



**REQUEST FOR PROPOSAL FOR THE PROVISION OF
COMMUNICATIONS AND MARKETING SERVICES REQUIRED FOR A
PERIOD OF 3 YEARS.**

RFP: FFC/02/BID/2021/22

Non-Compulsory Briefing session: 01 December 2021 12h00pm

Please note that briefing session will be held via MS Teams, please find the link below:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGRiNDBiNzEtNzkzZi00ODFmLWlyYWYtMTc3OTVmMTQwODQy%40thead.v2/0?context=%7b%22Tid%22%3a%22820cc858-201b-4e9d-96dc-5e7e1f819f70%22%2c%22Oid%22%3a%226e777450-26b5-49fd-b383-9bb83dd4f659%22%7d

Bid advert date: 24 November 2021

Bid closing date: 14 December 2021 14h00pm

TABLE OF CONTENTS

SECTION 1: GENERAL CONDITIONS OF BID	3
1. Proprietary Information	4
2. Enquiries	4
3. Bid Validity Period	4
4. Instructions on submission of Bids	4
5. Preparation of Bid Response	6
6. FFC's Rights	6
7. Undertakings by the Bidder	7
8. Reasons for disqualification	8
9. Returnable Schedules	8
10. Evaluation Criteria and Weightings	9
SECTION 2: TECHNICAL REQUIREMENTS SPECIFICATION.....	12
1. INTRODUCTION	14
2. PURPOSE OF THE BID	14
3. BACKGROUND.....	15
4. SCOPE OF WORK.....	15
5. REQUIRED COMPETENCIES AND SKILLS.....	17
6. DURATION.....	18
7. LIASON AND OPERATING ENVIRONMENT	18
8. SUPPLIER PERFORMANCE MANAGEMENT	18
9. INVOICING AND PAYMENTS	19
10. COMPETENCY ASSESSMENT	19
11. EVALUATION CRITERIA	20
SECTION 3: PRICE PROPOSAL	32
1. PRICING SCHEDULE	33
SECTION 4: ANNEXURES	36
Annexure 1: Acceptance of Bid Conditions and Bidder's Details.....	37
Annexure 2A: SBD 1 Invitation to Bid	40
Annexure 2B: SBD 4: Declaration of Interest.....	43
Annexure 2C: SBD 6.1 Preference Points Claim Form.....	46
Annexure 2E: SBD 9: Certificate of Independent Bid Determination.....	53
Annexure 3: GENERAL CONDITIONS OF CONTRACT	56
Annexure 4: POPIA COMPLIANCE	73

SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

Financial and Fiscal Commission (FFC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to FFC. It shall be kept confidential by the respondent and its officers, employees, agents, and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of FFC.

2. Enquiries

2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name: Buhle Ngidi
Telephone Number: +27 10 745 2217
Email address: buhle.ngidi@ffc.co.za

2.2 Enquiries in relation to this RFP will not be entertained after **06 December 2021**.

2.3 The enquiries will be consolidated, and FFC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the FFC website (www@ffc.co.za) under tenders i.e., next to the same RFP document.

2.4 The FFC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the FFC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of **120** days counted from the bid closing date.

4. Instructions on submission of Bids

4.1 **Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein tenders3@ffc.co.za**

4.2 Bid responses should be in generally acceptable / standard electronic file format/s (i.e.,

pdf) to enable access thereto by the FFC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the FFC through generally acceptable formats, such bid response will be disqualified.

BIDS MUST BE SUBMITTED IN EITHER A ZIP FILE OR COMPRESSED PDF FILES OR EQUIVALENT ATTACHED TO THE EMAIL SUBMISSION. NO DOCUMENT LINKS TO EXTERNAL PLATFORMS WILL BE ACCEPTED (E.G. DROPBOX, WETRANSFER, GOOGLE DOCS, ETC.).

- 4.3** The closing date for the submission of bids is **14 December 2021 14h00pm**. No late bids will be considered. Bids must **only** be sent to tenders3@ffc.co.za. Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is **received** by the FFC before the closing date and time in FFC's dedicated tender email inbox / address (tenders3@ffc.co.za).
- 4.4** Bidders are advised to submit / send its bid responses at least 30 minutes before the **(13:59:59pm)** deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. FFC's e-mail servers are configured to receive e-mails with sizes up to 50MB.
- 4.5** The FFC will not be held responsible for any of the following:
- 4.5.1 bid responses sent to the incorrect email address;
 - 4.5.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders.
 - 4.5.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the FFC's IT network domain;
 - 4.5.4 bid responses received late due to any IT network related congestions and/or technical challenges; and
 - 4.5.5 bid responses with file size limits greater than FFC's e-mail receipt capacity of 50MB.
- 4.6** Only responses received via the specified email address will be considered.
- 4.7** Where a complete (Inclusive of all Schedules) bid response is not received by the FFC in its electronic email tender box (tenders3@ffc.co.za) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the FFC's policy not to consider late bids for tender evaluation.**
- 4.8** The naming convention of the submission (subject) of the bid shall be as follows to ensure easy retrieval of the bid submissions:

**RFP - FFC/02/BID/2021/22 - PROVISION OF COMMUNICATIONS AND MARKETING
SERVICES REQUIRED FOR A PERIOD OF 3 YEARS. (Bidder name)**

5. Preparation of Bid Response

- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by FFC regarding anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

6. FFC's Rights

- 6.1 The FFC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the FFC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the FFC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 6.2 The FFC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the FFC.
- 6.3 The FFC reserves the right to award this bid as a whole or in part.
- 6.4 The FFC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 6.5 The FFC reserves the right to consider the guidelines and prescribed hourly remuneration

rates for consultants as provided in the **National Treasury Instruction 02 of 2016/2017: Cost Containment Measures**, where relevant.

- 6.6 The FFC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the FFC to conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members.
- 6.7 The FFC reserves the right, at its sole discretion, to appoint any number of vendors to be part of the panel of service providers.
- 6.8 The FFC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

7. Undertakings by the Bidder

- 7.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the FFC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 7.2 The bidder shall prepare for a possible presentation should FFC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 7.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the FFC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 7.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 7.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with FFC, as the principal(s) liable for the due fulfilment of such contract.
- 7.6 The bidder accepts that all costs incurred in the preparation, presentation and

demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become FCC property unless otherwise stated by the bidder/s at the time of submission.

