



REQUEST FOR PROPOSAL

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT WORK-STUDY, JOB PROFILING, GRADING AND SKILLS AUDIT FOR THE GGB

RFP Ref. No. GGB/RFP/001/2022-2023

Date of issue	02 December 2022
Closing Date	23 January 2023
Closing time	11:00am
Closing Address	125 Corlett Drive, Bramley, Johannesburg, 2018

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LIST OF ACRONYMS

AG	Auditor General
CPIX	Consumer Price Index
CV	Curriculum Vitae
GGB	Gauteng Gambling Board
HDI	Historical Disadvantaged Individual
MEC	Member of the Executive Council
P.a.	Per annum
PFMA	Public Finance Management Act
PPPFA	Preferential Procurement Policy Framework Act
PSP	Professional Service Provider
RFP	Request for Proposal
SARS	South African Revenue Service
SBD	Standard Bidding Document
SCM	Supply Chain Management
SMME	Small, Medium and Micro Enterprise
SP	Service Provider
TA	Technical Assistance
TOR	Terms of Reference as provided in RFP Part B (terms of reference)

DEFINITIONS

In this Request for Proposal, unless a contrary intention is apparent:

Business Day means a day which is not a Saturday, Sunday or public holiday.

Bid means a written offer in a prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Terms of Reference as provided in RFP Part B.

Closing Time means the time, specified as such under the clause "Indicative Timetable" of this RFP Part A, by which Tenders must be received.

Evaluation Criteria means the criteria set out under the clause “Evaluation Criteria Format” of this RFP Part A.

GGB means the Gauteng Gambling Board; a PFMA Schedule 3(C) listed Provincial Public Entity, established in terms of the Gauteng Gambling Act, *No 4 of 1995 as amended*.

Intellectual Property Rights includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

Official means an official of the GGB.

Proposed Contract means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the GGB and the successful Bidder.

Request for Proposal or **RFP** means this document (comprising each of the parts identified under RFP Part A, Part B and Part C) including all annexure and any other documents so designated by the GGB.

Services means the services required by the GGB, as specified in this RFP Part B.

Terms of Reference means any Terms of Reference or description of the GGB’s requirements contained in this RFP Part B.

State means the Republic of South Africa.

Statement of Compliance means the statement forming part of a Tender indicating the Bidders compliance with the Terms of Reference.

Bidder means a person or organisation that submits a Bid.

Tendering Process means the process commenced by the issuing of this Request for Proposal and concluding upon formal announcement by the GGB of the selection of a successful Bidder(s) or upon the earlier termination of the process.

Website means the website administered by GGB located at www.ggb.org.za

In this RFP, unless expressly provided otherwise:

A reference to:

- (a) “includes” or “including” means includes or including without limitation; and
- (b) “R” or “Rand” is a reference to the lawful currency of the Republic of South Africa.

INTRODUCTION

The Gauteng Gambling Board is a statutory body established in terms of Section 3 of the Gauteng Gambling Act, No 4 of 1995, as amended (the Act).

The Board falls under the definition of “provincial public entity” in terms of Section 1 of the Public Finance Management Act, No 1 of 1999 (“PFMA”), and is listed in Schedule 3 to that Act as being one of the public entities in respect of which the legislation applies.

Prior to August 1996, betting on horse-racing and other sporting events was the only form of legal gambling in Gauteng. During August 1996, the Act was promulgated. This Act legalised other forms of gambling in the province and provided for the establishment of the GGB Board.

The following forms of activities are regulated by the GGB in Gauteng:

- Casino gaming
- Betting on horse-racing and sporting events
- Bingo
- Limited pay out gaming machines (Route and site operators)
- The manufacturing and supply of gambling equipment

The GGB is inviting responses to this request for proposal (reference number RFP ref. no. GGB/RFP/001/2022-2023 appointment of a service provider to conduct work-study, job profiling, grading and skills audit for the GGB.as stated in RFP Part B– terms of reference. interested bidders are required to provide a detailed response to be evaluated accordingly.

The appointment of successful service providers is subject to the conclusion of a service level agreement between the GGB and the service providers.

