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<b>Project Leader:</b>	<b>MS. TSHOLOFELO POOE</b>	<b>Bid / Quote no:</b>	<b>HP21/013GS</b>

### SECTIONS IN THE BID DOCUMENT

Bidders are to ensure that they have received all pages of the bid document, which consists of the following sections:

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YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

PLEASE TAKE NOTE

BID NUMBER: HP21/013GS

CLOSING TIME: 11:00 SHARP

CLOSING DATE: 26 OCTOBER 2021

**BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL, AS A RULE NOT BE ACCEPTED FOR CONSIDERATION**

The **Bid Form** must be completed and signed in the original that is in ink. Forms with photocopied signatures or other such reproduction of signatures may be rejected.

**BID DOCUMENTS MAY BE POSTED TO**

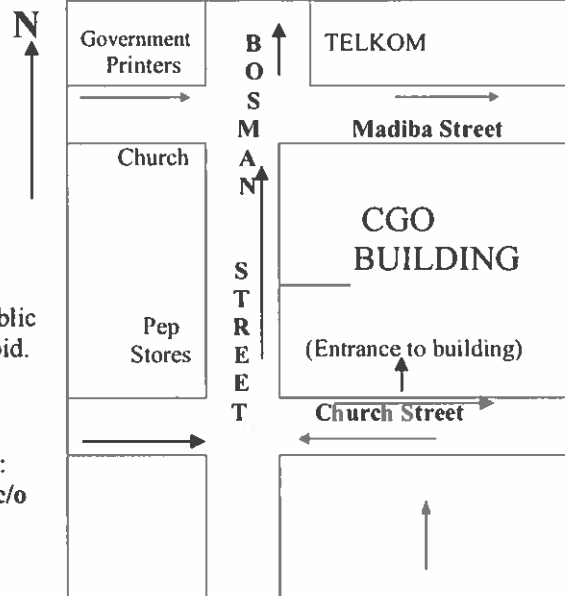
DIRECTOR-GENERAL  
Department of Public Works  
Private Bag X65  
PRETORIA  
0001

ATTENTION: TENDER SECTION:  
Central Government office: Room 121

Bid documents that are posted must reach the Department of Public Works: Tender section, before 11:00 on the closing date of the bid.

OR

The bid documents may be deposit at the Dept. of Public Works:  
Head Office: **Room 121, Central Government Office (CGO) c/o Bosman and Madiba street. (Entrance Madiba Street) Pretoria,0001**



The Head Office of the Department of Public Works is open **Mondays to Fridays** 07:30 – 12:30 / 13:30 – 15:30. However, if the bid is late, it will, as a rule not be accepted for consideration.

*Bidders should ensure that bids are delivered timeously to the correct address.*

**SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE.**

*Bids by telegram, facsimile or other similar apparatus will not be accepted for consideration.*

**SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE, INDICATING THE TENDER NR, CLOSING DATE AND YOUR COMPANY NAME**

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.treasury.gov.za>
2. <http://www.info.gov.za/documents/tenders/index.htm>

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>				
BID NUMBER:	HP21/013GS	CLOSING DATE:	26 OCTOBER 2021	CLOSING TIME:
				11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR EXPANDED PUBLIC WORKS PROGRAMME (EPWP) PHASE 4 MID-TERM REVIEW			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT:

DEPARTMENT OF PUBLIC WORKS,  
CENTRAL GOVERNMENT OFFICE (CGO)  
CORNER BOSMAN AND MADIBA STREET (ENTRANCE MADIBA STREET),  
PRETORIA  
ROOM 121

OR POSTED TO:

THE DIRECTOR -GENERAL  
DEPARTMENT OF PUBLIC WORKS  
PRIVATE BAG X65  
**PRETORIA**  
**0001**  
ATTENTION:  
**PROCUREMENT SECTION: ROOM 121**

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
		TCS PIN:	
		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
NAME:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE ('ALL APPLICABLE TAXES)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	PUBLIC WORKS	CONTACT PERSON	MS. KGOMOTSO ZANTSI
CONTACT PERSON	MS. KAGELELO SEGOLE	TELEPHONE NUMBER	012 492 3014
TELEPHONE NUMBER	012 406 1362	CELLPHONE NUMBER	082 882 1915
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	Kgomotso.Zantsi@dpw.gov.za
E-MAIL ADDRESS	Kagelelo.Segole@dpw.gov.za		

**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. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER

MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- |  |  |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. AN ORIGINAL OR CERTIFIED COPY OF THE B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.**

**IN THE CASE OF EXEMPTED MICRO ENTERPRISES (EME), A VALID CERTIFIED SWORN AFFIDAVIT MUST BE SUBMITTED WITH THE BID OFFER)**

**Note Well:**

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) All delivery costs must be included in the bid price, for delivery at the prescribed destination.
- c) The price that appears on this form is the one that will be considered for acceptance as a firm and final offer.
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

<sup>1</sup> All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

## PA-04 (GS): NOTICE AND INVITATION TO BID

### APPOINTMENT OF A SERVICE PROVIDER FOR EXPANDED PUBLIC WORKS PROGRAMME (EPWP) PHASE 4 MID-TERM REVIEW.

<b>Project title:</b>	<b>APPOINTMENT OF A SERVICE PROVIDER FOR EXPANDED PUBLIC WORKS PROGRAMME (EPWP) PHASE 4 MID-TERM REVIEW</b>		
<b>Bid no:</b>	<b>HP21/013GS</b>		
<b>Advertising date:</b>	<b>30 SEPTEMBER 2021</b>	<b>Closing date:</b>	<b>26 OCTOBER 2021</b>
<b>Closing time:</b>	<b>11:00am</b>	<b>Validity period:</b>	<b>60 days</b>

Only bidders who are responsive to the following responsiveness criteria are eligible to submit bids:

<input checked="" type="checkbox"/>	Bid offer must be properly received on the bid closing date and time specified on the invitation, fully completed and signed in ink.
<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the Legal Entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
<input checked="" type="checkbox"/>	Submission of other compulsory returnable schedules / documents as per (PA-09 (GS)): List of returnable documents.
<input checked="" type="checkbox"/>	Submission of (PA-11.): Declaration of Interest and Bidder's Past Supply Chain Management Practices.
<input checked="" type="checkbox"/>	Submission of (PA-29): Certificate of Independent Bid Determination.
<input type="checkbox"/>	Compliance to Local Production and Content requirements as per PA36 and Annexure C
<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database (CSD)
<input checked="" type="checkbox"/>	Compliance with Pre-qualification criteria for Preferential Procurement (item 6.2 must be completed)
<input checked="" type="checkbox"/>	Use of correction fluid is prohibited
<input type="checkbox"/>	PA_40: Declaration of Designated Groups for Preferential Procurement
<input checked="" type="checkbox"/>	Submission of Completed Pricing Schedule (Annexure A)
<input checked="" type="checkbox"/>	Submission of Proof of PhD Qualifications for the Project Leader
<input checked="" type="checkbox"/>	Submission of Curriculum Vitae (CV) for the Project Leader
<input type="checkbox"/>	Attendance of Non- Compulsory Virtual Briefing Session

**Tenderer must comply with the Pre-qualification criteria for Preferential Procurement listed below:**

<input checked="" type="checkbox"/>	A tenderer having stipulated minimum B-BBEE status level of contributor: <input checked="" type="checkbox"/> Level 1 or <input checked="" type="checkbox"/> Level 2 or <input type="checkbox"/> Level 3
<input type="checkbox"/>	An EME or QSE
<input type="checkbox"/>	A tenderer subcontracting a minimum of 30% to: <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are youth <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are women

	<input type="checkbox"/> An EME or QSE which is at least 51% owned by black people with disabilities <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships <input type="checkbox"/> A co-operative which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are Military veterans <input type="checkbox"/> An EME or QSE;
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This bid will be evaluated according to the preferential procurement model in the PPPFA: (*Tick applicable preference point scoring system*)

<input checked="" type="checkbox"/> <b>80/20</b> Preference points scoring system	<input type="checkbox"/> <b>90/10</b> Preference points scoring system	<input type="checkbox"/> <b>Either 80/20 or 90/10</b> Preference points scoring system
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In case where below/above R50 000 000 is selected, the lowest acceptable tender will be used to determine the applicable preference point system.

**Note:** Functionality will be applied as a prequalification criterion. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

<b>Minimum functionality score to qualify for further evaluation:</b>	<b>65</b>
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Functionality criteria: <sup>1</sup>	Weighting factor:
<p><b>1. Company Experience</b></p> <p>Proven experience with a minimum of eight (8) years and the ability to demonstrate knowledge and expertise in research and evaluation studies. (Bidders need to attach a Company Profile and 3 Reference Letters).</p> <p>10 years' experience and above =5            9 to 10 years' experience = 4 points            8 years' experience = 3 points            Less than 8 years' experience = 0 points</p>	<b>10</b>
<p><b>2. Technical Quality of the Proposal/Bid.</b></p> <p>The technical quality of the proposal will be assessed using the following criteria:</p> <ul style="list-style-type: none"> <li>• Clear understanding of the scope               <ul style="list-style-type: none"> <li>o Identify the study needs by explaining what must be done and why.</li> <li>o Project scope explaining how the project will be implemented and resources</li> <li>o Identify possible challenges, limitations and solutions.</li> </ul> </li> <li>• Detailed research methodology               <ul style="list-style-type: none"> <li>o Design of the study</li> <li>o Sampling methodology</li> <li>o Data analysis</li> </ul> </li> <li>• Clear Project implementation plan               <ul style="list-style-type: none"> <li>o Team composition</li> <li>o Milestones</li> </ul> </li> </ul> <p>If the proposal covers all three criteria = 5 points            Criterion 2 and criterion 1 or 3 = 3            Any 1 of the 3 criteria = 1</p>	<b>30</b>

<sup>1</sup>The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.





<p><b>3.Team Leader Experience</b></p> <p>Team Leader must possess a minimum of ten (10) years' working experience in Evaluation and Research especially in the Government Sector. (Bidders must attach a detailed CV of the Team Leader and proof of qualifications).</p> <p>15 years and above = 5 points 11 - 14 years' experience = 4 points 10 years' experience = 3 points Less than 10 years = 0 points</p>	20
<p><b>4.Team Leader Qualification</b></p> <p>Team Leader must possess a minimum a PhD degree qualification in social or economic sciences or other closely related field. (Bidders must attach copies of educational qualifications of the Team Leader).</p> <p>PhD Degree = 5 points Any qualification below a PhD degree = 0 points</p>	10
<p><b>5.Team Member(s) Experience</b></p> <p>A team comprises of at least 2 Member(s). Each team member must possess a minimum of five (5) years' work experience in conducting evaluation and research related projects post Master's degree qualification. (Bidders must attach detailed CV's of the Team Member(s) and proof of qualifications).</p> <p>15 years and above combined experience = 5 points 11-14 years' combined experience = 4 points 10 years' combined experience = 3 points less than 10 years combined experience = 0 points</p>	20
<p><b>6.Team Members Qualifications</b></p> <p>Team Members must possess a combination of the following qualifications: Social Sciences, Statistics and Economics or related qualification. (Bidders must attach copies of educational qualifications of the Team Members).</p> <p>The team should comprise at least two of the following areas of specialisation. If a member has 2 of the required qualifications, they will be scored once.</p> <p>a) Masters in Statistics / or any relevant qualification b) Masters in Social Sciences / or any relevant qualification c) Masters in Economics</p> <p>All of the above = 5 points Any two of the above = 3 points None of the above = 0 points</p>	10
<p><b>Total</b></p>	<b>100 Points</b>

Subject to sub-regulation 6(2) and /or 7(2), points must be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6



7	2	4
8	1	2
Non-compliant contributor	0	0

- The points scored by a tenderer in respect of the level of BBBEE contribution contemplated in sub regulation 6(2) and 7(2) must be added to the points scored for price as calculated in accordance with sub regulation 6(1) and 7(1) respectively.
- Subject to regulation 11(1), the contract must be awarded to the tenderer who scores the highest total number of points.
- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act.

