

ANNEXURE A



**REQUEST FOR PROPOSAL (RFP) FOR THE
APPOINTMENT OF A SERVICE PROVIDER FOR
THE LEASE OF OFFICE PREMISES IN
CAPE TOWN**

CT/FPM/01-22/23

Date Issued: 11 November 2022

Closing Date: 02 December 2022

Time: 11:00am

Bid Validity Period: 120 days

COMPULSORY BRIEFING SESSION

Date: 18 November 2022

Time: 11:00am

**Venue: 3rd Floor, West Wing, Palm Centre, 145 Sir Lowry Road,
Woodstock, Cape Town**

TENDER TO BE SUBMITTED AT THE FOLLOWING ADDRESS:

FP&M SETA office,

8 Summit Road

DunkeldWest

Johannesburg

2169

TABLE OF CONTENT

1. INTRODUCTION.....	5
2. PURPOSE OF THIS REQUESTPROPOSAL(RFP).....	6
3. LEGISLATIVE FRAMEWORK OF THE BID	6
3.1 Tax Legislation.....	6
3.2 Procurement Legislation.....	6
3.3 Technical Legislation and/or standards	6
4. TIMELINE OF THE BID PROCESS.....	7
5. CONTACT AND COMMUNICATION	8
6. LATE BIDS.....	9
7. COUNTER CONDITIONS.....	9
8. FRONTING.....	9
9. SUPPLIER DUE DILIGENCE	10
10. SUBMISSION OF PROPOSALS.....	10
11. PRESENTATION / DEMONSTRATION.....	11
12. DURATION OF THE CONTRACT	11
13. TERMS OF REFERENCE	11
14. Building.....	12
15. Location.....	12
16. Location Suitability.....	13
17. Costing.....	14
18. General.....	14
19. Grade of the Building	15
20. Proposal Content.....	15
21. EVALUATION AND SELECTION CRITERIA.....	16
21.1 Phase 1: Pre-qualification Criteria	17-19
21.2 Phase 2: Technical Evaluation Criteria	20
21.3 Phase 3: Physical Evaluation Criteria	21-22
21.4 Phase 4: Price and BBBEE Evaluation (80+20) = 100 points	23
22. PRICING PROPOSAL.....	24
23. GENERAL CONDITIONS OF CONTRACT	24
24. CONTRACT PRICE ADJUSTMENT	24
25. SERVICE LEVEL AGREEMENT.....	25
26. SPECIAL CONDITIONS OF THIS BID.....	25
27. THE FP&M SETA REQUIRES BIDDER(S) TO DECLARE	26

28. CONFLICT OF INTEREST, CORRUPTION AND FRAUD	27
29. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT...	28
30. PREPARATION COSTS	28
31. INDEMNITY	29
32. PRECEDENCE	29
33. LIMITATION OF LIABILITY	29
33. TAX COMPLIANCE.....	29
34.TENDER DEFAULTERS AND RESTRICTED SUPPLIERS.....	30
35.GOVERNING LAW	30
36.RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER’S PERSONNE.	30
37.CONFIDENTIALITY.....	30
38.THE FP&M SETA PROPRIETARY INFORMATION	31
39.AVAILABILITY OF FUNDS.....	31

1. INTRODUCTION

The Fibre Processing and Manufacturing (FP&M) SETA was established in terms of the Skills Development Act of 1998.

The FP&M SETA is accredited as a quality assuring body by the South African Qualification Authority, in terms of regulation R1127 wherein the FP&M SETA is required to perform the following functions:

- a. accredit constituent providers for specific standards or qualifications registered on the National Qualifications Framework;
- b. promote quality amongst constituent providers;
- c. monitor provision by constituent providers;
- d. evaluate assessment and facilitation of moderation among constituent providers;
- e. register constituent assessors for specified registered standards or qualifications in terms of the criteria established for this purpose;
- f. take responsibility for the certification of constituent learners;
- g. develop a sector skills plan within a framework of the National Skills Development Strategy
- h. plan and report on the implementation of its SSP and service level agreement
- i. approve Workplace Skills Plans
- j. disburse mandatory and discretionary grants

2. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The purpose of this Request for Proposal (RFP) is to solicit proposals from potential bidder(s) for leasing office premises for the FP&M SETA regional offices in Cape Town for a period of 36 months, three (3) years on 80/20 PPPFA.

