



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO ACT AS A GOVERNING BODY AND TASK TEAM TO BE THE IMPLEMENTING AGENT OF DCOG TO IMPLEMENT THE SMALL-TOWN REGENERATION (STR) NATIONAL STRATEGY AND IMPLEMENTATION PLAN (PHASE 1 AND PHASE 2) FOR A PERIOD OF TWENTY-FOUR MONTHS (24) MONTHS).

1. PURPOSE OF ASSIGNMENT

The purpose of these terms of reference (TOR) is to invite bids for the appointment of a service provider to act as a governing body and task team to be the implementing agent to implement the small-town regeneration (STR) national strategy and implementation plan (Phase 1 and phase 2) for a period of twenty-four months (24) months

2. Introduction and background

2.1 The Integrated Urban Development Framework (IUDF) has been conceptualised across a spectrum of municipal spaces and puts forward a new deal for South African cities and towns and provides a framework for reorganising the system so that cities and towns can become more inclusive, safe, resilient, productive and resource efficient, thus becoming good places to work and live. It is within this context that the Department of Cooperative Governance (DCoG) as the custodian of the IUDF embarked on the review of the Small-Town Regeneration Programme and the drafting of the Small-Town Regeneration Strategy and Implementation Plan (STR) that was approved by the department in 2021, to provide a mechanism for the development of small towns.

2.2 It is evident that there is a renewed emphasis on the development role of small towns and the importance of developing a strategy to enhance the developmental role of small towns. The significance of small towns, not only in the national space economy, but also in their role in facilitating public life is embraced in the STR strategy. This necessitates a shift in thinking whereby people and how they for example, experience spaces, takes precedence. It is in this context that the STR addresses the question, “how best do we support the IUDF to achieve transformation and the goals of regional and social integration and economic inclusivity in a sustainable manner in small towns”.

2.3 The aim of the STR is to revive, restore and fulfil the economic potential of underperforming small towns, as well as to embrace the value of small towns and their central position in larger hierarchical settlements. At the heart of the STR is the central aim to address the developmental needs of small towns. In view thereof the vision of the STR is:

“Transformed, safe, socially and regionally integrated and economically viable and inclusive towns, with adequate and well-maintained infrastructure (social and civil) that allow people and place to realise their full potential through active citizenry for present and future generations”

3. Problem Statement

3.1 The STR strategy was completed and approved in March 2021 by the Department of Cooperative Governance. The strategy brings together various proposals to move forward with the regeneration of SAs small towns. The proposals are centred, amongst other, on empowering local communities, and on the need to form active alliances between government, business and civil society to break the insistent cycle of rising inequality and declining growth and to unlock and stimulate investment and growth. The focus is on re-engineering municipal work through the use of public-private-community partnerships to deliver innovative services and capacitating municipalities through community participation. The

Strategy has undergone various stakeholder engagements and all comments have been formally integrated and the STR was distributed in November 2021.