RFP OBJECTIVES

The objective of the tender is to find suitable and capable service providers to provide to conduct work-study, job profiling, grading and skills audit for the GGB.

INDICATIVE TIMETABLE

ACTIVITY	DATE
Advertisement of RFP	02 December 2022
Closing Date and Time	23 January 2023 at 11:00am

**This timetable is provided as an indication of the timing of the tender process. It is indicative only and subject to change by the GGB.*

SUBMISSION OF TENDERS

Hardcopy Submission

Physical Address of Tender Box	125 Corlett Drive, Waverly
Hours of access to Tender Box	During office hours only 08H00 – 16H30
Information to be marked on envelope containing Tender	Gauteng Gambling Board SCM Unit RFP Ref. No. GGB/RFP/001/2022-2023 Name of Bidder

1. Bidders are to provide one (1) original and one (1) hard copy of the Bidders Response (Bid) plus one electronic copy in a CD or USB Drive that are labelled well.
2. Bidders must include an electronic copy of the Bidders Response for each proposal in PDF or Microsoft Office 2010 format as part of the hardcopy submission. All responses must be submitted in a sealed envelope in accordance with the conditions of Tendering and on the official forms included in this document. **PLEASE DO NOT e-mail your responses**
3. All documents must be virus checked by the Bidder before lodgement. In this case of inconsistency between the electronic and hardcopy submissions, the hardcopy submission will prevail.

RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

APPLICATION OF RULES

4. Participation in the tender process is subject to compliance with the rules contained in this RFP Part A.
5. All persons (whether a Participant in this tender process) having obtained or received this RFP may only use it, and the information contained therein, in compliance with the rules contained in this RFP Part A.
6. All Bidders are deemed to accept the rules contained in this RFP Part A.
7. The rules contained in this RFP Part A apply to:
 - a. the RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure.
 - b. the Tendering Process; and
 - c. any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

REQUEST FOR PROPOSAL

STATUS OF REQUEST FOR PROPOSAL

8. This RFP is an invitation for service provider/s to submit a proposal(s) for the provision of the services as set out in the terms of reference (TOR) Terms of Reference contained in this RFP Part B. Accordingly, this RFP must not be construed, interpreted, or relied upon, whether expressly or implied, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights.
9. No binding contract or other understanding for the supply of the Services will exist between the GGB and any Bidder unless and until the GGB has executed a formal written contract with the successful Bidder.

ACCURACY OF REQUEST FOR PROPOSAL

10. Whilst all due care has been taken in connection with the preparation of this RFP, the GGB makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The GGB, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
11. If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the GGB (other than minor clerical matters), the Bidder must promptly notify the GGB in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the GGB an opportunity to consider what corrective action is necessary (if any).

12. Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the GGB will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

ADDITIONS AND AMENDMENTS TO THE RFP

13. The GGB reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Date and Time. The GGB and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.

REPRESENTATIONS

14. No representations made by or on behalf of the GGB in relation to this RFP will be binding on the GGB unless that representation is expressly incorporated into the contract ultimately entered into between the GGB and the successful Bidder.

CONFIDENTIALITY

15. All persons (including all Bidders) obtaining or receiving this RFP and any other information in connection with this RFP or the Tendering Process must keep the contents of the RFP and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.

COMMUNICATIONS DURING THE TENDERING PROCESS

REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

16. All communication and attempts to solicit information of any kind relative to this tender should be in writing and channelled to the Supply Chain Management Unit via email to: tenders@ggb.org.za

17. Any communication by a Bidder to the GGB will be effective upon receipt by the SCM Unit.

18. The GGB has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received. Such restricted times are Saturday, Sunday, and public holidays from 9 am to 4H30 pm and on Fridays from 9 am to 3 pm. The GGB will only respond to such requests from **03 December 2022 until 19 January 2023**, as **23 January 2023** is the closing date for bids and bidders would then be too late to act upon responses.

19. Except where the GGB is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the GGB's website without identifying the person or organisation which submitted the question. Such responses/clarifications will be posted on the GGB website no later than **20 January 2023 at 11:00am**.