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the FP&M SETA appointment of a suitable organisation for leasing office premises for the FP&M SETA regional offices in Cape Town.

This RFP does not constitute an offer to do business with the FP&M SETA, but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

3. LEGISLATIVE FRAMEWORK OF THE BID

3.1 Tax Legislation

3.1.1 Bidder(s) must be compliant when submitting a proposal to FP&M SETA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

3.1.2 It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

3.1.3 The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.

3.1.4 It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

3.1.5 Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.

3.1.6 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

3.2 Procurement Legislation

The FP&M SETA has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of

2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

3.3 Technical Legislation and/or Standards

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.

4. TIMELINE OF THE BID PROCESS

The period of validity of tender and the withdrawal of offers, after the closing date and time is **120** days. The project timeframes of this bid are set out below:

Activity	Due Date
Advertisement of bid on Government e-tender portal	11 November 2022
Compulsory Briefing Session	18 November 2022
Closing Date for Questions and Answers relating to bid from bidder(s)	25 November 2022
Bid closing date	02 December 2022 at 11:00 am
Enquiries must be sent in writing to the following email addresses	MarjorieD2@FPMSeta.org.za ItumelengM@FPMSeta.org.za tenders@fpmseta.org.za
Notice to bidder(s)	FP&M SETA will endeavor to inform bidders of the progress until conclusion of the tender.

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at the FP&M SETA's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the FP&M SETA to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the FP&M SETA extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

5. CONTACT AND COMMUNICATION

5.1 A nominated official of the bidder(s) can make enquiries in writing, to Supply Chain Management in writing to tenders@fpmseta.org.za. The bid reference number must be mentioned in all correspondence.

5.2 The delegated office of the FP&M SETA may communicate with Bidder(s) where clarity is sought in the bid proposal.

5.3 Any communication to an official or a person acting in an advisory capacity for the FP&M SETA in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

5.4 All communication between the Bidder(s) and the FP&M SETA must be done in writing.

5.5 Whilst all due care has been taken in connection with the preparation of this bid, the FP&M SETA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. The FP&M SETA, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.

5.6 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the FP&M SETA (other than minor clerical matters), the Bidder(s) must promptly notify the FP&M SETA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the FP&M SETA an opportunity to consider what corrective action is necessary (if any).

5.7 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the FP&M SETA will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

5.8 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

6. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

7. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

8. FRONTING

8.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

8.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the FP&M SETA may have against the Bidder / contractor concerned.

9. SUPPLIER DUE DILIGENCE

The FP&M SETA reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

10. SUBMISSION OF PROPOSALS

10.1 Bid documents must be placed in the tender box at the FP&M SETA Offices, Reception Area, 8 Summit Road, 1st Floor, Dunkeld West, Johannesburg 2169 on the closing date at 11:00am or before the closing date between 9am to 3pm.

10.2 Bid documents will only be considered if received by the FP&M SETA before the closing date and time.

10.3 The bidder(s) are required to submit **Two (2)** copies of **tender documents 1: one (1) original and one (1) duplicate** and submit **One (1) electronic version** copy of tender document. **2 Two** price quotation (sealed separately) **(1) one original and (1) one, duplicate** and submit **(1) electronic version Example: USB or Disk** with content of each file by the Closing date **02 December 2022 at 11:00am**. Each file and USB must be marked correctly and sealed separately for ease of reference. Furthermore, the file and information in the USB must be labelled and submitted in the following format:

FILE 1 (TECHNICAL FILE)	FILE 2 (PRICE & BBBEE)
Exhibit 1: Pre-qualification documents <i>(Refer to Section 14.1 - Phase 1: Pre-qualification Criteria (Table 1))</i>	Exhibit 1: Pricing Schedule <i>(Refer to Section 15 – Pricing Proposal)</i>
Exhibit 2: <ul style="list-style-type: none"> • Technical Responses and Bidder Compliance checklist for Technical Evaluation • Supporting documents for technical responses. <i>(Refer to Section 14.2 - Phase 2: Technical Evaluation Criteria)</i>	
Exhibit 3: <ul style="list-style-type: none"> • General Conditions of Contract (GCC) 	
Exhibit 4: <ul style="list-style-type: none"> • Company Profile • Any other supplementary information 	

10.4 Bidders are requested to **initial each page** of the tender document on the top right hand corner.

11. PRESENTATION /SITE VISIT DUE DILIGENCE

The FP&M SETA reserves the right to request presentations/site visit from the short-listed Bidders as part of the bid evaluation process.

12. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of **36 months, three (3) years**, after signing of a contract by the successful bidder. All work is to be carried out in accordance with the time schedule as agreed with the FP&M SETA.

13. TERMS OF REFERENCE

13.1 PURPOSE OF THE BID

The purpose of this bid is to invite suitable Service Providers to submit their bids for office lease premises where its business operations will be run to the Fibre Processing and Manufacturing Sector Education and Training Authority (FP&M SETA) on 80/20 PPPFA.

13.2 BACKGROUND

The Fibre Processing and Manufacturing (FP&M) SETA was established by the Minister of higher Education and Training on 01 April 2011 to 31 March 2016 with the license extended further until 31 March 2030.

The FP&M SETA is accredited as a quality assuring body by the South African Qualification Authority, in terms of regulation R1127 wherein the FP&M SETA is required to perform the following functions:

- a. Accredite constituent providers for specific standards or qualifications registered on the National Qualifications Framework;
- b. Promote quality amongst constituent providers;
- c. Monitor provision by constituent providers;
- d. Evaluate assessment and facilitation of moderation among constituent providers;

- e. Register constituent assessors for specified registered standards or qualifications in terms of the criteria established for this purpose;
- f. Take responsibility for the certification of constituent learners;

FP&M SETA is searching for office premises where its business operations will be run. To ensure that the FP&M SETA delivers its mandate efficiently, cost-effectively and in a customer-oriented manner

13.3. BUILDING REQUIRMENTS

13.3.1 Usable floor area and general requirements

- FP&M SETA requires approximately 150 square meters internal usable area and 5 underground or sheltered parking bays.
- The SETA must occupy the entire building or floor area and cannot share with other tenants.
- The building must be fully air-conditioned if the entire building is occupied by the SETA or if a certain floor is occupied by the SETA, we should be able to adjust the air-condition and energy efficient.
- The FP&M SETA's projection of the office layout is based on staff complement of 6 including interns.

13.3.2 Location Suitability

The proposed building must be in Cape Town

Minimum office space	150 square metres
Duration of lease	1 April 2023 to 31 March 2026
Staff complement	6
Packing for staff members & stakeholders	<ul style="list-style-type: none">• Minimum of 4 underground or sheltered parking bays• Minimum of 2 parking space for visitors
Boundaries & conditions	<ul style="list-style-type: none">• Reasonable proximity of the public transport/routes

	<ul style="list-style-type: none"> • Less than or equal to 15km of public transport, preferable within 2km to 15km of major public hubs such as taxi ranks, bus station and train station • Accessibility of premises, building and facilities for disabled persons
Compliance	<ul style="list-style-type: none"> • Sufficient ventilation, windows must be fully functional • Compliance certificate required / OHS
Ablution facilities	Male and Females including provision for disabled persons
Kitchen	Provision of kitchen space for staff
Tech readiness	Fibre, 4G, LTE
Backup Power / Electricity/ Water	Generator, Invertors, energy efficient,
Building Type	Can be a standalone house (house needs to be business zoned and have business rights) Office Park, Business Hubs, will also be considered
Avoid	Hot spots for riots, looting, and disruption of services

