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REQUEST FOR PROPOSALS

BID NO: MGSLG/2024/SGB/EC01

CLOSING DATE: THURSDAY, 25 JANUARY 2024 AT 11:00

TENDER NAME:

2024 SCHOOL GOVERNING BODY ELECTIONS CAMPAIGN

**MATTHEW GONIWE SCHOOL OF LEADERSHIP & GOVERNANCE
(MGSLG)**

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MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)

Request for Proposals: MGSLG is seeking the services of a service provider with qualified and experienced in marketing, communication, advertising and social media to conduct and facilitate School Governing Bodies (SGB) elections within the Gauteng region. The service provider is expected to provide a requested deliverables by displaying genuine coverage of campaign in all regions to ensure that elections are conducted successfully.

1. INTRODUCTION

The election of SGB is one of the flagships of the education sector that must be prioritized in terms of planning, advocacy, managing, and allocation of both physical and human resources. SGB elections are the biggest and the most important after the National and Local Government elections. SGBs form the third tier of governance in education after the national and provincial departments.

According to the South African Schools Act 84 of 1996 (SASA), SGBs are statutory bodies which operate in a position of trust towards the school. The provincial Member of the Executive Council (MEC) for Education is required to determine election procedures within the framework created by SASA. The 2024 School Governing Body (SGB) Elections, which will take place at all public schools during the month of March to April 2024, is in line with the South African Schools Act (SASA), 1996, which states that all schools are required to elect School Governing Bodies (SGBs) every three years.

This was an attempt to democratize the education system, increase parental participation and enhance community involvement as envisaged in the Education White Paper 2, 1996 (General Notice 130 in Government Gazette No. 16987 of 14 February 1996). Approximately eight cycles of SGB elections have taken place in public schools across Gauteng to date and in 2024, the ninth SGB election will take place. The election of SGBs is in line with the National Development Plan (NDP), which highlights the importance of the commitment of all government departments and institutions to the rules of good governance that guarantee the integrity and efficiency of government regulations, enhance the efficiency of government performance, increase the trust of citizens in government services and contribute to the preservation of public money.

MGSLG is strategically positioned to proactively liaise and collaborate with all relevant working units of GDE in intensifying advocacy, to raising public and stakeholder awareness of the 2021 SGB elections, and thereby helping improve voter turnout and participation in the elections. The Provincial Election Task

Team comprises the following units/directorates: MGSLG Governance directorate, the Public Ordinary School (POS) & Communication directorates within GDE being the main role-players. This collaboration starts from the pre-election phase (conceptualization and planning stages), during the election phase & monitoring of election/observation (implementation stage), leading up to the post-election phase, characterised by the orientation & induction training of the newly elected SGB members.

The designed multi-pronged Advocacy Campaign is intended to raise public and stakeholder awareness about the 2024 SGB Elections to ensure that a broad section of society participates in the process. The Campaign is further aimed at promoting public participation in the process of choosing new SGBs. Within this context, the Department intends to embark on an extensive campaign to create awareness of the importance of voting, processes, and procedures. The intention is to reach the parent, and stakeholder, audience as well as community members in all the regions: Tshwane, Ekurhuleni, Sedibeng, Johannesburg and West Rand.

The advocacy and voter education will include but not be limited to the following initiatives: SGB elections roadshows involving prominent officials within and outside the GDE; SGB Associations; Print media (regional and community-based publications); Electronic media (independent and community-based radio stations and publications); social media campaigns; Billboards, posters and pamphlets.

2. PURPOSE

This request for proposals is an invitation to interested bidders to submit their proposal within 7 days from the date when this request for proposal is published to render the following services:

PRINT MEDIA CAMPAIGN

- a) Mainstream Newspapers
- b) Mainstream Radio
- c) Community Radio
- d) Community Newspapers
- e) Still and Mobile Billboards
- f) Printing material
- g) Social Media and Content

3. OBJECTIVES

The MGSLG seeks to appoint a suitably qualified and experienced service provider(s) to undertake, conduct and facilitate School Governing Bodies (SGB) elections campaign within the Gauteng region. The prospective Service Provider/s are requested to submit proposals outlining appropriate methods on how the deliverables are going to be achieved specifically section 4 and 5 below.

