**EXPRESION OF INTEREST FROM SERVICE PROVIDERS FOR INCLUSION IN A DATABASE OF POTENTIAL TECHNICAL ADVISORS FOR SUPPORT IN LOCAL GOVERNMENT FINANCIAL MANAGEMENT**

# Information to Applicants

**Copy of Advertisement:**

Government Technical Advisory Centre (GTAC)

## GTAC: 001/2014: EXPRESSION OF INTEREST FROM SERVICE PROVIDERS FOR INCLUSION IN A DATABASE OF POTENTIAL TECHNICAL ADVISORS FOR SUPPORT IN LOCAL GOVERNMENT FINANCIAL MANAGEMENT

The Government Technical Advisory Centre (GTAC)

hereby invites Service Providers to submit details, in the prescribed format, of suitably qualified consultants to be included on a GTAC Database of Applications to be Technical Advisors to Municipalities and Provincial Treasuries under Phase II of the Municipal Finance Improvement Programme.

The National Treasury and the GTAC have the responsibility to manage Phase II of the Municipal Finance Improvement Programme. The MFIP II is a demand driven programme of technical assistance designed to build the financial management capacity of Provincial Treasuries and Municipalities through the placement of technical advisors within the Budget and Treasury Office (BTO) of municipalities and the Municipal Finance Management (MFM) Coordination Units of provincial treasuries.

Service Providers appointed under this programme will be required to provide hands-on support in capacity building, assisting in the development of officials working within municipal Budget and Treasury Offices and Provincial Treasury MFM Coordination Units. The objective is to progress the implementation of the broader financial management reform objectives of the National Treasury, encompassing all the various dimensions of the municipal accountability cycle, from strategic planning, budgeting, in-year implementation, monitoring and evaluation, annual financial statements, annual reporting, asset management, supply chain management, internal auditing, risk management and oversight.

Applications must be in the prescribed format and be completed in full, legible, signed and include all requested support documentation; signed copies of all technical forms and NT mandatory forms, and a authenticated copy of any professional qualifications where applicable. A CD of the completed technical forms must also be provided.

The database will be used by GTAC to shortlist potential service providers who will then be invited to tender [subject to the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999)] to be appointed as the MFIP Technical Advisor to a specific Municipality or Provincial Treasury.

Information for Applicants, Special Conditions of Contract and Terms of Reference (ToR), including downloadable submission application forms, are available in electronic format, requested from the National Treasury Website www.treasury@gov.za/tenderinfo/currenttenders, or as a CD from:

- The National Treasury Tender Information Centre
  240 Madiba Street (corner Thabo Sehume Street), Pretoria

- General enquiries: Mr Kwena Moloko Tel: (012) 315 5136
- Technical enquiries: Mr Danie Beukes Tel: (012) 395 6710

All submissions must be both in hard copy and completed CD all submitted in a sealed envelope to:

GTAC Database,
C/o National Treasury
Tender Information Centre
240 Madiba Street (corner Thabo Sehume Street), Pretoria

**Closing date for submissions: 11h00 on 10 October 2014**
**GTAC: 001/2014**

## LIST OF ACRONYMS/DEFINITIONS

| | |
|---|---|
| AGSA | Accountant General South Africa |
| BAC | Bid Adjudication Committee |
| BTO | Budget and Treasury Office |
| B-BBEE | Broad based black economic empowerment |
| CD | Compact Disc |
| CFO | Chief Financial Officer |
| CV | Curriculum Vitae |
| CPI | Consumer Price Index |
| Database | GTAC listing of potential Municipal Finance Generalist Service Provider applicants screened for compliance |
| EME | Exempted Micro Enterprise [ref B-BBEE] |
| GCC | General Conditions of Contract |
| GTAC | Government Technical Advisory Centre |
| IDP | Integrated Development Plan |
| IAU | Internal Audit Unit |
| M&E | Monitoring and Evaluation |
| MFIP II | Municipal Finance Improvement Programme Phase II |
| MFMA | Municipal Finance Management Act |
| MFM | Municipal Finance Management |
| MTEF | Medium Term Expenditure Framework |
| MM | Municipal Manager |
| NT | National Treasury |
| OAG | Office of the Accountant General |
| pa | Per annum |
| PCM | Programme Cycle Management |
| PDF | Portable Document Format |
| PFD | Public Finance Division |
| PFMA | Public Finance Management Act |
| PPPFA | Preferential Procurement Policy Framework Act |
| PT | Provincial Treasury |
| RBM | Results Based Management |
| SARS | South African Revenue Service |
| SBD | Standard Bidding Documents |
| SDBIP | Service Delivery Budget Implementation Plan |
| SEC | Specialist Evaluation Committee |
| SCM | Supply Chain Management |
| SCOA | Standard Chart of Accounts |

| | |
|---|---|
| Service Provider | Any commercial enterprise, business partnership, individual consultant, sole trader, NGO or academic institution. |
| SMME | Small, Medium and Micro Enterprise |
| ToR | Terms of Reference |
| VAT | Value Added Tax |

