



Tender Ref #:	COGTA (T) 01/2021	Tender Description:	Appointment of Non-Profit Organisations to implement the Community Work Programme (CWP) for a period of twelve (12) months.
----------------------	----------------------	----------------------------	---

PART A – BID DETAILS

- The Department of Cooperative Governance (hereunder referred to as the Department or DCOG) invites qualifying Non-Profit Organisations (NPOs) to bid for the implementation and management of the Community Work Programme (CWP) for a period of twelve (12) months.
- Closing Date:** The bid closing date and time are indicated in the tender advertisement and bid documents. **Bids received after the closing date and time will not be accepted.**
- Briefing Session:** The briefing session date and time are indicated in the tender advertisement and bid documents. The briefing session is not compulsory. Due to current COVID-19 regulations, the department cannot physically accommodate the expected number of bidders and the briefing will therefore be conducted online. Interested bidders must contact the SCM officials indicated below for the MS Teams link.
- Contact information:** Prospective bidders **may not under any circumstances** make contact with or engage any DCOG officials other than the officials indicated below on any matter related to this tender. Enquiries must be directed to all the officials below. Enquiries sent to the DCOG officials below will be routed to the relevant employees and responses will be coordinated and provided by the officials indicated below.

ENQUIRIES		
Name:	Ms. Kgaugelo Tselana	Mr. Mogoma Sekgothe
e-mail:	t01.2021@cogta.gov.za	

The Department reserves the right to disqualify any bidder that makes contact with or engages any other DCOG employee on matters / enquiries / questions related to this tender.

- Project duration:** Successful service providers will be appointed for a period of 12 months. The Department reserves the right, at its sole discretion, to reduce the contract period for one or more provinces by giving the appointed service provider at least three (3) calendar months' notice.
- Bid / Proposal format**

Package 1: The following must be submitted **once, regardless of the number of provinces bidding for:**

- Check List signed by the bidder.
- **Bidder Experience (Annexure A).** Must complete attached summary sheet and provide reference letters with contact details of referees.
- SDBs 1, 3.3, 4, 6.1, 8 and 9 and all other required SCM documents.
- National Treasury Central Suppliers Database (CSD) report, not older than 30 days (www.csd.gov.za).
- Valid B-BBEE certificate issued by a SANAS and accredited verification agency or sworn affidavit. Consortia or joint ventures must take note of the relevant sections of SBD 6.1 regarding requirements for B-BBEE certificates.
- Proof of registration with UIF and COID, including a letter of good standing from the Department of Employment and Labour.
- Audited financial statements for the two immediate prior financial years and a confirmation letter from a registered audit firm.
- Proof of registration as a Non-Profit Organisation (NPO).
- Approved assets management policy.
- Approved procurement policy.

- **Proposed project team (Annexure B).** Must complete attached summary sheet and provide detailed CVs that clearly indicate experience and qualifications.
- **Pricing information (Annexure C).** Price proposals must include 15% VAT and must be fully inclusive to deliver all services and outputs indicated in the terms of reference (**must use attached Excel template**).
- A detailed **proposal and project execution** plan covering all provinces bidding for. The proposal and project execution plan must contain all the information required to evaluate the bid against the requirements stipulated in these terms of reference.

PART B – ADMINISTRATIVE AND FUNCTIONAL REQUIREMENTS

1. ADMINISTRATIVE REQUIREMENTS

SCM ADMINISTRATIVE COMPLIANCE CHECKLIST		
#	Criteria	Yes / No
1.1	Signed Check submitted	
1.2	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before bid closing date.	
1.3	Supplier is Tax Compliant (as indicated on CSD) ¹ or verified through SARS ¹	
1.4	Supplier has a valid B-BBEE certificate issued by a SANAS accredited verification agency or a sworn affidavit.	
1.5	Supplier completed all SBD Forms (SBD 1, 3.3, 4, 6.1, 8 and 9).	
1.6	Proof of registration with UIF and COID including a letter of good standing from the Department of Labour.	
1.7	Registered NPO	
1.8	A valid bank account (as indicated on CSD) with a South African registered bank.	
1.9	Audited financial statements for the two immediate prior financial years and a confirmation letter from a registered audit firm or firms that the financial statements were audited.	
1.10	Approved (signed) assets management policy submitted.	
1.11	Approved (signed) procurement policy submitted.	
1.12	Summary of supplier experience submitted (Annexure A).	
1.13	Summary of project team submitted (Annexure B).	
1.14	Price proposal submitted (Annexure C – must use Excel template) ²	
1.15	Proposal and project execution plan submitted	

Note 1: Bidders that are not tax compliant on the closing date for bids or at any time subsequent to the closing date, must rectify their tax compliance status within 7 working days of being requested to do so. Bidders that remain tax non-compliant after 7 working days of being requested to rectify their tax status, will be disqualified.

*Note 2: Bidders **must use Excel spread sheet attached**. Costing sheets completed by hand (in writing) or where formulas in the costing sheet were tampered with will not be accepted and such bids will be regarded as administratively non-compliant.*

No bids will be considered from:

1. Persons in the service of the State.
3. NPO's / Non-profit institutions with directors (whether remunerated or not) in the service of the State.

Where exceptions are allowed in terms of the applicable legislation, the bidder must attach an approved and valid Remunerative Work Outside of the Public Service (RWOPS).

The Department reserves the right to use the information provided by bidders to engage banks, credit rating agencies and the relevant government institutions to obtain information on credit records, criminal records, pending court cases, etc. Suppliers that show a history of poor financial/credit management and/or criminal behaviour will not be considered. The same will apply to the key team members (Executive Manager / Team Leader, Senior Project manager, Finance Manager / CFO) as well as all directors / owners.

