



Tender Ref #:	COGTA (T) 12/2023	Tender Description:	APPOINTMENT OF A PANEL OF LEGAL EXPERTS TO ASSIST WITH DRAFTING OF ALL LOCAL GOVERNMENT RELATED LEGISLATION, INCLUDING CIRCULARS, GUIDELINES AND REGULATIONS FOR A PERIOD OF THREE (3) YEARS.
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PART A – BID DETAILS

1. The Department of Cooperative Governance (hereunder referred to as the Department or DCOG) invites qualifying service providers to assist the Department in drafting of local government related legislation, including circulars, guidelines and regulations for a period of three (3) years.
2. **Closing Date:** The bid closing date and time are indicated in the tender advertisement and bid documents (SBD-1). **Bids received after the closing date and time will not be accepted.**
3. **Briefing Session:** No briefing session will be held.
4. **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:	Siviwe Ndaliso
e-mail:	t12.2023@cogta.gov.za

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.

5. **Project duration:** Successful bidders will be appointed for a period three (3) years.
6. **Bid / Proposal format**

Package 1: The following must be submitted –:

- A detailed **proposal and project execution** plan addressing the scope and requirements indicated in Part F of this ToR. 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.
- **Summary of Bidder Experience (Annexure A).** Must complete attached summary sheet and provide reference letters with contact details of referees,
- **Proposed project team (Annexure B).** Must complete attached summary sheet and provide detailed CVs that clearly indicate experience and qualifications as well as written confirmation of availability for this project.

Package 2: Pricing information (Annexure C). Separate envelope. Price proposals must include 15% VAT and must be fully inclusive to deliver all goods, services and outputs indicated in the terms of reference.

Package 3:

- SDBs 1, 3.2, 4 and 6.1 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 accredited verification agency or sworn affidavit.

PART B –ADMINISTRATIVE REQUIREMENTS AND SPECIFIC GOALS

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. BID DOCUMENTS – To be verified by SCM

Only bids that comply with all mandatory administrative requirements 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 in Part C

SCM ADMINISTRATIVE COMPLIANCE		
#	Criteria	Yes / No
1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before bid closing date.	
1.2	Supplier is Tax Compliant (as indicated on CSD) ¹ or verified through SARS ¹	
1.3	Supplier has a valid B-BBEE certificate issued by a SANAS accredited verification agency or a sworn affidavit ² .	
1.4	SBD 1 completed and submitted.	
1.5	SBD 4 completed and submitted.	
1.6	SBD 6.1 completed and submitted.	
1.7	SBD 3.2 completed and submitted	
1.10	Pricing information (Annexure C) attached ³ .	

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: Failure to submit a valid B-BBEE certificate issued by a SANAS accredited verification agency or a sworn affidavit will not disqualify the bidder. Consortia or joint ventures must take note of the relevant sections of SBD 6.1 regarding requirements for B-BBEE certificates.

2. VERIFICATION OF INFORMATION PROVIDED – To be verified by SCM

No bids will be considered from:

1. Individuals in the service of the State.
2. Organisations 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 Administration (RWOPS). This clause does not apply to bidders that are government departments/entities.

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 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. This clause does not apply to bidders that are government departments/entities.	
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.	

3. MANDATORY REQUIREMENTS

Failure to submit the below listed documents will render your bid null and void and will not be considered or will be disqualified.

Mandatory Requirement		
#	Criteria	Yes / No
3.1	Summary of Bidder Experience (Annexure A) attached.	
3.2	Proposed project team (Annexure B) attached.	
3.3	Detailed proposal and project execution plan submitted	
3.4	Cost Breakdown of the total bid price	

4. SPECIFIC GOALS

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BEE Compliance Based on Section 10 of the BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	8 Level 1= 8 pts Level 2 = 7 pts Level 3=6 pts Level 4= 5 pts Level 5= 4 pts Level 6= 3 pts Level 7= 2 pts Level 8= 1 pt Non-compliant contributor= 0	
Black ownership (51% or more)	4	
Women ownership (51% or more)	4	
Youth	3	
Disability	1	

PART C – FUNCTIONAL EVALUATION – To be evaluated by the BEC

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.**

Each Bid Evaluation Committee (BEC) member will evaluate acceptable bids based on the proposals and bid documents submitted. The following scoring system will be applied to the evaluation of all functional criteria:

Scoring system

0 – Does not meet any of the minimum requirements
1- Meet one of the minimum requirements
2- Meet two of the minimum requirements
3- Meet three of the minimum requirements
4- Meet all the requirements

The **Score obtained for each criterium** will be calculated by multiplying the score awarded by a BEC member by the weight for that criterium. The **overall score for a BEC member** will be expressed as a percentage (Total weighted score divided by the maximum possible score, then multiplied by 100). The **overall score obtained by a bidder** will be the average of overall scores awarded by BEC Members (rounded to the nearest whole number). Only Bidders that received **the indicated minimum overall scores** will proceed to Part D – Price Evaluation and Award.