20. In all other instances, the GGB may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the SCM Unit).
21. A Bidder may, by notifying the SCM Unit in writing, withdraw a question submitted in accordance with the tender, in circumstances where the Bidder does not wish the GGB to publish its response to the question to all Bidders.

UNAUTHORISED COMMUNICATIONS

22. Communications (including promotional or advertising activities) with staff of the GGB or advisors assisting with the Tendering Process are not permitted during the Tendering. Nothing in this clause is intended to prevent communications with staff of, or advisors of the GGB to the extent that such communications do not relate to this RFP or the Tendering Process.
23. Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

24. Bidders may not seek or obtain the assistance of employees, contractors or advisors of the GGB in the preparation of their tender responses.
25. The GGB may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.
26. Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004 and any other relevant legislation.

ANTI-COMPETITIVE CONDUCT

27. Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
 - a. The preparation or lodgement of their Tender
 - b. the evaluation and clarification of their Tender; and
 - c. the conduct of negotiations with the GGB.
28. For the purpose of this tender collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the GGB or any other Bidder or any other person or organisation.
29. In addition to any other remedies available to it under law or contract, the GGB may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during the entire Tendering Process.

COMPLAINTS ABOUT THE TENDERING PROCESS

30. Any complaint about the RFP or the Tendering Process must be submitted to the CEO in writing, (preferably by email), immediately upon the cause of the complaint arising or becoming known to the Bidder.
31. The written complaint must set out:
 - a. The basis for the complaint, specifying the issues involved;
 - b. How the subject of the complaint affects the organisation or person making the complaint;
 - c. Any relevant background information; and
 - d. The outcome desired by the person or organisation making the complaint.
32. If the matter relates to the conduct of an official, employee or advisor of the GGB, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the GGB, and delivered to the physical address of the GGB, as notified.

CONFLICT OF INTEREST

33. A Bidder must not, and must ensure that its officers, employees, agents and advisors do not, place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the GGB and/or the Gauteng Provincial Government and the Bidders interests during the Tender Process.
34. The Bidders Response in this RFP Part C requires the Bidder to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP.
35. If the Bidder submits its Tender and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Tender, the Bidder must notify the GGB immediately in writing of that conflict.
36. The GGB may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the GGB of the conflict as required.

LATE TENDERS

37. Tenders must be lodged by the Closing Time. Where a tender document is not in the tender box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids will not be considered.
38. Tenders lodged after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration.
39. The determination of the GGB as to the actual time that a Tender is lodged is final. All Tenders lodged in the Tender Box after the Closing Time will be recorded by the GGB and will only be opened for the purposes of identifying a business name and address of the Bidder. The GGB will inform a Bidder whose Tender was lodged after the Closing Time of its ineligibility for consideration. The general

operating practice is for the late tender to be returned within 5 (Five) working days of receipt or within 5 (Five) working days after determination not to accept a late tender.

BIDDERS RESPONSIBILITIES

40. Bidders are responsible for:
- a. Examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the GGB to Bidders in connection with this RFP;
 - b. fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the GGB's requirements for the provision of the Services, as well as general conditions and specific conditions of contract;
 - c. ensuring that their Tenders are accurate and complete;
 - d. making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Tender;
 - e. ensuring that they comply with all applicable laws in regards to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette;
 - f. Submitting an Original Valid Tax Clearance status pin and failure to provide the required information could result in disqualification of the bidder.

PREPARATION OF TENDERS

- a. Bidders must ensure that their Tender is submitted in the required format as stipulated in this RFP Part C; and
- b. all the required information fields in RFP Part C are completed in full and contain the information requested by the GGB.

Note to Bidders: The GGB may in its absolute discretion reject a Tender that does not include the information requested.

41. Unnecessarily elaborate responses or other presentations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.

ILLEGIBLE CONTENT, ALTERATION AND ERRORS

42. Incomplete Tenders may be disqualified or evaluated solely on information contained in the Tender.
43. The GGB may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.
44. The GGB is entitled to amend any bid conditions, validity period, Terms of References, or extend the closing date of bids before the closing date. All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time to enable them to respond effectively / positively.