The Department reserves the right to apply the following criteria only to shortlisted / recommended bidders. Bidders must meet all four criteria below:

SCM ADMINISTRATIVE COMPLIANCE CHECKLIST		
#	Criteria	Yes / No
2.1	Team members, Director(s)/Owner(s) have not been convicted on charges related to fraud, corruption or violent/abusive behaviour.	
2.2	Bidder and team members, Director(s)/Owner(s) do not have a history of poor financial / credit management.	
2.3	No team members, Director(s)/Owner(s) in the service of the state, or approved RWOPS attached where in the service of the state.	
2.4	SBD forms or subsequent enquiries did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	

2. FUNCTIONAL CRITERIA

2.1. Definition of similar project:

Given the scope and size of the Community Work Programme (CWP) as well as the relative short duration of the contract period, it is essential for prospective bidders to provide evidence of having managed at least one project of a similar scope and size in the past. The scope and size of the CWP per province can be measured against the breakdown of the provisional 2021/22 annual budget per province provided in 2.5.2 below. A “similar” project in the context of the CWP refers to a project that required or involved all of the following:

- Engaging and working with Local communities or community-based organisations.
- Engaging and working with Local government (Local or district municipalities or Metros).
- Engaging and working with Traditional Leaders.
- Managing large groups of stakeholders and/or beneficiaries (10,000 or more).
- A total project budget of at least R20,000,000.00 (total budget irrespective of the duration of the project).
- Managing of people, assets and inventory.

2.2. Bidder experience

- 2.2.1. For the purposes of evaluation, the term “Bidder” shall refer to the Bidder (NPO submitting the bid) as well as consortium partners (if) any. The terms “Bidder”, “Supplier” and “Service Provider” are used interchangeably and has the same meaning for the purposes of this bid.
- 2.2.2. Bidders must have proven ability and experience of managing / implementing at least one similar project (as defined under 2.a above). The attached Bidder experience summary sheet (**Annexure A**) must be completed. Bidders are required to attach reference letters with contactable references for all projects listed in the summary sheet. The project proposal must contain detailed information related to previous projects to enable the Bid Evaluation Committee (BEC) to evaluate bids against the criteria indicated in these Terms of Reference. DCOG reserves the right to verify experience and to contact references provided, as well as any other third party that could verify the experience and performance of bidders.
- 2.2.3. The past performance of bidders in executing similar projects will be evaluated using the references supplied by bidders as well as any other information available to the Department. Below satisfactory performance on a particular project may only be considered if such performance was communicated to the bidder by the contracting party and the bidder was given a reasonable opportunity to correct any deficiencies highlighted by the contracting party. The Department reserves the right to reject a bid if the bidder failed to perform satisfactorily on similar projects.
- 2.2.4. Local footprint: The Bidder must show evidence of its ability to service the chosen areas of operation (Provinces bidding for). Details of established offices in the province and/or a proposal/implementation model that would enable the bidder to successfully engage communities, local and provincial government and traditional leaders across the province. This criterion will be evaluated per province.

- 2.2.5. Bidders must have policies and systems in place to ensure that assets and procurement processes are managed in manner that is compliant with the relevant legislation, regulations, instructions and policies. The following criteria will be considered:
- Approved assets management policy (policy signed by the board or similar governing structure / authority) demonstrating the bidder's ability to manage and safeguard departmental assets. The policy must demonstrate the bidder's ability to manage assets in full compliance with the Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act and Regulations, relevant National Treasury Instructions and the DCOG procurement policy.
 - Approved procurement policy (policy signed by the board or similar governing structure / authority). The policy must demonstrate the bidder's ability to conduct procurement in full compliance with the Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act and Regulations, relevant National Treasury Instructions and the DCOG procurement policy.
- 2.2.6. Audited financial statements submitted by the bidder will be used to determine the bidder's record in financial, assets and procurement management. Bidders that are unable to demonstrate a history of sound cash-flow, financial, assets and procurement management will not be considered.

2.3. Team composition

- 2.3.1. The attached summary sheet (**Annexure B**) must be completed for key members of the team responsible for overall implementation and management of the project (regardless of the number of provinces bidding for). Key team members indicated in the proposal must be available for the duration of the project and must play a meaningful role in the project. Replacement of team members may only be done in consultation with DCOG and replacement team members must have the same qualifications / experience as those they are replacing.
- 2.3.2. The following must be submitted for each of the proposed key team members:
- Written confirmation of availability (signed by the proposed team member) for the expected duration of the project.
 - Detailed CV indicating qualifications, previous experience as well as letters of reference (references must be contactable).
 - Copies of qualifications.
- 2.3.3. DCOG reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.
- 2.3.4. Team members must demonstrate adequate experience through the number, types and geographical spread of projects/assignments undertaken. Detailed CVs that clearly indicate experience and qualifications of all team members must be included in the proposal.

Roles	Qualifications	Experience
Executive Manager / Team Leader	Minimum: Any 3-year tertiary qualification.	Minimum: Has worked as part of a team on at least two similar projects and was the lead on at least one such project.
Senior Project manager	Minimum: 3-year Tertiary qualification in project management or with project management as a subject at third year level.	Minimum: Successfully managed and completed at least one similar project.
Finance Manager / CFO	Minimum: 3-year Tertiary qualification in accounting or with accounting as a subject at third year level.	Minimum: At least 5 years work experience as a Finance Manager / CFO or similar position. Must demonstrate experience in working with or at PFMA compliant institutions.
Other team members	None	Minimum: At least three (3) team members with experience in implementing similar projects.

2.4. Project proposal / execution plan

- 2.4.1. The bid proposal submitted by the bidder must include a detailed project execution plan. The bid proposal and project execution plan must address all the deliverables and requirements indicated in Part E. The following key indicators will be evaluated:
- Overall alignment of the proposal and project execution plan to the objectives and requirements of the Department
 - Compiling and implementation of relevant site plans
 - Engaging local communities and reference committees
 - Registration of participants
 - Supervision of participants
 - Financial Management
 - Assets management
- 2.4.2. The proposal and project execution plan should further outline how the service provider will utilise the CWP to address social challenges and support economic upliftment relevant to the particular province, including but not limited to:
- Creating meaningful work opportunities – opportunities which will promote self-reliance amongst participants and a developmental agenda within communities.
 - Aligning useful work to municipal developmental plans / DDM 1-Plans.
 - Focus on unemployed youth, women and people with disabilities.
 - Focused and relevant training with accredited training institutions.
 - Adopting exit strategies that introduce business models for CWP participants.
 - Ensure establishment of strong partnerships with the public and private sectors for economic and skills development (Skills Revolution Approach).
 - Enhance and adopt technology.
- 2.4.3. The proposal and project execution plan should indicate how the service provider will engage multiple stakeholders in the implementation of the CWP. Stakeholders include but is not limited to:
- Local Reference committees (LRC)
 - Provincial CoGTAs
 - SETAs
 - Training institutions
 - Local and district municipalities / metros
 - Ward Committees
 - Traditional councils & Traditional leaders
 - Local Communities and CBOs
 - Local NGOs, NPOs
 - Sector government departments
 - Private companies