**COLLECTION OF BID DOCUMENTS:**

Bid documents are available for free download on e-Tender portal- [www.etenders.gov.za](http://www.etenders.gov.za) OR DPWI Website: [www.publicworks.gov.za/tenders](http://www.publicworks.gov.za/tenders)

Alternatively; Bid documents are sold and may be collected during working hours at the following address **Department of Public Works and Infrastructure, CGO Building, Bosman and Madiba Street, Pretoria CBD, Room Number 121 for a non-refundable fee of R200.**

**A NON-COMPULSORY VIRTUAL BRIEFING SESSION:**

**ZOOM PLATFORM:** A NON-COMPULSORY BRIEFING SESSION WILL BE HELD VIA ZOOM ON 12 OCTOBER @11:00am.

**BIDDERS WHO ARE INTERESTED TO ATTEND THE BRIEFING SESSION MUST SEND THEIR EMAIL ADDRESSES THE PROJECT MANAGER: [Kgomotso.Zantsi@dpw.gov.za](mailto:Kgomotso.Zantsi@dpw.gov.za) IN ADVANCE IN ORDER TO RECEIVE THE MEETING LINK PRIOR THE MEETING.**

**ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:**

<b>DPW Project Leader:</b>	Ms. Kgomotso Zantsi	<b>Telephone no:</b>	012 492 3014
<b>Cell no:</b>	082 882 1915	<b>Fax no:</b>	
<b>E-mail:</b>	<a href="mailto:Kgomotso.Zantsi@dpw.gov.za">Kgomotso.Zantsi@dpw.gov.za</a>		

**DEPOSIT / RETURN OF BID DOCUMENTS:**

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.

All tenders must be submitted on the official forms –



<p><b>BID DOCUMENTS MAY BE POSTED TO:</b></p> <p>THE DIRECTOR - GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X65 <b>PRETORIA</b> <b>0001</b></p> <p>ATTENTION: <b>PROCUREMENT SECTION: ROOM 121</b></p> <p><i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</i></p>	OR	<p><b>DEPOSITED IN THE TENDER BOX AT:</b></p> <p>THE DEPARTMENT OF PUBLIC WORKS CGO BUILDING BOSMAN AND MADIBA STREETS PRETORIA CBD ROOM 121</p>
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**COMPILED BY:**

Ms. Kgomotso Zantsi	<i>K Zantsi</i>	Project Manager	29 September 2021
<b>Name of Project Leader</b>	<b>Signature</b>	<b>Capacity</b>	<b>Date</b>

## PA-09 (GS): LIST OF RETURNABLE DOCUMENTS

Project title:	APPOINTMENT OF A SERVICE PROVIDER FOR EXPANDED PUBLIC WORKS PROGRAMME (EPWP) PHASE 4 MID-TERM REVIEW		
Project Leader:	MS. KGOMOTSO ZANTSI	Bid / Quote no:	HP21/013GS

**1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:**

*(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)*

Bid Document Name:	Number of Pages:	Returnable document:
Bid form (PA-32)	2 Pages	<input type="checkbox"/>
PA-04(GS): Notice and invitation to tender	4 Pages	<input type="checkbox"/>
PA-09(GS): List of returnable documents	1 Page	<input type="checkbox"/>
PA-10: General Conditions of contract (GCC)	10 Pages	<input type="checkbox"/>
PA-11: Declaration of Interest and Bidder's Past Supply Chain Management Practices	5 Pages	<input type="checkbox"/>
PA-15.1: Resolution of Board of Directors	2 Pages	<input type="checkbox"/>
PA-15.2: Resolution of Board of Directors to enter into consortia or Joint Ventures	3 Pages	<input type="checkbox"/>
PA-15.3: Special Resolution of Consortia or Joint Ventures	3 Pages	<input type="checkbox"/>
PA-16: Preference Points Claim Form	6 Pages	<input type="checkbox"/>
PA-29: Certification of Independent Bid Determination	4 Pages	<input type="checkbox"/>
PA-40: Declaration of designated groups for preferential procurement	2 Pages	<input type="checkbox"/>
Terms of Reference	23 Pages	<input type="checkbox"/>
Pricing Schedule (Annexure A)	1 Pages	<input type="checkbox"/>

Name of Bidder	Signature	Date

## PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

### NOTES:

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **"Day"** means calendar day.
- 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **"GCC"** means the General Conditions of Contract.
- 1.15. **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

- 1.16. **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. **"Local content"** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. **"Order"** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. **"Project site"** where applicable, means the place indicated in bidding documents.
- 1.21. **"Purchaser"** means the organization purchasing the goods.
- 1.22. **"Republic"** means the Republic of South Africa.
- 1.23. **"SCC"** means the Special Conditions of Contract.
- 1.24. **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **"Written" or "in writing"** means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## 4. Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## 5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be

made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

#### **6. Patent rights**

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

#### **7. Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

#### **8. Inspections, tests and analyses**

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.



- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

#### **9. Packing**

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

#### **10. Delivery and documents**

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

#### **11. Insurance**

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

#### **12. Transportation**

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

#### **13. Incidental services**

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### 14. Spare parts

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### 15. Warranty

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

#### 16. Payment

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

#### 17. Prices

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

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17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

#### **18. Contract amendments**

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

#### **19. Assignment**

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

#### **20. Subcontracts**

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

#### **21. Delays in the supplier's performance**

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

#### **22. Penalties**

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

#### **23. Termination for default**

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period of not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction on any person by the Accounting Officer/ Authority will, at the discretion of the Accounting Officer/ Authority, also be applicable to any enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which the first-mentioned person, is or was in the opinion of the Accounting Officer/ Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish The National Treasury, with the following information:  
i) The name and address of the supplier and/or person restricted by the purchaser;  
ii) The date of commencement of the restriction  
iii) The period of the restriction; and  
iv) The reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Anti-dumping and countervailing duties and rights**

- 24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## 25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## 26. Termination for insolvency

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

## 27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in Connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of the procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under contract unless they Otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

## 28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31. Notices**

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African

**33. National Industrial Participation Programme (NIPP)**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34. Prohibition of Restrictive Practices**

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Name of Bidder	Signature	Date

## PA-11: DECLARATION OF INTEREST AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in full and signed by the duly authorized person, as indicated on PA-15.1 or PA-15.3, shall render the tender non-responsive and will be removed from any and all further contention.