13.4 COSTING – INCLUSIVE AND EXCLUSIVE

13.4.1 The rental rates must be fully inclusive of all maintenance costs including:

- a) Structural repairs and Maintenance (internal and external);
- b) Gardens and Waste management (if applicable);
- c) Air conditioning, heating and ventilation equipment;
- d) Lifts and escalators;
- e) Normal wear on floor covering;
- f) Electrical supply, inclusive of backup generator(s);
- g) Plumbing and ablution facilities;
- h) Fixed firefighting equipment (fire hoses and piping);
- i) Wired to be ready for ICT and UPS.

13.4.2 The following costs must be included in the indicated rental rate:

- a) Municipal rates and taxes plus increases;
- b) Water and electricity rates (excluding consumption);
- c) Sanitation and refuse removal rates (excluding consumption);
- d) All insurance (excluding content belonging to FP&M SETA);
- e) Contract costs and stamp duty

13.5 GENERAL

13.5.1 Facilities and services offered must comply fully with all applicable legislation, regulations, by-laws and standards including but not limited to:

- a) The Occupational Health and Safety Act and regulations;
- b) Municipal by-Laws;
- c) SANS 10400 standards;
- d) Any other applicable building regulations

13.5.2 Cognizance will be given to security consideration of the proposed building(s) such as access control, perimeter fencing etc. The premises must comply with Government Minimum Physical Security Standards (MPSS).

13.5.3 The FP&M SETA may appoint its own service provider(s) to design and manage fit out of the premises in accordance with FP&M SETA requirements or can request the landlord to provide one.

13.6 GRADE OF THE BUILDING

13.6.1 An office space property which is generally not older than fifteen years or has undergone a major renovation, features high quality modern finishes, air conditioning and adequate on-site parking.

13.6.2 An office space with the quality of finishes in the lobby of the building, safety and security, access and other similar factors.

13.7 PROPOSAL CONTENT

The proposal should cover the following contents:

- 13.7.1 An indication of how buildings will meet the requirements as per paragraph 13.3.
- 13.7.2 The respondent must provide the following information to accompany the submission:
- a) A company profile inclusive of an introduction and general description of the organization’s background, nature of business activities and experience in providing the product and/or services required by this submission;
 - b) Provision of proof that the respondent has experience and necessary skill to provide the required services, including:
 - c) Previous similar projects completed;
 - d) A list of current and past clients (in the public and private sector) Submit a portfolio including pictures of the proposed buildings for leasing.

14. EVALUATION AND SELECTION CRITERIA

The FP&M SETA has set minimum standards (Phases) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Physical Evaluation (Phase 3)	Price and B-BBEE Evaluation (Phase 4)
Bidders must submit all documents as outlined in Phase 1 Bidders who do not comply on Phase 1 will be contacted to submit their administrative documents. Failure to comply within (7) calendar days given to submit administrative documents will lead to disqualification.	Bidder(s) are required to achieve a minimum of 75 points for Technical requirements out of 100 points to proceed to Phase 3 (Physical Evaluation).	Bidder(s) will be evaluated out of requirements mentioned on Phase 3 of physical evaluation whether the bidder(s) comply or do not comply	Bidder(s) will be evaluated out of price and B-BBEE on Phase 4

14.1 Phase 1: Pre-qualification Criteria (Administrative Requirements)

Without limiting the generality of FP&M SETA's other critical requirements for this Bid, bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s).