Where functional evaluation is conducted in stages, bidders must meet the minimum overall score for a particular stage to proceed to the next stage and only bidders that met the minimum overall scores for all stages will proceed to Part D – Price Evaluation

The Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or
- Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all mandatory administrative requirements to present their bids.

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 working days. If a bidder is for a second time unable to attend a bid presentation then the bid must be evaluated based on the bid documents and proposals submitted only.

1. FUNCTIONAL EVALUATION STAGE 1

STAGE 1 CRITERIA

1.1	Organization’s experience in the in Public administration (Attach company profile and contactable references of at least three similar projects executed in the past)	Weight	5
	Organization`s Experience: (a) Legislative drafting; (b) Data collection and analysis and report writing; (c) Research and survey skills; and (d) Interviewing skills and research methods (quantitative and qualitative).		
Evaluation			Score
Does not meet any of the minimum requirements			0
Meet one of the minimum requirements			1
Meet two of the minimum requirements			2
Meet three of the minimum requirements			3
Meet all the requirements			4

1.2	<p>Experience of the Executive Manager / Team Leader – (attach CV and certified copies of qualifications and highlighting expertise)</p> <p>The BEC will only consider where all required information was submitted (CV, copies of qualifications and written confirmation of availability for this project)</p> <p>Experience:</p> <ul style="list-style-type: none"> (a) Qualification: (NQF: level 7) four-year tertiary qualification in Law (MANDATORY REQUIREMENTS) and has led on similar projects; (b) Knowledge of the South African constitutional, legislative and policy environment; (c) Interpretation of law and policy, research and writing skills, project management, programme planning; (d) Experience and knowledge of the public service, intergovernmental relations, international relations, and forms and systems of government; high level strategic thinker; and (e) Technical knowledge and skills in project management, data collection and analysis, synthesis, and research. 	Weight	5
	<p>Evaluation</p> <p>Does not meet any of the minimum requirements</p> <p>The Executive Manager/team leader has a 4-year tertiary qualification (NQF 7) in law and meet one of the minimum requirements and has 1-2 years experience and has led on at least one similar project</p> <p>The Executive Manager/team leader has a 4-year tertiary qualification (NQF 7) in law and meet two of the minimum requirements and has 3-4 years experience and has led on at least two to three similar projects</p> <p>The Executive Manager/team leader has 4-year tertiary qualification(NQF 7) in law and meet three of the minimum requirements And has 5-6 years experience and has led on at least four to five similar projects</p> <p>The Executive Manager/team leader has 4-year tertiary qualification (NQF 7) in law, and meet all the requirements and has 7+ years experience and has led on more than five similar projects</p>		

1.3	<p>Experience of the proposed team members (attach CV(s) and certified copies of qualifications of proposed team highlighting expertise)</p> <p>The BEC will only consider team members where all required information was submitted (CV, copies of qualifications and written confirmation of availability for this project)</p> <p>Experience:</p> <ul style="list-style-type: none"> (a) Qualification: Four years tertiary qualification in Law (MANDATORY) (NQF 7) and part of the team that has undertaken on similar projects; (b) Good understanding of the Constitution and applicable governance legislation and regulatory environment; (c) An understanding of the national political, strategic and policy environment; (d) Knowledge of the intergovernmental relations environment and cooperative governance in South Africa; and (e) Policy development and legislative drafting; 	Weight	5
	<p>Evaluation</p> <p>Does not meet any of the minimum requirements</p> <p>4 year tertiary qualification (NQF 7) in law and meet one of the minimum requirements plus 1-2 years experience on similar project</p> <p>4 year tertiary qualification (NQF 7) in law and meet two of the minimum requirements plus 3-4 years experience on similar project</p> <p>4 year tertiary qualification (NQF 7) in law and meet three of the minimum requirements plus 5-6 years experience on similar project</p> <p>4 year tertiary qualification (NQF 7) in law and meet all the requirements and 7+ years experience on more than one similar project</p>		