- 3.2 The STR acknowledges that planning for small towns demands a framework and tools different from those of larger towns and metropolitan cities and as such, certain aspects of the pattern of small-town living are to be safeguarded. In view thereof, the STR advocates two tactics towards the regeneration of small towns, namely a (1) regionalist approach, as followed in the Karoo Region; and (2) a town-based approach.
- 3.3 It is agreed that some towns should be prioritised (for example, towns situated along national and regional routes), and that funding should be made available to kickstart and support regeneration efforts in these towns. However, all towns should be given the opportunity to implement and apply the STR in their own communities. Thus, the professional team is advocating strongly that we do not rush implementation, but rather rush to get the process right. Therefore, it has been proposed, that the STR be piloted in order to validate and refine the proposals made.
- 3.4 According to the study, some towns have officials that are ready to adopt the plan, while others have communities that are eager to do so. The strategy is designed in such a manner that each of the two parties may initiate it. To this end, the team recommends that the strategy's "testing" be done not only within the DDM One Plan, but also in a town where the local municipality is ready to participate, as well as a town where the local community has expressed interest.
- 3.5 Having three test sites will allow for information gathering as a means of expanding the frame of reference for the assessment of the strategy. Through this process knowledge and services can be shared that will contribute towards training implementing agents and to draft evidence-based guidelines for the roll-out and implementation of the strategy in other small towns. Determining what works and what does not work in order to optimise the STR proposals by finding roadblocks, opportunities, and challenges will provide not only a perspective about how well the strategy is performing in each of the three scenarios (i.e., pilot sites as described above), but will drill down into performance gaps to identify areas of improvement, improve efficiency and effectiveness and set performance expectations.
- 3.6 It should be noted that, for certain municipalities, insufficient capacity limits their ability to implement the STR.
- 3.7 The IUDF highlights the interdependence of urban and rural/small town areas and how these areas complement each other and coexist in production, trade, information flow and governance. Therefore, the IUDF provides through the Cities Support Programme (CSP), Intermediate Cities Municipalities Programme (ICM) and the STR for effective urban governance and integrated and inclusive development of cities and towns (large and small). This calls for, amongst other aspects, investment in human capital and effective intergovernmental planning and co-ordination.
- 3.8 The system of intergovernmental relations in South Africa requires the three spheres of government to forge strong, flexible goal-directed partnerships that can promote collaboration without weakening performance and accountability also including civil society, non-state actors and the private sector. To ensure sustainable development (whether it is spatial, economic, social or environmental sustainability), government and government institutions should be committed to promoting intergovernmental relations and co-operative governance by focusing on capacity building as well as institutional strengthening.
- 3.9 Therefore, it is **proposed that a Service Provider be appointed as the STR Governing Body and Task Team who will serve as the implementing agent to implement the STR Strategy on behalf of DCOG and SALGA. The Service Provider will report and account to the National Task Team.** The National Task Team will be constituted of Government Departments, NGOS, Business, Academia and Civil Society.
- 3.10 In this context, the role and responsibility of DCoG as the custodian of the IUDF (and its related programmes) with the support of SALGA is to strengthen cooperative governance across the three spheres of government in collaboration/partnership with institutions of traditional leadership, ensuring that provinces and municipalities effectively carry out their service delivery and development functions.

- 3.11 In view of the afore-mentioned DCoG as the custodian in support with SALGA will be responsible for the following in the implementation of the STR strategy:
- Formulising and overseeing the Governing Body and Task Team to be the implementing agent (SLA)
 - Forming partnerships and managing stakeholders.
 - Monitoring and evaluation.

4. Scope of the assignment/ work

4.1 The Governing Body and Task Team will be the implementing agent of the STR on behalf of the Department of Cooperative Governance and SALGA and will be responsible for phase 1 and phase 2:

Phase 1 (Year 1) – as per the STR Strategy and Implementation Plan

- Project Management
- Prepare a Project Management Plan to test the STR in the three (3) pilot sites as per the STR Strategy and Implementation Plan.
- Stakeholder engagement and management.
- Project execution and implementation of the STR Strategy
- Identify Projects in the 3 Pilots and develop 3 Pilot STR Precinct Plans
- Develop plans for 3 towns for redesign and refurbishment into Smart cities (3 D Models, detailed layout plans, site plans), inclusive of land use and zoning and Smart Cities Initiatives/ solutions (Greening, urban renewal, smart technology, incorporating urban resilience and urban safety into the models and design of layout plans).
- Identification of towns for prioritisation after piloting (phase 2).
- Capacity building and training of the pilot municipalities and local communities.
- Provide technical support to participating municipalities.
- Research and development.
- Draft guidelines resulting from the lessons learned in the implementation of the STR in the three (3) pilot sites.
- Source additional donor/ institutes funding.
- Communication and marketing plan to obtain buy-in.
- Audit STR Implementation and the projects that come out of the Pilots to be incorporated into the DDM One Plans
- Conduct a readiness assessment in Priority 1 Towns to determine the next 5 towns that are ready (As per the STR Strategy and Implementation Plan).
- Provide full detailed report to DCoG.

Phase 2 (Year2) – as per the STR Strategy and Implementation Plan

- The roll out STR to five (5) Priority 1 towns and 2 regions that scored the highest during the readiness assessment (incorporating all steps above)
- Confirm readiness for next eight (8) Towns
- Roll- out of the regionalist approach within a DDM One Plan as per DDM prioritisation.
- Roll-out of the regionalist approach to one of the regions as identified by SALGA.
- The training of STR champions within these towns.
- Confirm readiness for the next ten (10) Priority 1 towns.
- Monitor, evaluate the STR implementation
- Provide full detailed report to DCOG.