4. SCOPE OF WORK

- 3.1. Conducting informative roadshows featuring prominent officials from MGSLG.
- 3.2. Collaborating with SGB Associations to disseminate information and promote voter education.
- 3.3. Utilizing regional and community-based publications in print media to reach a wide audience and provide essential information about the SGB elections.
- 3.4. Engaging with independent and community-based radio stations and publications through electronic media to broadcast information and facilitate discussions about the SGB elections.
- 3.5. Leveraging social media platforms to conduct awareness campaigns and share relevant information regarding the SGB elections.
- 3.6. Utilizing billboards to create visibility and awareness, complemented by the distribution of posters and pamphlets in strategic locations.

5. OUTPUT AND DELIVERABLES

5.1 PRINT MEDIA CAMPAIGN

5.1.1 Mainstream Newspapers

Specifications:

- 4 (four) inserts per DAILY newspaper
- Adverts will run for 4 weeks (Including weekends)

5.1.2 Mainstream Radio (February – April 2024)

Specifications:

- 30 sec generic advert
- 2 slots per day
- The campaign will run for 3 months from Feb – April (including weekends)
- The airtime schedule will be as follow:

5.1.3 Community Radio (February – April 2024)

Specifications:

- 30 sec generic advert
- 4 slots per day
- The campaign will run for 2 and half months from mid Feb – mid April (including weekends)
- The airtime schedule will be as follow:

5.1.4 Community Newspapers (February – March 2024)

NEWSPAPER	ADVERTS	SIZE	COLOUR
Caxton Knock and Drops	1 advert – (February/March 2024)	1 full page & front-page strap (for adverts) in 10 Caxton knock & drops (2 per region – 5 in February 2024 and 5 in March 2024)	Full colour
Inside Education	1 advert (March 2024)	1 full page, advert plus Thought Leadership – one opinion piece on the importance of the 2024 SGB Elections	Full colour
Taxi Times	1 advert (February 2024)	1 full page advert	Full colour
Mapepeza Community	1 advert (February 2024)	1 full page advert	Full colour
Bua Sedibeng News	1 Advert (March 2024)	1 full page advert	Full colour
Stokvel Times	1 Advert (February 2024)	1 Full Page Advert	Full colour
Yo School Magazine	1 Advert (February 2024)	1 Full Page Advert	Full colour

5.1.5 Still and Mobile Billboards

ITEM	QTY	NOTES
Wall Murals	20 X 2m by 10m	<ul style="list-style-type: none"> ▪ Decorative wall murals across the province ▪ Designed and meticulously done ▪ The murals will focus on 2021 SGB Elections theme ▪ Duration of the murals : Feb – April 2024
Digital Billboards	20	<ul style="list-style-type: none"> ▪ Messaging to be provided in line with the look and feel of the campaign. ▪ To be flighted in strategic places across the province i.e. taxi ranks, shopping malls or busy intersections.
Static Billboards	3m x 12 m & 3m X 6m	<ul style="list-style-type: none"> ▪ Daveyton, Vosloorus, Spruitview ▪ Tembisa, Soweto, Kagiso ▪ Westonaria, Randfontein,

		Mamelodi, Atteridgeville, Soshanguve, Ga- Rankuwa, Mabopane, Evaton, Sebokeng including freeways and highways
Mobile Billboards	<p>Mobile billboards with sound for loud hailing</p> <p>The billboards will be required to display and support activations at different areas across Ekurhuleni, Tshwane, Sedibeng /West Rand and Johannesburg</p> <p>Duration: from 26 February – 30 April 2021 (Including weekends)</p> <p>A schedule of proposed strategic areas should be submitted together with the quotation</p> <p>Artwork will be provided</p>	8 (2 Per Region)
Community Blitzing/ pamphleteering	Deployment of 30 people for activations	All above areas

NB: List of all proposed areas must accompany the quotation. For convenient reference, images of the areas should also be included.

5.1.6 Printing material

Item	Specification	Quantity
Posters	<p>A1 Size</p> <p>Printed full color one sided</p> <p>Gloss white</p> <p>Packaging – 1200 per region</p> <p>Tshwane & GN</p> <p>Johannesburg</p> <p>Ekurhuleni & GE</p> <p>Sediwest & GW</p> <p>Artwork to be provided</p>	5 000
Street Posters	<p>A0 Size with ropes, for all weather</p> <p>Delivery, Mounting and removal of posters in various areas as well as application to mount the posters from the Municipality</p> <p>Packaging – 2000 per region</p> <p>Tshwane & GN,</p> <p>Johannesburg</p> <p>Ekurhuleni & GE</p>	14 000