8. Reasons for disqualification

8.1 The FCC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

- 8.1.1 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 8.1.2 bidders who submit information that is fraudulent, factually untrue, or inaccurate information;
- 8.1.3 bidders who receive information not available to other potential bidders through fraudulent means;
- 8.1.4 bidders who do not comply with any of the mandatory requirements as stipulated in the RFP document;

9. Returnable Schedules

Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

9.1 Cover Page: (the cover page must clearly indicate the RFP reference number, bidder scription and the bidder's name)

9.2 Schedule 1:

- 9.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- 9.2.2 Annexure 1 of this RFP document (duly completed and signed)

9.3 Schedule 2

- 9.3.1 Valid Tax Clearance Certificate(s) (TCC) and / or proof of application as endorsed by SARS and / or SARS issued tax verification pin code;
- 9.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

- 9.3.3 Copy of Board Resolution, duly certified, providing authority to sign on behalf of bidder;
- 9.3.4 Originally certified copy of ID document for the Company Representative
- 9.3.5 Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

- 9.3.6 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.
- 9.3.7 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

9.4 Schedule 3:

- 9.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.

9.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document)

10. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

- 10.1 Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:

- Submission of a valid Tax Clearance Certificate as referenced in 9.3.1 above

- A valid B-BBEE certificate/affidavit
- Submission of Company Registration Forms as referenced in 9.3.2 above.
- Submission of ID copy for the Company Representative as referenced in 9.3.4 above.
- BEE Status Certification as referenced in 9.3.5 above and the consideration of the Specific Bid Conditions as referenced in Section 1.
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 3: Cost Proposal and Price Declaration Form
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Signing All attached SBD forms
 - Annexure 2A: SBD 1 of this RFP document (duly completed and signed);
 - Annexure 2B: SBD 4 of this RFP document (duly completed and signed);
 - Annexure 2C: SBD 6.1 of this RFP document (duly completed and signed);
 - Annexure 2D: SBD 8 of this RFP document (duly completed and signed);
 - Annexure 2E: SBD 9 of this RFP document (duly completed and signed);
 - Annexure 3: General Conditions of Contract
 - Annexure 4: POPIA Compliance (duly completed and signed);

10.2 Phase 2: Technical Evaluation

Bid responses will be evaluated in accordance with the technical criteria as follows:

10.2.1 Other Technical Requirements

With regards to the other Technical Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

Note: The minimum qualifying score for technicality is 75 points out of 100. All bidders that fail to achieve the minimum qualifying score on technical evaluation shall not be considered for further evaluation on Price and B-BBEE.

10.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Technicality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
B-BBEE	20
TOTAL	100 points

SECTION 2: TECHNICAL REQUIREMENTS SPECIFICATION

SECTION 2: TECHNICAL REQUIREMENTS SPECIFICATION

Special instructions to bidders

- Should a bidder have reason to believe that the Technical Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify FFC Procurement within five (5) days after publication of the RFP.
- Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.

1. INTRODUCTION

- 1.1 The vision of the Financial and Fiscal Commission (FFC) is to provide influential advice for an equitable, efficient, and sustainable Intergovernmental Fiscal Relations (IGFR) system, and its mission is to provide proactive, expert and independent advice on promoting a sustainable and equitable IGFR system, through evidence-based policy analysis to ensure the realisation of our Constitutional values.
- 1.2 The FFC derives its mandate from Chapter 13 of the Constitution of the Republic of South Africa, Act No. 108 of 1996 as amended:
- a) To make recommendations to Parliament, Provincial Legislatures, Organised Local Government, and other Organs of State on financial and fiscal matters as envisaged in the Constitution and other National Legislation.
 - b) Furthermore in terms of Section 214 of the above Act, the function of the FFC is that it must make recommendations on the equitable division of revenue raised nationally among the national, provincial and local spheres of government; the determination of each province's equitable share of the provincial share of that revenue; any other allocations to provinces, local government or municipalities from the national government's share of that revenue, and any conditions on which those allocations may be made.

2. PURPOSE OF THE BID

- 2.1 The FFC intends to appoint a services provider to provide communications and marketing services on an "as and when" required basis for a period of three (3) years renewable annually subject to supplier performance assessments.
- 2.2 The prospective service provider will be expected to render project related communication and marketing services "as and when" required over the contract period.
- 2.3 The service provider will be required to assist the FFC in enhancing its internal and external communication strategy.
- 2.4 The service provider will also be expected to develop a FFC brand strategy to reposition the institution for relevance and impact.
- 2.5 The service provider will be expected to provide creative and original approaches to FFC's research-oriented institutional strategy.
- 2.6 The service provider will be expected to provide input from strategic annual communications planning, to intensifying stakeholder events optimisation and, to undertake reactive and proactive, media-driven communication engagements.

2.7 The successful service provider will be expected to amend FFC brand content on all communications platforms if requested and as may be agreed upon, to align to the repositioning of the FFC brand.

3. BACKGROUND

3.1 The FFC Corporate Services Division is responsible for providing communications and marketing services through the following high-level main activities: internal and external communications, branding and publications, stakeholder engagement and media relations.

3.2 The division is also responsible for ensuring that communications and marketing services comply to FFC policies to ensure uniformity in the communications and marketing related content of FFC to both internal and external stakeholders.

