



## CO-OPERATIVE BANKS DEVELOPMENT AGENCY

27<sup>th</sup> Floor, 240 Vermeulen Street • Private Bag X115, Pretoria, 0001 • Tel: 012 315 5367 • Fax: 012 315 5905 • email: CBDA@treasury.gov.za

### FORM CB 1 2010 SPEC SP

This form is to be filled in by specialist consultants and service providers who wish to be listed on a panel of professional service providers. The completed form and accompanying documents must be delivered or couriered in a sealed envelope to:

Co-operative Banks Development Agency,  
27<sup>th</sup> Floor,  
240 Vermeulen Street  
Pretoria, 0001

#### 1. Name and contact details of applying service provider or entity

Name			
Type of Entity (e.g. CC, Co-op., Pty. Ltd, etc.)			
Registration No.			
No. of Years in Operation			
Physical Address			
Postal Address			
Telephone 1		Telephone 2	
Fax			
Email			
Web Address			
No. of Employees			

## 2. Ownership and Management Structure

Please provide a detailed breakdown of the owners or ownership and management structure of your entity as annex 1

## 3. Contact Persons

Name		
Physical Address		
Telephone 1		
Telephone 2		
Fax		
Email		

## 4. Areas of expertise

**Tick the relevant boxes where the company offers expertise:**

Financial Sector Development / Financial Inclusion	
Financial Sector Regulation	
Organisational Development	
Financial Co-operative Management and Development	
Financial Co-operative Training	
Course Development for Financial Institutions	
Education and Training Programme Assessment	
Institutional Assessment of Financial Co-operatives	
Auditing of Financial Co-operatives	
Forensic Auditing	

**4.1** Please attach samples of writing or non-confidential reports which illustrate the expertise of personnel / the company. These should not be more than 20 pages long. Electronic references for publications would be welcome as well as hard copies (20pages or less) of publications.

5. **List the relevant qualifications of personnel with expertise in the areas ticked above:**  
(Additional pages may be added as annex 2 if required)

Name	Qualifications	Institution	Year	Research Areas (if applicable)	Price per hour*	Years of Experience

\*The Price per hour should include all overhead costs, excluding travel and VAT.

**6. Experience:**

Provide details of 2-5 assignments which illustrate the company's expertise in relevant areas:  
Add additional pages in format below if required.

Title of Assignment	Team Leader and team members	Client	Dates and Duration	Name and Contact for Reference

**7. Please attach a current tax clearance certificate.**

## 8. HDI Ownership Status:

Please read notes below very carefully

### **Instructions and Definitions:**

**(please read carefully before completing HDI Ownership Status)**

### **Legislation:**

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)**(PFMA), to give all prospective suppliers an equal opportunity to submit quotations to a State Department or Entity.

### **Terminology:**

**Commodities:** The commodities the company wishes to be registered for as a supplier to CBDA

**Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to CBDA.

**Owned:** Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.

**Previously Disadvantaged Individuals (PDI):** For the purpose of registering as a supplier for CBDA, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.

**Women:** A female person who is a SA citizen.

**Establishment of PDI / Women Equity Ownership in a enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

**Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.**

<b><u>HDI Ownership Status:</u></b> <b>(failure to complete this section will result in the application being declined)</b> Previously Disadvantaged Individuals (PDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%

**Declaration of any conflict of interest:**

**I/we the undersigned acknowledge(s) that:**

- . The information furnished is true and correct
- . The Equity Ownership claimed is in accordance with the General Conditions
- . Any conflict of interest will be declared in the comment space below

**SIGNATURE OF OWNER OR AUTHORISED REPRESENTATIVE:**

\_\_\_\_\_

**DATE:** \_\_\_\_\_

**Comments / Notes:**

## **9. Pricing**

9.1 The hourly fee submitted in the pricing proposal must be an all-inclusive fee for the nominated personnel, including allowances for overhead costs and charges incurred by the service provider as part of normal business operations, including the cost of management, as well as payments to administrative, clerical and secretarial staff used to support processional and technical staff in general and not on a specific project only.

9.2 Price must be in South African Rand Value and must show the price before VAT, VAT at 14% and the price inclusive of VAT.

9.3 Bidders are requested to note that the following price escalation basis of their bid is applicable:

- Firm prices for the twelve months period of the two year panel period as stated per their respective bids.
- On prices for the second 12 month period of the two year panel period: an escalation on these bid prices will be granted, equal to the annualized Consumer Price Index for the second twelve month period of the refreshed panel period, as determined by Statistics South Africa.

## 10. TECHNICAL EVALUATION

10.1 The basis of the proposed panel will be individual consultants to be utilised in working for the CBDA as Technical Advisors on CBDA projects within the financial co-operative sector. Thus the evaluation centres on the qualifications, skills and experience of those individuals. The employing organisation is also evaluated for how long it has been in existence and the support it can offer to the consultant as a CBDA technical advisor. Also it is the Professional Service Provider that is evaluated for HDI status.

10.2 The Technical evaluation of individuals will be carried out as follows:

- The tax status and registration status of the entity will be considered.
- The technical proposal will be scored out of 90 points, with a minimum threshold of 55 points required. Bids that do not meet or better the technical threshold score will not be evaluated further.
- Each individual nominated in the application will be evaluated in accordance with the criteria. The mandatory relevant experience forms a large component of the Technical Scorecard evaluation

Technical Scorecard:

	Evaluation criteria	Max points
1	<b>Key personnel nominated (each person will be evaluated to the following criteria)</b>  i. Education (qualifications and skills*) ii. Years experience iii. General professional experience in the relevant fields listed iv. Specific relevant professional experience	15 15 15 40
2	<b>Consultancy</b>  i. Years of operation of the company/enterprise ii. Knowledge, experience iii.	2 3
	<b>Maximum Technical Score</b>	<b>90</b>

10.3. High academic qualifications are important in the evaluation of most professional service providers, however for some skill requirements, significant particular skill competency would be considered as scoring under 1(i.) above

(ANY APPLICATION NOT MEETING A MINIMUM SCORE OF 55 POINTS FOR TECHNICAL FUNCTIONALITY WILL BE **REJECTED**)