	Sediwest & GW Artwork to be provided	
Pull-up banners	850mm x 2100mm Fitting of banners into existing stands/units Background will be either white or royal blue Banner – Ferrari PVC full color print (single side) included Should include carry bag	10
Backdrop	2250mm x 3000mm Backdrop cloth with velcro on both stand and cloth Should have a strong frame, easy to assemble and light weight Background will be either white or royal blue full color print (single side) included. Carry bags should be included	8
Telescopic flags	7m x 700mm telescopic flags L Shape With both indoor stands and ground spikes for outdoor – each Background will be either white or royal blue = full color print included Should include carry bag	20

5.1.7 Social Media and Content

Item	Specification	Quantity
Online/ Social Media Support	Develop Social Media Campaign with a clear Social Media Plan that covers the 3 months of the campaign – starting in January 2024	1 X Social Media Plan
	Create content (digital posters, videos, podcast etc.) with targeted messages for the following target audiences: Parents/Guardians SGBs Learners Teachers School zone communities Work with local influencers to ensure messages reach intended targets	At least 10 x posts per week per channel (Twitter, Facebook, Instagram, TikTok and YouTube) Provide post boosts for identified posts (with the direction of the Department)
	Develop 3 podcasts – one per month to be used as part of GDE On Point	7 X 5 min podcasts

Item	Specification	Quantity
	Develop TikTok videos with influencer/learners/parents on SGBs.	14 X 1-minute TikTok clips on school safety issues
	Monitor and report on emerging issues on 2024 SGB Elections on social media and provide a weekly report	Weekly from January – April 2024
Creative Support	Provide graphic design support as and when needed during the campaign	Provide graphic design support as per request
Livestreaming	Provide livestreaming services at key 2024 SGB Elections events, including school and mall activations, media briefings etc. The streaming will be on all GDE social media platforms	8 X 4-hour livestreaming services on the GDE Facebook, Twitter (X), YouTube and Instagram pages.

6. EVALUATION PROCESS

The Evaluation Process comprises the following stages:

6.1 Pre-evaluation stage/ mandatory documents

During this phase bid documents, will be reviewed to determine compliance with tax matters and whether original and valid tax clearance certificates have been submitted with the bid documents at closing date and time of bid.

Bidders must attach the following mandatory returnable documents in order to be considered for this bid:

- 6.1.1 Original and valid tax clearance or Printed copy tax clearance certificate accompanied by a pin for further verification.
- 6.1.2 Certified ID(s) copies of company director(s). Certified Proof of company registration.
- 6.1.3 Proof of registration on National Treasury Central Supplier Database (CSD) not older than one month.
- 6.1.4 Company municipal rates, electricity or water account not older than three months, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- 6.1.5 Completed and signed Standard Bidding Document (SDB) attached in the tender document.
- 6.1.6 Proof of company banking details e.g., bank letter with bank stamp, Company bank statement, code rating letter from the bank or any physical proof from the bank, the evidence must not be older than three months.
- 6.1.7 Company profile with a minimum of 5 years' experience in working in the relevant field.
- 6.1.8 Failure to submit all the above-mentioned document will result to the disqualification of the bid.**

6.2 Stage 1: Technical/Functionality Evaluation

- 6.2.1** Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section of the Terms of Reference (TOR). During this stage, bidders' responses will be evaluated for functionality based on achieving a minimum score of seventy five percent (75%). Bidders who obtain less than 75% in the functionality points will be regarded as non-responsive and will be eliminated from the evaluation process.
- 6.2.2** Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated in this document. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 6.2.3** Bidders will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- 6.2.4** The panel members will individually evaluate the responses received against the following criteria as set out below:

6.2.4.1 Evaluation Criteria (This is at the preference of the author and the requirements of the request)

NO.	CRITERIA	POINTS	WEIGHTS
	DESCRIPTION		20
1	<p>BIDDER'S RELEVANT EXPERIENCE:</p> <p>PART A: Bidders must submit their business profile indicating years of experience in Roadshows and Campaigns programmes, and points will be allocated as follows:</p> <p>5 years' experience in the field of Roadshows and Campaigns programmes</p> <p>6 - 9 years' experience in the field of Roadshows and Campaigns programmes</p> <p>10 years and above experience in the field of in Roadshows and</p>	<p>6</p> <p>8</p> <p>10</p>	10