4. SCOPE OF WORK

4.1 The prospective service provider will be expected to deliver the following communications and marketing services “as and when” required over the contract duration that is renewable annually:

4.2 Internal and External Communication Strategy

- a) Develop a summary of the situation analysis
- b) Develop and update the vision and mission statement of the communications strategy
- c) Develop and update the communications strategy objectives
- d) Determine the approach and positioning for achieving objectives
- e) Develop and enhance Communication channels to disseminate messages
- f) Determine method for engaging both internal and external stakeholders
- g) Develop an implementation plan and roadmap

4.3 Integrated Communications Services

- a) Develop an annual communications implementation plan and events plans
- b) Undertake stakeholder research and mapping
- c) Manage FFC external stakeholder communication and develop all related material as and when required
- d) Develop creative communications directions aligned to the FFC’s brand identity and engagement with external stakeholders

- e) Draft and edit communication material (translation, press statements, social media posts, etc.) and devise and/or undertake activities to enhance relationships with key stakeholders

4.4 Marketing Services

- a) Develop a brand strategy that can ensure brand consistency across all communications platforms in line with the imperatives of the FFC
- b) Provide recommendations on opportunities related to marketing highlights for the FFC's research outputs
- c) Recommend opportunities and actionable ideas to enhance internal and external communication (e.g., presentations, infographics, cartoons, adverts, promotional material, etc., as inserts to publications and other professional media or events)
- d) Develop material that can be used as standard for introduction of the FFC at its engagements or for its publications, slides etc
- e) Design and produce all required communications material as and when requested – which includes print, video, photographs, and other electronic means including branded corporate stationery
- f) Develop and execute digital marketing strategy, including but not limited to online advertising, content development as well as management of social media pages (Facebook, Twitter, LinkedIn & YouTube).

4.5 Media Management and/or Public Relations

- a) Development of a public relations strategy including execution plan, reputation management, writing services, media training, building relationships with relevant media and key opinion leaders
- b) Manage media relations with different media and present options to be implemented in a manner authorised by the FFC
- c) Plan and execute media, communications, and marketing activities within the FFC budget allocation upon request
- d) Provide insightful and creative recommendations on the FFC media protocol using emerging digital tools

4.6 Monitoring and Evaluation

- a) Plan and implement an effective and efficient oversight and monitoring function to ensure the delivery of all key objectives and provide feedback on lessons learned
- b) Produce reports across all deliverables at the end of each project assignment

- c) Track the outcome of communications engagements and activities using relevant tools for optimising performance and to ensure that activities deliver on key objectives
- d) Deliver according to the deliverables identified at the time the project was assigned
- e) Provide regular monthly/quarterly report/s to the FFC documenting previous, current, and upcoming initiatives on all digital media platforms where the FFC is impacted or mentioned

4.7 Other Services

- a) Attend planning and reporting meetings, at the FFC, including with stakeholders.
- b) Transfer skills to FFC staff in the Corporate Service Division and any other nominated staff members, during the delivery of the services.

5. REQUIRED COMPETENCIES AND SKILLS

5.1 Capacity and Capability

- a) The service provider must have at least five (5) years' communications and marketing experience, whether public and/or private sector; knowledge and experience in the public sector institutions research industry will be an added advantage.
- b) Knowledge and experience: proven success in the field of corporate communications covering media management, photography, graphic designs and video production, editorial communication, and strategic and media communication.
- c) Service Provider is requested to provide a minimum of five (5) letters on a letterhead from their clients where similar services have recently been implemented in the last five (5) years. Service providers must ensure that the letters are signed, and contact details are fully completed. The contact details must include the contact number and email address of the referee.
- d) The service provider's team members must have good communication and report writing skills.
- e) The service provider's team members must include at least a Key Account Manager, Brand Strategist, Graphic Designer, Copywriter and Creative Director.
- f) The service provider must exhibit a good understanding of project management methodologies and the ability to meet project timelines.
- g) The service provider must ensure that the proposed team members are available to deliver the required services to the FFC over the contract period, and any team composition changes to the team must be approved by the FFC in writing where a member with the same/similar skills set must be provided and shall only be entitled to sub-contract any of its work with the prior approval

of the FFC. Equally, if the team composition is to be varied owing to the nature of the service requested, the team must be approved by FFC in writing.

5.2 Proven track record and document requirements

- a) The service provider must provide a company profile that comprehensively describes their expertise and capacity to deliver the required project deliverables. Provide brief synopses of the CVs of all proposed consultants/personnel.
- b) The service provider is requested to submit a detailed work plan indicating how an annual communications strategy would be developed. Also, to submit, a work plan for at least two (2) projects areas that are listed on the scope of work showing how the project would be undertaken including resource, timelines, etc.
- c) Case study of a past project indicating how the bidder executed a similar strategy considering the activities that are listed on the scope of work showing how the project would be undertaken including resource, timelines, implementation plan, etc.

Note: Service Providers will be expected to present the above on PowerPoint presentation upon shortlisting

6. DURATION

6.1 The appointment of the service provider will be for a period of three (3) years which is renewable annually subject to strict performance reviews and a needs assessment undertaken by the FFC. All work will be assigned only on a project basis in terms of FFC needs.

7. LIASON AND OPERATING ENVIRONMENT

7.1 Chief Executive Officer (CEO) - Kick off and Scoping

7.2 Head: Corporate Services and Chief Financial Officer (CFO) - Operational and Milestone Reporting.

8. SUPPLIER PERFORMANCE MANAGEMENT

8.1 Supplier Performance Management is viewed by the FFC as a critical component in ensuring value for money acquisition and good supplier relations between the FFC and all its suppliers. The successful Service Provider shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the FFC, which will form an integral part of the supply agreement.

8.2 The SLA will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to FFC's business.

8.3 The successful service provider will be required to comply with the above conditions, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of the assigned project/s.

8.4 The service provider must ensure that the proposed team members are available to deliver the required services to the FFC over the contract period, and any changes to the team composition must be approved by the FFC in writing where a member with the same/similar skills set must be provided and shall only be entitled to sub-contract any of its work with the prior written approval of the FFC. Equally, if team composition is to be varied owing to the nature of the service requested, the team must be approved by the FFC in writing.

9. INVOICING AND PAYMENTS

9.1 The Commission shall pay the service provider upon completion of work, or in terms of a payment schedule agreed with the Commission (nonetheless always after completion of all work). Work shall be deemed to be complete upon sign off by the Commission's nominated Divisional Head.

9.2 Payments shall be made by means of electronic funds transfer (EFT) against invoices that are regular and complete in all material respects. Invoices must among others disclose full particulars of the service provider, reflect the invoice date, describe the services provided, the amount thereof and due date of payment and comply with legislation, particularly value added tax requirements.