# SPECIAL CONDITIONS

## 1. INVITATION FOR SUBMISSIONS FOR INCLUSION ON A GTAC DATABASE

| | |
|---|---|
| Submission Reference: | GTAC:001/2014 |
| Title: | EXPRESION OF INTEREST FROM SERVICE PROVIDERS FOR INCLUSION IN A DATABASE OF POTENTIAL TECHNICAL ADVISORS FOR MUNICIPAL AND PROVINCIAL SUPPORT IN FINANCIAL MANAGEMENT |
| Closing time: | 11h00 |
| Closing date: | 10 October 2014 |

### 1.1 SUBMISSION REQUIREMENTS FOR DATABASE

1.1.1 The MFIP Database will be a searchable database of un-assessed listings of applications for subsequent consideration by GTAC to be Technical Advisors on the Municipal Finance Improvement Programme Ph. II. The listing will include applications in a prescribed format for Individual Service Providers.

1.1.2 Applicants must complete all the necessary documents and undertakings required in the Terms of Reference (ToR). Applicants are advised that their application should be concise, written in plain English and simply presented.

1.1.3 Individual Service Providers – these will be highly qualified and experienced experts in the fields of competence described in the ToR. Individual service providers may be self-employed individuals, Individuals registered as a one person service provider plc. or cc or as individuals employed by a service provider plc. cc or other organisation that the plc, cc or other organisation wishes to hire out qualified staff members to GTAC as individuals.

1.1.4 Service provider plc, cc or other organisation that wish to hire out qualified staff members to GTAC as individuals may only propose a maximum of five individuals.

1.1.5 A GTAC committee will screen all applications for responsiveness and compliance [Professional Registration where applicable, signed mandatory forms, provision of all the requested information and check for inclusion on the NT and GTAC lists of disapproved suppliers]. If all of the requirements are fulfilled, the GTAC Committee will then pass the application for inclusion on the database. Those applications that have successfully passed the screening process will be added to the database. Applicants who have not satisfied the conditions of responsiveness and compliance will be notified by GTAC via e-mail.

1.1.6 It is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

1.1.7 Documents submitted by applicants shall not be returned and shall remain the property of the GTAC.

1.1.8 GTAC is not bound to accept any of the applications submitted.

1.1.9 GTAC reserves the right to withdraw or amend these conditions and the Terms of Reference by notice in writing to all parties who have received the Terms of Reference.

## 1.2 FRAUD AND CORRUPTION

All prospective service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

## 1.3 REASONS FOR REJECTION

1.3.1 GTAC reserves the right to reject applications that are not submitted in the format specified in the Terms of Reference or the information presented is illegible, incomplete or ambiguous.

1.3.2 GTAC shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

1.3.3 GTAC may disregard any submission if the applicant or any of its directors/shareholders:

*a) are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;*

*b) have abused the Supply Chain Management (SCM) system of National Treasury.*

*c) have committed proven fraud or any other improper conduct in relation to such system.*

*d) have failed to perform on any previous contract.*

## 1.4 CLARIFICATIONS

Technical enquiries (relating to the Information to Applicants, submission forms and ToR) are to be requested in writing (via e-mail) to Mr Danie Beukes (Danie.Beukes@treasury.gov.za). Any other clarification required by an applicant regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing (via e-mail) to Mr Kwena Moloko (Kwena.Moloko@gtac.gov.za). Clarification requests will be accepted by GTAC up until 11:00 on 3rd October 2014.The submission number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. GTAC will respond to clarifications and technical enquires by 11:00 7th October. The clarifying information will be made available to all applicants by a notification on the National Treasury Website www.treasury@gov.za/tenderinfo/current tenders.