2.5. Costing Methodology

- 2.5.1. The total budget allocated to the CWP programme per financial year (1 April to 31 March) will be determined by the Department in consultation with National Treasury. The budget information provided in the tables below is provided to guide bidders in determining the size and scope of the project. **The actual total budget and budget per province will differ:**

Component	Value
Participant wages / COID / UIF	R 2 875 884 918
Goods/Services/Equipment	R 563 838 750
Project management fees	R 218 137 402
TOTAL	R 3 657 861 070
Participant enrolment rate (number)	250,595

- 2.5.2. The approximate breakdown of the provisional 2021/22 annual budget per province is as follows (Excluding Agrarian programme):

Province	Number of Participants	A: Participant wages (Excl. COID/UIF)	B: Goods / Services / Equipment	TOTAL
Eastern Cape	46 000	R 512 570 400	R 103 500 000	R 616 070 400
Free State	24 550	R 273 568 080	R 55 237 500	R 328 805 580
Gauteng	21 500	R 239 573 200	R 48 375 000	R 287 948 200
Kwa-Zulu Natal	43 680	R 486 674 160	R 98 280 000	R 584 954 160
Limpopo	28 250	R 314 797 920	R 63 562 500	R 378 360 420
Mpumalanga	26 115	R 290 997 360	R 58 758 750	R 349 756 110
North West	20 900	R 232 867 680	R 47 025 000	R 279 892 680
Northern Cape	21 900	R 243 953 760	R 49 275 000	R 293 228 760
Western Cape	17 700	R 197 118 720	R 39 825 000	R 236 943 720
TOTAL	250 595	R 2 792 121 280	R 563 838 750	R 3 355 960 030

- 2.5.3. Bidders should note that:

- **The Department is currently considering proposals to in-source the management of the CWP in Mpumalanga and Limpopo Provinces. The Department therefore reserves the right not to award this bid for these two provinces.**
- **The Department is considering advertising a separate tender to appoint a suitable service provider or providers to manage the Agrarian Revolution Programme.**

- 2.5.4. The budget allocated per province to be used for the calculation of Project Management Fees (bid prices) will consist of the following components:

- **Component A:** Wages to be paid directly by the Department to registered and valid CWP participants (Excluding UIF and COID payments to be made directly by the Department). Wages are based on the actual valid and verified hours worked per registered participant as facilitated by the service provider.
- **Component B:** Agreed expenditure (based on an approved project/site plan) on goods / services / equipment (per site/province) such as:
 - Protective clothing for participants.
 - Consumables required by participants in the execution of their duties.
 - Tools and equipment required by participants in the execution of their duties.
 - Training of participants.
 - Any other goods or services as agreed to between the Department and the Service provider.
- **Component C:** Project management (PM) fees to be paid to the Service Provider. The project management fee (PM Fee) due to the service provider will be calculated monthly in arrears as a percentage of actual expenditure on Component A (wages paid excl. COID and UIF) and valid and substantiated expenditure on Component B.

- 2.5.5. The bid amount to be used for the purposes of the PPPFA Evaluation will be based on provisional annual provincial budget as indicated in Annexure C (Excel). This provisional budget is provided for the purposes of

equitable bid price comparison only – The actual budget allocated per site / province will be determined by the Department during the contracting process.

- 2.5.6. The project management fee must be **sufficient to cover all overheads and all operational expenses, including site managers and site management**, to be incurred by the service provider in the provision of the services as stipulated in the ToR. No additional costs / disbursements will be considered by the Department. Bidders are required to submit a detailed costing methodology to enable the Department to assess the Bidder's ability to successfully manage the project.
- 2.5.7. If a service provider is at any stage unable to meet its operating / running cost from the Project Management Fee, the Department reserves the right to cancel the contract and to allocate the affected site(s) to another service provider.
- 2.5.8. All prices must be inclusive of 15% VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted.

PART C – BID EVALUATION PROCESS

General principle: In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. **The costing and content of proposals may not be amended under any circumstances.**

1. ADMINISTRATIVE EVALUATION

Only bids that comply with all administrative requirements (See Part B-1) and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids will therefore be scored by the Bid Evaluation Committee against the functional criteria indicated below.

2. FUNCTIONAL EVALUATION

2.1. Functional Evaluation Stage 1: Bidder and Team experience

The Bid Evaluation Committee (BEC) will evaluate all acceptable bids based on the proposals (including supporting documents) and bid documents submitted. Only Bidders that meet all the criteria below (deemed to meet each criterion by at least 51% of BEC members) will proceed to functional evaluation stage 2. Bidders that did not meet all these requirements will be eliminated.

Functional Evaluation Criteria Stage 1		Yes / No
1.1	Bidder experience: The bidder has experience in implementing at least one similar project (See 2.1 and 2.2.2)	
	• Engaging and working with Local communities or community-based organisations.	
	• Engaging and working with Local government (Local or district municipalities or Metros).	
	• Engaging and working with Traditional Leaders.	
	• Managing large groups of stakeholders or participants (10,000 or more)	
	• A total project budget of at least R20,000,000.00.	
	• Managing of people, assets and inventory.	
1.2	Executive Manager / Team Leader provided evidence of (See par 2.3.4):	
	• A 3-year tertiary qualification	
1.3	• worked as part of the team on at least two similar projects and was the lead on at least one such project.	
	The Senior Project manager provided evidence of (See par 2.3.4):	
	• a 3-year Tertiary qualification in project management or with project management as a subject at third year level (See par 2.3.4).	
1.4	• having managed at least one similar project.	
	The Finance Manager / CFO provided evidence of (See par 2.3.4):	
	• a 3-year Tertiary qualification in accounting or with accounting as a subject at third year level.	
	• at least 5 years work experience as a Finance Manager / CFO or similar position.	
1.5	• experience in working with or at PFMA compliant institutions.	
	The Bidder proposes at least three (3) other team members with experience in implementing similar projects (See par 2.3.4).	