9.3 Invoices must be submitted only electronically to accounts@ffc.co.za.

10. COMPETENCY ASSESSMENT

10.1 A detailed Methodology which includes execution plan with outputs, timelines etc.

10.2 Team member roles, qualifications, Association memberships, CVs etc.

10.3 Letters of reference from previous clients.

11.EVALUATION CRITERIA

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Regulations of 2017. Evaluation of the bid will be conducted in 3 (three) phases as follows:

11.1 Phase 1: Eligibility / Pre-Qualification criteria

Bidders will be evaluated according to pre-qualification requirements which include the submission of mandatory information or documentation as stated in below. Bidders that fail to meet the pre-qualification requirements of the bid will not be considered further for evaluation.

All technicality proposals will be evaluated against the mandatory documents/criteria outlined in the section below, and bidders must comply with all the criteria to qualify for further evaluation.

Mandatory Documents submission checklist	Comply	Not Comply
<p>The Project lead must be a member of the Marketing Association of South Africa (MASA) to ensure that they adhere to the Code of Conduct that embodies the ethical standards expected of all members of the Marketing Association.</p> <p>MASA serves the interests of the public through upholding professional standards and integrity in the marketing profession and industry.</p> <p>Proof of valid membership to be provided.</p>		
<p>FFC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 03 of 2017/2018: Cost Containment Measures, where relevant.</p> <p>The service provider must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.</p>		
<p>In terms of Regulation 4 of the 2017 PPPFA Regulations, FFC requires that the service provider meets the following pre-qualification criteria:</p>		

Mandatory Documents submission checklist	Comply	Not Comply
<ul style="list-style-type: none"> • The service provide must have a minimum B-BBEE contributor status level of 4 or better. • The bidders must be an EME or QSE. <p>Proof of the above conditions must be submitted.</p>		
Completed Pricing schedule		

Failure to comply with the mandatory requirements means the Bidder's proposal will be disqualified.

11.2 Phase 2A – Technical Evaluation

Technical evaluation is worth 100 points and the minimum qualifying score for the technical evaluation is 75 points. All Bids that fail to achieve the minimum qualifying score, less than 75 points, on technical evaluation shall not be considered for further evaluation on presentations in phase 2B. Those who score more than 75 points will be further evaluated in terms of presentations. The technical evaluation is broken down as follows:

Criteria	Sub-Criteria	Scoring Matrix	Points	Criteria Weighting	Category Weighting
<p>COMPANY CLIENT REFERENCES</p> <p>Bidder's proven experience in managing similar projects.</p> <p>Testimonial evidence from previous and current clients to demonstrate relevant experience in respect to ALL the following service areas: Communications, Marketing and Branding Services and Media Management and/or Public Relations (within the last 5 years).</p> <p>Failure to submit signed letters of recommendation / reference will result in zero points being scored for this section.</p> <p>NOTE: Purchase orders / appointment letters / invoices will not be considered for point scoring.</p>	<p>The bidder must submit reference letters with contact details from recent clients with whom Integrated Communications, Marketing and Branding Services and Media Management and/or Public Relations have been successfully executed in the public sector (Government Departments, Public Entities/SOE) and private sector, in the past five (5) years prior to closing date of the bid.</p> <p>Two (2) of the references must be relating to Communications, Marketing and Branding Services and Media Management and/or Public Relations services in the public sector.</p> <p>The reference letters should entail the following details:</p> <ul style="list-style-type: none"> - Name of department/organization; - Nature of work; - Duration of the contract; - Contact person, contact details and email address; and 	<p>Five (5) reference letters and above, whereby two (2) are relating to Communications, Marketing and Branding Services and Media Management and/or Public Relations services rendered in the public sector.</p>	20	20	20
		<p>Four (4) reference letters, whereby two (2) are relating to Communications, Marketing and Branding Services and Media Management and/or Public Relations services rendered in the public sector.</p>	15		

Criteria	Sub-Criteria	Scoring Matrix	Points	Criteria Weighting	Category Weighting
	<p>- Total values of the assignment (<i>if permitted to disclose</i>)</p> <p>NB: Two (2) references for Communications, Marketing and Branding Services and Media Management and/or Public Relations services in the public sector is a pre-condition.</p> <p>(Reference Letters must be provided on the client's letterhead to obtain scores)</p>	<p>Two (2) to three (3) reference letters, whereby two (2) are relating to Communications, Marketing and Branding Services and Media Management and/or Public Relations services rendered in the public sector.</p>	10		
		<p>Less than two (2) reference letters provided.</p>	0		
<p>COMPANY'S RELEVANT EXPERIENCE</p> <p>The bidder must demonstrate at least five (5) years' experience in providing ALL the following services: Communications, Marketing and Branding Services and Media Management and/or Public Relations services.</p>	<p>The company profile should clearly indicate the following:</p> <ul style="list-style-type: none"> • Services rendered • Bidder's number of years in business providing Communications, Marketing and Branding Services and Media Management and/or Public Relations related services and support. • Organogram Structure 	<p>More than five (5) years' experience in providing services.</p>	15	15	15
		<p>Three (3) - five (5) years' experience in providing services.</p>	10		
		<p>Less than three (3) years' experience</p>	0		
<p>RESOURCES QUALIFICATIONS & EXPERIENCE</p> <p>Capacity of company resources to deliver the project.</p> <p>The bidder must demonstrate professional experience of personnel to be used for the project. The bidder must demonstrate the availability of appropriate skills and resources that will be deployed to manage and deliver on FFC's Communications</p>	<p>Bidder must attach brief Curriculum Vitae (CVs) of team members indicating relevant number of years' experience with certified copies of the qualifications in order to claim points.</p> <p>NB: Where qualifications are indicated, certified copies of formal qualifications not older than six (6) month prior to closing date is a precondition. Also team members with less than the specified years of experience for a role will not be allocated a score.</p>	<p>Key Account Manager with at least NQF level seven (7) in Communication, media or marketing or related qualification, and more than five (5) years' experience as an account manager in similar projects in the public sector.</p>	5	25	25
		<p>Key Account Manager with at least NQF level seven (7) in Communication, media or marketing or related qualification, and three (3) - five (5) years' experience as an account manager in similar projects in the public sector</p>	3		