REQUEST FOR PROPOSAL NO. CT/FPM/01-22/23
 APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASE OF OFFICE PREMISES IN
 CAPE TOWN

Table 1: Documents that must be submitted for Pre-qualification

Document that must be submitted	Comply	Do not Comply
<p>Invitation to Bid – SBD 1</p> <p>Complete and sign the supplied pro forma document</p>		
<p>Tax Status SBD 1</p> <p>1. Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status.</p> <p>2. Proof of Registration on the Central Supplier Database</p> <p>3. Vendor number</p>		
<p>Preference Point Claim Form – SBD 6.1</p> <p>Non-submission will lead to a zero (0) score on BBBEE</p>		
<p>Registration on Central Supplier Database (CSD)</p> <p>The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/submitting your proposal. Visit to obtain your vendor number.</p> <p>Submit proof of registration</p>		

Financial Statement not older than 2 years The submitted statements must be audited		
Pricing Schedule Submit full details of the pricing proposal in a separate Envelope 1 original, 1 duplicate and 1 electronic version		

REQUEST FOR PROPOSAL NO. CT/FPM/01-22/23
APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASE OF OFFICE PREMISES IN
CAPE TOWN

14.2 Phase 2: Technical Evaluation Criteria = 100 points

Bids that do not obtain a **minimum score of 75** for functionality evaluation will be disqualified and will not be considered for further evaluation on physical evaluation and price and BBBEE points.

All bidders that provide leasing of office premises will be evaluated according to the following:

- Administrative Requirements
- Technical Functionality
- Physical Evaluation (Visit to shortlisted buildings)
- PPPFA (Price and BBBEE preference points)

Proposals will be evaluated, and points will be allocated and weighed on the following basis:

CRITERIA	WEIGHT		POINT S
Functionality			
Availability of premises at locations stated in the TOR	20	<ul style="list-style-type: none"> - Immediately - One Month - Three Months - Four Months - More than 4 months 	20 15 10 5 0
Minimum office space	20	<ul style="list-style-type: none"> - 150 Square Meter - Less 150 Square Meter 	20 0
Disability access: (Offices & parking for staff & visitors)	20	<ul style="list-style-type: none"> - 6 Parking bays with Facilities for disabled people - Parking bays without facilities for disabled people - None compliance with above 	20 10 0
ICT: Current Facilities (Sever room, ducting, patch rooms e.t.c)	10	<ul style="list-style-type: none"> - ICT ready – All items - None 	10 0
Backup Power / Electricity/ Water	10	<ul style="list-style-type: none"> - Generator, Invertors, energy efficient, - None 	10 0
Location	20	<ul style="list-style-type: none"> - Observatory, Woodstock, Salt River & Liesbeeck Park Way - Other - Outside CapeTown 	20 10 0
Thresh hold	75		
TOTAL POINTS	100		

Bidders who do not obtain a threshold of 75 for functionality will be disqualified

Phase 3: Physical Evaluation

CRITERIA	WEIGHT		Comply	Do not Comply
Physical Evaluation				
<p>Evaluation will be based on TOR as per following</p>		<ul style="list-style-type: none"> - Minimum of 4 underground or sheltered parking bays - Minimum of 2 parking space for visitors - 150 square metres - Reasonable proximity of the public transport/routes - Less than or equal to 15km of public transport, preferable within 2km to 15km of major public hubs such as taxi ranks, bus station and train station - Accessibility of premises, building and facilities for disabled persons - Sufficient ventilation, windows must be fully functional - Male and Females including provision for disabled persons - Provision of kitchen space for staff - Fibre, 4G, LTE - Generator, Invertors, energy efficient, 		

Bidders who do not comply with the above requirements will be disqualified

14.3 Phase 4: Price and BBBEE Evaluation (80+20) = 100 points

Only Bidders that have met the **75** points threshold in Phase 1 will be evaluated in Phase 2 for price and BBBEE. Price and BBBEE will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the **80/20**-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum **80** points)
- B-BBEE status level of contributor (maximum **20** points)

i. Stage 1 – Price Evaluation (80 Points)

Criteria	Points
<p>Price Evaluation</p> $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	80

The following formula will be used to calculate the points for price:

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

ii. Stage 2 – BBBEE Evaluation (20 Points)

a. BBBEE Points allocation

A maximum of **20** points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

REQUEST FOR PROPOSAL NO. CT/FPM/01-22/23
APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASE OF OFFICE PREMISES IN
CAPE TOWN

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate

b. 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. The **FP&M SETA** 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.

iii. Stage 3 (80 + 20 = 100 points)

The Price and BBBEE points will be consolidated

15. PRICING PROPOSALS

Pricing Proposal must be submitted in separate sealed file (File 2). The file must clearly marked "Pricing Proposals" and the in file there must be a detail price breakdown.