2.2. Functional Evaluation Stage 2: Bidder Policies and Financial Statements

The BEC will evaluate acceptable bids that met the minimum requirements during functional evaluation stage 1 based on the proposals (including supporting documents) and bid documents submitted. Only Bidders that meet all the criteria below (deemed to meet each criterion by at least 51% of BEC members) will proceed to functional evaluation stage 3. Bidders that did not meet all these requirements will be eliminated.

Functional Evaluation Criteria Stage 2		Yes / No
2.1	Assets management policy and systems:	
	<ul style="list-style-type: none"> The bidder has an approved assets management policy (policy signed by the board or similar governing structure / authority) demonstrating the bidder’s ability to manage and safeguard departmental assets in full compliance with applicable legislation, regulations, and policies. (See par 2.2.5). The audited financial statements submitted do not indicate any material deficiencies related to assets management. (See par 2.2.6). 	
2.2	Procurement policy and systems:	
	<ul style="list-style-type: none"> The bidder has an approved procurement policy (policy signed by the board or similar governing structure / authority) demonstrating the bidder’s ability to conduct procurement in full compliance with the Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act and Regulations, relevant National Treasury Instructions and the DCOG procurement policy. (See par 2.2.5). The audited financial statements submitted do not indicate any material deficiencies related to assets management. (See par 2.2.6). 	
2.3	Audit History: Audit reports indicative of good governance and management practices (See par. 2.2.6) (no material irregularities or adverse/qualified audit opinions)	
2.4	Cash-flow and Financial Management History: Financial statements indicative of sound cash-flow and financial management practices.	

2.3. Functional Evaluation Stage 3: Proposal, project plan and costing methodology, local footprint

Acceptable Bids will be scored by the Bid Evaluation Committee (BEC) against the criteria indicated in these Terms of Reference. The score obtained by a bidder for each criterion will be the average of the scores assigned by each panel member, rounded to the one decimal place. The overall score obtained by a bidder will be the sum of average scores for each criterion. The overall score will be expressed as a percentage (Total score divided by the maximum possible score, then multiplied by 100)

The BEC will evaluate acceptable bids that met the minimum requirements during functional evaluation stages 1 and 2 based on the proposals and bid documents submitted. Only Bidders that received the **minimum score for each criterion and an overall score of at least 75%** will proceed to functional evaluation stage 4. Bidders that did not meet both these requirements will be eliminated.

All criteria carry equal weight. The following scoring system will be applied to the evaluation of all functional criteria:

Scoring system
1 – Does not comply with the requirements
2 – Partial compliance with requirements
3 – Full compliance with requirements
4 – Exceeds requirements (where applicable)

Functional Evaluation Criteria Stage 3		Min. Score	Score
3.1	<p>The bid proposal and project execution plan must address all the deliverables and requirements indicated in Part E. The following key indicators will be evaluated:</p> <ul style="list-style-type: none"> • Overall alignment of the proposal and project execution plan to the objectives and requirements of the Department • Compiling and implementation of relevant site plans • Engaging local communities and reference committees • Registration of participants • Supervision of participants <p>The Proposal/Project execution plan: 1= Adequately addresses two (3) or fewer of the elements listed above 2= Adequately addresses four (4) of the elements listed above 3= Adequately addresses all five (5) elements listed above 4= Adequately addresses all five (5) elements listed above. In addition, the proposal contains innovative ideas that will significantly enhance the impact of the programme.</p>	2	
3.2	<p>The proposal and project execution plan should outline how the service provider will utilise the CWP to address social challenges and support economic upliftment relevant to the particular province, including but not limited to:</p> <ul style="list-style-type: none"> • Creating meaningful work opportunities – opportunities which will promote self-reliance amongst participants and a developmental agenda within communities. • Aligning useful work to municipal developmental plans / DDM 1-Plans. • Focus on unemployed youth, women and people with disabilities. • Focused and relevant training with accredited training companies. • Adopting exit strategies that introduce business models for CWP participants. • Ensure establishment of strong partnerships with the public and private sectors for economic and skills development (Skills Revolution Approach). • Enhance and adopt technology. <p>The Proposal/Project execution plan: 1= Adequately addresses five (5) or fewer of the elements listed above 2= Adequately addresses six (6) of the elements listed above 3= Adequately addresses all seven (7) elements listed above 4= Adequately addresses all seven (7) elements listed above. In addition, the proposal contains innovative ideas that will significantly enhance the impact of the programme.</p>	2	

Functional Evaluation Criteria Stage 3		Min. Score	Score
3.3	<p>The proposal and project execution plan should indicate how the service provider will engage multiple stakeholders in the implementation of the CWP. Stakeholders include but is not limited to:</p> <ul style="list-style-type: none"> • Local Reference committees (LRC) • Provincial CoGTAs • SETAs • Training institutions • Local and district Municipalities / Metros • Ward Committees • Traditional councils & Traditional leaders • Local Communities and CBOs • Local NGOs, NPOs • Sector government departments • Private companies <p>1= Adequately addresses six (6) or fewer of the elements listed above 2= Adequately addresses seven (7) to nine (9) of the elements listed above 3= Adequately addresses ten (10) of the elements listed above 4= Adequately addresses all eleven (11) elements listed above. In addition, the proposal contains innovative ideas that will significantly enhance the impact of the programme.</p>	2	
MAXIMUM SCORE		-	12

2.4. **Functional Evaluation Stage 4: Local footprint (per province)**

The BEC will evaluate acceptable bids that met the minimum requirements during functional evaluation stages 1, 2 and 3 based on the proposals and bid documents submitted. Only Bidders that received the **minimum score of 3** will proceed to the Price/PPPFA evaluation (per province). Bidders that did not meet this requirement will be eliminated (per province).