1.4	Bidder's understanding of Terms of Reference and quality of the proposed methodology (Execution Plan / approach to delivery identified outputs/deliverables): (a) Drafting of all local government related legislation, including circulars, guidelines and regulations; (b) Develop regulations, circulars and guidelines to support any legislation that has been developed or to support the implementation of existing legislation; (c) Provide research on international best practices on any legislation to be developed and apply where appropriate to bring the South African context; (d) Undertake research on judicial jurisprudence on any matter to legislated or regulated to ensure alignment with any judicial precedent set on any specific matter to be legislated or regulated;	Weight	5
Evaluation			Score
Does not meet any of the minimum requirements			0
Meet one of the minimum requirements			1
Meet two of the minimum requirements			2
Meet three of the minimum requirements			3
Meet all the requirements			4

1.5	Appropriateness for proposed training and transfer of skills Areas of Capacitation: (a) Conducting research on judicial jurisprudence relating to the subject matter of the legislation or other legal instrument to be developed; (b) Legal drafting; (c) Development of a project communication plan; and (d) Development of a implementation plans.	Weight	5
Evaluation			Score
Does not meet any of the minimum requirements			0
Meet one of the minimum requirements			1
Meet two of the minimum requirements			2
Meet three of the minimum requirements			3
Meet all the requirements			4

STAGE 1 SCORING SUMMARY

Criterion	Weight	Score	Weighted score	Maximum possible score
1.1	5		4	20
1.2	5		4	20
1.3	5		4	20
1.4	5		4	20
1.5	5		4	20
TOTAL		-		100
Overall Score (Total Weighted Score / 100)			%	--
Minimum qualifying overall score			70%	

PART D – PRICE EVALUATION AND AWARD– To be evaluated by the BEC

Only bids that met all administrative requirements and the minimum functional requirements will be evaluated in terms of the provisions of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

PART E –SPECIAL CONDITIONS AND CONTRACT MANAGEMENT

1. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 1.1. The Department may, at its sole discretion, cancel this bid.
- 1.2. 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 bid and any subsequent SLA 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.
- 1.3. The Department may, at its own discretion, require that each employee of appointed services providers as well as each contractor or other participant, 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 project.
- 1.4. 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:
 - Bidders are prohibited from being part of more than one consortium / joint venture and to submit an individual bid and a bid as part of a consortium / joint venture
 - 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).

2. CONTRACT MANAGEMENT

- 2.1. 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.
- 2.2. The SLA will include project assignments that will address each of the project deliverables. The SLA may further establish a Project Steering Committee to manage, monitor and oversee the project such as:
 - Ensure that services are rendered timeously;
 - render a quality assurance function; and
 - ensure that the project remains within the allocated budget.
- 2.3. The SLA will include a detailed payment schedule. Payments will therefore only be approved and processed on the basis of the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.
- 2.4. 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.

2.5. 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 rights, 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.

2.6. 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.

PART F – DETAILED REQUIREMENTS

1. Purpose of assignment

The purpose of this assignment is to:

- (a) Procure professional services to assist with drafting of all local government related legislation, including circulars, guidelines and regulations;
- (b) Develop regulations, circulars and guidelines to support any legislation that has been developed or to support the implementation of existing legislation;
- (c) Provide research on international best practices on any legislation to be developed and apply where appropriate to bring the South African context;
- (d) Undertake comprehensive research on judicial jurisprudence on any matter to be legislated or regulated to ensure alignment with any judicial precedent set on any specific matter to be legislated or regulated;
- (e) Participate in departmental-led seminars/roundtable discussions with identified experts and practitioners as and when required on the legislation or regulation to be developed to bring about enhancements where needed;
- (f) Work on consolidation and proof-reading of the prescripts of any legislation or regulation developed, and consider all comments obtained from state institutions and stakeholders, and comments to be obtained during the publication of the Bill for public comments;
- (g) Provide professional guidance and form part of the team processing any legislation in Parliament in the next three financial years and ensuring the drafting of legislation or regulations are consistent with legislative drafting principles;
- (h) Prepare, finalise and submit amended legislation or regulations during and after processing through the parliamentary processes prior to adoption by the National Assembly; and the National Council of Provinces; and
- (i) Develop a communication and implementation plans for the roll-out of any legislation or regulation.

2. Scope of the assignment

The objective of the work is to establish a panel of legal experts to assist with drafting of all local government related legislation, including circulars, guidelines and regulations for the department. The panel of legal experts will therefore provide the following professional services to the Department for a period three (3) years:

- (a) Assist with drafting of all local government related legislation, including circulars, guidelines and regulations;
- (b) Develop regulations, circulars and guidelines to support any legislation that has been developed or to support the implementation of existing legislation;
- (c) Provide research on international best practices on any legislation to be developed and apply where appropriate to bring the South African context;
- (d) Undertake comprehensive research on judicial jurisprudence on any matter to be legislated or regulated to ensure alignment with any judicial precedent set on any specific matter to be legislated or regulated;
- (e) Participate in departmental-led seminars/roundtable discussions with identified experts and practitioners as and when required on the legislation or regulation to be developed to bring about enhancements where needed;
- (f) Work on consolidation and proof-reading of the prescripts of any legislation or regulation developed, and consider all comments obtained from state institutions and stakeholders, and comments to be obtained during the publication of the Bill for public comments;
- (g) Provide professional guidance and form part of the team processing any legislation in Parliament in the 2024/2025 financial year and ensuring the drafting of legislation or regulations are consistent with legislative drafting principles;
- (h) Prepare, finalise and submit amended legislation or regulations during and after processing through the parliamentary processes prior to adoption by the National Assembly; and
- (i) Develop a communication and implementation plans for the roll-out of any legislation or regulation.