OBLIGATION TO NOTIFY ERRORS

45. Amended bids may be sent, together with the original bid, in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time. Amended bids without the original bid document will not be considered.

RESPONSIBILITY FOR TENDERING COSTS

46. The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The GGB will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Tender.

47. The GGB is not liable to the Bidder for any costs on the basis of any contractual, or promissory or restitution ARY grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:

- a. The Bidder is not engaged to perform under any contract; or
- b. The GGB exercises any right under this RFP or at law.

DISCLOSURE OF TENDER CONTENTS AND TENDER INFORMATION

48. All Tenders received by the GGB will be treated as confidential. The GGB will not disclose any Tender contents and Tender information, except:

- a. As required by law;
- b. for the purpose of investigations by other government authorities having relevant jurisdiction;
- c. to external consultants and advisors of the GGB engaged to assist with the Tendering Process; or
- d. for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

USE OF TENDERS

49. Upon submission in accordance with the requirements of submission of Tenders, all Tenders submitted become the property of the GGB. Bidders will retain all ownership rights in any intellectual property contained in the Tender.

50. Each Bidder, by submission of their Tender, is deemed to have licensed the GGB to reproduce the whole, or any portion, of their Tender for the purposes of enabling the GGB to evaluate the Tender.

51. Further, in submitting a Tender, the Bidder accepts that the GGB shall, in accordance with the requirements of Treasury Regulation No. 16A.6.3(d) and the National Treasury Instruction Note 3 of 2021/22 on *Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management*, publish (on the internet or otherwise):

- a. The names of all Bidders that submitted bids in relation to this RFP within 10 (Ten) working days after the closing date of this RFP, if the bid is above the threshold value of R1 000 000 and
- b. on award of the bid, the name of the successful Bidder, the contract price, B-BBEE level of contribution status, the contract number and description of the contract awarded.

PERIOD OF VALIDITY

52. All Tenders received must remain valid and open for acceptance for a minimum of **90** (Ninety) days from the Closing Time. This period may be extended by written mutual agreement between the GGB and the Bidder.

STATUS OF TENDER

53. Each Tender constitutes an irrevocable offer by the Bidder to the GGB to provide the Services required and otherwise to satisfy the requirements of the Terms of Reference as set out in this RFP Part B.

54. A Tender must not be conditional on:

- a. The Board approval of the Bidder or any related governing body of the Bidder being obtained;
- b. the Bidder conducting due diligence or any other form of enquiry or investigation;
- c. the Bidder (or any other party) obtaining any regulatory approval or consent;
- d. the Bidder obtaining the consent or approval of any third party; or
- e. the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.

55. The GGB may, in its absolute discretion, disregard any tender that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).

56. The GGB reserves the right to accept a Tender in part or in whole or to negotiate with a Bidder in accordance with SCM prescripts. (Unreasonable disadvantage) of this RFP Part A.

TENDER RESPONSE

COMPLIANCE WITH TERMS OF REFERENCE

57. Under Part C of this RFP, a Bidder must submit a tabulated statement showing its level of compliance to the Terms of Reference contained in this RFP Part B.

58. In particular, Bidders must state if they will not comply with the Terms of Reference, or will only comply with the Terms of Reference subject to conditions. Full details of the non-compliance (including the nature and extent of the non-compliance and any reasons for such non-compliance) must be stated in the space provided in the tabulated statement.

59. No response is required in respect of a particular section of the Terms of Reference where Bidders will comply with the Terms of Reference. Only sections that Bidders have not complied with, or will only comply with subject to conditions, should be noted in the tabulated statement.

60. The GGB is prepared to contemplate minor variations or departures from the Terms of Reference proposed by Bidders.

61. However, Bidders should note that significant or substantive variations or departures from the Terms of References will not be viewed favourably unless the Bidder is able to clearly demonstrate to the satisfaction of the GGB the necessity for such variations or departures.

Note to Bidders: The GGB will assume that a Bidders Response complies in all relevant respects with the Terms of Reference unless the Bidder states otherwise. Failure to notify the GGB of any non-compliance may result in a Bidders Response being disregarded.