4.2 The list of Municipalities/ Towns Phase 1

Municipal Category	Municipality	Town	District	Province
Category B	Bergrivier LM	Piketberg (Karoo RSDf Town)	West Coast DM	WC
	Setsoto LM	Senegal	Thabo Mofutsanyana DM	FS

Category C	Modimolle – Mookgophong LM	Modimole	Waterberg DM	LP
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Phase 2 List of Priority 1 Towns (undertake a readiness assessment to identify the next 5 towns)

SMALL TOWN REGENERATION STRATEGY | 2021

SMALL TOWN REGENERATION STRATEGY: PRIORITISATION OF SMALL TOWNS																	
Priority 1	CRITERIA 1			CRITERIA 2						CRITERIA 3		DISQUALIFY					
Priority 2	NSDF Regional Development Anchor	Rural Focus Area	IUDF Service Town	INTERSECTION OF					ALONG			READINESS		Metro	ICM		
Priority 3				NR- NR	NR- PR	PR- PR	PR- RR	RR- RR	NR	PR	RR	Municipality	Community				
Current STR																	
SMALL TOWNS	WEIGHTING														TOTAL		
	5	4	3	5	4	3	2	1	1	1	1	1	10	10	-10	-5	
Beaufort West	5		3	5	4												17
Colesberg		4		5	4		2				1						16
Lichtenburg	5		3		4		2			1	1						16
Vryburg	5		3		4	3				1							16
Cradock	5		3		4				1	1	1						15
Middelburg (E.C.)		4		5	4		2										15
Springbok	5	4		5								1					15
Allwal North	5		3		4					1	1						14
Graaf-Reinet	5		3		4					1	1						14
Lydenburg	5		3			3	2					1					14
Swellendam	5		3		4					1	1						14
Winburg		4		5	4											1	14
Malmesbury			3		4	3	2			1							13
Pongola	5		3		4							1					13
Belfast		4			4		2				1	1					12
De Aar	5		3				2					1	1				12
Kokstad	5		3				2			1		1					12
Wolmaransstad			3		4		2			1	1	1					12
Aberdeen		4			4					1	1	1					11
Moorreesburg	5	4								1		1					11
Piketberg		4			4				1	1	1						11
Ventersdorp			3		4	3				1							11

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SMALL TOWN REGENERATION STRATEGY | 2021

SMALL TOWN REGENERATION STRATEGY: PRIORITISATION OF SMALL TOWNS																	
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Priority 3				NR- NR	NR- PR	PR- PR	PR- RR	RR- RR	NR	PR	RR	Municipality	Community				
Current STR																	
SMALL TOWNS	WEIGHTING														TOTAL		
	5	4	3	5	4	3	2	1	1	1	1	1	10	10	-10	-5	
Zeerust		4			4		2			1							11

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5. Deliverables

- 5.1 Project Plan with Key Deliverables and Milestones with target dates for Implementation of Phase 1 and phase 2 of the STR Strategy as per the implementation plan
- 5.2 Assist with Capacity issues by acting as the governing body and task team to deliver on the following:
 - a. Implement the STR Strategy in the pilot three (3) test sites for phase 1 and phase 2
 - b. Designated project management and implementation team
 - c. Testing and refining of the strategy
 - d. Refine governance and accountability model
 - e. Refine the execution process within a small town

- f. Develop an Implementation Manual
- g. Training of project champions
- 5.3 Identify Projects for Regeneration in the 3 Pilots, (Phase 1)
- 5.4 Develop for the 3 Pilots the following:
 - 5.4.1 Three (3) Small Town Regeneration Precinct Plans inclusive of projects,
 - 5.4.2 Plans for redesign and refurbishment of three pilots in (Phase 1) into Smart Cities/towns,
 - 5.4.3 An implementation plan for the redesign and refurbishment into smart cities/towns must contain:
 - a) 3 D Models, detailed layout plans, site plans,
 - b) Inclusive of existing and proposed land use and zoning and
 - c) Smart Cities Initiatives/ solutions including (Greening, urban renewal, smart technology, incorporating urban resilience and urban safety into the models and design of layout plans).
- 5.5 Detailed Progress Report on implementation Phase 1 (Year 1) – as per the STR Strategy and Implementation Plan (as per the scope of work)
- 5.6 Detailed Progress Report on implementation Phase 2 (Year 2) in 5 towns and identify 2 regions – as per the STR Strategy and Implementation Plan (as per the scope of work)

6. Timeframes

- 6.1 The contract with the successful service provider will be for a period of twenty-four (24) months to complete.
- 6.2 The project will commence upon date of signing of the Service Level Agreement (SLA) between the DCoG and the successful bidder/ service provider.