<b>Project title:</b>	<b>APPOINTMENT OF A SERVICE PROVIDER FOR EXPANDED PUBLIC WORKS PROGRAMME (EPWP) PHASE 4 MID-TERM REVIEW</b>		
<b>Bid no:</b>	HP21/013GS	<b>Reference no:</b>	

The following particulars must be furnished. In the case of a joint venture, separate declarations in respect of each partner must be completed and submitted.

**1. CIDB REGISTRATION NUMBER (if applicable)**

**2.** Any legal person, including persons employed by the State<sup>1</sup>; or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

- The bidder is employed by the state; and/or
- The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative: .....

3.2 Identity number:.....

3.3 Position occupied in the Company (director, trustees, shareholder<sup>2</sup> ect .....

3.4 Company Registration Number: .....

3.5 Tax Reference umber:.....

3.6 VAT Registration Number: .....

3.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup> "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup> "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise

3.7 Are you or any person connected with the bidder presently employed by the state?  YES  NO

3.7.1 If so, furnish the following particulars:

Name of person / director /trustees/shareholder/ member:.....  
 Name of state institution at which you or the person is connected to the bidder is employed .....  
 Position occupied in the state institution:.....

Any other particulars:  
 .....  
 .....

3.8 Did you or your spouse, or any of the company's directors / trustees/shareholders / members or their spouses conduct business with the state in the previous twelve months?  YES  NO

3.8.1 If so, furnish particulars:.....  
 .....

3.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?  YES  NO

3.9.1 If so, furnish particulars.  
 .....  
 .....

3.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the



evaluation and or adjudication of this bid?  YES  NO

3.10.1 If so, furnish particulars.

.....  
.....

3.11 Do you or any of the directors /trustees/shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?  YES  NO

3.11.1 If so, furnish particulars:

.....  
.....

**4. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**5. DECLARATION OF TENDERER / BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

5.1	<p><i>Is the tenderer / bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?</i></p> <p><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.2	<p><i>If so, furnish particulars:</i></p>		

5.3	<p>Is the tenderer / bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.4	If so, furnish particulars:		
5.5	<p>Was the tenderer / bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.6	If so, furnish particulars:		
5.7	<p>Was any contract between the tenderer / bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.8	If so, furnish particulars:		

## 6. CERTIFICATION

I the undersigned (full name) \_\_\_\_\_ certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Tenderer / bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_ (legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

**RESOLVED that:**

1. The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

\_\_\_\_\_ (project description as per Bid / Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

2. \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
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11			
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14			

15			
16			
17			
18			
19			
20			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**



## PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

On \_\_\_\_\_ (date)

**RESOLVED that:**

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

\_\_\_\_\_

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

\_\_\_\_\_

(Project description as per Bid /Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid /Tender Document)

2. \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code)



Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_ (code)

Fax number: \_\_\_\_\_ (code)

	Name	Capacity	Signature
1			
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*Note:*

1. \* Delete which is not applicable
2. **NB.** This resolution must be signed by *all* the Directors / Members / Partners of the Bidding Enterprise
3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page

**ENTERPRISE STAMP**



### PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_
- 5. \_\_\_\_\_  
\_\_\_\_\_
- 6. \_\_\_\_\_  
\_\_\_\_\_
- 7. \_\_\_\_\_  
\_\_\_\_\_
- 8. \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_ *(place)*

on \_\_\_\_\_ *(date)*

**RESOLVED that:**

**RESOLVED that:**

A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_

*(Project description as per Bid /Tender Document)*

**Bid / Tender Number:** \_\_\_\_\_ *(Bid / Tender Number as per Bid /Tender Document)*



B. \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_





	Name	Capacity	Signature
1			
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3			
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15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).



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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2.

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

1.3. Points for this bid shall be awarded for:

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

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

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

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

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

**2. DEFINITIONS**

(a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the

Any reference to words “Bid” or Bidder” herein and/or in any other documentation shall be construed to have the same meaning as the words “Tender” or “Tenderer”.

Broad-Based Black Economic Empowerment Act;

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

### 3. POINTS AWARDED FOR PRICE

#### 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:

**80/20**                      or                      **90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

Any reference to words “Bid” or Bidder” herein and/or in any other documentation shall be construed to have the same meaning as the words “Tender” or “Tenderer”.

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

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

**5. BID DECLARATION**

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

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

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

**7. SUB-CONTRACTING**

- 1.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

1.1. Name of company/firm:.....

1.2. VAT registration number:.....

1.3. Company registration number:.....

**1.4. TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**1.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....

**1.6. COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....  
.....

.....  
.....  
SIGNATURE(S) OF  
BIDDERS(S)



**PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION**

<b>Project title:</b>	APPOINTMENT OF A SERVICE PROVIDER FOR EXPANDED PUBLIC WORKS PROGRAMME (EPWP) PHASE 4 MID-TERM REVIEW		
<b>Bid no:</b>	HP21/013GS	<b>Reference no:</b>	

**INTRODUCTION**

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

---

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

**(Bid Number and Description)**

in response to the invitation for the bid made by:

---

**(Name of Institution)**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

**(Name of Bidder)**

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public

<sup>3</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.



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.

Name of Bidder	Signature	Date	Position

## PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Name of Tenderer .....  EME<sup>1</sup>  QSE<sup>2</sup>  Non EME/QSE (tick applicable box)

### 1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/township	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number  
## State date of South African citizenship obtained (not applicable to persons born in South Africa )

<sup>1</sup> EME: Exempted Micro Enterprise  
<sup>2</sup> QSE: Qualifying Small Business Enterprise



## PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

### 2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA



**EXPANDED PUBLIC WORKS PROGRAMME**

**TERMS OF REFERENCE:**

**MID-TERM REVIEW (MTR) OF**

**THE EXPANDED PUBLIC WORKS PROGRAMME**

**PHASE 4.**

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## 1. ABBREVIATIONS

The following abbreviations are used throughout this document:

<b>Abbreviation</b>	<b>Full Name</b>
<b>DPWI</b>	(National) Department of Public Works and Infrastructure
<b>EPWP</b>	Expanded Public Works Programme
<b>FTE(s)</b>	Full Time Equivalent Job(s)
<b>NDP</b>	National Development Plan
<b>PEPs</b>	Public Employment Programmes
<b>DFFE</b>	Department of Forestry, Fisheries and Environment
<b>DSD</b>	Department of Social Development
<b>IDT</b>	Independent Developmental Trust
<b>MTR</b>	Mid Term Review
<b>ESC</b>	Evaluation Steering Committee



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## 2. INTRODUCTION

The **Expanded Public Works Programme (EPWP)** is a nation-wide government-led initiative aimed at drawing a significant number of unemployed South Africans into productive work in a manner that will enable them to gain skills and increase their capacity to earn income. The initiative is being implemented through established government structures and within existing budgets. The EPWP is being implemented in four sectors [Infrastructure, Social, Non State and Environmental and Culture] and a specific Government Department has been designated to lead the implementation of the EPWP in each Sector.