GENERAL

62. Indefinite responses such as “noted”, “to be discussed” or “to be negotiated” are not acceptable.
63. Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Tender or be included in a general statement of the Bidders usual operating conditions.
64. An incomplete Tender may be disqualified or assessed solely on the information completed or received with the Tender.

INNOVATIVE SOLUTIONS

65. Bidders are encouraged to offer options or solutions which may, in an innovative way, contribute to the GGB’s ability to carry out its operations in a more cost-effective manner.
66. These options or solutions may be related to:
- a. The outputs, functional, performance and technical aspects of the requirement; or
 - b. Opportunities for more advantageous commercial arrangements.
67. Any such options or solutions will be considered by the GGB on a “commercial in confidence” basis if so requested by the Bidder.
68. Where a Bidder submits an offer which meets the requirements of this RFP in an alternative and practical manner, the Tender must also include any supplementary material (including such pricing and costing details as may be necessary to enable the GGB to fully assess the financial impact of the alternative proposal), which demonstrates in detail that such an alternative will fully achieve and/or exceed all the specified requirements, together with references as to why the additional features may be advantageous.
69. The GGB reserves the right to consider such offers on their merits or not to consider them at all.

CONTRACT DISCLOSURE REQUIREMENTS

DISCLOSURE OF INFORMATION

70. The Conditions of Tendering include a provision for the disclosure of contract information (refer to this RFP Part A dealing with “Use of Tenders”).

71. If a Bidder wishes to withhold the disclosure of specific contract information, the Bidder must clearly outline how the release of this information will expose trade secrets, business strategy or unique methodologies that may expose the business unreasonably to disadvantage.

TRADE SECRETS

72. In considering whether specific information should be categorised as a trade secret, Bidders' should assess:

- a. The extent to which it is known outside of the Bidders business;
- b. the extent to which it is known by the persons engaged in the Bidders business;
- c. any measures taken to guard its secrecy.
- d. its value to the Bidders business and to any competitors.
- e. the amount of money and effort invested in developing the information; and
- f. the ease or difficulty with which others may acquire or develop this information.

UNREASONABLE DISADVANTAGE

73. In determining whether disclosure of specific information will expose a Bidders business unreasonably to disadvantage, the following should be considered:

- a. Whether the information is generally available to competitors; and
- b. Whether it could be disclosed without causing substantial harm to the competitive position of the business.

GGB will consider these applications in the Tender evaluation and negotiations (if any) with Bidders.

EVALUATION OF TENDERS

EVALUATION PROCESS

74. Following the Closing Time, the GGB intends to evaluate the Tenders received.

75. Tenders will be evaluated against the Evaluation Criteria specified under the section "Evaluation Criteria Format".

76. Without limiting the GGB's rights in the RFP, the GGB may at any time during the Tendering Process choose to:

- a. Shortlist one or more Bidders; and
- b. Accept one or more of the Tenders.

77. Unless the Evaluation Criteria explicitly require, the GGB may, but is not in any way bound to, shortlist, to select as successful, or to accept the Tender offering the lowest price.

78. Should the GGB choose to include a short-listing stage in its evaluation process, the GGB is not, at any time, required to notify Bidders or any other person or organisation interested in submitting a Tender.

79. A Bidders Response will not be deemed to be unsuccessful until such time as the Bidder is formally notified of that fact by the GGB. The commencement of negotiations by the GGB with one or more other

Bidders is not to be taken as an indication that any particular Bidders Response has not been successful.

