

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL TREASURY

BID NUMBER: **EOI005-2017**

CLOSING DATE: **21 April 2017**

CLOSING TIME: **11:00**

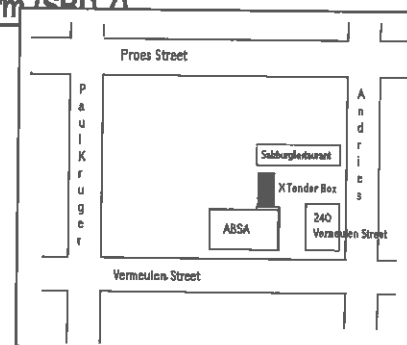
EXPRESSION OF INTEREST AND REQUEST FOR INFORMATION ON CONSULTING SERVICES FOR DEVELOPMENT OF STANDARD OPERATING PROCEDURES (SOPs) MANUALS AND LEARNING SUPPORT MATERIALS FOR MUNICIPAL ADVISORS.

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

BID DOCUMENTS MAY BE POSTED TO:
DIRECTOR: SUPPLY CHAIN MANAGEMENT
PRIVATE BAG X115
PRETORIA
0001

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
240 Madiba Street between
ABSA and Urban Eatery Restaurant



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

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

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

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

NAME OF BIDDER
 POSTAL ADDRESS
 STREET ADDRESS
 TELEPHONE NUMBER CODE.....NUMBER.....
 CELLPHONE NUMBER
 FACSIMILE NUMBER CODENUMBER.....
 E-MAIL ADDRESS
 VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)

YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR.....
A REGISTERED AUDITOR
[TICK APPLICABLE BOX]

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

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?
NO

YES or

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER
DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: National Treasury

Contact Person: Sithembile Skosana / Thivhileli Matshinyatsimbi

E-mail address: Sithembile.Skosana@treasury.gov.za/ Thivhileli.Matshinyatsimbi@treasury.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Technical enquiries:

Contact Person: Elda Galeka

Email: Elda.Galeka@treasury.gov.za

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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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, member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

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 so, furnish particulars:
.....
.....
.....

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

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

4 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 SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

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? (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)? 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 | <p>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?</p> | 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: | | |

SBD 8

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

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

- 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:

(Bid Number and Description)

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 or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

Js914w 2

GENERAL PROCUREMENT NOTICE

Republic of South Africa

MUNICIPAL FINANCIAL MANAGEMENT TECHNICAL ASSISTANCE

GENERAL PROCUREMENT NOTICE

1. The Republic of South Africa has received funding from the African Development Bank to finance the Municipal Financial Management Technical Assistance Project.
2. The objectives of this project is to strengthen municipal public finance management capacity and improved service delivery performance in selected provinces. The project has two components (a) Analytical and Advisory Services to National Treasury; and (b) Building human resource capacity at municipal levels responsible for public finance management
3. The project will finance technical assistance and capacity building to undertake the following activities to : (a) *Undertake a reconciliation of the government property rates debt per municipality and to verify government property ownership in the case of disputes;* (b) *Undertake an analysis of municipal pension, retirement and provident fund schemes presently utilised across local government* (c) *Undertake an assessment of the viability of municipalities in the North West Province and Free State;* (d) *The delivery of Municipal Finance Management Programme (MFMP) Minimum Competency Training* (d) *development of Municipal standard operating procedures manual, and training materials.*
4. The following procurement activities are envisaged under the project:
 - Consulting firm for municipality property management systems study
 - Consulting firm for municipal pension and retirement scheme study
 - Consulting firm for Municipalities financial and economic viability study
 - Consulting firm the development of Municipal standard operating procedures manual and learning toolkits for long-term advisors and technical advisers
 - Consulting firm for the delivery of training program under the minimum competency levels for municipal officials
5. Procurement of the consultancy services would be carried out in accordance with the National Treasury Procurement Methods and Procedures (PMPs) comprising its Laws and Regulations, 'Supply Chain Management ~ A Guide for Accounting Officers/ Authorities' and 'Supply Chain Management Procedure Manual', using the national Standard Solicitation Documents (SSDs) or other Solicitation Documents agreed during project negotiations" for various group of transactions to be entailed under the programme.
6. Interested bidders may obtain further information, and should confirm their interest, by contacting :

National Treasury
240 Madiba Street 4th Floor (Reception)
Thivhileli Matshinyatsimbi / Sithembile Skosana
(012) 315 2585 / (012) 395 6752
Email: [Thivhileli Matshinyatsimbi@treasury.gov.za](mailto:Thivhileli_Matshinyatsimbi@treasury.gov.za) / [Sithembile Skosana@treasury.gov.za](mailto:Sithembile_Skosana@treasury.gov.za)

EOI005-2017: EXPRESSION OF INTEREST AND REQUEST FOR INFORMATION ONCONSULTING SERVICES FOR DEVELOPMENT OF STANDARD OPERATING PROCEDURES (SOPs) MANUALS AND LEARNING SUPPORT MATERIALS FOR MUNICIPAL ADVISORS.