7 Skills and knowledge requirements

- 7.1 In order to execute this project, the service provider must put together a team that possess the following **knowledge and expertise**:
 - a) Minimum of '10 years' relevant local government or public sector experience.
 - b) Research background in local government particularly experience in conducting public sector research.
 - c) Minimum of 5 years' expertise in data gathering, collation, analysis and presentation of information and trends in the field.
 - d) Expertise in producing focused research outputs, drafting of strategies and policy frameworks,
 - e) Minimum of 5 years of expertise in urban development, spatial planning, rural development; and
 - f) Minimum of 5 years of stakeholder engagement.
- 7.2 The successful bidder **must have** the following skills:
 - a) Comparative and targeted research;
 - b) Legislative research and drafting;
 - c) Report writing and presentation skills;
 - d) Communications and stakeholder management;
 - e) Analytical thinking, and;
 - f) A qualification in Social Sciences, Town and Regional Planning, Development Planning, Development Studies, Public Administration, Public Policy or economics or similar.
- 7.3 The successful bidder must have the following **experience**:
 - a) Project Management experience (a minimum of 5 years).
 - b) Minimum of 5 years' experience of applicable local government legislation.
 - c) Relevant local government experience knowledge of municipal powers and functions, service delivery and governance related issues in the South African local government sector.
 - d) Sound understanding of the integrated urban development framework (IUDF) and supporting programs Cities support Program (CSP), Intermediate Cities Municipality Support program (ICMS) inclusive of the Small Town Regeneration Program (STR) and the Small Town Regeneration Strategy and implementation plan 2021;
 - e) Report writing and contributions to the field of spatial planning, Urban Development
 - f) Proven track record of similar work done and undertaken signed references.

8. Performance measurement/ reporting

To facilitate the performance of the successful service provider and monitor its scope of work, the DCoG will:

- 8.1 Enter into a Service Level Agreement (SLA) that will govern the relationship between DCoG as the national task team who is the accountable member and the service provider.
- 8.2 The SLA will include the project assignments that will address each of the project deliverable.
- 8.3 Establish a Project Steering Committee to manage, monitor and oversee the project, whom with be accountable to the National Task Team. The Project Steering committee will ensure that:
 - (a) Services are rendered timeously;
 - (b) Deliverables are received as per project milestones, quality assured and signed off
 - (c) Timeframes as far as possible are not extended;
 - (d) Will render a quality assurance function; and
 - (e) Will ensure that additional costs are not incurred unnecessarily.
- 8.4 The service provider will be expected to table progress reports for each deliverable contained in the project/ implementation plan as per the milestones as agreed to and in the SLA.
- 8.5 Monitor the payment schedule that will be attached to the SLA. Payments will therefore only be approved and processed on the basis of the achievement of deliverables as per the project/ implementation plan and related performed project activities as per the project milestones.
- 8.6 These deliverables and related payments will be recommended by the Project Manager and approved by the Project Steering Committee.

9. Form of proposal

Bidders are requested to comply with a specific format when submitting their bids. It is suggested that the format specified in the ToR corresponds with the various elements of the bid evaluation system to facilitate the evaluation and scoring of bids, e.g.:

Functionality

- (a) Methodology – detailed methodology linked to milestones and timeframes inclusive of budgets and a Gantt Chart
- (b) Bidder' Experience – spatial planning and/or related work in terms of the project requirements
- (c) Qualifications (team members)
- (d) Training and skills transfer

Pricing

- (a) Milestones and deliverables
- (b) Admin costs (offices, computers, telecom, travelling, etc.)
- (c) Any other costs (to be specified by bidder)
- (d) Value Added Tax
- (e) Ceiling price (all-inclusive total tender price)

9.1 Mandatory

A bidder must include **a detailed project/ implementation plan/ methodology accompanied with a Gantt chart** with clear timeframes and **detailed** budget reflecting all costs as per the proposal in their bid.

Failure to submit the detailed project plan and budget containing cost-breakdown according to the deliverables (as per the proposal) together with the bid will result in the bidder' bid being invalidated and rejected.

The following information must be included in the project/ implementation plan:

- (a) Project implementation plan that indicates the following:
 - (i) Clearly defined milestones that are 100% aligned to each of the key objectives as well as each of the expected outputs/ deliverables as outlined in the scope of work.
 - (ii) Well defined timelines for each of the activities and deliverables.
 - (iii) Allocation of human resources and cost-breakdown for each of the activities and deliverables.
- (b) Proposed governance arrangements that will report to the National Task Team to support project implementation which may include but not limited to:
 - (i) The establishment of a project steering committee.
 - (ii) The establishment of a project management team inclusive of the service provider and the DCoG team.
 - (iii) Provision of secretariat support for the governance structures that will be established.
 - (iv) Monthly progress reports
- (c) Skills Transfer Plan developed in line with the Terms of Reference.
- (d) Previous and current similar contracts awarded to the bidder as well as client references.

