

**EMC/202211**

**REQUEST FOR QUOTATION TO CONDUCT A STUDY: UNPACKING THE  
KZN MARITIME VALUE CHAIN ANALYSIS**

**The Request for Quotation (Returnable)**

**BIDDER NAME:** .....

**CSD NUMBER:** .....

<b>CLOSING DATE:</b>	<b>2023/03/06</b>
<b>CLOSING TIME:</b>	<b>15h30</b>

<b>INDEX</b>		
<b>No</b>	<b>DETAILS</b>	<b>PAGE</b>
<b>SECTION A</b>		
A	Abbreviations And Acronyms	3
B	Definitions	3
<b>SECTION B – GENERAL INFORMATION</b>		
1.1	Estimated Timeline	6
1.2	Compulsory Briefing Session	6
1.3	Preferential Procurement	6
1.4.	Mandatory Requirements	8
1.5.	Costs For Preparation of Proposals/Presentations	9
1.6.	Ownership Of Proposals and Presentations	12
1.7.	Tax Clearance Certificate Requirements	12
1.8.	Confidentiality	12
1.9.	Inventions Patent And Copy Rights	12
1.10.	Ethics	12
1.11	Competition	13
1.12	Cancellation Of Bid	13
1.13	Interviews And Presentation By Bidders	13
1.14	Contract Award	13
1.15	Disclaimer	13
1.16.	Contact And Communication	14
<b>SECTION C – TERMS OF REFERENCE</b>		
1	Purpose of the Study	15
2	Project Deliverables	15
3	Anticipated Timeframes	16
4	Proposal Requirements	16
5	Proposal Evaluation Criteria	18
<b>SECTION D – ANNEXURE AND ATTACHMENTS</b>		
A	Supplier Information	23
B	Key Personnel	25
C	Experience	28
D	Pricing Schedule	28
E	Statement of Exclusivity and Availability	30
F	Bidder's Disclosure	31

**SECTION A:  
A. ABBREVIATIONS AND ACRONYMS**

B-BBEE	Broad-based Black Economic Empowerment
B-BBEE Codes	Broad-based Black Economic Empowerment Codes of Good Practice-2007
CSD	National Treasury Central Supplier Database for South African Government
EMC	eThekweni Maritime Cluster
EME	Exempt Micro Enterprise
MKI	Moses Kotane Institute
PCCA	Prevention and Combating of Corrupt Activities Act 12 of 2004
PPPFA	Preferential Procurement Policy Framework Act (Act 5 of 2000)
SARS	South African Revenue Service
SCM	Supply Chain Management
SIDA	Strategic Infrastructure Development Agency
ToR	Terms of Reference

**B. DEFINITIONS**

All applicable taxes	Includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions, and skills development levies.
B-BBEE status level of contributor	means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
Bid	This means a written offer or proposal to provide services, submitted in response to the EMC's invitation to quote or submit proposals that include advertised competitive bids, written price quotations, or proposals.
Black People	means 'African', 'Indian', and 'Coloured' people who are citizens of the Republic of South Africa by birth; or are citizens of the Republic of South Africa by naturalization before the commencement date of the Constitution of South Africa Act (1993); or became citizens of the Republic of South Africa after the commencement of the Constitution of South Africa Act (1993), but who for the Apartheid policy that has been in place to that date, would have been entitled to acquire citizenship by naturalization prior to that date.
Broad-based black empowerment	Means broad-based black empowerment means the empowerment of all black people including women, workers, youth, people with disabilities, and people living in rural areas through diverse but integrated social-economic strategies that include, but are not limited to:
	<ul style="list-style-type: none"> <li>Increase the number of black people that manage, own, and control enterprises and productive assets;</li> <li>Facilitating ownership and management of enterprises and productive assets by communities, workers, cooperatives, and other collective enterprises</li> <li>Human resources and skills development</li> <li>Achieving equitable representation in all occupational categories and levels in the workforce</li> <li>Preferential procurement; and</li> <li>Investment in enterprises that are owned or managed by black people.</li> </ul>

Broad-based black empowerment Act	means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
Close family member	Shall mean – a member of the same household, parent (including an adoptive parent), parent-in-law, son (including adoptive son), son-in-law, daughter (including adoptive daughter), daughter-in-law, step-parent, step-son, step-daughter, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, the spouse or unmarried partner with relation to any of the person's above.
Comparative price	This means the price after the factors of a non-firm price and all the unconditional discounts that can be utilized have been taken into consideration.
Consortium or joint venture	Means an association of persons to combine their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.
Contract	This means the agreement that results from the acceptance of a bid by EMC.
Duly sign	means a document that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member/person with management responsibility (close corporation, partnership, or individual).
Family member	This means a husband or wife, any partner in a customary union according to indigenous law or any partner in a relationship where the parties live together in a manner resembling a marital partnership or a customary union; and any person related to either one or both persons referred above within the second degree through a marriage, a customary union or a relationship or the third degree of consanguinity.
Firm price	This means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.
In the service of the state	means: <ul style="list-style-type: none"> <li>▪ an employee of any municipality who has a performance contract with the municipality and is employed on a permanent, temporary, or short-term basis.</li> <li>▪ an employee or public servant of any national or provincial government as defined in terms of the Public Services Act.</li> <li>▪ a member who – <ul style="list-style-type: none"> <li>○ is a councillor of any municipal council as defined in the Local Government Municipal Structures Act (Act No 117 of 1998);</li> <li>○ is a politician serving in any provincial legislature, or</li> <li>○ is a politician serving in the National Assembly or the National Council of Provinces.</li> <li>○ a member of the board of directors of any municipal entity.</li> <li>○ an employee and a member of a government-owned entity as defined in the Public Finance Management Act (Act No 1 of 1999); and/or such other meaning ascribed to it by National Legislation from time to time.</li> </ul> </li> </ul>
Price Quotation	An estimate describing the service, stating its price, and specifying the terms of the payment and the quotation
Rand value	means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
Shareholder	This means a person who owns shares in the company, is actively involved in the management of the enterprise or business, and exercises control over the enterprise.

State	Means: <ul style="list-style-type: none"> <li>▪ any national or provincial department, national or provincial public entity, or constitutional institution within the meaning of the PFMA</li> <li>▪ any municipality or municipal entity</li> <li>▪ national Assembly or the national Council of Provinces; or parliament</li> </ul>
Sub-Contract	This means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
Tender	The same meaning is assigned as 'Bid" above.
Total revenue	This means the total income of an entity from its operations as determined under South African Generally Accepted Accounting Practice.