Functional Evaluation Criteria Stage 4		Min. Score	Score
4.1	<p>Supplier local footprint (See par 2.1.5). The proposal / project execution plan:</p> <p>1= Does not address the requirement. 2= The supplier could partially demonstrate its ability to service the chosen areas of operation (Province). 3= The supplier provided sufficient evidence of its ability to execute the CWP in the province. 4= The supplier already has an office and extensive networks in the province.</p> <p>This criterion will be evaluated per province</p>	3	
MAXIMUM SCORE		-	4

3. PRICE EVALUATION

Only bids that met all administrative requirements and the minimum functional requirements for all four functional evaluation stages will be evaluated in terms of the provisions of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The price and BBBEE evaluation (see SBD 6.1) **will be conducted separately for each province.**

4. AWARD

- 4.1. The bidder with the highest score (price points and B-BBEE contribution level points) for each province will be the recommended bidder for the particular province.
- 4.2. In the event of one bidder being the recommended bidder for more than one province, the Department reserves the right to appoint bidders that obtained the second or third highest PPPFA scores and to consider total scores for functional criteria in the final decision-making process.
- 4.3. Bidders should note that:
 - **The Department is currently considering proposals to in-source the management of the CWP programme in Mpumalanga and Limpopo Provinces. The Department therefore reserves the right not to award this bid for these two provinces.**
 - **The Department is considering advertising a separate tender to appoint a suitable service provider or providers to manage the Agrarian Revolution Programme.**

PART D – CONTRACT MANAGEMENT AND SPECIAL CONDITIONS

1. CONTRACT MANAGEMENT

- 1.1. The successful bidder will be required to enter into a service level agreement (SLA) with the Department of Cooperative governance. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DCOG and the successful bidder.
- 1.2. If the parties (the Department and the appointed service provider) are unable to reach agreement on the special conditions of contract (SLA) after a period of 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another service provider.
- 1.3. Bidders should note that:
 - All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DCOG.
 - All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DCOG independently and outside of execution/production of the Deliverables related to this bid and provided during the course of this project (“Background IP”) shall remain the sole property of the party providing the Background IP.
 - To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DCOG shall acquire no right or interest therein. Service Provider shall grant DCOG a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
 - All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DCOG unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DCOG in and to the Bespoke Deliverables. DCOG shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
 - The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DCOG.
 - The Copyright of any Bespoke Deliverables shall vest in DCOG.
- 1.4. No amendments to the SLA or any variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

2. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 2.1. The Department may, at its sole discretion, cancel this bid.
- 2.2. The Department intends to award the bid per province (one service provider per province). The Department however reserves the right to appoint more than one service provider per province and to appoint the same service provider to more than one province.
- 2.3. The period of thirty days (30 days) referred to in the General Conditions of Contract paragraph 27.2 applies. If the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure, the Department reserves the right to cancel the agreement with immediate effect. Repercussions for the conduct of the Service Provider referred to above may include blacklisting of the Service Provider thus preventing them from doing business with government for a period of 10 years.
- 2.4. In order to improve the efficiency and effectiveness of the Programme, the Department is continuously reviewing the CWP model and may therefore from time to time require the implementation of additional or revised operational procedures and policies.
- 2.5. The Department may, at its own discretion, require that each employee of appointed services providers as well as each contractor or other participant or beneficiary of the CWP, sign a code of conduct to promote ethical behaviour. The Department may, at its sole discretion, prohibit any person found to be in breach of such code of conduct from further participation or involvement in the Programme.
- 2.6. Additional conditions for an applicant who would like to apply as a Consortium / Joint Venture. It is recognized that applicants may wish to form consortia or joint ventures to respond to this bid. The following guidelines apply:
 - One of the members shall be nominated by the others as authorised to be the lead applicant and this authorisation shall be included in the agreement entered between the consortium members.
 - The lead applicant in the Consortium or Joint Venture must satisfy all the administrative requirements contained in the ToR and submit all the relevant documents necessary to meet the minimum requirements of the applications.
 - Other members of a consortium or a joint venture must comply with the requirements in line with Service Provider Funding Policy prescripts for the respective Service Provider categories.
 - The consortium/joint venture submission must be signed-off by each institution/organisation to be legally binding on all consortium members.
 - The lead applicant shall be the only authorised party to make legal statements, communicate with the department, and receive instructions for and on behalf of all the members of the consortium.
 - The lead applicant shall be held responsible for the delivery of services and for meeting conditions outlined in this bid.
 - A copy of the agreement entered and signed by all members of the consortium or joint venture shall be submitted with the consortium proposal indicating the respective responsibilities of each party.
 - Indicate how the joint venture/ consortium will be managed in the event of a dispute arising during the implementation period of the programme (Provide a contingency plan of managing any possible conflicts).

1. INTRODUCTION

- 1.1. The CWP is a social protection programme, and its primary purpose is to create access to a minimum level of regular and predictable work for the poor, unemployed and underemployed by providing a small income and work experience. The programme specially targets areas of high unemployment where sustainable alternatives are likely to remain limited for the foreseeable future. Consequently, the poorest wards in a municipality are prioritized for the programme roll out. The main objectives of the programme include:
- The provision of an employment safety net in the form of work opportunities in recognition of the fact that sustainable employment solutions will take time, and will reach the most marginalized last;
 - The development of public assets and services in poor communities;
 - Effective community development approaches, including community participation; and
 - Enhanced economic ‘agency’ of people in socio-economically marginalised areas through the provision of work opportunities and work experience thus enhancing dignity and promoting social and economic inclusion.
- 1.2. The Department pays the wages (as well as COID and UIF) of participants directly and the Service Providers manage sites, providing a direct comprehensive technical implementation and programme management support service.
- 1.3. The Department will assess the capacity and project proposals of interested service providers against the requirements set out in these terms of reference. Shortlisted organisations will be subjected to financial, systems and physical due diligence.