Criteria	Sub-Criteria	Scoring Matrix	Points	Criteria Weighting	Category Weighting
<p>and Marketing requirements detailed under the Scope of Work.</p> <p>Provide detailed CVs of the following key personnel:</p> <ul style="list-style-type: none"> • Key Account Manager; • Graphic Designer; • Brand Strategist (who will act as a project manager) • Copywriter; • Creative Director <p>Note: The CVs must clearly indicate the team member's years of experience in their respective role.</p> <p>NB: Failure to submit CVs demonstrating the number of years' experience will result in zero points being scored for this section. Failure to submit proof of relevant qualifications will result in zero points being scored for this section.</p>		<p>Key Account Manager with at least NQF level seven (7) in Communication, media or marketing or related qualification, and less than three (3) years' experience as an account manager in similar projects in the public sector</p>	0		
		<p>Brand Strategist with at least NQF level seven (7) in Marketing / Brand Management or related field with a minimum of ten (10) years' experience in the field</p>	5		
		<p>Brand Strategist with at least NQF level seven (7) in Marketing / Brand Management or related field with a minimum of (5) years' experience in the field</p>	3		
		<p>Brand Strategist with at least NQF level seven (7) in Marketing / Brand Management or related field with a minimum of three (3) years' experience in the field</p>	0		
		<p>Graphic Designer – with at least NQF level six (6) qualification in Graphic Design or Multimedia and a minimum of five (5) years' experience in the industry</p>	5		
		<p>Graphic Designer – with at least NQF level six (6) qualification in Graphic Design or Multimedia and at least three (3) years' experience in the industry</p>	3		

Criteria	Sub-Criteria	Scoring Matrix	Points	Criteria Weighting	Category Weighting
		Graphic Designer – with at least NQF level six (6) qualification in Graphic Design or Multimedia and less than 3 years' experience in the industry	0		
		Copywriter with at least NQF level six (6) qualification in Copywriting, Communications, Public Relations, Journalism, and a minimum of five (5) years' experience in the field including experience in online media content management.	5		
		Copywriter with at least NQF level six (6) qualification in Copywriting, Communications, Public Relations, Journalism and at least three (3) years' experience in the field including experience in online media content management.	3		
		Copywriter with at least NQF level six (6) qualification in Copywriting, Communications, Public Relations, Journalism and less than three years' experience in the field including experience in online media content management.	0		
		Creative Director with at least NQF level six (6) qualifications in in journalism, advertising, or communications or related field and at least five (5) years' experience in this field.	5		
		Creative Director with at least NQF level six (6) qualifications in in journalism, advertising, or communications or related field and at least three (3) years' experience in this field.	3		

Criteria	Sub-Criteria	Scoring Matrix	Points	Criteria Weighting	Category Weighting
		Creative Director with at least NQF level six (6) qualifications in in journalism, advertising, or communications or related field and less than three (3) years' experience in this field.	0		
APPROACH AND METHODOLOGY (Execution Plan / approach to deliver identified outputs/deliverables) The bidder must provide a clear understanding of requirements, a statement (methodology) on how a scope will typically be carried out, including stakeholder engagement, quality assurance and applicable timelines, engagements.	Bidder's Methodology The bidder must propose their approach, methodology and process to deliver the Service: <ul style="list-style-type: none"> Provide a proposal that demonstrates a strategic understanding of the public sector research institutions and the role of the FFC within it; The approach the bidder will use in developing and implementing the communications strategy, brand strategy and public relations strategy detailing what it should include to effectively improve visibility of the FFC brand; Detail what innovation measures as a service provider it can implement to help the FFC to improve its accessibility and visibility; The bidder must indicate their process and capability to deliver on urgent jobs and quick turnaround to deliver on critical and unplanned projects under 	<p>Excellent: Satisfies the requirements (set out in the sub-criteria column) up to 100%. The response is comprehensive, unambiguous, provides comprehensive, detailed, and convincing assurance that the bidder will deliver the Services to an excellent standard.</p> <p>Good: Satisfies the requirements (set out in the sub-criteria column) up to 75%. The response is sufficiently detailed with very few weaknesses and demonstrates a real understanding of the requirements and assurance that the bidder will deliver to a good or high standard.</p> <p>Acceptable: Satisfies up to 50% the requirement (set out in the sub-criteria column) with reservations. The response a demonstrates a reasonable understanding of the requirements and gives assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.</p> <p>Poor: Satisfies up to 25% the requirement (set out in the sub-criteria column) with serious reservations. The response addresses some elements of the requirement or insufficient detail is provided, the response lacks credibility/convincing detail, has material flaws or is inadequate with a real risk of non- delivery or delivery below the required standard.</p>	10 7 5 0	10	40

Criteria	Sub-Criteria	Scoring Matrix	Points	Criteria Weighting	Category Weighting
	stringent timelines and not compromise quality of work.				
	<p>Stakeholder identification, management and reporting</p> <p>Adequate description of how stakeholders will be managed including but not limited to identification of the stakeholders.</p> <p>Indicate appropriate reporting measurement/s requirement and summary of content.</p>	<p>Excellent: Satisfies the requirements (set out in the sub-criteria column) up to 100%. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.</p>	10	10	
		<p>Good: Satisfies the requirements (set out in the sub-criteria column) up to 75%. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.</p>	7		
		<p>Acceptable: Satisfies up to 50% the requirement (set out in the sub-criteria column) with reservations. The response addresses a broad understanding of the requirement but may lack some details on how the requirement will be fulfilled in certain areas.</p>	5		
		<p>Poor: Satisfies up to 25% the requirement (set out in the sub-criteria column) with serious reservations. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.</p>	0		
	<p>Quality Assurance Methodology</p> <p>The bidder must illustrate their quality checking and assurance process on all campaigns and any other work they do.</p>	<p>Excellent: Satisfies the requirements (set out in the sub-criteria column) up to 100%. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.</p>	10	10	

