



Company name of Bidder:

REQUEST FOR QUOTATION
PROJECT MANAGEMENT MATURITY ASSESSMENT

JUNE 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 renders project management service to Departments within the Western Cape Government (WCG), local authorities, businesses, non-governmental organisations (NGO's) community-based organisations (CBO's), academic institutions, other governmental agencies and international assistance institutions.

As the Provincial Government Enterprise for the Western Cape Government, development projects are planned and implemented by **Casidra**. Its proven ability and skills, ground level involvement in communities, proven track record and sound financial record-keeping, reporting and auditing make **Casidra** the preferred service provider.

The objective and scope of this contract is to assess the project management maturity of all the departments within **Casidra** and to establish the company's progress in maturity level and give recommendations for future improvement.

Note that bidders may be requested to present their proposed methodologies before award of the contract.

The scope of works is described on document **CPBD 4** and will include:

1. Document and systems review.
2. Assessment of Project Management Practices.
3. Evaluation of the gathered information to determine the maturity level of the company by using the five levels of Project Management Maturity Model.
4. Presentation of the final report including recommendations for future improvement.

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Signature for Casidra		Signature for Contractor	

Documents are available for download on the **Casidra** website – www.casidra.co.za

Documents for the purpose of this bid include:

1. Conditions to Submit Bid (Form CPBD 2.1)
2. Price Form, Bill of Quantities and Schedules (Form CPBD 3.1)
3. Scope of Works (Form CPBD 4)
4. PPP Evaluation Form (Form CBD 5.1 (80/20))
5. Proof of Bank Account (stamped letter from the bidder's bank), unless the company banking information indicate "verified" on the CSD.

In accordance with Casidra's Preferential Procurement Policy, BEE certified bids will receive preferential scores.

The successful bidder will be required to fill in and sign a Service Level Agreement (**CPBD 8**).

RFQ DEADLINE: The closing date for the bid is 30 June 2022 strictly at 12H00.

SUBMISSION OF RFQ

RFQ documents **must only** be emailed and the below process **MUST** be followed regarding email submissions:-

1. Bids are to be emailed in PDF format.
2. Bids are only to be sent to following email address: ineethling@casidra.co.za.
3. Bidders to note that the maximum size of mailbox to receive a document is **8Mb**. (Only send what is asked for).
4. **Casidra** will not be responsible for bidders' internet connections, mailbox issues, etc.
5. The closing date and time is specific and any emailed bids past the submission date will then be considered as late bids. Bidders should therefore submit bid documents timeously to allow for the delivery time lag of emails.

The following documents and fully completed and signed **CBD** or **CPBD** forms, as supplied, must be **valid for a period of 60 calendar days** after closure of the bid and submitted as a bid packet:

1. A completed project bid form **CPBD 3.1** (Including project schedule and cash flow projection)
2. Project schedule and cash flow projection to complete the work.
3. Unit rates for the works on the forms as supplied.
4. **CPBD 5.1** - A detailed company profile, including the core competencies and CV's of project team members and relevant years of experience, contact details of three work-related references that are qualified to comment on work.
5. Tax Clearance and registration on CSD **is compulsory for the principle and subcontractors.**
6. Completed and signed PPP (**CBD 5.1**) and Proof of Bank Account, unless the company banking information indicate "verified" on the CSD.
7. A copy of the companies BEE certificate or sworn affidavit as required by **CBD 5.1**.

All enquiries can be referred to Ms L Neethling 021 863 5000 or 082 958 7620.

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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 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 exist 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.

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

CENTRAL SUPPLIER DATABASE

National Treasury indicated during 2015 the development and future use of the Central Supplier Database (CSD) as a way of simplifying the process of doing business with government.

The CSD will be the source of all supplier information for all organs of state and will reduce the exchange of compliance documents in paper form, eliminate multiple registrations with different organs of state and ultimately reduce the cost for both business and government by enabling electronic registration and verification process.

The CSD will interface with SARS to verify tax clearance certificates and the Companies and Intellectual Property Commission (CIPC) for business registration and business ownership information. The CSD will furthermore verify supplier information with the register for tender defaulters and database of restricted suppliers. (Please see Fact Sheet and CSD pamphlets.)