	Campaigns programmes		
	<p>PART B: Reference letters or letters of recommendations. Bidders must submit complete the MGSLG relevant template of reference by clients of previous similar work done on professional development and Monitoring and Evaluation of programs with various educational stakeholders or companies/institutions in the education sector. The experience must be related to scope of services as indicated in page 3 to 5 of this document, if not, the letter will not be considered. The letter must not be older than 6 months, it must be signed and stamped by the relevant representative of the company that the service provider has rendered services to.</p> <p>One relevant and positive reference letter</p> <p>Two relevant and positive reference letters</p> <p>Three relevant and positive reference letters</p> <p>Four relevant and positive reference letters</p> <p>Five relevant and positive reference letters</p>	<p>2</p> <p>4</p> <p>6</p> <p>8</p> <p>10</p>	10
2.	<p>METHODOLOGY, TIMELINES AND PROJECT PLAN:</p> <p>The service provide must provide a detailed methodology explaining project execution process that will cover all project scope of work and project milestones. The methodology must show timeline throughout the project lifecycle. The bidder must provide a methodology and framework for roadshow, media adverting and awareness campaign. The methodology must discuss in detailed the following:</p> <ul style="list-style-type: none"> ➤ Shows clear understanding of the scope and deliverables in the TOR's by providing a clear articulation of the project scope and timelines. ➤ Highlight various models that will be used in the project and how each model will be applied in the project milestones. ➤ Outline an approach that will be undertaken sample units of analysis of the above identified programme beneficiaries. 		60

	<ul style="list-style-type: none"> ➤ Outline various methods to be used to access the MGSLG deliverables beneficiaries across regions. ➤ Provide a clear outline of skills transfer to MGSLG staff ➤ Provide a program management framework and communication plan. <p>Points will be allocated based on the relevance of the project methodology which is structured as follows:</p> <p>Exceptionally defined methodology indicating all the above elements and articulating a clear understanding of the scope, design activities, deliverable, programme beneficiaries and reporting schedules with realistic and reliable timelines</p> <p>Moderately defined methodology with eight of the above elements articulated.</p> <p>Poorly defined methodology with five elements articulated</p> <p>Submission with four (4) elements but more than two.</p> <p>Submission with two and less elements</p>	<p>60</p> <p>50</p> <p>40</p> <p>30</p> <p>0</p>	
<p>3.</p>	<p>EXPERIENCE, SKILLS, AND QUALIFICATIONS OF PROJECT TEAM:</p> <p>THE PROJECT TEAM</p> <p>The bidder's key personnel of the proposed project team must have relevant qualifications, skills, and experience.</p> <p>The bidders must submit the CV(s) and certified copies of relevant qualification(s) for the project team, points will be allocated as follows:</p> <p>Project leader:</p> <p>Minimum of Eight years relevant qualification in Marketing, Communications, Media and Advertising or related minimum of 8 years or more post qualification experience (Masters or Doctoral Degree).</p> <p>Marketing, Communications, Media and Advertising or related Specialists: 2 specialists</p>		<p>20</p>

	<p>An Honours qualification (NQF level 8) and a minimum of between 3 -7 years Post qualification experience.</p> <p>Specialists: 3 Field Specialists in the Media/Advertising/Digital Marketing/Communication or related field</p> <p>A Bachelor's Degree or National Diploma and Minimum of 3 years relevant qualification in Data Sciences and minimum of 3 years or more post qualification experience in data collection and data analysis</p>		
	<p>CVS OF PROJECT TEAM:</p> <p>CV of Project Leader and five specialists and Media/Advertising/Digital Marketing/Communication or related field</p> <p>CV of Project Leader and four Media/Advertising/Digital Marketing/Communication or related field</p> <p>CV of Project Leader and three Media/Advertising/Digital Marketing/Communication or related field</p> <p>None</p>	<p>20</p> <p>15</p> <p>10</p> <p>0</p>	
Total			100%
Minimum Qualifying Score			75%

6.2.4.2 Each panel member will rate each individual criterion as per the above point allocation scales:

6.2.4.2.1 The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

6.2.4.2.2 This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 75% for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.

6.2.4.2.3 Any proposal not meeting a minimum score of 75 percent technical proposal will be regarded as non-responsive and it will not be evaluated further.