REPUBLIC OF SOUTH AFRICA

Project Name: Municipal Financial Management Technical Assistance Project Grant no.: 5500155010952

Project ID No.: P-ZA-KA0-002

The Republic of South Africa has received funding from the African Development Bank toward the Municipal Financial Management Capacity Building Support and intends to apply part of the agreed amount for this fund to payments under the contract for the development of standard operating procedures manuals, and the learning support materials for for the Long-term Advisors and the Technical Advisors to build financial management capacity in municipalities.

The services to be delivered under this project include: (a) the development of well-researched; quality assured and approved SOPs for Local Government in key internal control cycles identified. The following key Internal Control Cycles to be developed are: Cycle 1 – Budgeting, Planning and Reporting; Cycle 2 – Supply Chain Management (SCM); Cycle 3 – Corporate Governance; Cycle 4 – Costing and Reporting. (b) Design and develop learning and training support material (tools; processes and solutions) for the Municipal Technical Advisors and Technical Assistants, in line with the MFIP II Phase I. (c) structured works-integrated learning Programme design that can lend itself to MFIP II and Financial Management Reforms as recognized by National Treasury. This will include developing standard template of Support Plan for the development of municipal officials in the BTO of municipalities for which the MFIP II Technical Advisor and Technical Assistants will be responsible for; and a series of facilitated workshops to the recruited potential LTAs; TAs and BTOs practitioners. The project is expected to be implemented over a 12 month period.

The National Treasury now invites eligible consultants or consulting firm to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services including brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc. Consultants may constitute joint-ventures to enhance their chances of qualification.

In such cases of associations / consortiums, EOI submissions should clearly identify one lead firm that would take up the primary responsibility of assignment delivery.

These eligibility requirements include: The expert should comprise of a suitable resourced team, led by a team leader. The team leader should at least have a recognised post-graduate qualification in Financial Management or Accounting or an equivalent qualification in Public Financial Management. A qualification as a Chartered Accountant (CA) or Chartered Management Accountant (CIMA) will be accepted as equivalent to a Master's Degree. In the absence of a Master's or post-graduate degree, a recognised Bachelor's Degree in Accounting or an equivalent qualification in Public Financial Management will be accepted.

The expert (x1) should at least have a Bachelor's degree in Financial Management or Accounting or an equivalent qualification in Public Financial Management. The team should demonstrate collective competence in general financial management within the public sector, including, but not limited to at least 5 of the following; Budgeting, Planning and Reporting; Supply Chain Management; Accounting

and Reporting, Revenue Management, Debt Management, Expenditure Management, Banking and Cash Management, Financial Assets and Liability Management, Electronic Systems, Payroll, Financial Misconduct and Management of Losses and Claims or areas relevant to this assignment. The team should also possess extensive experience in the South African local government sphere; experience in the design and development of Standard Operating Procedures; as well as sound and practical experience in the design, development and facilitation of training and development;

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the National Treasury Procurement Methods and Procedures (PMPs) comprising its Laws and Regulations, 'Supply Chain Management ~ A Guide for Accounting Officers/ Authorities' and 'Supply Chain Management Procedure Manual', using the national Standard Solicitation Documents (SSDs) or other Solicitation Documents, which is available on the National Treasury's website at.

Interested consultants may obtain further information at the address below during office hours 08:00 to 16:00.

Expressions of interest must be delivered to the address below by 21 April 2017 at 11:00. Submission to be titled: Delivery of a training programme under the minimum competency levels for municipal officials

National Treasury
240 Madiba Street 4th Floor (Reception)
Sithembile Skosana / Thivhileli Matsinyatsimbi
(012) 315 5285 / 012 395 6752
Email: Tshivhileli Matshinyatsimbi@treasury.gov.za
Sithembile.Skosana@treasury.gov.za