Failure to include the above stated information together with the bid document on the closing date and time will invalidate the bid.

10. Bid Prices

- 10.1. Bidders must express prices for their services in South African currency (Rand). All prices must be inclusive of Value Added Tax and costs to be incurred that are necessary for the execution and completion of the contract in accordance with the bid document. Prices will remain firm for the duration of the contract.

10. Bid evaluation system

- 10.1 All bids duly lodged will be evaluated to determine compliance with bid requirements and conditions. Bids with obvious deviations from the bid requirements/ conditions of bid and not acceptable to the evaluation committee will be eliminated from the adjudication process (i.e. will not be shortlisted). All bid proposals submitted will be evaluated in accordance with the 80/20 principle and the evaluation criteria should be as follows:

Stage 1: Compliance with minimum requirements of the bid

All bids duly lodged will be evaluated to determine compliance with requirements and conditions of the bid. All proposals that do not comply with the administrative requirements/conditions of the bid will be disqualified.

All bids that comply with the minimum requirement/conditions of the bid will be evaluated in two stages:

Stage 2: Functionality will be assessed as per Scorecard as indicated below.

Stage 3: The qualifying bidders in the Stage 2 will be evaluated further on price and BEE Contributor Level using 80/20 preference point system as prescribed in Preferential Procurement Policy Framework Act 2000, Preferential Procurement Regulations 2017 and approved CoGTA Supply Chain Management Policy 2017.

The evaluation will be done as follows:

The system comprises the following elements:

- (i) **Functionality.....100**
- (ii) **Price.....80**

(iii) **B-BBEE Contributor level.....20**

STAGE 2

SCORECARD FOR FUNCTIONALITY:

(a) **The following criteria will be applied for functionality to assess all the bidders who complied with minimum requirements:**

CRITERIA	SUB-CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
Understanding of the Terms of Reference with a detailed approach and methodology	Bidder's understanding of the Terms of Reference and provided a detailed Project Plan and methodology with clearly articulated deliverables and /or milestones, including the resources to be deployed with each activity	<ul style="list-style-type: none"> • Restating the scope of the ToR with a less understanding and detailed approach and methodology = 1 • Approach, methodology and project plan submitted does not sufficiently meet the scope of the work and outcomes as set out in these ToR = 2 • Approach, methodology and project plan submitted meet the scope of the work and outcomes as set out in these ToR = 3 • Detailed approach, methodology and executable plan submitted significantly meet the requirements and outcomes as set out in the ToR. = 4 • Detailed approach, methodology and executable plan submitted comprehensively meet the requirements as and outcomes as set out in these ToR, with suggested value-add and innovation = 5 	5 x 6	30%
Capacity of bidders' and proposed team members to undertake this project	Proven track record with capacity and experience in policy development, strategy development and developing frameworks, understanding in implementing strategies/ policy frameworks, and project management experience, stakeholder engagement.	<ul style="list-style-type: none"> • 1–2 team members with 1-2 years' experience in policy development, strategy development and developing frameworks, understanding in implementing strategies/ policy frameworks, and project management experience, stakeholder engagement. = 1 • 3–4 team members with 3-4 years' experience in policy development, strategy development and developing frameworks, understanding in implementing strategies/ policy frameworks, and 	5X6	30%

CRITERIA	SUB-CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
		<p>project management experience, stakeholder engagement. = 2</p> <ul style="list-style-type: none"> • 5–7 team members with 5 –7 years' experience in policy development, strategy development and developing frameworks, understanding in implementing strategies/ policy frameworks, and project management experience, stakeholder engagement. = 3 • 8–10 team members with 8 – 10 years' experience in policy development, strategy development and developing frameworks, understanding in implementing strategies/ policy frameworks, and project management experience, stakeholder engagement.= 4 • 11 and more team members with over 10 years' experience in policy development, strategy development and developing frameworks, understanding in implementing strategies/ policy frameworks, and project management experience, stakeholder engagement. = 5 		
Experience of bidders and team members in policy development, strategy development and developing frameworks, understanding in implementing strategies/ policy frameworks, and project management experience, stakeholder engagement.	Proven experience and track record in policy development, strategy development and developing frameworks, understanding in implementing strategies/ policy frameworks, and project management experience, stakeholder engagement.	<ul style="list-style-type: none"> • 2 projects undertaken with 1-2 signed contactable references but without proof of references attached = 1 • 3 – 5 projects undertaken with 3 – 5 signed contactable references but without proof of references attached = 2 • 6 – 8 projects undertaken with 6 – 8 signed contactable references and proof of references attached = 3 • 9 – 11 projects undertaken with 9-11 signed contactable references and proof of references attached = 4 • 12 or more projects undertaken with 10 or more signed contactable references and proof of references attached = 5 	5 x 6	30%