## 1.5 PACKAGING OF SUBMISSIONS

The Proposal shall be enclosed in a sealed envelope and comprise an original document and two copy documents comprising the technical forms (completed electronically printed and signed) and NT Mandatory forms, downloaded from the National Treasury Website or as included on the CD collected from the National Treasury Information Centre, completed, duly signed and witnessed as appropriate, together with authenticated copies of academic qualifications). In addition, **a readable electronic copy [in the prescribed format in Microsoft Word not pdf format] of the completed technical forms must be provided on a CD** labelled with the applicants name and the project number and included in the Proposal envelope. In the case of a discrepancy between the electronic version and the Original hard copy version, the latter shall prevail. **Failure to submit an electronic copy in the prescribed format will result in the application being rejected.**

The envelope is to be addressed as follows:

| **MFIP II Database of Technical Advisors (Municipal Finance Generalists)** | |
|---|---|
| Request No: | GTAC:001/2014 |
| Title: | MFIP II Database of Technical Advisors (Municipal Finance Generalists) |
| Submission closing date and time: | 10 October 2014 11:00 |
| Name and address of the applicant: | XXXXX |

## 1.6 GENERAL INFORMATION

Applicants must provide all the information requested in the Terms of Reference and as specified in the Special Conditions.

## 1.7 CONFIDENTIALITY

The application and all information in connection therewith shall be held in strict confidence by the applicant and the GTAC.

All applicants are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding the GTAC or of its activities to any other organisation or individual. The applicants may not disclose any information, documents or products to other clients without written approval of the GTAC.

## 1.8 SCREENING AND VETTING

Acceptance of the application is subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET. Obtaining a positive recommendation is the responsibility of the GTAC. If the principle contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor.

## 1.9 TECHNICAL SUBMISSIONS

1.9.1 Applicants shall set out their submission for inclusion onto the database in the format scheduled below.

Technical Forms:

(Forms A, B and C to be completed electronically and uploaded to a CD, plus printed and signed original and two copies)

- **Annexure A** – Technical proposals
  A1 - Details of Service Provider
  A2 - Individual CVs
- **Annexure B** – Curricula vitae
  B1 - Individual's CV
  B2 - Individual's Experience Schedule
  B3 - Expertise to be provided
  B4 - Government Knowledge
- **Annexure C** – Project Experience Sheets
  C1 - Project Experience Sheets

1.9.2 The format of the CVs must be strictly in accordance with the format indicated in Annexure B1. Non-compliance with the format provided and a lack of a signed declaration by the described individual will result in disqualification of the CV.

1.9.3 The applicant must include project experience sheets [3 maximum] (Annexure C1) to support the CVs for the key personnel nominated.

1.9.4 The contact details of the relevant management of the applicant must be provided as part of the submission documentation, as required in Annexure A1.

1.9.5 Submitted CVs for individuals must indicate that they have specific experience in the provision of the required competencies as detailed in the ToR and applicants are required to submit the contact details of at least three (3) recent references who will confirm that the nominated individuals have carried out similar work to that stated in their CVs.

1.9.6 Applicants should ensure that the CVs they submit are for individuals that would be willing to carry out the GTAC assignments. CVs of an organisation's senior managerial staff, albeit highly qualified individuals, should not be submitted unless these individuals are prepared to give full commitment to actively carrying out the GTAC assignments.

1.9.7 **INDIVIDUAL CVs MAY ONLY FORM PART OF ONE BID** - CVs of any one individual may only be submitted for one Service Provider Organisation.

Applicants must ensure that CVs are signed by the respective individuals confirming that he/she is not included in applications from other service providers. CVs unsigned by the respective individuals will be rejected.

1.9.8 GTAC reserves the right to contact references during the evaluation and adjudication process to obtain information.

## 1.10 ACADEMIC QUALIFICATION

- **Annexure E** – Copy of Academic Qualification

Proof of the academic qualifications of the service provider must be submitted in the form of an original signed authenticated copy of the relevant documents and 2 copies.

## 1.11 SUPPLY CHAIN MANAGEMENT SUBMISSIONS

Standard NT Mandatory Bidding Documents:

(to be completed manually, signed and witnessed as appropriate, original and two copies)

- **Annexure G1** - Declaration of Interest (SBD4).
- **Annexure G3** - Valid Original Tax clearance certificate/s (SBD2).
- **Annexure G4** - Declaration of applicant's past supply chain management practices (SBD8)
- **Annexure G5** - Compulsory Enterprise Questionnaire
- **Annexure G6** - Authority to sign

1.11.1 Tax Clearance Certificate
A Tax Clearance Certificate not older than 12 months issued by the South African Revenue Services certifying that the taxes of the applicant are in order at the application submission date and time should be submitted.

1.11.2 Company or Organisation Registration
Where applicable, proof of company registration from the Companies and Intellectual Property Commission (CIPC) or other Organisation Registration Authority must be submitted in the form of certified copies of registration documents.

1.11.3 Compulsory Enterprise Questionnaire
The bidder must complete the Compulsory Enterprise Questionnaire and truthfully declare that there are no conflicts of interest which may impact on the applicant's ability to perform the contract in the best interest of the employer or potentially compromise the process and that if they are persons in the employ of the state they are permitted to submit bids or participate in the contract.