## SECTION B: GENERAL INFORMATION

### 1.1. ESTIMATED TIMELINE

Activity	Date	Time
1 Placing of advert	2023/02/20	08:30
2 Compulsory Briefing Meeting	<p><b>There will be a compulsory briefing for the tender.</b> For any <b>inquiries</b> relating to this Request, email <a href="mailto:ayanda@maritimecluster.co.za">ayanda@maritimecluster.co.za</a>, for the attention of Ms. Ayanda Sikobi</p> <p><b>Bidders should also send an email to <a href="mailto:Ayanda@maritimecluster.co.za">Ayanda@maritimecluster.co.za</a> to register their interest in submitting an Expression of Interest for ease of communication</b></p> <p>Answers/Clarity on the Bid will be addressed via email there will no compulsory briefing session.</p>	
3 Last day for questions	2023/03/03	15h30 pm
4 The final date of Expressing interest	2023/02/28	15h30 pm
5. Date of submission of final Bid	2023/03/06	15h30 pm

**All dates and times in this bid are South African standard time.**

Any time or date of timelines in this bid is subject to change at the EMC's discretion. The establishment of a time or date in this bid does not create an obligation on the part of EMC to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if EMC extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline. Compulsory Briefing Session

**There will be no briefing meeting.** For any inquiries relating to this Bid, please send an email with the Subject line KZN Maritime Value Chain Analysis Bid inquiry to [ayanda@maritimecluster.co.za](mailto:ayanda@maritimecluster.co.za) for the attention of Ms. Ayanda Sikobi.

Communication with the Bidders and any clarity, queries of the Bid, and answers to the queries will be addressed via email communication. The last date for questions pertaining to the bid will **2023/30/03**.

#### **Very Important**

**Bidders should send an email to EMC [ayanda@maritimecluster.co.za](mailto:ayanda@maritimecluster.co.za) to register their interest in submitting this bid stating the following:**

- ✓ Bid Number
- ✓ Name of the Bidder
- ✓ Contact Person(s)
- ✓ Contact Details

### 1.2. SUBMISSION OF BID DOCUMENTS

The entire duly signed and completed bid document together with any attachments or annexures must be submitted as follows:

Failure to submit the entire bid document with all of its pages included may result in the Bidder not being assessed due to the inability to identify the Bidder and The Terms and Conditions the Bidder is responding to.

- a) Bids are to be placed in sealed envelopes and delivered to EMC's reception desk on or before the final date and time of submission of proposals as indicated above and labeled clearly as follows:

**RFQ Reference Number:** EMC/202211

**Project Name:** REQUEST FOR QUOTATION OF INTERESTED SERVICE PROVIDERS TO CONDUCT A STUDY UNPACK THE KZN MARITIME VALUE CHAIN ANALYSIS.

**Attention:** A SIKOBI

**Delivered at:** ETHEKWINI MARITIME CLUSTER OFFICE  
1005 DURBAN CLUB CHAMBERS  
303 ANTON LAMBEDE STREET,  
DURBAN 4001, KZN.

**IMPORTANT**

All bid documents are to be **completed in permanent ink.**

- a) **No alterations to the Bid Document will be allowed.**
- b) **No correction fluid will be allowed. Corrections must be initialed.**
- c) **Should the submission not be in a sealed envelope EMC will not be responsible for any loss/misplaced portion of the bid document and supporting schedules and annexures.**
- d) **One original duly signed (Signed by a duly authorized representative of which the Delegation of Authority is to be attached) and completed bid document MUST be submitted inclusive of the terms and conditions of this bid document.**

A PDF soft copy of the duly signed and completed original bid (e.g., PDF format in Flash drive/disc) should be submitted with the Original duly signed and completed hardcopy bid document however non-submission of a soft copy will not result in the Bid being disqualified.

e) **No faxes, emails, or proposals/bids will be accepted. No late submissions will be eligible for consideration by EMC. The bids may be submitted on weekdays between 08h00am and 15h30pm.**

f) **Submission format**

- The appointed service provider is expected to submit a complete **RFP** detailing the process and methodology to be utilized in achieving the above objectives.
- Four (4) hard copy color printouts of all phases/milestones are required to be submitted to the client for the project steering committee to decide.
- Each phase/milestone of the project must be presented to the Project Steering Committee.
- Each report must be approved by the client and the project steering committee after PSC recommendations only then can the service commence to the next phase as outlined in their implementation plan.
- The expected product of this assignment will be a completed research study with well-researched, quantifiable, and implementable solutions
- Electronic version of all hard copies in pdf and original software program (Word, Excel, PowerPoint, etc).
- Access to all formulae/ code used in Excel and in any other software and PowerPoint format of all outputs as presented to stakeholders as well as a final consolidated presentation of the whole study.
- There should also be four (4) colour hard copies of the final full report together with an abridged version of the full report.
- An electronic version of the same is also required.
- The consultants will also be required to present their findings at the end of the study however client reserves the right to request reports and presentations from time to time throughout the project duration.
- At the discretion of the client, unscheduled meetings may be held while the project is in progress and at the conclusion of the project with key stakeholders who will be identified by the client and PSC.

### **1.3. PREFERENTIAL PROCUREMENT**

This bid and during the time of Request for Proposal the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017 as applicable to Provincial Government Business Enterprises as listed under Schedule 3(D) of the Public Finance Management Act and the EMC Procurement Policy as amended from time to time will apply.