From 1 September 2015 prospective suppliers should self-register on the CSD website www.csd.gov.za. Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the existing supplier systems for the period 1 September 2015 to 31 March 2016. This period will be referred to as the Interim Period. During the Interim Period suppliers that register on the CSD must provide their CSD supplier number and unique security code that will be communicated to them as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state they want to do business with. **Casidra** urges all their suppliers to please comply with the request.

During the transitional period until 31 March 2016 **Casidra** will migrate our current supplier database to CSD to ensure accuracy and validation of information prior to mandatory implementation of the database.

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For more information please contact National Treasury ocpo.treasury.gov.za (http://ocpo.treasury.gov.za/Suppliers_Area/Pages/Central-Supplier-Database.aspx) or [Central Supplier Database for Government](https://secure.csd.gov.za/) (<https://secure.csd.gov.za/>).

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REQUEST FOR QUOTATION

PROJECT MANAGEMENT MATURITY ASSESSMENT

GENERAL TERMS AND CONDITIONS OF 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 conducting a Project Management Maturity Assessment 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.

“Project Team” or “Steering Committee“ means the people appointed by the Client and identified to guide the project and approve achievements.

“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,

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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.

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. Fixed Price Bids

No contract 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.

Rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:

- Guideline for fees on audits – SAICA
- Guide on Hourly fee Rates for Consultants – DPSA or
- Remuneration guidelines issued by professional service organisations or regulatory bodies.

4. Project Manager

The person appointed by the Client to act as the Project Manager, is Ms Lynette Neethling and is responsible for the project management of this contract and can be reached at 021 863 5000 or 082 958 7620. Her email address is lnethling@casidra.co.za.

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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 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 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

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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.

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 an 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 **CBD5.1**, “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 **CPBD1** 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 dependant 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.

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Further detail on the application of this regulations is as in document **CBD 5.1**. 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

Public Administration Management Act 11 of 2014, Section 8(2):

An “employee” may not – (a) conduct business with the State or (b) be a director of a public or private company conducting business with the State.

Public Service Proclamation Act 103 of 1994 – Section 30: Directive

“Conflict of interest” as a conflict between the public duties and private interests of an employee, in which the employee has private interest which could improperly influence him/her, and/or negative impact... on the public interest.

Prevention and Combating of Corrupt Activities Act 12 of 2004, Section 17:

Any public officer who, ... acquires or hold a private interest an any contract, agreement or investment emanating from or connected with the public body in which he or she is employed or which is made on account of that public body, is guilty of an offence.

Public Service Regulations 2016 – Code of conduct:

Paragraph 13(b): *(An employee shall) – not engage in any transaction or action that is in conflict with or infringes on the execution of his or her official duties;*

Paragraph 13(c): *(An employee shall) – not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the PFMA;*

Paragraph 13 (d): *- will recuse himself or herself from any official action or decision-making process which may result in improper personal gain, and this should be properly declared by the employee;*

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.

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

This prices must be valid for a period of 60 days from the date of closure of the bid to allow for evaluation and appointment.

The completion period of this service is **2 months**.

Completed works as described R _____

(Compulsory to complete the unit rates table as well)

Value-Added Tax (VAT) R _____

Grand Total 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: _____

Name of Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Signature: _____

Date: _____

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BILL OF QUANTITIES – LUMP SUM BID

NB. These quantities are given as a guideline for the bid and for the purposes of unit rates and will in no way be used as a measured bid. This is a **lump sum** bid.

ITEM NO	DESCRIPTION	UNIT	APPROX AMOUNT	UNIT RATE
1.	Review documents and systems	Per hour		
1.1	Head Office			
1.2	Food Security Team			
1.3	Commodities Team			
1.4	Technical Team			
1.5	Regional Office			
			TOTAL	
2.	Questionnaires and Face to Face Interviews	Per hour		
2.1	Head Office			
2.2	Food Security Team			
2.3	Commodities Team			
2.4	Technical Team			
2.5	Regional Office			
			TOTAL	
3.	Evaluation and Final Report Preparation			
4.	Other – Please specify			
4.1	_____			
4.2	_____			
4.3	_____			
4.4	_____			
			TOTAL	

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CHANGES MADE BY BIDDER

If the Service Provider 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 Service Provider outside the scope of works, 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.

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SCHEDULE: PROOF OF RELEVANT EXPERIENCE

The following is a summary of works that have been completed successfully by me / us.