At the national government level the overall co-ordination, monitoring and evaluation of the programme is the EPWP Unit in the Department of Public Works and Infrastructure (DPWI). The DPWI also coordinates the Infrastructure sector. The Environmental and Social sectors is coordinated by the Department of Forestry, Fisheries and Environment (DFFE) and the Department of Social Development (DSD) respectively. The Non-state sector is being led by the Department of Public Works and Infrastructure and is implemented through the Implementing Agent which is currently the Independent Development Trust (IDT).

The design of EPWP Phase 4 was informed by the key lessons learnt in Phase 3, the National Development Plan (NDP), the New Growth Path and international experience that aims to take the role of public employment programmes to the next level. EPWP Phase 4 aimed at achieving the scale that the country needs while realising the real development potential of EPWP. It was important, therefore, that the EPWP builds on the experience and innovations to date, in order to identify measures that would address some of the weaknesses of the programme that have emerged since Phase 4, and result in capitalising on the various developmental opportunities. The National Development Plan (NDP) sets out an ambitious vision for the EPWP and requires the EPWP to increase significantly from its current scale as well as deepen its developmental and social protection impacts.

However, scaling up the EPWP required substantial additional budgets and the economic slowdown had negatively affected government revenue and had made the allocation of additional budget to EPWP more difficult, exactly at a time when it was needed most.

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Therefore Cabinet approved the scaling up of the EPWP mainly through allocating most additional budgets to the Non-State Sector which created work opportunities at the lowest cost per opportunity in comparison to other sectors.

The EPWP aims to create over a million work opportunities per year culminating in 5 million work opportunities and 2.66 million full time equivalent jobs between 2019/20 and 2023/24.

The objective of the EPWP Phase 4, as approved by Cabinet is:

***“To provide work opportunities and income support to poor and unemployed people through the labour-intensive delivery of public and community assets and services, thereby contributing to development.”***

This provides the EPWP with a clear mandate that emphasizes its three key outputs namely,

- Employment creation,
- Income support, and
- Delivery of services and assets creation.

The delivery of these outputs on a consistent basis at the required level of quality will then contribute to broader development impacts. The injection of income in communities, participation of participants and utilisation of assets will enhance the livelihoods and local economic development.

In order to achieve the objectives of the programme and its outcomes, a deliberate attempt has been made to develop core principles and criteria to guide implementing bodies and agencies as to the suitability of a project for contributing work opportunities to EPWP targets and strengthen the application of EPWP principles in practice. The four universal principles that cut across the different sectors are critical for the success of the programme emphasised in EPWP Phase 4 are as follows:

- Selection of workers based on a clearly defined process and criteria,
- Adherence to the EPWP minimum wage and employment conditions under the Ministerial Determination,

- 
- Work that provides or enhances public goods or community services,
  - Minimum labour-intensity appropriate to each sector.

The EPWP Phase 4 is currently at the half way mark. In order for the EPWP to remain focused on its niche (creation of work opportunities, income support and development of public assets, goods and services), there is a need for periodic reviews and the Mid Term Review (MTR) of the programme. This is one of such avenue that will contribute towards giving feedback on the programme implementation, performance and also to recommend changes required in order to achieve the objectives of the programme. Therefore, there is a need to determine whether the programme is achieving its goal and objectives of providing work opportunities and income support to poor and unemployed people through the labour-intensive delivery of public and community assets and services, thereby contributing to development. The study will focus on the implementation of the programme from 1<sup>st</sup> April 2019 to September 2021. Findings of this MTR will be used to inform policy on the implementation of the EPWP beyond 2021 and to improve on the implementation of the remainder of Phase 4 of the programme.

### **3. PURPOSE AND OBJECTIVES OF THE MTR**

The main purpose of this consultancy is to review the mid-term implementation of the EPWP programme since its Phase 4 inception. The mid-term review is geared towards promoting programme performance, propose improvement, ensure accountability, promote learning and guide to inform evidence-based decision making and management. In particular, the review will assess performance/ results achieved to date in comparison with the performance indicators outlined in the Monitoring and Evaluation Framework. It will also provide an opportunity to assess early signs of programme's success or failure and propose the necessary adjustments need to refocus the programme. Lastly, it will also draw lessons and make recommendations for enhancing programme implementation and performance.

The detailed objective of the mid-term review are:

- To evaluate the progress of EPWP Phase 4 business plan to date, assessing performance against set objectives and targets. It will also review the strategies and

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implementation modalities chosen; effectiveness of programme institutional arrangements, (management and coordination structures), constraints, opportunities and corrective actions needed for the programme to achieve maximum impact.

- To determine the relevance, effectiveness, efficiency, overall outcome and impact [current and potential] and sustainability of the EPWP to date against the expected results.
- To assess the EPWP on the basis of the changing context and demands of unemployment and job creation in South Africa Assess the EPWP on the basis of the changing context and demands of unemployment and job creation in South Africa
- To assess the impact of the Covid-19 pandemic on the achievement of the programme's objectives and propose strategies to overcome the identified challenges.
- To determine the quality of outputs achieved to date and their use by different beneficiaries.
- The MTR will provide recommendations for strategies, approaches and/ or activities in order to improve the potential of the programme to achieve expected outcomes and meet objectives within the programme timeframe.