## 1.4. MANDATORY REQUIREMENTS

Description	Mandatory Requirement for Award	Disqualification if not submitted with Bid or Bidder is found to be non-compliant at the Time of Bid Close
<p>1. <b>Service providers must be registered on the National Treasury Central Supplier Database (CSD).</b> The following information will be verified on the National Treasury Central Supplier Database:</p> <ul style="list-style-type: none"> <li>• Business Registration including details of directorship and membership - The Bidders' Business Registration Status will be verified on the CSD during evaluation and prior to the bid award and where the preferred bidder's status is under deregistration, <b>7 working days</b> will be granted for remedy, failing which the bidder will be disqualified.</li> <li>• Valid ID Number,</li> <li>• Government Employee</li> <li>• Tender Defaulting and Restriction Status. Should the Bidder be a restricted supplier or a defaulting supplier they will be disqualified for</li> </ul> <p><b><u>Onus on the Service Provider</u></b></p> <p>The onus is on the Service Provider to make sure that all these are active and compliant on the CSD at the time of bid closing and tender award.</p> <p>EMC will verify if the Service Provider has been registered on CSD. Service Provider to submit CSD Number as required in the Cover Page. <b>It is the responsibility of the Service Provider to ensure that the correct CSD Number is provided.</b></p> <p>If Service Provider is not registered on CSD by the time of closing of the bid they will not be considered for evaluation.</p> <p><b><u>Directors/Employees in the Service of State</u></b></p> <p>Where a person within the Bidding Entity is an Employee of the State, Bidder should</p> <ol style="list-style-type: none"> <li>a) submit a signed letter on a letterhead from their Accounting Officer/Accounting Authority (AO/AA of the Government Institution where they are employed) stating that they are not prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2012 (Act No.11 of 2014- "The PFMA" )</li> </ol>	<p>Yes</p>	<p>Yes</p>

	<p>b) submit a signed letter on a letter from their AO/AA granting permission to perform other remunerative work outside of their employment where the PAMA does not apply to such an employee</p> <p><b>EMC reserves the right to verify such information from their AO/AA</b></p> <p><b><u>JV's and Consortium</u></b> Where the Bidder is a JV/Consortium, each firm must be registered on the CSD.</p>		
2.	<p><b>Tax Compliance Requirements:</b></p> <ul style="list-style-type: none"> <li>Bidders must ensure compliance with their tax obligations.</li> <li>The bidders' Tax status will be verified on the CSD prior to the bid/RFQ award and where the preferred bidders are not compliant, <b>7 working days</b> will be granted for remedy, failing which the bidder will be disqualified.</li> <li>Tax compliance will also be checked every time an RFQ is requested and where the preferred bidders are not compliant, <b>7 working days</b> will be granted for remedy, failing which the bidder will be disqualified.</li> <li><b>In Bids where Consortia/Joint venture/sub-contractors are involved; each party will be verified on the CSD.</b></li> </ul>	Yes	No
3.	<p><b>Duly signed Letter of Authority MUST be submitted authorizing the individual to sign</b> on behalf of the bidder if:</p> <p>a) If there is more than one Owner/ Director / Shareholder / Member / Trustee etc. <b>OR</b></p> <p>b) If there is only one Director / Shareholder / Member / Trustee / Owner etc. and they are not the ones completing the bid document.</p> <p><b>Note:</b> The Letter of Authority <b>MUST</b> be signed by all directors of the Bidder/ Directors that meet the quorum for the Letter of Authority to be valid (or a signed Board Resolution authorizing the signatory will be accepted – Board Resolution to be signed by the duly authorized individual).</p>	Yes	Yes
6.	<p><b>Ensure that all Annexure documents are filled in and signed where applicable.</b></p>	Yes	Yes

7.	<p><b>Attach a valid Original or Certified copy of a valid original B-BBEE Certificate from an accredited verification agency or a valid Original or Certified Copy of a valid B-BBEE Sworn Affidavit from a Commissioner of Oath.</b></p> <p><b>Failure to submit either the original or a certified copy of the original may result in awarding of 0 (zero) points preference points under BBEE during the quotation stage.</b></p> <p><b>(A copy of a certified copy will not be accepted)</b></p> <p><b>Note:</b></p> <p>A trust, consortium, or joint venture must submit a consolidated Original or Certified Copy of the B-BBEE Status Level Verification Certificate in order to qualify for points.</p>	No	No
<b>The following will be applicable to Joint Ventures/Consortium</b>			
	Consortium/Joint Venture Agreement or letter of intent to enter into a Consortium / Joint Venture signed by all Consortium Members who are Duly Authorized.	Yes	Yes
8.	Resolution of the Board of Directors to enter into a Consortium/Joint Venture from each member firm of the Consortium/Joint Venture for this Bid.	Yes	Yes
9.	<p>Letter of Authority of Signatory(individual) authorizing the Signatory to sign on behalf of the Consortium/JV.</p> <p>The Letter of Authority MUST be from each member firm and must be signed by all directors of each member firm (or Board Resolution will be accepted).</p>	Yes	Yes
10.	<p><b>Attach a valid Certified copy of the original B- BBEE Certificate from an accredited verification agency or a valid Original or Certified Copy of a valid B-BBEE Sworn Affidavit from a Commissioner of Oath.</b></p> <p><b>Failure to submit either the original or a certified copy of the original may result in awarding of 0 (zero) points preference points under BBEE.</b></p> <p><b>Note</b></p> <p>A consortium or joint venture must submit a consolidated Original or Certified Copy of the B-BBEE Status Level Verification Certificate in order to qualify for points.</p>	No	No

**Note:**

- a) **EMC reserves the right to verify the information submitted which is required in the Mandatory Requirements with the relevant authority during the evaluation and contract period. Should the information be false, the Service Provider will be disqualified and will be reported to Treasury.**

### **1.5. COSTS FOR PREPARATION OF PROPOSALS/PRESENTATIONS**

The costs incurred by Bidders in respect of the attendance of any briefing or presentation meetings if necessary or costs incurred in preparing any proposal will be borne by the Bidder and the EMC shall in no way be liable to reimburse such costs incurred.

### **1.6 OWNERSHIP OF PROPOSALS AND PRESENTATIONS**

The EMC shall on receipt of any quotation relating to this request and submitted in accordance with the procedure set out herein, shall become the owner thereof and the EMC shall not be obliged to return any proposal.

### **1.7 TAX CLEARANCE CERTIFICATE REQUIREMENTS**

The bidders' Tax status will be verified on the CSD prior to the bid award and where the preferred bidders are not compliant, **7 working days** will be granted for remedy, failing which the bidder will be disqualified. In Bids where Consortia/Joint venture/Sub-Contractors are involved, each party will be verified separately for proof of Tax Compliance Status.

In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFiles through the website [www.sars.gov.za](http://www.sars.gov.za)

### **1.8 CONFIDENTIALITY**

1.8.1 The entire process of calling for Bids was initiated by the EMC in terms of its procurement policy and is confidential. All deliberations in respect of the acceptability or otherwise of the proposals shall be conducted in closed sessions where members of the Project Steering Board and Project Steering Committee, shall treat all discussions as highly confidential.