CRITERIA	SUB-CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
Approach on transfer of skills and capacity building	Detailed transfer of skills and capacity building programme	<ul style="list-style-type: none"> Commitment to skills transfer programme not supported by an implementation plan = 1 Commitment to skills transfer programme not supported by a detailed implementation plan = 2 Commitment to skills programme supported by a implementation plan = 3 Commitment to skills programme supported by a detailed implementation plan = 4 Commitment to skills transfer programme supported by a comprehensive implementation plan = 5 	5 x 2	10%
TOTAL POSSIBLE SCORE				100

Bids will be rated in respect of each criterion on a scale of 1 – 5 where 1 = Poor, 2 = Acceptable, 3 = Good, 4 Very good and 5 = Excellent. The possible minimum score that can be achieved for functionality is 70.

b) The following formula will be utilised to convert the functionality scores:

$$\sqrt{P_s} = S_0/M_s \times 100 \text{ where:}$$

P_s = percentage scored for functionality by bid/proposal under consideration

S_0 = total score of bid/proposal under consideration

M_s = maximum possible

(c) The average score is calculated for each bid by adding the individual scores awarded by the members of the bid evaluation committee and dividing the total by the number of the members. Bids that do not achieve the score of 70 (out of 100) for functionality will not be evaluated further and will not pass to **STAGE 3** of this Bid.

STAGE 3

EVALUATION IN TERMS OF THE 80/20 PREFERENCE POINT SYSTEM

All received bids will be evaluated in terms of the 80/20-point system as stipulated in Preferential Procurement Regulations, 2017. 80 points will be allocated for price and 20 points for attaining the B-BBEE status level of contributor.

Points for price will be calculated only for shortlisted bidder/s as follows:

80/20

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

Where

P_s =Points scored for competitive price of bid or offer under consideration

Pt =Competitive price of bid or offer under consideration; and
Pmin =Competitive price of lowest acceptable bid or offer

The maximum possible score that can be achieved for price is 80 points.

NB: Bidders are required to, together with their bids submit original and valid B-BBEE status level verification certificates or certified copies to substantiate their B-BBEE rating claims. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score zero out of maximum of 20 points for B-BBEE.

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

Note: No preference will be awarded without submission of a valid B-BBEE certificate.

The total points (out of 100) for the various bidders will be calculated by adding the points for price (out of 80) and the points for BBEE Contributor Level (out of 20).

12. AWARDING OF BID

The bid will be awarded to the bidder who scored the highest total number of points as prescribed in the PPPFA, SCM Policy of 2017 and Preferential Procurement Regulations of 2017.

In exceptional cases the bid may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points. Reasons for such decision must be approved and recorded for audit purposes and must be justifiable in the court of law (as prescribed on the Preferential Procurement Regulations 2017).

(a) Joint Ventures, Consortiums and Trusts:

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. DCoG will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

(b) Sub-contracting:

Bidders/ tenderers who want to claim Preference points will have to comply fully with regulations 11(8) and 11(9) of the PPPFA Act with regard to sub-contracting.
The following is an extract from the PPPFA Act:

- (i) “A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.”
- (ii) “A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.”

IN EVALUATING THE TECHNICAL INFORMATION CONTAINED IN THE BID, THE EVALUATION COMMITTEE WILL BE GUIDED BY THE FOLLOWING:

- (a) **Bidder’s understanding of the brief** – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidder’s own roles and functions in this regard. (Methodology).
- (b) **Capability and experience** – The bid provide a clear indication that the bidder’s team comprises people with the necessary qualifications, experience, skills, knowledge and required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.
- (c) **Track Record** – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of general project management and management related projects.

13. Briefing session and presentations by shortlisted bidders

A non-compulsory briefing session will be held as **stated on the cover page of the bid document**. Bids from companies/organisations that did not attend the compulsory briefing session may not be disqualified.

14. 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	
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The Department reserves the right to disqualify any bidder that makes contact with or directly engages any other DCOG employee on matters / enquiries / questions related to this tender.