Findings of the review will be incorporated as recommendations for the enhanced implementation of the current phase in the coming months as well as for the design and planning of the next phase to start in 2024.

#### **4. DETAILED SCOPE OF THE MTR**

The scope of the mid-term review will cover all activities undertaken in the Phase 4 business plan and the Monitoring and Evaluation framework of the Programme from April 2019 to March 2021. It is expected that the review will compare planned outputs/outcomes of the Programme to actual outputs/outcomes and assess the actual results to determine their contribution to the attainment of the programme objectives.

The MTR will extract lessons learned, diagnose and analyse issues and formulate a concrete and viable set of recommendations. It will evaluate the efficiency of Programme management, including the delivery of outputs and activities in terms of quality, quantity, timeliness, cost efficiency and the institutional arrangements.

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The review should use the Economic Co-operation and Development (OECD) international evaluation criteria of Relevance, Effectiveness, Efficiency, Impact and Sustainability. Mid-term Review Evaluation Matrix will be completed by the service provider and included in the MTR inception report. The matrix should include key evaluation questions, evaluation sub-questions, indicators, sources of information and methodology.

#### **4.1 Key Evaluation Questions**

The evaluator shall examine the following key issues:

##### **4.1.1 Relevance and strategic fit**

- Programme relevance and alignment to national, provincial and local development strategies?
- How well it complements other poverty alleviation programmes in South Africa?
- Strategic fit with the National Development Plan strategy for South Africa
- What other programmes should the EPWP interface with for maximum impact and the future of Public Employment Programmes?

##### **4.1.2 Validity and appropriateness of design**

- Adequacy of the design process
- Is the programme design logical and coherent?
- Do outputs causally link to the intended outcomes that in turn link to the broader development objective?
- Have targets and indicators been sufficiently defined for the programme?
- Considering the results that were achieved so far, was the programme design realistic?

##### **4.1.3 Programme effectiveness**

- To what extent have the expected outputs and outcomes been achieved or are likely to be achieved?

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- What outputs have been produced and delivered so far as per the business plan? Has the quantity and quality of these outputs been satisfactory? How do the stakeholders perceive them?
  - In which area (geographic or sector) does the programme have the greatest achievements so far? Why and what have been the supporting factors?
  - Are there any unintended consequences of the programme?
  - What internal and external factors have influenced the ability and/or inability of EPWP to achieve projected targets?

#### **4.1.4 Efficiency of resource use**

- Are resources (human resources, time, expertise, funds etc.) allocated adequate to provide the necessary support and to achieve the broader programme objectives? Are they used efficiently to achieve the expected outputs and outcomes of the programme?
- Is the programme funding, including grants and expenditures in line with expected budgetary plans? If not, what were the bottlenecks encountered and interventions? Are they being used efficiently?

#### **4.1.5 Effectiveness of management arrangements**

- Are the available technical and financial resources adequate to fulfil the management of the programme plans across sectors and spheres?
- Is the management and governance arrangement of the programme adequate? Is there a clear understanding of roles and responsibilities by all parties involved?
- Is the management and governance arrangement of the programme aligned and mainstreamed to other governance structures across all spheres of government?
- How effectively the programme management monitored programme performance and results? How effective is the monitoring & evaluation system? Is relevant information systematically collected and collated?
- Is the programme receiving adequate political, technical and administrative support from its national or implementing partners?
- Are all relevant stakeholders involved in an appropriate and sufficient manner?

#### **4.1.6 Impact orientation and sustainability**

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- Is the programme strategy and programme management steering towards achieving short term socio-economic impact (creation of work opportunities, income support and development of community assets and provision of services)?
  - What are there strategic decisions the programme should make for maximum impact?
  - What is the impact of the incentive grants disbursed by the DPWI?
  - Assess whether programme activities are sustainable and identify steps that can be taken to enhance the sustainability of programme components and objectives.

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#### 4.1.7 Lessons learned

- What good practices can be learned from the programme that can be applied in possible future phases and to similar future programmes?
- The potential areas of growth for the EPWP for replication and/or expansion.
- Recommendations for EPWP phase 4 and further phases of the programme.

### 5. METHODOLOGY FOR MTR

The MTR will be conducted through a combination of processes including desktop research, site visits and interviews involving key stakeholders. Both qualitative and quantitative methodologies will be employed. The methodology for the evaluation is envisaged to cover the following areas:

- **International Review:** a study of other programmes internationally from which lessons for the EPWP could be drawn.
- **Document Review:** The service provider will review relevant programme documents including:
  - EPWP Phase 4 Business Plan
  - Sector Business Plans
  - Monitoring and Evaluation Framework
  - Training framework
  - Enterprise Development Framework
  - EPWP Recruitment Guidelines
  - EPWP Incentive Grant Manuals
  - EPWP Wage Subsidy Framework
  - EPWP Marketing Strategy
  - EPWP Quarterly Performance reports
  - Any other relevant document



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- **Field Visits (Survey of EPWP Implementers):** Consultations and discussions with staff involved in the implementation of the programme across all spheres inclusive of implementers/implementing agents. This is to determine their understanding, experiences and perceptions of the programme.
  - **Interviews:** Interviews will be carried out during field visits about the experience and performance of the EPWP in respect of its design goals, implementation framework, and outcomes. Appropriate questionnaires shall be developed by the consultants and discussed with Project Management Team for approval. Key Informants will be drawn from the key programme stakeholders (both primary and secondary). This should include programme managers, senior management, EPWP champions and political leadership and civil societies involved in the EPWP

## 6. PHASES FOR THE MTR

It is expected that the Review will be undertaken in at least the following phases:

- **Phase 1: Inception Report:**

This phase will comprise an inception meeting and subsequent drafting of an inception report. The inception meeting must be attended by all team members and will include a detailed briefing of the project by the MTR Team. The inception report must cover the following:

- Documents to be reviewed.
- The basis and categories of Stakeholders to be interviewed within the different components of work.
- The survey instruments to be applied within the different categories of work.
- Review framework, methodology, sample design and selection.
- Clear work schedule in Gantt chart format.
- Outline of the Evaluation Report.

- **Phase 2: Mid-Term Review:**

This phase will comprise the undertaking of the MTR and will culminate in an integrated report that covers the work of all phases.