7. STAGE 2: PRICE/FINANCIAL EVALUATION

7.1 Price, inclusive of VAT, will be evaluated as indicated below.

7.1.1 In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be evaluated by MGSLG on the 80/20 – preference point for Broad-Based Black Economic Empowerment in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Broad-Based Black Economic Empowerment as well as specific goals (maximum 20 points)

7.1.2 The following formula will be used to calculate the points for price in respect of bidders with a Rand value below R50 000 000.00:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration, inclusive of

VAT Pmin=Comparative price of lowest acceptable bid, inclusive of VAT

7.1.3 A maximum of 20 points may be awarded to a bidder for being a Broad-Based Economic Empowerment and/or subcontracting with a Broad-Based Black Economic Empowerment entity stipulated in the Preferential Procurement regulations. For this bid, the maximum number of Broad-Based Black Economic Empowerment Status points that could be allocated to a bidder is indicated in the following section.

8. B-BBEE POINTS

8.1 The Preferential Procurement Policy Framework Act 2000 (PPPFA) Regulations were gazetted on 8 June 2011 (No. 34350) and effective from 7 December 2011. These regulations require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from a SANAS accredited verification agency and accredited auditing firm. The 80/20 preference points systems will be applied since the bid is estimated to be below R50 Million in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

B-BBEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	16
4	10
5	8
6	6
7	4
8	2
Non-compliant Contributor	0

8.2 Failure to capture the required status level and to submit the certified or original B-BBEE status level certificates no points will be allocated to the service providers.

8.2.1 The points scored by a bidder in respect of the points indicated above will be added to the points scored for price.

8.2.2 Bidders are requested to complete the various preference claim forms in order to claim preference points.

8.2.3 Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for B-BBEE Status.

8.2.4 Supply Chain Management may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regards to B-BBEE Status.

8.2.5 Points scored will be rounded off to the nearest 2 decimals.

8.2.6 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE Status. Should two or more bids be equal in all respects, the award shall be awarded to the bidder who scored a highest functionality points, should two or more bids be equal after this, the award shall be decided by drawing of lots.

8.2.7 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

8.2.8 MGSLG reserves the right to arrange contracts with more than one contractor.

8.2.9 MGSLG reserves a right to withdraw, cancel or not to award this tender.

8.3 Failure to submit all of the above-mentioned documents will result to the disqualification of the bid.

8.3.1 The bidder should apply for registration on the MGSLG Supplier Database. Application forms for registration are available on the MGSLG Website www.mgslg.co.za . The duly completed application form should be submitted together with the proposal.

9. VALIDITY PERIOD

9.1 Bid is valid for 60 days, the validity of this bid may be extended in the event that it is not finalized within the validity period.

10. COMMUNICATION

Supply Chain Management (SCM) Unit will communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any official or representative of MGSLG in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

11. PROHIBITION OF RESTRICTIVE PRACTICES

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

- Directly or indirectly fixing a purchase or selling price or any other trading condition
- Dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
- Collusive bidding.

11.2 If a bidder(s) or contractor(s), in the judgement of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

12. FRONTING

- 12.1 MGSLG, in compliance with regulations, 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 MGSLG condemns any form of fronting.
- 12.2 MGSLG, 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 that 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 (DTI), 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 14 days from date of notification may invalidate the bid/contract and may also result in 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 MGSLG may have against the bidder/contractor concerned.
- 12.3 The awarded bidder cannot sub-contract more than 25% of the total project value to the company that is non-compliant with B-BBEE companies.

13. BRIEFING SESSION

- 13.1 There will be no briefing session for these requirements. Any queries or inquiries should be directed to procurement@mgsi.co.za. The email serves as a means for bidders to seek clarification on specific aspects outlined in this document and address any significant issues they may encounter.

14. PACKAGING OF BID

14.1 The bidder shall place both the sealed Technical Proposal and Price/Financial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follows:

14.1.1 Envelop Number 1: Bid Name and Number Technical Proposal;

Bid No

Description

Bid Closing date and Time

Name and Address of Bidder

In this envelope, the bidder shall only address the technical aspects of the bid.

14.1.2 Envelope Number 2: Bid Name and Number Technical Proposal

Bid No

Description

Bid Closing date and Time

Name and Address of Bidder

In this envelope, the bidder shall only provide the price/financial proposal.

The Technical Proposal envelope and Financial Proposal envelope shall contain one original hard copy document, clearly marked "Original" and One (1) hard copies, clearly marked "Copy".

15. TIMEFRAMES AND FORMAL CONTRACT

Successful bidder(s) will be required to enter into formal contract with MGSLG for the duration of the project.

16. PRESENTATION

MGSLG may require presentation/interviews from shortlisted bidders as part of the bid process.