1.8.2 The service provider shall not divulge directly or indirectly to any other person than a person employed by EMC, Project Steering Board, and Project Steering Committee to make copies or extracts of any of the information obtained during this assignment, while they may have access to EMC's trade secrets, confidential information which may include, specifications, Plans, drawings, pattern, samples, written instructions, notes, memoranda, technical information, know-how or process or method or any other records of whatsoever nature without the written consent of EMC and shall surrender all these items to EMC on termination of the assignment or demand of EMC.

### **1.9 INVENTIONS PATENTS AND COPYRIGHTS**

1.10.1. The service provider cedes, assigns, and transfers to EMC all rights, title, and interest in and to any copyright in all works and inventions which relates to the business of EMC (which includes, but is not limited to, methodologies and products) which arises within the course and scope of this services will be assigned to EMC.

1.10.2. Provide EMC, Project Steering Board, and Project Steering Committee with the sole and exclusive right to alter and adapt the work when the service provided has completed the task.

### **1.10 ETHICS**

1.10.3. Any attempt by an interested Bidder to obtain confidential information or enter into unlawful agreements with competitors or influence the Evaluation and /or the Procurement Committee or the EMC during the process of examining, evaluating, and comparing Bids/Proposals or Quotations will lead to the rejection of its bid/quotation/proposal in its entirety.

1.10.4. The Bidder must declare any business or other interests it has with the EMC or any employee of the EMC, MKI, SIDA/ Public Works, or the Ethekwini Municipality's Economic Development Unit as per the declaration of interest

form annexed hereto; failing which the Bidder shall be automatically disqualified from further participation in the Bid or call for proposals. The disqualification will be applicable at any stage of the bidding and/or engagement process.

#### **1.11. COMPETITION**

- 1.11.1. Bidders and their respective officers, employees, and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 1.11.2. In general, the attention of bidders is drawn to Section 4(1) (b) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) which prohibits collusive bidding.
- 1.11.3. 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.
- 1.11.4. If bidders have reason to believe that competition issues may arise encouraged to discuss their position with the competition authorities before submitting a response.
- 1.11.5. Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.
- 1.11.6. If a bidder(s) has/have been found guilty of the restrictive collusive behavior, EMC may in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such an item(s) offered, and/or terminate the contract in whole or part, and/restrict the bidder(s) from conducting business with the EMC for a period of not exceeding (10 ten) years.

#### **1.12. CANCELLATION OF BID PROCESS**

The EMC shall be entitled, within its sole and entire discretion, to cancel this Bid/Call for Proposals and/or Quotations at any time and shall notify the interested service providers accordingly. The EMC shall in no way be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this bid. The publication of the bid does not commit the EMC to appoint any of the qualifying Bidders.

#### **1.13. INTERVIEWS AND PRESENTATIONS BY BIDDERS**

In terms of the bid evaluation process, short-listed bidders may be interviewed. This will entail the bidding invited to a venue as determined by the bid committee. All transport and accommodation costs incurred by the bidder will be for the bidder's account and will not be reimbursed in any way. Failure to attend a scheduled interview will lead to immediate disqualification from the bid process. The EMC reserves the right to appoint a bidder without conducting interviews.

#### **1.14. CONTRACT AWARD**

- 1.14.1. The successful bidder will be notified of the bid award in writing by the EMC and the Project Steering Board.
- 1.14.2. The acceptance of any proposal shall only be confirmed with the conclusion of a final written signed service level agreement or any other appropriate agreement between the EMC and the successful Bidder, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the EMC and the Successful Bidder.
- 1.14.3. As a guideline regarding the content of the service level agreement, the bidder will be referred to the general conditions of the contract.
- 1.14.4. The EMC, the Project Steering Board, and Project Steering Committee do not bind themselves to accept either the lowest (price), highest (points), or any other bid and reserves the right to accept the bid that it deems to be in the best interest of the Institution even if it implies a waiver by the EMC, the Accounting Officer, or the Bid Committee, (as the case may be) of certain requirements which the EMC, the Accounting Officer, the Bid Committee, (as the case may be) considers to be of minor importance and not complied with by the bidder.

#### **1.15. DISCLAIMER**

- 1.15.1. This Bid document has been prepared for the purpose of providing information to interested Bidders. The provision of any additional information about the organization to Bidders is disclosed and will be made available to enable the prospective Bidders to submit comprehensive proposals.
- 1.15.2. The EMC accepts no responsibility for the fairness, accuracy, or completeness of any information or opinions, for any errors, omissions, or misstatements, negligent otherwise, made by any person in this Bid document or at any Compulsory briefing session.
- 1.15.3. The EMC accepts no liability for any loss incurred by any person(s) due to events or actions taken as a consequence of the preparation and dissemination of this bid request.

- 1.15.4. Except in cases of criminal negligence or willful misconduct, and in the case of infringement the bidder shall not be liable to EMC, 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 bidder to pay penalties and/or damages to EMC; and
- 1.15.5. The aggregate liability of the bidder to EMC, 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.

**1.16. CONTACT AND COMMUNICATION**

- 1.16.1. A nominated official of the bidder(s) can make inquiries in writing, to the specified person in the table below. Bidder(s) must reduce all telephonic inquiries to writing and send them to the above email address.
- 1.16.2. The delegated office of EMC may communicate with Bidder(s) where clarity is sought in the bid proposal.
- 1.16.3. Any communication to an official or a person acting in an advisory capacity for EMC in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

**All communication between the Bidder(s) and EMC must be done via email.**

Details	Bidding Procedure
Contact person	Ms. A Sikobi
E-mail address	<a href="mailto:ayanda@maritimecluter.co.za">ayanda@maritimecluter.co.za</a>

## SECTION C: TERMS OF REFERENCE

### 1. PURPOSE OF THE STUDY

The purpose of this Request for Proposals (RFP) is to solicit the services of a service provider for conducting a study of the KZN Maritime Industry Value Chain as a Value Chain Analysis.