Criteria	Sub-Criteria	Scoring Matrix	Points	Criteria Weighting	Category Weighting
		Good: Satisfies the requirements (set out in the sub-criteria column) up to 75% . The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.	7		
		Acceptable: Satisfies up to 50% the requirement (set out in the sub-criteria column) with reservations. The response addresses a broad understanding of the requirement but may lack some details on how the requirement will be fulfilled in certain areas.	5		
		Poor: Satisfies up to 25% the requirement (set out in the sub-criteria column) with serious reservations. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.	0		
	Project plan and execution The bidder must provide an actionable project plan which covers the entire work scope as set out in section 4 above - with clear deliverables, tasks and sub-tasks and clear timelines that demonstrate an understanding of project implementation planning and execution. A detailed Project Plan should clearly indicate the following: <ul style="list-style-type: none"> • Project Activities • Duration • Timeframes • Resources • Means of verification 	Provided a precise plan of the timelines for the generic project broken down into tasks and sub-tasks, demonstrating an excellent understanding of the work to be executed.	10	10	
		Provided a plan of the timelines for the generic project broken down into tasks and sub-tasks, demonstrating a good understanding of the work to be executed.	7		
		Provided a plan of the timelines for the generic project broken down into tasks and sub-tasks, demonstrating an acceptable understanding of the work to be executed.	5		
		Failed to provide a plan of the timelines for the generic project broken down into tasks and sub-tasks	0		

Criteria	Sub-Criteria	Scoring Matrix	Points	Criteria Weighting	Category Weighting
The minimum qualifying score for technical evaluation will be 75 overall, and bidders that fail to achieve the minimum qualifying score will be disqualified.					100

11.3 Phase 2B: Presentation Evaluation

Presentation evaluation is worth 100 points. The minimum qualifying score for presentation is 75 points. All Bids that fail to achieve the minimum qualifying score less than 75 points on presentation shall not be considered for further evaluation on price and B-BBEE in phase 3. Those who score more than 75 points will be further evaluated in terms of price and preference points (i.e., on the B-BBEE status level of contributor). The shortlisted service providers from Phase 2A will be given notification of five (5) days in advance to prepare for the presentations that will be scheduled for 90 minutes. The presentation evaluation is broken down as follows:

Criteria	Scoring Matrix	Points	Criteria Weight	Category Weighting
The service provider must present a company profile that comprehensively describes their expertise and capacity to deliver the required project deliverables. Provide brief (1 to 2 page maximum) synopses of the CVs of all proposed consultants/personnel.	Excellent - Exceeds the required standard. Response provided to answers posed indicate precision and relevance.	40	40	40
	Good - Meets the standard required. Comprehensive response in terms of detail and relevance to questions posed.	30		
	Limited - Fails to meet most aspects but meets some. Limited information, only partially addressed questions posed.	20		
	Inadequate - Significantly fails to meet the standard. Inadequate or irrelevant information, does not directly answer questions posed.	10		
	Not Eligible for consideration - Completely fails to meet the standard. Response significantly deficient or no response provided	0		

Criteria	Scoring Matrix	Points	Criteria Weight	Category Weighting
<p>The service provider must submit a detailed work plan indicating how an annual communications strategy would be developed. Also, to submit, a work plan for at least two (2) projects areas that are listed on the scope of work, showing how the project would be undertaken including resource, timelines, etc.</p>	<p>Excellent - Exceeds the required standard. Response provided to questions posed indicate precision and relevance.</p>	30	30	30
	<p>Good - Meets the standard required. Comprehensive response in terms of detail and relevance to questions posed.</p>	20		
	<p>Limited - Fails to meet most aspects but meets some. Limited information, only partially addressed questions posed.</p>	10		
	<p>Inadequate - Significantly fails to meet the standard. Inadequate or irrelevant information, does not directly answer questions posed.</p>	5		
	<p>Not Eligible for consideration - Completely fails to meet the standard. Response significantly deficient or no response provided</p>	0		
<p>Case study of a past project indicating how the bidder executed a similar strategy taking into account the functional criteria mentioned in Phase 2A: Approach and Methodology. This includes but is not limited to:</p> <p>Description of the integrated marketing communications strategy formulated, and services provided; The implementation plan; Timelines; Budget; and Team capability and expertise</p>	<p>Excellent - Exceeds the required standard. Response provided to questions posed indicate precision and relevance.</p>	30	30	30
	<p>Good - Meets the standard required. Comprehensive response in terms of detail and relevance to questions posed.</p>	20		
	<p>Limited - Fails to meet most aspects but meets some. Limited information, only partially addressed questions posed.</p>	10		
	<p>Inadequate - Significantly fails to meet the standard. Inadequate or irrelevant information, does not directly answer questions posed.</p>	5		
	<p>Not Eligible for consideration - Completely fails to meet the standard. Response significantly deficient or no response provided</p>	0		
<p>The minimum qualifying score for presentation evaluation will be 75 overall, and service providers that fail to achieve the minimum qualifying score will be disqualified.</p>				100

11.4 Phase 3: Financial Proposal

Bidders should note that the hours reflected on the table are estimates based on FFC's anticipated workload. Projects will be assigned "as and when".

Price and Preference

Bidders will be evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

B-BBEE Status Level of Contributor	Number of Points
	Bids up to R50 million
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

1. PRICING SCHEDULE

Service Providers that have successfully scored 75 points and above in the Technical and Presentation Evaluation phases above will be required to demonstrate Fit and Proper ability to perform to deliver the communications and marketing services to the FFC in line with the service provider's requirements as set out by the Financial Sector Conduct Authority and/or the Prudential Authority (which ever applicable to the bid).

Description	Estimated hours	Review hours	Presentation hours
Internal and External Communication Strategy	1500	400	50
Integrated Communications Services	1500	400	50
Marketing Services	1500	300	40
Media Management and/or Public Relations	1500	300	40
Monitoring and Evaluation	1500	200	40
Other Services	500	20	20

Service Providers must provide a rate card to be used “as and when” required should the estimated hours be exceeded over the contract period.