EVALUATION CRITERIA FORMAT

80. The evaluation criteria are weighted to reflect the importance of project requirements noted in the Terms of Reference.
81. In evaluating Bidders Responses, the GGB will have regard to:
- Specific evaluation criteria identified in the list below;
 - the overall value for money proposition presented in the Bidders Response; and
 - particular weighting assigned to any or all of the evaluation criteria specified below.
82. For the purposes of this RFP 'value for money' is a measurement of financial and non-financial factors, including:
- Quality levels; and
 - performance standards.
83. Value for money will be assessed on a 'whole of life' basis (including the transitioning-in, the contract term and the transitioning-out phases of the relationship between the GGB and a Bidder), with a view to long-term sustainability of the value for money proposition and with a focus on ensuring that value for money outcomes are promoted and protected following the conclusion of any contract that may result from this RFP.
84. Administrative compliance will be determined in accordance with the conditions listed in this RFP.
85. The evaluation criteria will be in line with the PPPFA, 2000 (Act No. 5 of 2000) and Preferential Procurement Regulations 2017 as amended.
86. Evaluation will be based on a point system and two-stage evaluation process. As a pre-requisite, a bid must comply with the requirements of the bid solicitation and meet the minimum threshold of the functionality evaluation criteria to be declared responsive and qualify to the next evaluation stage.
87. The value of this bid is estimated to be less than R 50 000 000.00 and therefore the 80/20 preference point system shall apply. The following is the weighting awarded for each element, and the threshold score.

Evaluation element	Weighting	Threshold score
Technical proposal (Functionality)	100	70 Points

Evaluation element	Weighting	Threshold score
Price proposal	80	N/A
BBBEE proposal	20	N/A
Total	100	

CRITERIA FOR BREAKING DEADLOCK IN SCORING

GGB intends to select bidders who scored the highest points during the Stage 1B: Evaluation Criteria for Functionality as per table listed.

In accordance with Regulation 10 of the Preferential Procurement Regulation, 2017,

- *“10.(1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.*
- *10.(2) If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for B-BBEE, the contract must be awarded to the tenderer that scored the highest points for functionality.*
- *10.(3) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.”*

In accordance with Regulation 10.(1) of the PPR, 2017, the determining of Preference Point will be in line with Regulation 6.(2) of the PPR, 2017, to which the following table will be applied.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

88. A minimum threshold for functionality of seventy (70) points is required. Bids that do not meet this threshold will automatically be disqualified from further evaluation.

89. Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference point system, where a maximum of 80 points are allocated for price and a maximum of 20 points are allocated in respect of the level of B-BBEE contribution of the bidder.

CLARIFICATION OF TENDERS

90. The GGB may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Tender. The GGB may use such information in interpreting the Tender and evaluating the cost and risk in accepting the Tender. Failure to supply clarification to the satisfaction of the GGB may render the Tender liable to disqualification.
91. The GGB is under no obligation to seek clarification of anything in a Tender and reserves the right to disregard any clarification that the GGB considers to be unsolicited or otherwise impermissible in accordance with the rules set out in this RFP.

DISCUSSION WITH BIDDERS

92. The GGB may elect to engage in detailed discussions with any one or more Bidders, with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidders offer.
93. In its absolute discretion, the GGB may invite some or all Bidders to give a presentation to the GGB in relation to their submissions, that may include a demonstration of software, programs or unique methodologies proposed, if applicable.
94. The GGB is under no obligation to undertake discussions with, or to invite any presentations from Bidders.
95. In addition to presentations and discussions, the GGB may request some or all Bidders to:
- a. Conduct a site visit, if applicable;
 - b. provide references or additional information; and/or
 - c. make themselves available for panel interviews.

SUCCESSFUL TENDERS

NO LEGALLY BINDING CONTRACT

96. Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the GGB for the supply of the services. No legal relationship will exist between the GGB and a successful Bidder for the supply of the services until such time as a binding contract is executed by them.

PRE-CONTRACTUAL NEGOTIATIONS

97. The GGB may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.

98. A Bidder is bound by its Tender and all other documents forming part of the Bidders Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Tender without negotiation.

NO OBLIGATION TO ENTER INTO CONTRACT

99. The GGB is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a Tender that complies in all relevant respects with the requirements of the GGB, or if due to changed circumstances, there is no longer a need for the services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the GGB will be free to proceed via any alternative process.

100. The GGB may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

ADDITIONAL RULES

101. It is a condition of the tendering process that Bidders will be required to complete all the forms annexed to this RFP Part C.