2. BACKGROUND TO THE COMMUNITY WORK PROGRAMME (CWP)

- 2.1. The Community Work Programme (CWP) is a government-funded, community-driven programme based in the department. It falls under the broad umbrella of Public Employment Programmes (PEPs) designed to cushion enrolled participants from the harsh impacts of poverty and unemployment. The CWP was conceptualized as part of the Presidency’s Second Economy Strategy Project in 2007 and was implemented as a pilot from 2007 to 2009 under the auspices of the Presidency and the Department of Social Development with funding from an international development agency and support from a few non-governmental organisations who played the programme management role.
- 2.2. Following a successful pilot phase, in 2009, the CWP was made a component of Phase 2 of the Department of Public Works’ Expanded Public Works Programme (EPWP) as a fully-fledged government-funded programme. Within a year of the programme being with the Department of Public Works, the Presidency reassigned it to the department of Cooperative Governance with effect from April 2010. However, ties with EPWP remain and both programmes now fall under the Public Employment Programmes (PEP) umbrella.
- 2.3. The primary objective of the programme is to provide an employment safety net to poor, unemployed and under-employed people by providing them with regular and predictable work opportunities enabling them to earn a monthly stipend while contributing to the development of the communities in which they live.
- 2.4. Participation in the CWP does not disqualify beneficiaries from benefiting from other social protection initiatives (or grants) for which they qualify. In addition, CWP participants can and are encouraged to participate in other livelihood initiatives such as part-time employment or self-employment with the CWP wages complementing whatever they earn through other initiatives.
- 2.5. The various types of work that are undertaken at CWP sites must be “useful”. The “useful work” must be decided on by communities themselves through representative community structures called Local Reference Committees (LRCs). Useful work is defined as work that contributes to the public good, to community development and to the creation and maintenance of community assets as well as to the provision of community services. Furthermore, to the extent possible, useful work projects must be aligned to municipal or ward priorities as outlined in the Integrated Development Plans and Ward Development Plans where the latter exist.

- 2.6. The key design features of the programme include the fact that the CWP is a partnership programme. This entails fostering not only inter-governmental partnerships involving national sector departments but also collaborations with provincial departments (coordinated by Provincial the departments), CWP municipalities as well as with civil society organisations and communities in which the CWP is being implemented. At the local level, the manifestation of the centrality of partnerships in the programme finds expression through LRCs which are bodies comprising of various role players primary among whom are community representatives. LRCs, which play an advisory and support role to Service Providers, are critical to site effectiveness and delivery on programme imperatives. To this effect, it is crucial that they encompass the community voice.
- 2.7. While CWP participants are in the programme, they are also expected to receive training, primarily to optimise useful work outputs, but also to help them acquire skills that might enhance their employability prospects outside the CWP or equip them with skills and experience to start their own income-generating initiatives. Presently, most CWP partnerships support the training of CWP participants.

3. KEY FEATURES OF THE COMMUNITY WORK PROGRAMME

- 3.1. The CWP is designed as an employment safety net, not an employment solution for participants. It provides a baseline in terms of income security and economic access and participation.
- 3.2. It is an area-based programme implemented in a defined local area called “a site.” A site is usually a municipal area that extends over several wards. Sites are established in poor areas where unemployment is high and sustainable jobs will take the longest to reach. Each site is sub-divided into a few sub-sites constituting of wards and villages.
- 3.3. It is meant to complement and not replace the existing livelihood strategies of unemployed and underemployed people. The CWP is an ongoing programme with participants moving in and out of the programme as their needs change.
- 3.4. The CWP provides access to a minimum level of regular work on an on-going and predictable basis for those who need it the most at the local level. Currently, it offers 100 days of work a year, managed as either two (2) days a week or eight (8) days of work per month.
- 3.5. The CWP uses community participation processes to identify ‘useful work’ through Local Reference Committees (LRCs). ‘Useful work’ is defined as an activity that contributes to the public good. The work undertaken is generally multi-sectoral (undertaken across departmental mandates and spheres) and responds to priorities set at local level through community participation processes. Generally, each site identifies a set of anchor programmes that are ongoing and provide core work.
- 3.6. Examples of useful work undertaken by CWP sites include, but are not limited to, the following:
 - Maintenance of feeder roads;
 - Donga repair;
 - Spring protection;
 - Building water tanks;
 - Fixing classrooms, with authorization and cooperation from DBE;
 - Developing and maintaining productive food gardens (household and community);
 - Planting trees;
 - Environmental clean-ups;
 - Home- and community-based care work;
 - Caring for orphans and vulnerable children;
 - Providing labour to maintain food security for vulnerable households;
 - Running sports activities or homework classes at schools;
 - Organising community sports events;
 - Holding community arts and culture activities (for example, organising drama groups, researching the community’s social history);
 - Initiating community policing and patrols, and responding to social challenges such as reducing violence against women (converted to ‘work’ by providing street guards in rape hotspots, and cutting the long grass adjacent to pathways, for example);

- Supporting local governance, planning and research as well as participation in the implementation of relevant national campaigns such as the Food and Nutrition Security Strategy; and
 - Innovative initiatives which address community development needs.
- 3.7. The CWP prioritizes labour-intensive activities (with a target ratio of approximately 75:25 wages to non-wage costs at site level). Non-wage costs are all the costs of running a site excluding the cost of wages and primarily consist of tools and materials, protective clothing, training, technical support, capacity building at community level and project management fees. This ratio may require partnerships with other players in order to co-resource/co-fund activities with high material inputs.
- 3.8. The CWP is designed to operate at scale - to build up to and maintain participation levels of approximately 1,000 participants or more per site if operating at full scale, although lower participant levels may be permitted in appropriate circumstances.
- 3.9. CWP sites are managed on behalf of the Department by Service Providers who are appointed to establish a site, which entails the facilitation of the formation of a Local Reference Committee and the identification of useful work through a consultative community engagement process, the recruitment and registration of participants, as well as the planning and management of useful and labour-intensive work activities while providing day-to-day financial, logistical and project management services.
- 3.10. A CWP site requires formal support, collaboration and partnership with the Municipality, other relevant local government structures, traditional councils and the Provincial Department responsible for Local Government or Cooperative Governance.
- 3.11. The CWP empowers communities, through LRCs to identify and undertake the work in accordance with their needs.
- 3.12. The payment of wages is through a cashless system which entails participants' wages being deposited directly into their individual bank accounts thus minimizing the risk of handling cash. The Department is responsible for the payment of participants. Service Providers are responsible for the recruitment, appointment, collection, recording and safekeeping of accurate and complete participant data and supporting documents and providing these to the Department to facilitate participant payments. *COMPLETE AND ACCURATE DATA IS KEY TO THIS PROCEEDS.*

4. SCOPE OF WORK

- 4.1. The programme is being implemented through an integrated model meaning the Department retains the responsibility for the direct payment of CWP wages, against wage schedules / time sheets provided by Service Providers. Service Providers will be responsible for the following:
- Site inception establishment and/or maintenance (section 4.3);
 - Programme implementation (section 4.4);
 - Reporting and administrative requirements (section 4.5); and
 - Management of assets and inventory (section 4.6).
- 4.2. The Service Provider's role will be undertaken on a full-service basis for the budget components. This means, inter alia, that the procurement of goods and services required for implementation will be the responsibility of the Service Providers, who will be expected to equip and brand CWP sites appropriately for the work to be performed, with such tools and materials forming part of their own asset registers for audit purposes for the duration of the contract. In performing this role, the Service Providers will mirror the Department's procurement and asset management process as they are implementing on behalf of the department – using government's financial resources.