Bidders are required to indicate rate per each item inclusive of all applicable taxes;

Bidders are required to indicate if prices are fixed or not, If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

NOTES REGARDING PRICING

*The rates **MUST** be all inclusive. This means, all direct and indirect related cost must be included. Note that failure to propose the rates will render the entire bid as non-responsive and will result in the bidder scoring zero out of 80 points achievable on the price criteria*

16. GENERAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- a. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which FP&M SETA is prepared to enter into a contract with the successful Bidder(s).
- b. The bidder submitting the General Conditions of Contract to the FP&M SETA together with its bid, duly signed by an authorised representative of the bidder.

17. CONTRACT PRICE ADJUSTMENT

Contract price adjustments will be done annually on the anniversary of the contract start date. The price adjustment will be based on the Consumer Price Index Headline Inflation

STATS SA P0141 (CPI), Table E

Table E - All Items

18. SERVICE LEVEL AGREEMENT

18.1. Upon award the FP&M SETA and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by the FP&M SETA, more or less in the format of the draft Service Level Indicators included in this tender pack.

18.2. The FP&M SETA reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.

18.3. Bidder(s) are requested to:

- a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
- b. Explain each comment and/or amendment; and
- c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

18.4. The FP&M SETA reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the FP&M SETA or pose a risk to the organisation.

19. SPECIAL CONDITIONS OF THIS BID

The FP&M SETA reserves the right:

19.1. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)

19.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).

19.3. To accept part of a tender rather than the whole tender.

19.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

19.5. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.

19.6. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

25.7. Award to multiple bidders based either on size or geographic considerations.

20. The FP&M SETA REQUIRES BIDDER(S) TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

20.1. Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of the FP&M SETA;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat the FP&M SETA fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with the FP&M SETA;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of the FP&M SETA as a client before any other consideration; and

- h. To ensure that any information acquired by the bidder(s) from the FP&M SETA will not be used or disclosed unless the written consent of the client has been obtained to do so.

21. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

21.1. The FP&M SETA reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognized stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognized stock exchange), directors or members of senior management, whether in respect of FP&M SETA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the FP&M SETA's officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;

- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

22. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

22.1. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the FP&M SETA relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

22.2. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the FP&M SETA against the bidder notwithstanding the conclusion of the Service Level Agreement between the FP&M SETA and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

23. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the FP&M SETA, its employees or agents under any obligation whatsoever, including in respect of costs,

expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

24. INDEMNITY

If a bidder break FP&M SETAs the conditions of this bid and, as a result of that breach, the FP&M SETA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the FP&M SETA harmless from any and all such costs which the FP&M SETA may incur and for any damages or losses the FP&M SETA may suffer.

25. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

26. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. The FP&M SETA shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

27. TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. The FP&M SETA reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to The FP&M SETA, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The FP&M SETA further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

28. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The FP&M SETA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

29. GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

30. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that The FP&M SETA allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the FP&M SETA will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

31. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the FP&M SETA's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for

the purpose of preparing a Tender. This bid and any other documents supplied by the FP&M SETA remain proprietary to the FP&M SETA and must be promptly returned to the FP&M SETA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the FP&M SETA's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

32. THE FP&M SETA PROPRIETARY INFORMATION

Bidder will on their bid cover letter make declaration that they did not have access to any the FP&M SETA proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

33. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid (RFP: **CT/FPM/01-22/23**), the FP&M SETA may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.