3. Skills, Knowledge and experience requirements:

3.1 Competencies and expertise required from the incumbent who will undertake the outputs are:

- (a) Knowledge: Knowledge of the South African constitutional, legislative and policy environment as it relates to the intergovernmental system and interventions regime;
- (b) Skills: Interpretation of law and policy, research and writing skills, project management, programme planning;
- (c) Experience: experience and knowledge of the public administration, intergovernmental relations, international relations, and forms and systems of government; high level strategic thinker; and
- (d) Essential qualifications: public policy, law, social sciences or equivalent.

3.2 In order to execute this project the service provider/s must possess the following knowledge, expertise and skills:

- (a) An understanding of the national political, strategic and policy environment;
- (b) In-depth knowledge of the intergovernmental relations environment and cooperative governance in South Africa;
- (c) Policy development and legislative drafting;
- (d) Extensive technical knowledge and skills in project management, data collection and analysis, synthesis, and research; and
- (e) Good understanding of the Constitution and applicable governance legislation and regulatory environment.

3.3 Skills

- (a) Conceptual skills;
- (b) Communications skills;
- (c) Report drafting and presentation skills;
- (d) Research and survey skills; and
- (e) Analytical thinking.

3.4 experience

- (a) Data collection and analysis;
- (b) Report writing;
- (c) Legislative drafting;
- (d) Creation of presentations;
- (e) Interviewing skills and research methods (quantitative and qualitative); and
- (f) The ability to interact and form relationships across government and with key stakeholders.

3.5 Reporting Requirements

(i) Responsibilities of the DCoG

The DCoG will:

- (a) Provide background information, documents and reports on the specific area to be legislated or regulated or where a circular or guideline is needed.
- (b) All comments from different stakeholders.

- (c) Provide any guidelines on the specific aspect to be legislated or regulated or where a circular or guideline is needed.
- (d) Legal opinions
- (e) Socio-economic impact assessment results, if it is available
- (f) Selected court cases, if needed and if available
- (g) Provide further guidance on the scope of the project.

(ii) Responsibilities of the service provider

- (a) Partner closely with the DCOG team for the duration of the project;
- (b) Attend progress meetings for the duration of the project to review progress;
- (c) Submit record of detailed deliverables undertaken as per paragraph 1 and 2 above, and respective costs, when submitting invoices to DcoG, on intervals to be agreed; and
- (d) Any other responsibilities as agreed by the parties.

4. Form of proposal

Bidders should be requested in the TOR 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.

Bidders must include a detailed work-plan/methodology with the detailed budget reflecting all costs and the implementation plan as per proposal in their bid. Failure to submit the detailed work-plan with implementation plan and budget containing cost-breakdowns according to the deliverables (as per the proposal) together with the bid will result in the bidder's bid to be viewed as invalid and therefore rejected.

The following information must be included in the work plan:

- (a) Project implementation Plan that indicates the following:
 - 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.
 - Well defined timelines for each of the activities and deliverables.
 - Allocation of Human Resources & Cost-breakdown of each of the activities and deliverables.
- (b) Proposed Governance Arrangements to support project implementation which may include but not limited to:
 - The establishment of a project steering committee.
 - The establishment of a project management team inclusive of the service provider and the DCoG team.
 - Provision of secretariat support for the governance structures that will be established.
- (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 information together with the bid document on the closing date and time will invalidate the bid.

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	Highest Qualification	Current Employer	Total Year of Experience	Total Year of Experience in similar projects
Executive Manager / Team Leader						
Team member 1						
Team member 2						
Team member 3						
Team member 4						

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

Attach copies of qualifications for Executive Manager / Team Leader,

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.

ANNEXURE C: PRICING INFORMATION

Deliverables and time frames

The following table reflects the key project areas and timeframes which should be adhered to for purposes of undertaking the whole project:

Activities	Milestones	Timeframes	Costs (hourly rate)	Responsibility

Activities	Milestones	Timeframes	Costs (hourly rate)	Responsibility