BIDDER WARRANTIES

102. By submitting a Tender, a Bidder warrants that:

- a. In lodging its Tender it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the GGB, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;
- b. it did not use the improper assistance of GGB employees or information unlawfully obtained from the GGB in compiling its Tender;

- c. it is responsible for all costs and expenses related to the preparation and lodgement of its Tender, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
- d. it otherwise accepts and will comply with the rules set out in this RFP; and
- e. it will provide additional information in a timely manner as requested by the GGB to clarify any matters contained in the Tender.

GGB'S RIGHTS

103. Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the GGB reserves the right, in its absolute discretion at any time, to:
- a. Cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;
 - b. alter the structure and/or the timing of this RFP or the Tendering Process;
 - c. vary or extend any time or date specified in this RFP for all or any Bidder or other persons;
 - d. terminate the participation of any Bidder or any other person in the Tendering Process;
 - e. require additional information or clarification from any Bidder or any other person or provide additional information or clarification;
 - f. call for new Tenders;
 - g. reject any Tender received after the Closing Time;
 - h. reject any Tender that does not comply with the requirements of this RFP; or
 - i. consider and accept or reject any alternative tender.

GOVERNING LAWS

104. This RFP and the Tendering Process is governed by the laws / legislation applicable to public sector SCM in the Republic of South Africa.
105. Each Bidder must comply with all relevant laws in preparing and lodging its Tender and in taking part in the Tendering Process.
106. All tenders must be completed using the English language and all costing must be in South African Rand.

INCONSISTENCY

107. If there is any inconsistency between any parts of this RFP, a descending order of precedence must be accorded to:
- (a) the conditions of tendering in Part A and Part B of this RFP, and any annexure or attachments.
 - (b) the Bidders response in Part C of this RFP.
 - (c) any other part of this RFP, so that the provision in the higher ranked document, to the extent of the inconsistency, prevails.

RFP - PART B:



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT WORK-STUDY, JOB PROFILING, GRADING AND SKILLS AUDIT FOR THE GGB

INTRODUCTION

The Gauteng Gambling Board (GGB) is a PFMA Schedule 3(C) listed provincial public entity which has been established in terms of Gauteng Gambling Act, no 4 of 1995 as amended.

Prior to August 1996, betting on horse-racing and other sporting events was the only form of legal gambling in Gauteng. During August 1996, the Act was promulgated. This Act legalised other forms of gambling in the province and provided for the establishment of the GGB Board.

The following forms of activities are regulated by the GGB in Gauteng:

- Casino gaming
- Betting on horse-racing and sporting events
- Bingo
- Limited pay-out gaming machines (Route and site operators)
- The manufacturing and supply of gambling equipment
- The staff compliment is sitting at 120.

OBJECTIVE

The objective of this project is to appoint a suitably qualified service provider for the Gauteng Gambling Board to assist with a holistic approach to Organisational Design and Development with special attention to Organisational Design, resulting in –

- An effective and appropriate structure for the GGB
- An appropriate and relevant remuneration philosophy, translating into appropriate Operational policies and HR policies.

The service provider will be expected to work on this assignment for a **maximum period of six (6) months**. A service level agreement will be signed with the preferred service provider.

SCOPE OF WORK

3.1 Organisational Design and Review of the Organisational Structure

3.1.1 Conduct Work-Study to determine an appropriate organisational configuration for the GGB, appropriate the spans and layers for the various departments within the GGB.

3.1.2 Advise regarding the effective and appropriate staffing levels; also express a view regarding staff

levels, where processes are run using technology

3.1.3 Review the organisational structure, based on the results of a Work-Study analysis.

3.2 Job profiling and grading

3.2.1 Review existing job profiles and confirm and/or develop new, benchmarked job profiles.

3.2.2 Conduct job profiling and grading for all job levels. In terms of the current configuration, the total number of jobs is 73. The breakdown is as follows:

- ✓ Number of the existing job profiles to be reviewed and graded: 56 (depending on the outcome of the Work-Study analysis)
- ✓ Number of new job profiles to be developed and graded: 17 (depending on the outcome of the Work-Study analysis)
- ✓ Number of new management profiles: 2 out of the 17
- ✓ Number of new non-management profiles: 15 out of the 17

3.2.3 Conduct interviews with individual job holders (jobs, not positions) and line managers as part of the job profiling and grading process.