- 1.1 The primary objective of the study is to estimate the value of the overall KZN Maritime Value Chain. This is expected to be done by identifying the key players in each of the sub-sectors such as shipbuilding, ship repair, stevedoring, ship Chandling, quayside warehousing, container & breakbulk handling and support services such as clearing-forwarding, other related services, and estimating the value added by each of these segments to the KZN economy.
- 1.2 The secondary objective is to identify qualitative issues affecting the Value Chain by each of the sub-sectors such as the impact of COVID-19, barriers to growth, and identifying triggers to accelerate growth, job creation, and transformation. Issues regarding the competitiveness of South Africa and KZN in particular need to be investigated. Thus, this will be a quantitative and qualitative study with diagnostics and project required.
- 1.3 The study needs to make suitable recommendations for industry leaders and policymakers to conduct necessary interventions to grow the industry.
- 1.4 In this first phase, the scope of the study is limited only to the landside Value Chain (loosely referred to as FOB). The second phase of the study will be the Value Chain Analysis of the Oceans Economy i.e., from the point the ship leaves the harbour. The first phase of the study should lay the foundation for the next phase of the study.

### 2. PROJECT DELIVERABLES:

The overall deliverable is the (estimated in ZAR at 2022) Value of the KZN Maritime Value Chain broken down by segments. Other specific deliverables leading to the same but not limited to, are as follows:

- **Literature Analysis and Situational Review** of Studies on Value Chains preferably Maritime or related sectors. This should consolidate Studies on the African/South African / KZN Maritime Sector with emphasis on quantitative information. This needs to also map the current initiatives and plans and programs at local, provincial, and national levels e.g., Durban Port Expansion by Transnet. Particular emphasis is expected on small crafts harbour along the KZN Coastline.
- **Segment and Stakeholder Analysis Report** Indicating key segments of the Value Chain and key stakeholders per segment. This will consist of a comprehensive list and contact details of decision-makers/opinion leaders from Academia, Industry, and Researchers.
- **Research Instrument** to Quantify the value of each segment in terms of Value added and jobs sustained using suitable methods to arrive at such estimates. A firm-level mapping of primary and supporting activities of the value chain of at least 3 firms in each segment is expected. This should lead to an aggregated view of the overall Maritime Value Chain.
- **Research Data Analysis Report** indicating the insights from the data analyzed from the collection of information from the industry. This should include:
  - Clear linkages between different segments of the value chain.
  - List of Triggers and Barriers towards growth and employment generation potential of the Value Chain segments.
  - Defining specific opportunities for new entrants and SMMEs to participate in the industry Value Chain.
  - Estimates of Transformation at the Firm level using the BBBEE Scorecard, identifying key pillars of weakness across the value chain.
  - Specific development and investment opportunities in the value chain and their impact if undertaken as Catalytic Projects.
- This analysis should be represented in graphical formats to enable decision-makers to grasp key insights from the data, supported by necessary analysis including econometric analysis using suitable tools.
- **Recommendations Report** outlining specific interventions required to grow the KZN Maritime Value Chain's Economic Impact.
- **A Skills Demand Report** outlining specific skills and the demand quantum of these skills by each segment over the next 3-5 years.
- **A Final presentation** of the VCA to a forum of Industry leaders, Academia, and Government as a platform for dialogue to open the growth potential of the sectors. This would be a consolidation of the above reports.

### **3. ANTICIPATED TIMEFRAMES**

- 3.1. The service provider is expected to commence with the project immediately after the appointment. The project is to be completed after 06 months from the date of commencement.
- 3.2. It is anticipated that the appointment will be made during **MARCH 2023** and the service provider will be expected to be completed within **6 months**.
- 3.3. The successful Professional Service Provider shall be required to complete the project within **6 months** of the Award.

### **4. PROPOSAL REQUIREMENTS**

- 4.1. Proposals must be clear and concise, comprehensive, and directly address the specifics of the proposed scope. The Service Provider will, in combination with their capability descriptions and candidate resumes, demonstrate their experience in providing similar services on the study by providing references from other clients.
- 4.2. The Service Provider shall describe its approach and plans for accomplishing the work outlined in section 1.3. The Technical Proposal must consist of the following:

#### **Cover Letter**

The Service Provider must include a cover letter that indicates the full names and addresses of the firm that will perform the services described in this RFP/RFP. The cover letter should express the Service Provider's interest and serve as an executive summary of the proposal and should also include identification of any and all sub-consultants or contractors of the Service Provider if any.

#### **References**

The Service Provider must provide at least three (3) client references applicable to the scope of services, in a form of a letter on the client's letterhead or stamped letter with contact names, contact numbers, and email addresses of the client.

#### **Description of the Service Provider's Prior Experience**

In response to the specific requests below, the Service Provider should clearly state its skills and experience in a manner that demonstrates its capability to complete the service required. If applicable also highlight projects in which members of your proposed project team have worked together. Please indicate for each project which you list, and the scope of the project.

#### **Management Overview and Approach**

The Service Provider shall set forth its overall technical approach and plans to meet the requirement of the RFP in a narrative format covering key issues. This narrative should convince EMC that the Service Provider understands the objectives that the research study is intended to meet, the nature of the required work, and the level of effort necessary to successfully complete the study. The Service Provider shall also set forth a detailed work plan indicating how each task in the service required, timelines, and how the major milestones will be accomplished. Mere reiterations of the tasks and subtasks outlined in the terms of reference are strongly discouraged, as they do not provide insight into the service provider's ability to complete the research. The Service Provider response to this section should be designed to convince the Bid Committee that the Service Providers' detailed plans and proposed approach to complete the scope of service are SMART

#### **Key Team Member List**

The organization chart must include all Key Team Members, their levels or category and titles for this project, and the organization they represent in the event of the "Joint Venture". The Service Provider must list each Key Team Member and the percentage of time each Key Team Member will spend on this engagement.

#### **Resume of Key Team Members**

- The Team Members are requested to provide the following information as detailed below:
  - The Service Provider is requested to provide the number and type of employees with technical



expertise dedicated to the proposed work plan.

- Sample Curriculum Vitae for all proposed personnel who will be assigned to perform the scope of services contained in this RFP. The information provided from the resumes will be used as a key consideration in the selection process.
- The team should also be managed by the Lead Consultant and the team should have the necessary skills and experience including time to complete the assignment satisfactorily.
- The team should demonstrate in their resumes to have the following expertise but not limited to: -
  1. Sector Specialists - Maritime Specialists, Development Practitioners, Built environment
  2. Economics and Econometrics Analysis proficiency in at least one econometric software (Matlab, STATA, R, Python).