4.3. Site inception

The Service Provider is responsible for the continued management of existing sites and the establishment of new sites.

- 4.3.1. Site inception: new sites - The following functions are expected to be performed in the site inception phase;
- a) Appoint a site manager (to be funded from PM Fees)

- b) Consult with local stakeholders.
 - c) Establish a Local Reference Committee for each site. The LRC should comprise representatives from local government, traditional leaders, ward councillors from participating wards, ward committee representatives from local civil society organizations, faith-based organisations, educational institutions and other relevant organisations. The Service Provider is responsible for convening quarterly LRC meetings.
- 4.3.2. Site maintenance: existing sites - In the case of existing sites at which newly appointed Service Providers are assuming the functions of previous Service Providers, the Service Providers will do the following, in line with the handover manual:
- a) Undertake a handover process with the Service Provider previously managing the site and undertake an assessment of the state of the site.
 - b) Transfer site manager from previous service provider or appoint a new site manager.
 - c) Aim for continuity of site functioning, so that work is not interrupted.
 - d) In parallel, undertake the same consultation and planning processes outlined above, with a view to ensuring an appropriately endorsed Business Plan and all required systems and processes required for site implementation are fully functional within 2 months of the contract being signed.

4.4. Programme Implementation

- 4.4.1. The Service Provider will be accountable to the Department's Programme Management for ensuring that the CWP site is managed in accordance with CWP Norms and Standards and associated documentation as determined by the Department from time to time. A prospective and eligible Service Provider is expected, at a minimum level, to perform the following functions:
- a) Facilitate the meeting of LRCs at least once a quarter and monitor the implementation of the programme.
 - b) Maintain optimal levels of ongoing participation based on agreed contractual targets, with the Service Provider recruiting and registering additional participants when vacancies arise on the terms set out under 'Site Inception' above.
 - c) Ensure that regular and predictable work opportunities are provided to participants who are engaged in useful work, subject to an approved Site Business Plan (which can be updated and adapted as part of quarterly Performance Review processes).
 - d) Manage the CWP sites effectively to deliver quality work and outputs in accordance with applicable sectoral standards that benefit the community.
 - e) Ensure that CWP participants are timeously provided with tools and materials, Personal Protective Equipment (PPE), that are necessary to perform their trade through a credible procurement system that would guarantee achievement of quality work outcomes.
 - f) Ensure that information is updated onto the CWP MIS and/or EPWP Reporting System (EPWPRS) on an ongoing and timely basis.
 - g) Coordinate training and ensure that technical input is provided in the design and implementation of the work activity, also empowering participants and strengthening their livelihoods and/or opportunities for employment or self-employment.
 - h) Initiate local-level stakeholder engagements and participation processes to strengthen partnerships outcomes.
 - i) Conduct exit interviews when participants leave the project, to support impact evaluation on the role of CWP in supporting transitions to other livelihood and/or labour market activities.
 - j) Follow-up on and address queries and complaints that arise from sites and be pro-active in investigating all reports or allegations of corruption or fraud relating to CWP, by reporting these to the National Programme Manager or his/she designates as part of the monthly reports.
 - k) Undertake a physical participant verification exercise during the last quarter (January – March) of each financial year in preparation for the re-registration for the following year.

4.5. Reporting and administrative requirements

Progress on each site must be reported to the Department through the Department's National Programme Manager/Deputy Director-General or his/her designate, who is the designated official of the Department, responsible for the management of the contract. At a minimum level the reporting functions include the following:

- a) The Service Provider shall provide key performance and financial reports to the department on a monthly, quarterly and annual basis in accordance with agreed service level agreements and in line with agreed reporting formats and protocols, to:
 - i. The Provincial, the Departments/Provincial Departments of Local Government; and
 - ii. The municipalities where the site is located.
 - iii. An agreed central repository as may be determined from time to time.
- b) Service Providers will maintain all supporting documents and records required and keep these available for audit purposes.
- c) In terms of wage administration, Service Providers will perform the following:
 - i. Maintain a monthly Payment Register on all active participants for the month as per signed attendance registers, inclusive of the amounts.
 - ii. Validate and verify participants' attendance registers that are duly signed, accurate and complete prior to data upload onto the CWP MIS and/or EPWPRS or any electronic system provided by the department.
 - iii. Submit validated, verified and signed-off as approved, participants' attendance registers to the Department (copies) on or before the agreed due date and file and maintain originals. Ensure that automation is implemented when necessary.
 - iv. Rectify data discrepancies between CWP MIS and/or EPWPRS or any of the department's systems and original source documents.
- d) Service Providers are responsible for the registration of participants on the CWP MIS and EPWPRS and/or any system and monthly reporting of required performance and other information on these systems including uploading of required supporting documentation.
- e) Service Providers are expected to participate at non-site meetings as set out below (cost of attendance included in PM Fee):
 - i. Monthly management meetings at a provincial level
 - ii. Quarterly LRC meetings
 - iii. Quarterly Regional Performance Review meetings
 - iv. Quarterly Provincial Steering Committee Meetings
 - v. Bi-annual Performance Assessment Meetings
 - vi. Up to five additional meetings called by the department per annum.

4.6. Management of Assets and Inventory

At a minimum level, the management of assets and inventory undertaken by the Service Providers includes the following:

- a) The tools, materials, protective clothing and any other site assets procured by the Service Provider for the execution of the CWP shall be maintained and used by the Service Provider for CWP purposes. In the event of sites being discontinued the Service Provider will transfer such assets for further use at existing and/or new CWP sites.
- b) Procurement of any assets from R5,000 (South African Rands) per individual item shall be discussed with the relevant DCOG program manager to ensure correct classification in the asset register. Failure to procure such assets with Departmental approval will be deemed irregular.
- c) Service Providers must have a procurement policy that is transparent, cost effective, fair, equitable and an effective procurement and provisioning system that will ensure value for money while implementing CWP (In line with section 217 of the constitution of the Republic of South Africa, 1996). Procurement policies must be aligned to that of the Department.
- d) Procurement Plans will be developed and approved as part of the Business Plans, with the opportunity to update or amend as part of quarterly Performance Review reports

- e) Service Providers will develop internal control measures to ensure sound management of assets, inventory and consumables and that all relevant records and registers are available for audit purposes and the department for confirmation and review.
- f) Updated and accurate assets registers must be submitted to the department on a monthly basis.