Employer (include contact information)	Description	Value of Work	Completed

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

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REQUEST FOR QUOTATION
PROJECT MANAGEMENT MATURITY ASSESSMENT

Scope of works

A PROJECT MANAGEMENT MATURITY ASSESSMENT OF THE VARIOUS DEPARTMENTS WITHIN CASIDRA

1. Objective and Scope

To assess the project management maturity of all the departments within the company and to establish the company's progress in maturity level and give recommendations for future improvement.

2. Aims

To provide a common understanding of the project management maturity level of the company.

3. Background

Casidra renders project management service to Departments within the Western Cape Government (WCG), local authorities, businesses, non-governmental organisations (NGO's) community-based organisations (CBO's), academic institutions, other governmental agencies and international assistance institutions.

As the Provincial Government Enterprise for the Western Cape Government, development projects are planned and implemented by **Casidra**. Its proven ability and skills, ground level involvement in communities, proven track record and sound financial record-keeping, reporting and auditing make **Casidra** the preferred service provider.

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Signature for Casidra				Signature for Service Provider	

4. Methodology

The maturity assessment should go through the following steps:

- a) Document and systems review;
- b) Assessing project management practices of selected departments by using a question survey and conducting face to face interviews;
 - o Departments to be reviewed are:
 - Head Office
 - Food Security Team
 - Commodities Team
 - Technical Team
 - Regional Office Team
- c) Evaluate the gathered information and determine the maturity level of each knowledge area by using the five levels of Project Management maturity model;
- d) Present final report to the Work Group including recommendations for future improvement.

Bid documents technically clarified by:

NAME

TITLE

SIGNATURE

DATE

Head of Department sign off:

NAME

TITLE

SIGNATURE

DATE

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**FINANCIAL REGULATIONS
SECTION 22**

REQUEST FOR QUOTATION

PROJECT MANAGEMENT MATURITY ASSESSMENT

**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 prerequisite 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	

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To be initialled by bidder		<i>Initial here</i>

Physical Address			
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.			

Pre-qualifying criteria

Joint ventures are eligible to submit tenders provided that:

1. Every member of the joint venture is registered with the CIDB;
2. The lead partner has a contractor grading designation in the (above indicated) class of construction work;
3. The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with Table 9 of the Construction Industry Development Regulations.

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Further Joint Venture criteria

- Tenders to note that if a joint venture is submitted, a JV CIDB contract must accompany this bid.
- The joint Venture must clearly state the percentage split of responsibilities and also list all the responsibilities / duties of each member of the Joint Venture.
- The work and obligations making up the contract must be broken down into discrete elements, or sections, usually on the basis of locality, the nature of the work, or the capabilities and resources required.
- Each element is assigned to a specific member of the joint venture who assumes full responsibility for its execution, under the direction of the joint venture must be indicated

Failure to submit above information, if submitting a Joint Venture bid, will mean disqualification of the bid.

• **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 (%)
None	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.

- **Proof of competency of Construction Manager**
(The level of competency needed with reference to specific person CV is to have experience in construction of in Building work, but also all aspects of health and safety regarding construction works)

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.

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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%

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	Experience of PM assessments done	40%	For office use	5	For office use
2	References of previous work	30%	For office use	5	For office use
3	Methodology	30%	For office use	4	For office use
TOTAL SCORE - A minimum score of 94% is required for functional requirements for this bid to be considered for further evaluation				% = Total / 3	For office use

Functional Item	1 Poor: Non compliant	2	3	4	5 Excellent: Fully compliant
Experience of similar work – (refer to company CV)	No experience	Limited exposure – at least 1 assessment done	Some exposure - at least 2 assessments done	Good exposure – at least 3 assessments done	Excellent exposure - least 4 maturity assessments done
References from clients on previous work	No references or very poor feedback by all references	Some minor problems experienced by all references	Moderately good by all references	Recommended by all references	Highly recommended by all references

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Methodology	No adherence to preferred methodology	N/A	Some adherence to preferred methodology	N/A	Adherence to preferred methodology
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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:

$$\text{Point} = 80 \left[1 - \frac{\text{Price} - P_{\min}}{P_{\min}} \right]$$

where P min 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)

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

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.

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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?
 - 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.

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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.

Bids which are suspected to 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, _____

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

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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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