No.	Role	A – Weighting	B – Rate P/H	C – Discount	Discounted Rate P/H [= Ax (B-C)]
1.	Key Account Manager	15%			
2.	Brand Strategist	40%			
3.	Graphic Designer	20%			
4.	Copywriter	5%			
5.	Creative Director	20%			
VAT @15%					
Total Price (1)					
Annual Escalation:					
Year 2 (Escalation fee %) (2)					
Year 2 Total Price (3) [=1x2]					
Year 3 (Escalation fee %) (4)					
Year 3 Total Price (5) [=3x4]					
Total Weighted Price [= 1+3+5]					

Note:

The pricing evaluation will be done on a weighted average basis, using the relative percentages as indicated in the table above.

The pricing above must be completed in line the National Treasury Instruction Note No. 2 of 2016/17 which indicates that “bid documentation for the appointment of consultants must include a clause that rates of the remuneration will be subject to negotiation, not exceeding the applicable rates contained in the guidelines”. The applicable is The Guide on Hourly Fee Rates for Consultants: as issued by the Department of Publish and Administration (DPSA).

NB: ALTERNATIVE OFFERS WILL NOT BE CONSIDERED.

.....
Signature

.....
Date

.....
Capacity

SECTION 4: ANNEXURES

Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:

Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	

Cellphone Number	
Fax Number	

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	

Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

Annexure 2A: SBD 1 Invitation to Bid

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	FFC/02/BID/2021/22	CLOSING DATE:	14 December 2021	CLOSING TIME:	16h00pm
DESCRIPTION	REQUEST FOR PROPOSAL FOR THE PROVISION OF COMMUNICATIONS AND MARKETING SERVICES REQUIRED FOR A PERIOD OF 3 YEARS.				
Submission of proposals: proposals must be emailed to tenders3@ffc.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Buhle Ngidi		CONTACT PERSON	Rethabiseng Mokebe	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	buhle.ngidi@ffc.co.za		E-MAIL ADDRESS	Rethabiseng.Mokebe@ffc.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g., company resolution)

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

Annexure 2B: SBD 4: Declaration of Interest

SBD 4

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 attach 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 no, furnish particulars:
.....
.....
.....

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

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 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?

2.10.1 If so, furnish particulars:

.....

3 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

Annexure 2C: SBD 6.1 Preference Points Claim Form

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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, 2017.

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 R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable Applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor

- 1.5 together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 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 regarding preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts.
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person.
 - 2) An affidavit as prescribed by the B-BBEE Codes of Good Practice.
 - 3) Any other requirement prescribed in terms of the B-BBEE Act.
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

3. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of bid under consideration

Pt = Price of bid under consideration
Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (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	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND

6.1 B-BBEE Status Level of Contributor: . = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

7.2 (*Tick applicable box*)

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

7.2.1 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 or QSE
(*Tick applicable box*)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

8.6

.....

.....

.....

8.7 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider

- Other service providers, e.g., transporter, etc.
[TICK APPLICABLE BOX]

Total number of years the company/firm has been in business:.....

8.8 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 contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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’s 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) recommend that the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>

Annexure 2D: SBD 8 Declaration of Bidder's Past Supply Chain Practices

SBD 8

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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>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.</p>	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

Annexure 2E: SBD 9: Certificate of Independent Bid Determination

SBD 9

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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

FFC/02/BID/2021/22 REQUEST FOR PROPOSAL FOR THE PROVISION OF COMMUNICATIONS AND MARKETING SERVICES REQUIRED FOR A PERIOD OF 3 YEARS.

in response to the invitation for the bid made by:

(Name of Institution)

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 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.

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.

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

Annexure 3: GENERAL CONDITIONS OF CONTRACT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts, and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract (GCC) will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

1. Definitions 1. The following terms shall be interpreted as indicated:

- 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

- 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 “Day” means calendar day.
- 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
- 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
- 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12” Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subservice providers) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place

1.18 “Manufacture” means the production of products in a factory using labor, materials, components, and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance, and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of Contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause. 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance

Security 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections,
tests and
analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or Service Provider shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the

contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

- 8.4 If the inspections, tests, and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested, or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation

during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

- 11. Insurance** 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of

the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the

goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of and claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract

Amendments 18.1 No variation in or modification of the terms of the contract shall be

made except by written amendment signed by the parties concerned.

19. Assignment 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's

performance 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subservice provider(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause

21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination

for default 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has

engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

24. Anti-dumping and countervailing duties and rights

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the Service Provider to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the Service Provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier

shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in

contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing

Language 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable

Law 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and

Duties 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder.
This certificate must be an original issued by the South African Revenue Services.

**33. National
Industrial
Participation
(NIP)**

- Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34. Prohibition
of Restrictive
practices**

- 34.1 In terms of section 4 (1) (b) (iii) 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 collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may 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.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Annexure 4: POPIA COMPLIANCE

Annexure 4: POPIA Compliance

CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF INFORMATION ACT, 4 OF 2013 (POPIA), FOR STAKEHOLDERS EXTERNAL TO THE FFC

For use by:

THE FINANCIAL AND FISCAL COMMISSION including all its divisions (“**FFC**”)

1. INTRODUCTION

The Protection of Personal Information Act, 4 of 2013, (POPIA) regulates and controls the collection, storage, use, transfer, and processing of a person’s (in some instances a juristic person’s) Personal Information. ***In terms of the POPI Act, the Financial and Fiscal Commission (FFC) has a legal duty to process a person’s Personal Information in a lawful, legitimate, and responsible manner.***

The FFC does and will from time-to-time process Personal Information. In terms of POPIA all persons, including any FFC employee and/or partner who collects, manages, processes, transfers, stores and/or retains such Personal Information, whether held under a document, recording or in any other format, has a responsibility to process such information in accordance with the provisions under POPIA.

In order to discharge this duty, the FFC as the responsible party requires your express and informed permission to process your Personal Information for the purpose of Bid Evaluation and Adjudication.