17. CONTACT DETAILS

MGSLG Supply Chain Management
Private Bag
X9, Melville,
2109

Postnet Suite
161, Melville,
2109

Physical Address: 40 Hull Street,
Vrededorp For general enquiries:
procurement@mgsi.co.za For technical
enquiries: procurement@mgsi.co.za

The bidder is instructed to submit their proposals together with the following documents. Failure to submit complete documentation will render the bidder's proposal null and void.

18. INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR
TENDER NAME**

BID NUMBER: MGSLG/2024/SGB/EC01

CLOSING DATE: 25 January 2024

CLOSING TIME: 11:00

DESCRIPTION: 2024 SCHOOL GOVERNING BODY ELECTIONS CAMPAIGN

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MUST BE DROP-OFF AT MGSLG Physical Address: 40 Hull Street.

Bidders should ensure that bids are delivered timeously to the correct physical address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

***THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)***

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER.....CODENUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED?(SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
OR.....

A REGISTERED AUDITOR
[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE

IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS

SIGNED.....

TOTAL BID PRICE.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE AND TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Supply chain Management unit

Tel: 011 830 2200

E-mail address: procurement@mgsi.co.za

19. TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS
6. branch office nationally or on the website www.sars.gov.za.
7. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

**20. PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 12:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

FROM OF OFFER

Please provide bid price below in figures and in words:

BID PRICE IN FIGURES R.....

BID PRICE IN WORDS

.....

.....

.....

The bidder must attached separate price breakdown schedule that demonstrate each line item that makes up the grand total above

- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.
** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

SBD 4

21. DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

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

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person

connected to the bidder is employed :

Position occupied in the state institution:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend,
other) between any other bidder and any
person employed by the state
who may be involved with the evaluation and
or adjudication of this bid?

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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

Full details of directors / trustees / members / shareholders.

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

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

22. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011, AS PREVAILING AT THE TIME OF THE BID

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, AS PREVAILING AT THE TIME OF THE BID.

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000.00 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R50 000 000.00 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

1.3.1 The maximum points for this bid are allocated as follows:

POINTS

1.3.1.1 **PRICE**

1.3.1.2 **B-BBEE STATUS LEVEL OF CONTRIBUTION**

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

2..1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance

fund contributions and skills development levies;

- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less .
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 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.
- 5.5 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.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder 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 bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 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 sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....

.....

SBD 6.2

23. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?
(Tick applicable box)

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

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?
(Tick applicable box)

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

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
..... NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial-development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

24. CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity
as.....
accept your bid under reference numberdated.....for the rendering
of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

<i>DESCRIPTION OF SERVICE</i>	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES	
1
2
DATE:	

25. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

26. CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

27. CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

BID No. MGSLG/2024/SGB/EC01

in response to the invitation for the bid made by:

MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;

- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

28. TENDER REFERENCE REQUEST FORM

Please may we request that this reference is completed and returned electronically to procurement@mgsi.co.za, please return by latest, DATE at 11:00.

Tender Name: MGSLG/2024/SGB/EC01

Reference: 01/2024/SGB/EC01

Reference in respect of (name of the company the reference is being provided for):

Details of the person completing the reference:

NAME : _____

JOB TITLE : _____

COMPANY : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

Please provide a description of services/products/works successfully delivered /completed by this organisation for your business, during the last 3 years (for goods/services) or 5 years (for works). Please note, this is *for information only*.

Date period	Value (R)	Description of services/products/works delivered/provided

Reference Questions

Please answer all of the following questions using the scoring method detailed below:

- 4 = Excellent
- 3 = Good
- 2 = Satisfactory
- 0 = Unsatisfactory

Question No	Question	Satisfaction Score
1	How do you rate the quality of the services delivered by this organisation?	
2	How well does/did this organisation manage the delivery of the services?	
3	For those involved in the delivery of services, how do you rate the organisation's staff in terms of competency and experience?	
4	How well does/did the organisation work in partnership with you and other stakeholders?	
5	How well the organisation does/did communicate with and involve service users and/or customers? (Did they provide regular updates over the course of the project)	
6	How effective and timely are/were they at responding to requests for information?	
7	How well do you consider the organisation met/meets the needs of your service users and/or customers? (Did they understand your business as a the client)	
8	How well does/did the organisation deliver the services to the agreed timescales?	
9	How well does/did the organisation deliver the services within the agreed budget?	
10	Would you recommend this organisation as a supplier to other organisations/businesses?	

Date:

Signature:

Company Stamp