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## **7. PROPOSAL AND QUOTATION**

The service provider is required to provide a proposal setting out the basis by which the assignment will be undertaken within its proposed bid price.

The Service Provider is required to provide the following detail of the relevant experience of the individual/s that will be undertaking work, including:

- Detailed CV's of the individual/s identified to perform the assignment with proof of qualifications and their identity documents;
- All international qualifications must be SAQA accredited;
- A proposal which sets out what will be addressed in the assignment (data analysis plan, sampling methodology, project plan) and the proposed timeframe for the work;
- A plan indicating time frames for each component of the work must be included in the proposal.
- The proposal should include price per deliverable;
- If workshops are required to be undertaken during field work, the Service Provider must make all arrangements in respect of venue hire and catering;
- The price should include all relevant project costs;
- An electronic copy of all documentation and data produced must be provided to the National Department of Public Works and Infrastructure;
- All intellectual property as a result of the Mid Term Review belongs to the national Department of Public Works and Infrastructure;
- The Department of Public Works and Infrastructure reserves the right to request for certified copies of documentation.

## **8. TIME FRAME**

The MTR will take a period of 8 months. The assignment will commence immediately after appointment.

- Discussion and finalisation of the inception report: one month after appointment.
- A draft report to be submitted eight months after the finalisation of the inception report. The draft report should cover the work undertaken with preliminary findings and recommendations.

- 
- A workshop will be held with the key stakeholders two weeks after draft report is submitted to review the draft report.
  - A detailed Final Report submitted a month after the draft report is presented and discussed.

The Service Provider will be required to ensure that regular meetings, with the PMT are held to report on progress.

## **9. CONSULTANTS QUALIFICATIONS**

The selection of the service provider will be aimed at maximizing the overall “team” qualities in the following areas:

- Prior experience in evaluating projects of a similar nature and scope;
- Previous experience in conducting Mid-Term Reviews or end of project evaluations;
- Demonstrated understanding of issues related to different EPWP sectors and; experience in socio-economic impact evaluation and analysis;
- Demonstrated experience in evaluation report writing (Excellent writing and communication skills);
- The core team excluding field workers should comprise of at least four core members in the following areas:
  - Economics;
  - Statistics; and
  - Social Sciences.
- The core team members should each have a minimum of 5 years research experience in the related field post the Master's degree qualifications.
- The team leader should have a PhD in social or economic sciences, or other closely related field and a minimum of 10 years research experience in evaluating poverty and development and government interventions including Public Employment Programmes.
- The bidding company should have at least 8 years' experience in poverty alleviation and development research. The company should submit the company profile and 3 reference letters.
- If the core team members change or are replaced during the project implementation, DPWI will have to approve the amendments and replacements.

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**Consultant Independence:**

The consultants cannot have participated in the programme preparation, formulation, and/or implementation (including the writing of the Programme Documents) and should not have a conflict of interest with programme's related activities.

**10. CONTRACTING DETAILS**

The Service Provider will be contracted by DPWI to undertake the assignment. This will be based on the proposal. The Service Provider shall be accountable to DPWI and the ESC in terms of fulfilling the actions set out in the proposal.

Payments will be made in terms of tranches and milestones as follows:

- Inception Report = 30%
- Draft Report = 30%
- Final Report = 40%

Payment of each invoice will be subject to all core members being available through-out the project implementation.

## 11. FUNCTIONALITY CRITERIA

The minimum functionality score to qualify for further evaluation is 65 points of 100. The following criteria will be applied in the review of the tenders:

Functionality criteria:	Weighting factor:
<p><b>1. Company Experience</b></p> <p>Proven experience with a minimum of eight (8) years and the ability to demonstrate knowledge and expertise in research and evaluation studies. (Bidders need to attach a Company Profile and 3 Reference Letters).</p> <p><b>Above 10 years' experience = 5 points</b>  <b>9 to 10 years' experience = 4 points</b>  <b>8 years' experience = 3 points</b>  <b>Less than 8 years' experience = 0 points</b></p>	<p>10</p>
<p><b>2. Technical Quality of the Proposal/Bid.</b></p> <p>The technical quality of the proposal will be assessed using the following criteria:</p> <ul style="list-style-type: none"> <li>• Clear understanding of the scope <ul style="list-style-type: none"> <li>○ Identify the study needs by explaining what must be done and why.</li> <li>○ Project scope explaining how the project will be implemented and resources</li> <li>○ Identify possible challenges, limitations and solutions.</li> </ul> </li> <li>• Detailed research methodology <ul style="list-style-type: none"> <li>○ Design of the study</li> <li>○ Sampling methodology</li> <li>○ Data analysis</li> </ul> </li> <li>• Clear Project implementation plan <ul style="list-style-type: none"> <li>○ Team composition</li> <li>○ Milestones</li> </ul> </li> </ul> <p><b>If the proposal covers all three criteria = 5 points</b>  <b>Criterion 2 and criterion 1 or 3 = 3</b>  <b>Criterion 1 and criterion 3 = 1</b>  <b>Any 1 of the 3 criteria = 0</b></p>	<p>30</p>

<p><b>3.Team Leader Experience</b></p> <p>Team Leader must possess a minimum of ten (10) years' working experience in Evaluation and Research especially in the Government Sector.</p> <p><b>15 years and above = 5 points</b>  <b>11 - 14 years' experience = 4 points</b>  <b>10 years' experience = 3 points</b>  <b>Less than 10 years = 0 points</b></p>	20
<p><b>4.Team Leader Qualification</b></p> <p>Team Leader must possess a minimum a PhD degree qualification in social or economic sciences or other closely related field.</p> <p><b>PhD Degree = 5 points</b>  <b>Any qualification below a PhD degree = 0 points</b></p>	10
<p><b>5.Team Member(s) Experience</b></p> <p>A team comprises of at least 2 Member(s). Each team member must possess a minimum of five (5) years' work experience in conducting evaluation and research related projects post Master's degree qualification. (Bidders must attach detailed CV's of the Team Member(s) and proof of qualifications.</p> <p><b>15 years and above combined experience = 5 points</b>  <b>11-14 years' combined experience = 4 points</b>  <b>10 years' combined experience = 3 points</b>  <b>less than 10 years combined experience = 0 points</b></p>	20
<p><b>6.Team Members Qualifications</b></p> <p>Team Members must possess a combination of the following qualifications: Social Sciences, Statistics and Economics or related qualification. (Bidders must attach copies of educational qualifications of the Team Members).</p> <p>The team should comprise at least two of the following areas of specialisation. <b>If a member has 2 of the required qualifications, they will be scored once.</b></p> <p>a) Masters in Statistics / or any relevant qualification  b) Masters in Social Sciences / or any relevant qualification  c) Masters in Economics</p> <p><b>All of the above = 5 points</b>  <b>Any two of the above = 3 points</b>  <b>None of the above = 0 points</b></p>	10