2. DEFINITIONS

Take note of the following definitions which will be used throughout this document, and which are used in the POPIA.

"biometrics" means a technique of personal identification that is based on physical, physiological, or behavioural characterisation including blood typing, fingerprinting, DNA

"child" means a natural person under the age of 18 years who is not legally competent, without the assistance of a competent person, to take any action or decision in respect of any matter concerning him-or herself;

"competent person" means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child;

"consent" means any voluntary, specific, and informed expression of will in terms of which permission is given for the processing of Personal Information;

"data subject" means the person to whom Personal Information relates;

"operator" means a person who processes Personal Information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party;

"person" means a natural person or a juristic person;

"Personal Information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

(a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic, or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

(b) information relating to the education or the medical, financial, criminal or employment history of the person;

(c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;

(d) the biometric information of the person;

(e) the personal opinions, views, or preferences of the person;

(f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original

(g) the views or opinions of another individual about the person; and

(h) the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person.

"processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including—

(a) the collection, receipt, recording, organisation, collation, storage, updating or modification,
(b) dissemination by means of transmission, distribution or making available in any other form;
(c) merging, linking, as well as restriction, degradation, erasure, or destruction of information;
" record " means any recorded information
(a) regardless of form or medium, including any of the following:
(i) Writing on any material;
(ii) information produced, recorded, or stored by means of any tape-recorder, computer
(iii) label, marking or other writing that identifies or describes anything of which it forms part,
(iv) book, map, plan, graph, or drawing;
(v) photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;
(b) in the possession or under the control of a responsible party;
(c) whether or not it was created by a responsible party; and
(d) regardless of when it came into existence;
" responsible party " means a public or private body or any other person who, alone or in conjunction with others, determines the purpose of and means for processing personal information.

Examples of Personal Information include

A person's name and address (postal and email)
Date of birth
Statements of fact (factual statements)
Any expression or opinion communicated about an individual
Minutes of meetings, reports
Emails, file notes, handwritten notes, sticky notes
Photographs and virtual meeting and CCTV footage if an individual can be identified by the footage
Employment and student applications
Spreadsheets and/or databases with any list of people set up by code or student/staff
Employment number
Employment or education history
Special Personal Information Includes:

Any information relating to an individual's:
Ethnicity
Gender
Religious or other beliefs
Political opinions
Membership of a trade union
Sexual orientation
Medical history
Offences committed or alleged to have been committed by that individual
Biometric details
Children's details

3. PURPOSE FOR THE COLLECTION

- 3.1 The purpose for the collection of your Personal Information and the reason why, requires your Personal Information is to enable FFC to:
- 3.1.1 comply with lawful obligations, including all applicable Labour, tax and financial legislation and/or the B-BBEE laws;
 - 3.1.2 to give effect to a contractual relationship as between you and FFC and in order to ensure the correct administration of the relationship;
 - 3.1.3 for operational reasons including the conducting of research; and
 - 3.1.4 to protect the legitimate interests of FFC, yourself or a third party.
- 3.2 All Personal Information, which you provide to FFC, will only be used for the purposes for which it is collected.

4. CONSEQUENCES OF WITHHOLDING CONSENT OR PERSONAL INFORMATION

Should you refuse to provide FFC with your Personal Information, which is required by FFC for the purposes indicated above, and the required consent to process the aforementioned Personal Information, then FFC will be unable to engage with you or enter into an agreement or relationship with you.

5. STORAGE AND RETENTION AND DESTRUCTION OF INFORMATION

- 5.1 All Personal Information, which you provide to FFC, will be held and/or stored securely and held for the purpose for which it was collected, as reflected above.
- 5.2 Your Personal Information will be stored electronically in a centralised database, which, for operational reasons, will be accessible to authorised persons within FFC.
- 5.3 Where appropriate, some information may be retained in hard copy.
- 5.4 In either event, storage will be secure and audited regularly regarding the safety and the security of the information.
- 5.5 Once your Personal Information is no longer required due to the fact that the purpose for which the information was held has expired, such Personal Information will be safely and securely archived for a period of 5 years or longer, especially should this be required by any other law applicable in South Africa. Thereafter, all your Personal Information will be permanently destroyed.

6. ACCESS BY OTHERS

The FFC may from time to time have to disclose your Personal Information to other parties, and entities regulators and/or governmental officials but such disclosure will always be subject to an agreement which will be concluded between FFC and the party to whom it is disclosing your Personal Information, which contractually obliges the recipient of the Personal Information to comply with strict confidentiality and data security conditions.

7. RIGHT TO OBJECT

In terms of section 11(3) of POPIA you have the right to object in the prescribed manner to FFC processing your Personal Information. On receipt of your objection FFC will place a hold on any further processing until the cause of the objection has been resolved.

8. ACCURACY OF INFORMATION AND ONUS

POPIA requires that all your Personal Information and related details, as supplied are complete, accurate and up to date. Whilst FFC will always use its best endeavors to ensure that your Personal Information is reliable, it will be your responsibility to advise FFC of any changes to your Personal Information, as and when these may occur.

9. ACCESS TO THE INFORMATION BY THE DATA SUBJECT

You have the right at any time to ask the FFC to provide you with the details of any of your Personal Information which the FFC holds on your behalf; and the details as to what FFC has done with that Personal Information, **Provided that such request is made using the standard section 51 PAIA process**, which procedure can be accessed by downloading and completing the standard request for information form, housed under section 51 of the PAIA Manuals which can be found on our website at www.ffc.co.za.

10. COMPLAINTS

You have the right to address any complaints regarding the processing of your Personal Information to the FFC Information Officer at info@ffc.co.za or you may approach to the Information Regulator (complaints.IR@justice.gov.za)

11. DECLARATION AND INFORMED CONSENT

I declare that all Personal Information supplied to FFC is accurate, up to date, is not misleading and that it is complete in all respects.

I undertake to immediately advise FFC of any changes to my Personal Information should any of these details change.

By providing FFC with my Personal Information, I consent and give the FFC permission to process and further process my Personal Information as and where required and acknowledge that I understand the purposes for which it is required and for which it will be used.

Sign:.....

Date:.....