#### **4.3. PROPOSED TECHNICAL TEAM PROFILE**

The qualifications, skills, and experience of the proposed experts will be assessed in three ways:

- 4.3.1. Qualifications and Professional Registration – which includes all the formally recognized qualifications and professional registration the proposed experts have achieved.
- 4.3.2. General Professional Experience – referring to the totality of professional working experience and the positions held and
- 4.3.3. Specific Professional Experience – referring to the specific experience of the experts in a sector, field, and/or subject that is related to the scope of work and the proposed role of the experts.

**For each Proposed Expert a concise CV must be submitted.**

All of the above items must be addressed in the submission in the same order as stated above. Each Service Provider's Technical Proposal will be evaluated based on the Evaluation Criteria enumerated in the Functionality Criteria below.

Proposed Technical Team Profile – the qualifications, skills, and experience of the proposed team will be assessed, and each expert must submit a concise CV.

#### **Key Expert 1: Maritime / Research Expert**

The key expert must possess the following:

- Relevant qualification in Maritime Studies, Development Studies, Economics, or related studies.
- 8+ years experience in the maritime sector or research sector.
- Minimum of 10 years of project management experience.
- Specific knowledge/experience in similar studies would be an added advantage.
- Must possess strong skills in research; project planning; implementation and quality reporting.
- Must possess strong analytical skills and be proficient in at least one econometric software program
- Extensive knowledge of industry trends, operations of markets, and value chains.
- In-depth competencies in strategy formulation; analytical thinking.
- Understanding of applicable legislative and economic policy framework in the maritime industry.
- Advanced project management skills including planning, coordinating, team leadership, organizing, exceptional communication skills, effective risk management, and management of a multi-disciplinary team.
- Good communication skills – verbal and written.
- Good stakeholder engagement skills; and
- Available for the entire duration of the project.

#### **Key Expert 2: Lead Consultant**

The key expert must possess the following:

- A relevant Masters' qualification.
- Minimum of 8 years of project management experience.
- Specific knowledge/experience in similar feasibility study development would be an added advantage.
- Must possess strong skills in research; project planning; implementation and quality reporting.
- Must possess strong analytical skills and be proficient in at least one econometric software program
- Extensive knowledge of maritime industry trends, operations of markets, and value chains.
- In-depth competencies in strategy formulation; and analytical thinking
- Understanding of applicable legislative and economic policy framework in the maritime industry.
- Advanced project management skills including planning, coordinating, team leadership, organizing, exceptional communication skills, effective risk management, and management of a multi-disciplinary team;

- Good communication skills – verbal and written.
- Good stakeholder engagement skills; and
- Available for the entire duration of the project.

**Key Expert 3: Senior Researcher**

- A Masters’ qualification with a specialization in Maritime Studies or Economics.
- Between 3 to 5 years of research experience.
- Specific knowledge/experience in similar feasibility study development would be an added advantage.
- Must possess strong skills in research; project planning; implementation and quality reporting.
- Must possess strong analytical skills and be proficient in at least one econometric software program.
- Good communication skills – verbal and written.
- Good stakeholder engagement skills.
- Available for the entire duration of the project.

**Key Expert 4: Junior Researcher**

- Honors degrees/postgraduate diploma (NQF8 or above) in Maritime Studies or Maritime Economics and 3 years experience in maritime-related research.
- Must possess strong skills in research; project planning; implementation and quality reporting.
- Must possess strong analytical skills and be proficient in at least one econometric software program.
- Good communication skills – verbal and written.
- Good stakeholder engagement skills; and
- Available for the duration of the project.

**5. EVALUATION AND SELECTION CRITERIA:**

In making an award, the 2011 National Treasury Preferential Procurement Regulations will be applied. Hence, all prospective service providers need to submit an Empowerment Rating Certificate from an organization accredited by National Treasury, in order to claim preference or empowerment points.

The adjudication of this Request for Proposals will be in terms of a two-stage tender process. Stage 1 will be based on functionality and stage 2 on price/cost/financial implications and empowerment. Only respondents who obtain above 75 points in the functionality stage will be eligible for the price and empowerment evaluation stage.

The **80/20** formula is used in the points allocation of adjudication criteria with a 20% proportion of the points allocated to the ‘empowerment’ categories focusing on PPG and gender status of the individual team members nominated to undertake the work.

The adjudication criteria and weighting that will be applied are as follows:

<b>CRITERIA</b>	<b>MAX SCORE</b>
<b>FUNCTIONALITY</b>	
<b>STAGE 1</b>	
<b>1. Response to the brief</b>	<b>20</b>
Does the proposal demonstrate a good understanding of the brief and its methodology i.e. does it clearly articulate the theme, expectations, and key outputs of the project? Have all key deliverables been distinctly identified and adequately addressed?  <i>The above points will be further interpreted as follows.</i> <ul style="list-style-type: none"> <li>○ Nil – No submission</li> <li>○ Poor (score 40%) – The proposal shows a limited understanding of the brief and project, and has not adequately dealt with the key challenges.</li> <li>○ Satisfactory (score 70%) – The brief is well understood and clearly articulated, and key components are adequately addressed. The proposal reflects necessary concepts but has insufficient detail for it to be distinctive.</li> <li>○ Good (score 90%) – the proposal demonstrates an understanding of the project’s vision and the brief. All key components are adequately addressed.</li> <li>○ Very good (score 100%) - A unique proposal that is strongly aligned to and identifiable with the project. It identifies and deals well with all the brief criteria and has the potential to leave a broader legacy.</li> </ul>	
<b>2. Relevant expertise and experience</b>	<b>25</b>
Does the service provider have relevant and sufficient experience and expertise in maritime/marine or similar nature and scale? Relevant and sufficient experience (not less than 5) years in similar project/s with supporting documents indicating overall performance on previous contracts of a similar nature.	