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<b>Total</b>	<b>100 Points</b>

## 12. REPORTING

The service provider will be expected to prepare a consolidated Work Plan that will operationalize and direct the evaluation. The Work Plan will describe how the evaluation is to be carried out and provide a clear research methodology and research tools.

The consolidated draft work plan will address the following elements:

- Specific set of issues and questions to be addressed by the major programme component;
- Relevant documentation which will be reviewed;
- Indicators and data to be used to address program/project issues;
- Review framework, methodology, sample design and selection;
- Data collection tools;
- Proposed list of stakeholders to be interviewed;
- Work schedule in Gantt chart format; and an outline for the Evaluation Report.

## 13. EVALUATION WORK PLAN

A final evaluation work plan will incorporate comments on the draft work plan and will be submitted for approval within two weeks of receiving comments from the ESC.

The appointed service provider will be expected to provide the department with two written interim reports on intervals to be determined in the work plan. A final summary report of preliminary findings and conclusions will be presented to a workshop that will be organized by DPWI to be attended by the management of EPWP and a Steering Committee to provide comments on the methodology and the reports by the service provider.

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## **14. FINAL EVALUATION REPORT**

The Service provider must submit a complete final evaluation report (electronic and 10 hard copies) incorporating comments and including an abstract, an executive summary (not exceeding four pages) and a complete report within four weeks of receiving comments from the ESC on the draft report. A Power Point presentation of all the slides will also be required together with the reports. The full data set (electronic) and questionnaires collected will be submitted together with the report to the department.



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## **15. ANNEXURES**

### **15.1 ANNEXURE 1: SAMPLE OF PROJECTS FOR MTR**

Table 1: 2019/20 performance

2019/20	Environment and Culture Sector		Infrastructure Sector		Non-State Sector Community Work Programme		Non-State Sector Non Profit Organisations		Social Sector		Total	
	Projects	WO	Projects	WO	Projects	WO	Projects	WO	Projects	WO	Projects	WO
Prov	432	25 803	804	78 295	33	45 346	48	13 489	708	21 156	2 025	184 089
EC	134	13 609	192	8 045	19	25 267	13	6 272	67	11 859	425	65 052
FS	196	25 135	634	28 435	15	20 676	33	6 434	341	18 532	1 219	99 212
GP	540	34 424	976	91 730	52	50 039	111	10 700	223	44 348	1 902	231 241
KN	368	21 843	645	21 390	23	28 176	37	13 229	317	22 202	1 390	106 840
LP	317	15 034	712	12 607	18	27 589	40	6 071	1 344	12 646	2 431	73 947
MP	137	9 855	298	9 762	26	22 988	4	1 762	125	4 536	590	48 903
NC	282	12 228	287	15 631	19	21 338	29	7 496	470	10 189	1 087	66 882
NW	773	42 169	743	22 393	27	17 706	24	5 921	771	30 344	2 338	118 533
WC	3 179	200 100	5 291	288 288	232	259 125	339	71 374	4 366	175 812	13 407	994 699
<b>Grand Total</b>												

Table 2: 2020/21 perform

Province	Environment and Culture Sector		Infrastructure Sector		Non-State Sector Community Work Programme		Non-State Sector Non Profit Organisations		Social Sector		Total Projects	Total WO
	Projects	WO	Projects	WO	Projects	WO	Projects	WO	Projects	WO		
EC	538	23 599	797	69 547	33	40 578	64	12 752	577	44 230	2 009	190 706
FS	159	13 324	211	7 314	19	22 427	21	6 884	58	12 017	468	61 966
GP	215	14 646	581	22 663	15	18 213	50	10 056	300	26 317	1 161	91 895
KN	541	32 298	955	86 944	44	38 603	167	14 867	210	47 235	1 917	219 947
LP	383	18 931	748	24 414	22	25 232	59	15 797	342	26 909	1 554	111 283
MP	388	14 814	850	13 295	18	24 117	58	6 638	1 390	11 830	2 704	70 694
NC	117	7 244	304	8 024	26	17 940	4	2 934	98	5 675	549	41 817
NW	259	8 769	371	21 436	19	18 657	43	5 241	445	10 823	1 137	64 926
WC	796	30 597	500	12 545	27	13 278	30	6 280	645	22 754	1 998	85 454
<b>Grand Total</b>	<b>3 396</b>	<b>164 222</b>	<b>5 317</b>	<b>266 182</b>	<b>223</b>	<b>219 045</b>	<b>496</b>	<b>81 449</b>	<b>4 065</b>	<b>207 790</b>	<b>13 497</b>	<b>938 688</b>





public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

### PRICING SCHEDULE (ANNEXURE A)

<b>Project</b>	<b>Expanded Public Works Programme Phase 4 Mid-Term Review</b>

You are hereby kindly invited to bid on the following:

<b>Item</b>	<b>Activity</b>	<b>Total</b>
<b>Pre-Implementation</b>	Inception Report	
<b>Implementation</b>	Research mapping	
	Conduct content analysis and desk reviews	
	Development of research tools	
	Field work interviews with stakeholders across all provinces	
	Key informant interviews	
<b>Post Implementation</b>	Data Capturing	
	Data collation and cleaning	
	Data Analysis	
	First draft Report	
	Final Report	
<b>Disseminating the report</b>	Report Editing, Layout and design	
<b>subtotal</b>		
<b>Vat (15%)</b>		
<b>Total</b>		
<b>GRAND PRICE TO BE CARRIED OVER TO PA 32 FORM</b>		