to compile an offer:

No – too short	Yes - Sufficient	No - Too long
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For office use only	Version no: 11.17	Date: 2 July 2021
To be initialised by bidder		<i>Initial here</i>