4.7. Financial arrangements

- 4.7.1. The total budget allocated to the CWP programme per financial year (1 April to 31 March) will be determined by the Department in consultation with National Treasury. The budget allocated to each site and province will be determined by the Department.
- 4.7.2. The budget allocated per site/province will consist of the following components:
 - **Component A:** Wages to be paid directly by the Department to registered and valid CWP participants (Excluding UIF and COID payments to be made directly by the Department). Wages are based on the actual valid and verified hours worked per registered participant as facilitated by the service provider.
 - **Component B:** Agreed expenditure (based on an approved project/site plan) on goods / services / equipment (per site/province) such as:
 - Protective clothing for participants.
 - Consumables required by participants in the execution of their duties.
 - Tools and equipment required by participants in the execution of their duties.
 - Training of participants.
 - Any other goods or services as agreed to between the Department and the Service provider.
 - **Component C:** Project management fees to be paid to the Service Provider.
- 4.7.3. The project management fee (PM Fee) due to the service provider will be calculated monthly in arrears as a percentage of actual expenditure on Component A (wages paid excl. COID and UIF) and valid and substantiated expenditure on Component B. The Department will retain 5% of the project management fee, to be paid to services providers after the successful closeout of the Service Provider's contract with the Department.
- 4.7.4. The project management fee must be **sufficient to cover all overheads and operational expenses, including site managers and management**, to be incurred by the service provider in the provision of the services as stipulated in the ToR. No additional costs / disbursements will be considered by the Department.
- 4.7.5. If a service provider is at any stage unable to meet its operating / running cost from the Project Management Fee, the Department reserves the right to cancel the contract and to allocate the affected site(s) to another service provider.
- 4.7.6. The service provider will be required to submit claims (invoices) for expenditure and project management fees for a particular month, on or before the last day of the following month. The Department will reimburse the supplier (or set off claims against advances) within 30 calendar days for all claims submitted on time.
- 4.7.7. Late claims may be excluded from the amounts used to calculate project management fees. Where claims are submitted late, only actual expenditure (component B) will be reimbursed to the service provider.
- 4.7.8. The 5% portion of the Project Management Fee retained by the Department will be paid to the supplier (less outstanding advances and other penalties) within 30 days of finalisation of the agreed project close-out process.
- 4.7.9. The Department may pay the service provider a fixed once-off fee of R5,000.00 for taking over an existing site and R15,000.00 for establishing a new site. These costs are excluded from bid prices.

CHECK LIST: To be submitted once (regardless of number of provinces bidding for)

Supplier Name	
Document	Check
National Treasury Central Suppliers Database (CSD) report not older than 30 days	
Tax Compliant (as indicated on CSD) or verified through SARS	
Valid B-BBEE certificate issued by a SANAS accredited verification agency or sworn affidavit	
Invitation to bid (SBD 1) completed and signed	
Pricing Schedule (Amended SBD 3.3) completed. Bid prices in SBD 3.3 aligned to Annexure C	
Declaration of interest (SBD 4) completed and signed	
Preference Points Claim (SBD 6.1) completed and signed	
Declaration of past supply chain management practices (SBD 8) completed and signed	
Certificate of Independent Bid Determination (SBD 9) completed and signed	
Proof of registration as NPO attached.	
Proof of registration with UIF and COID attached.	
Letter of good standing from the Department of Labour.	
Proof of banking details (banking details indicated as verified on CSD)	
Audited financial statements for the two immediate prior financial years <u>and</u> a confirmation letter from a registered audit firm.	
Approved (signed) assets management policy attached	
Approved (signed) procurement policy attached	
Summary of bidder experience submitted (Annexure A).	
Reference letters with contact details of referees submitted for projects listed in Annexure A	
Summary of project team submitted (Annexure B)	
CVs / qualifications submitted for all project team members	
Signed confirmation of availability submitted for all project team members	
Proposal and project execution plan submitted	
Approved and valid Remunerative Work Outside of the Public Service (RWOPS) attached for all persons/owners/directors in the service of the state. (Where applicable)	
Price proposal submitted (Annexure C – must use Excel template)	

Declaration			
<ul style="list-style-type: none"> • I have read and agree to the General Conditions of Contract related to Government procurement (Available on DCOG tenders web page or from National Treasury). • I have studied, accurately completed and submitted all the documents indicated in the above checklist. • I have read and agree with the conditions applicable to all bids as contained in this document. • I am the authorised signatory of the applicant. • I have noted that the Department may publish the names of bidders, total bid prices indicated in SBD 1 and B-BBEE points claimed, after the closing date of the bid. • For the purposes of section 256 of the Tax Administration Act of 2011 I authorise the South African Revenue Service to disclose “taxpayer information” as contemplated under the provisions of Chapter 6 of the Act in relation to the compliance status of tax registration, tax debt and filing requirements to DCOG. 			
Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

Annexure A: Bidder experience summary

Contracting party (Company/entity name)	Project title and description	Start date	End date	Budget

Bidders must ensure that their proposals contain details of how the projects listed above are relevant to the objectives of the CWP.
Bidders must attach reference letters and/or contactable references for projects listed above.

Annexure B: Project team summary

Role	Surname, Name	RSA ID Number	Age	Nationality	Race	Gender
Executive Manager / Team Leader						
Senior Project manager						
Finance Manager / CFO						
Team member 1						
Team member 2						
Team member 3						

Attach detailed CV as well as confirmation of availability for each person listed above.

Attach copies of qualifications for Executive Manager / Team Leader, Senior Project manager, Finance Manager / CFO.

Information obtained from the CSD report will be used to verify the criminal records and credit status of directors/owners of the supplier, where applicable.



End of Terms of Reference