<p>Points will be interpreted as follows.</p> <ul style="list-style-type: none"> <li>○ Nil – No submission</li> <li>○ Poor (score 40%) – The team has limited (less than one-year relevant experience in projects of similar nature. The company is unlikely to deliver within the specified time frame.</li> <li>○ Satisfactory (score 70%) – The tenderer has (more than three years of relevant experience) in projects of similar nature but has not directly undertaken a project of this magnitude.</li> <li>○ Good (score 90%) – The tenderer has (more than five years of extensive experience) in projects of similar nature and has directly undertaken similar projects.</li> <li>○ Very good (score 100%) – The tenderer has (more than 10 years of outstanding experience) in projects of similar nature and has taken many such projects. Key personnel allocated to the project have outstanding relevant experience.</li> </ul>	
<b>3. Capacity and capability to deliver</b>	<b>15</b>
<p>Has the service provider submitted a project organogram with their detailed resource allocation, in line with the work breakdown structure indicating sufficient resources with the necessary skills, capacity, and capability to carry out the project?</p> <p>Points will be interpreted as follows.</p> <ul style="list-style-type: none"> <li>○ Nil – No submission</li> <li>○ Poor (score 40%) – The project plan is sketchy, there is no clarity in terms of human resources allocation aligned to the project.</li> <li>○ Satisfactory (score 70%) – Project resource allocation provided is detailed, and human resources are in line with the project plan key milestones/deliverables.</li> <li>○ Good (score 90%) – Projects resources have been defined and allocated and have aligned with the project deliverables and articulate what each resource will be responsible for and provided their CV and relevant work experience. Very good (score 100%) – Besides meeting the “good” rating, the plan makes provision for every eventuality and supports referral letters confirming their experience in similar projects.</li> </ul>	
<b>4. Proposed Work Plan and Approach</b>	<b>40</b>
<p>Does the service provider have a proposed approach in relation to the scope of work and outputs, a project execution plan in a form of a <b>Gantt Chart</b> indicating deadlines, and a clear practical and work plan with each task and sub-activities, timeframes, and budget?</p> <ul style="list-style-type: none"> <li>○ Nil – No submission</li> <li>○ Poor (score 40%) – service provider has provided a project work plan and approach that is sketchy, with no clarity in terms of resources and alignment to the project.</li> <li>○ Satisfactory (score 70%) – service provider has provided a project Gantt chart that is complete &amp; reasonably detailed. Resources appear adequate.</li> <li>○ Good (score 90%) – besides meeting a “satisfactory” rate, the service provider has provided a Gantt Chart which is clearly defined with timeframes and makes provision for key risk areas.</li> <li>○ Very good (score 100%) – service provider has provided Gantt Chart with the project work plan and is fully comprehensive, detailed with timeframes, and meets the key deliverables of the project and supporting information and documentation.</li> </ul>	
<b>TOTAL</b>	<b>100</b>
<b>THE MINIMUM THRESHOLD OF THIS FUNCTIONALITY IS 70 OUT OF 100 POINTS. ANY BID WHICH FAILS TO MEET THIS MINIMUM THRESHOLD WILL BE DISQUALIFIED. ONLY BIDS SCORING 60 AND ABOVE WILL PROCEED TO STAGE 2</b>	
<b>STAGE 2</b>	
Price: overall budget of the project	80
BEE: empowerment status	20
<b>GRAND TOTAL</b>	<b>100</b>
<b>Stage 2: PRICE/COST AND BEE OF PROPOSAL</b>	<b>Maximum</b>
<b>Price/Cost Implications</b>	<b>80</b>
<ul style="list-style-type: none"> <li>• Cost of Proposal</li> </ul>	80
<b>BEE score as determined by the Municipality’s Procurement Office</b>	<b>20</b>
<ul style="list-style-type: none"> <li>• BEE score for the respondent and any sub-contracted entities</li> </ul>	20
<b>GRAND TOTAL</b>	<b>100</b>

**Broad-Based Black Economic Empowerment Points will be awarded to bidders in accordance with the table below:**

<b>B-BBEE Status Level of Contributor</b>	<b>80/20 Point System</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**SECTION D: ANNEXURE AND ATTACHMENTS**

**ANNEXURE A: SUPPLIER INFORMATION**

<b>Legal Name of Bidder:</b> (Same as CSD)	
<b>Trading Name of Bidder:</b> (Same as CSD)	
<b>Registration Number</b> (Same as CSD)	
<b>Physical Address</b>	
<b>Postal Address</b>	
<b>Contact Person</b>	
<b>Title/Position in the Firm</b>	
<b>Mobile Number</b>	
<b>Bidder Telephone Number</b>	
<b>Facsimile Number</b>	
<b>Email Address of Contact Person</b>	
<b>Email Address of Bidder</b>	
<b>VAT Registration Number</b> (Same as CSD)	
<b>Central Supplier Database Number</b>	
<b>B-BBEE STATUS VERIFICATION</b>	

**Very Important:**  
**(Attach B-BBEE Status Verification from Accredited Service Provider or B-BBEE Sworn Affidavit (for EMEs and QSEs) must be submitted in order to qualify for preference points for B-BBEE)**

**SERVICE PROVIDER ACKNOWLEDGEMENT OF REQUEST AND TERMS AND CONDITIONS:**

**I .....(NAME) HEREBY ACCEPT THE TERMS OF THIS REQUEST FOR QUOTATION/BID/EXPRESSION OF INTEREST AND ACKNOWLEDGE THAT I AM APPROPRIATELY DELEGATED TO RESPOND ON BEHALF OF (ATTACH DELEGATION OF AUTHORITY)**

.....  
**(NAME OF BIDDER).**

Print Name

Date

\_\_\_\_\_

\_\_\_\_\_

Designation

Signature

## KEY PERSONNEL MINIMUM REQUIREMENTS

Line#	Position in team	Minimum Criteria	Yes / No
1	Team Leader	<p>The key expert must possess the following:</p> <ul style="list-style-type: none"> <li>• Relevant qualification in Maritime Studies, Development Studies, Economics, or related studies.</li> <li>• 5+ years experience in the maritime sector or research sector.</li> <li>• Minimum of 10 years of project management experience.</li> <li>• Specific knowledge/experience in similar studies would be an added advantage.</li> <li>• Must possess strong skills in research; project planning; implementation and quality reporting.</li> <li>• Must possess strong analytical skills and be proficient in at least one econometric software program</li> <li>• Extensive knowledge of industry trends, operations of markets, and value chains.</li> <li>• In-depth competencies in strategy formulation; analytical thinking.</li> <li>• Understanding of applicable legislative and economic policy framework in the maritime industry.</li> <li>• Advanced project management skills including planning, coordinating, team leadership, organizing, exceptional communication skills, effective risk management, and management of a multi-disciplinary team.</li> <li>• Good communication skills – verbal and written.</li> <li>• Good stakeholder engagement skills; and</li> <li>• Available for the entire duration of the project.</li> </ul>	
2	Lead Consultant	<ul style="list-style-type: none"> <li>• Masters's qualification</li> <li>• Minimum of 8 years of project management experience.</li> <li>• Specific knowledge/experience in similar feasibility study development would be an added advantage.</li> <li>• Must possess strong skills in research; project planning; implementation and quality reporting.</li> <li>• Must possess strong analytical skills and be proficient in at least one econometric software program</li> <li>• Extensive knowledge of maritime industry trends, operations of markets, and value chains.</li> <li>• In-depth competencies in strategy formulation; and analytical thinking</li> <li>• Understanding of applicable legislative and economic policy framework in the maritime industry.</li> <li>• Advanced project management skills including planning, coordinating, team leadership, organizing, exceptional communication skills, effective risk management, and management of a multi-disciplinary team.</li> <li>• Good communication skills – verbal and written.</li> <li>• Good stakeholder engagement skills; and</li> <li>• Available for the entire duration of the project.</li> </ul>	

3	Supporting Team	<ul style="list-style-type: none"> <li>• To hold a minimum Postgraduate degree in Maritime Studies/ Economics/ Development Studies,</li> <li>• 3 years of experience</li> <li>• Detailed CV accompanied by certified qualifications to be provided as evidence</li> </ul>	
4	Proven Experience and expertise as a service provider	<ul style="list-style-type: none"> <li>• At least 3 years experience in undertaking research and similar studies.</li> <li>• Details of a minimum of 3 projects to be provided with contactable references.</li> </ul>	

1	How many full-time staff will be involved in this project?			
2	Provide the names of the full-time staff members and indicate the portfolios for which they are responsible.			
a)	<b>AREA THAT THE BIDDER IS INTERESTED TO BE SHORTLISTED IN</b>			
	Name of Staff member	Designation	Company <b>(If Joint Venture)</b>	Years of experience as required in the functionality and minimum requirements <b>Attach CV</b>
		Team Leader		
3	Comments:			



**Curriculum Vitae (Max 3 Pages)**

1. Surname:
2. First names:
3. Date of birth:
4. Nationality:
5. Civil status:
6. Education:

Institution [ Date from - Date to]	Qualifications obtained:

2. Membership of professional bodies:
3. Other skills: (e.g., Computer literacy, etc.):
4. Present position:
5. Years within the firm:
6. Total no. of years of experience (Relevant to the project):
7. Total no. of years of Professional Experience.

Date from - Date to	Location	Company	Position	Description of projects/responsibilities etc.

**ANNEXURE C: EXPERIENCE**

1	Provide details of the Company's experience in working on similar projects <b>(maximum of 3)</b> .			
	Projects Completed	Date Completed	Approximate Cost	Contactable References
				<b>Name:</b> <b>Surname:</b> <b>Email</b> <b>Phone Number</b>
				<b>Name:</b> <b>Surname:</b> <b>Email</b> <b>Phone Number</b>
				<b>Name:</b> <b>Surname:</b> <b>Email</b> <b>Phone Number</b>
2.	Comments			

**Annexure D: Pricing Schedule Professional Services**

**Note: Mandatory Requirement. Failure to complete and sign this document will result in the bid being non-responsive.**

Bidders are required to expressly cover their proposed fee/price and based on the activities they propose undertaking to provide the services requested in this call.

The EMC reserves the right to negotiate any aspect of the proposed fees/pricing and disbursements with the preferred Bidder and shall not be bound to the fees/pricing and disbursements submitted by any Bidder.

The Bid Fees/Prices must remain valid for a period of 90 days from the date of closure of the bid.

EMC reserves the right to request the Bidder's latest audited financial statements in order to ascertain the financial stability of the Bidder prior to the award of the bid. Failure by the Bidder to provide the latest audited financial statements may invalidate the bid.

**KINDLY NOTE THAT A FAILURE TO EXPRESSLY COVER THIS IN YOUR QUOTATION WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.**

The Service Provider is required to provide a detailed price proposal in accordance with the table below:

No.	Description	Total Amount
1	•	
2	•	
3	•	
4	•	

	Sub Total for the Works	
	VAT	
	<b>Total Including VAT</b>	

<b>SIGNATURE of the DELEGATED AUTHORITY</b>		<b>DATE</b>	
---	--	-------------	--

**Annexure E: Statement of Exclusivity and Availability**

**Statement of Exclusivity and Availability**

Tender ref: \_\_\_\_\_

I, the undersigned, hereby declare that I agree to participate exclusively with the bidders \_\_\_\_\_ in the above-mentioned service bid procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included.

From	To

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other bidders submitting a tender to this bidding procedure. I am fully aware that if I do so, I will be excluded from this bidding procedure, the tenders may be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by (Name of organization).

Furthermore, should this tender be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts funded by the (Name of Organization) and that the notification of award of contract to the bidder may be rendered null and void.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

**Annexure F: BIDDER'S DISCLOSURE**

**Note: Mandatory Requirement. Failure to complete and sign this document will result in the bid being non-responsive.**

**1. Purpose of the Form:**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's Declaration**

<b>2.1</b> Is the bidder, or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest <sup>1</sup> in the enterprise, employed by the state?	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

**2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/director/trustees/shareholders/members/partners or any person having a controlling interest in the enterprise, in the table below:

Full Names	
Identity Number	
Name of the State Institution	

<b>2.2</b> Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

**2.2.1** If so, furnish particulars:

<b>2.3</b> Does the bidder or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

**2.3.1** If so, furnish particulars:

**3. DECLARATION**

I, the undersigned, (name) ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

**3.1** I have read and understand the contents of the disclosure

**3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

**3.3** 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 consortium will not be construed as collusive bidding.

**3.4** In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, or prices, including methods, factors, or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

**3.5** 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 the awarding of the contract.

**3.6** There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

**3.7** I am aware that, in addition, and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, suspicious bids 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN THE PARAGRAPHS ABOVE IS CORRECT.

I ACCEPT THAT THE EMC MAY REJECT THE BID OR ACT AGAINST ME/THE COMPANY IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

<b>SIGNATURE</b>		<b>DATE</b>	
<b>POSITION</b>		<b>NAME OF THE BIDDER</b>	