3.2.4 Identify critical and non-critical jobs.

3.2.5 Make recommendations regarding the ratio between the revenue and payroll, having benchmarked this with similar organisations. Conduct organisational cost and benefit analysis.

3.2.6 Recommendations regarding pay levels for the applicable size of the organisation.

3.3 Skills Audit

3.3.1. Conduct skills audit per employee vs the competencies required for the job they are performing (no. of employees to be interviewed is 120).

3.3.2 Verification of qualifications.

3.3.3 Report on Competence Gaps identified and make recommendations on how to address the gaps.

3.3.4 Report on the strengths and weakness.

3.3.5 Indicate the risk exposure by employee and employer, given the skills and age profile, as well as recommendations regarding mitigating those risks.

3.4 Remuneration Strategy & Policy

3.4.1 Compare the current remuneration approach (Total Cost to Company, Patterson grading system) to remuneration adopted by the GGB to best practice for similar institutions (regulatory, size, others).

3.4.2 Recommend an appropriate capability and approach to develop appropriate salary scales for the organisation.

3.4.3 Develop remuneration strategy and policy to address the following amongst other factors:

- ✓ Pay progression/ promotion and career management, retention, especially for the specialised and core areas
- ✓ Internal transfers (lateral and upward movements)
- ✓ Demotion (resulting from the disciplinary code)
- ✓ Promotion
- ✓ Differentiated pay scales to accommodate specialists, scarce and critical skills, managerial, generic.

3.4.4 Develop Job Evaluation Policy and procedures as a standalone document.

3.4.5 Recommend remedial action based on the current salaries versus new data and assist in the Implementation process. Recommendation must entail the appropriate approach to bridge the gap and the cost thereof, amongst other factors.

3.4.6 Correlate findings with Patterson grading system for all employees in all levels (management and non-management).

3.4.7 Development of self-funding model and the applicability for the organisational incentives.

3.4.8 Make recommendations with response to incentives/bonus payment for all levels in the organisation. Incentives to cover organisational/ business unit and/or individual achievement measures.

3.5 Match and place.

3.5.1 A separate team which comprises of the match and place chairperson and assessors who were not part of the organisational structure recommendation, profiling and grading and skills audit must be allocated to this phase of the project.

3.5.2 Match and place all employees and only remain with those who cannot be reasonably accommodated in the newly revised and approved organisational structure.

3.5.3 Make recommendation on relevant intervention applicable to assist in the final match and placing of employees who were not placed for different reasons.

3.6 Training

3.6.1 Provide training on the philosophy of Job Grading, focusing on the Patterson grading system and its application to all employees.

3.6.2 In the discussions, make comparisons with the other grading systems, indicating the appropriateness of the Patterson system.

3.6.3 Training of the Job evaluation committee.

3.6.4 Training all employees on all HR policies

3.7 HR Policies and Procedures

3.7.1 Review and update current HR Policies (no. of policies = 25)

3.7.2 Draft new HR policies, where gaps exist.

3.8 Reporting

3.8.1 Plan the communication and information dissemination approach for different stakeholders, i.e., Management, Union leadership, employees.

3.8.2 Present revised and new policies to Management, Union, and the Board subcommittee i.e., Remuneration, Performance Management etc.

3.8.3 Present new scales, grading results and skills audit matrix.

3.8.4 Advise on the implementation that is labour law compliant and the most affordable approach.

3.8.5 Provide and present a close-out report to relevant stakeholders. (GGB staff members, Senior Management Team, HR RemCo, The Board).

3.9 Change management sessions running parallel

3.9.1 Conduct Employee climate survey pre and post project

3.9.2 Advise on the approach and timing

3.9.3 Conduct the actual survey, administration, and the interpretation of results thereof

3.9.4 Recommend action plan to bridge the gaps

4. EVALUATION PROCESS

4.1 Methodology

Evaluation of the bids will be conducted in two stages as per Preferential Procurement Regulations, 2017 issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA) as follows:

Stage One (1) will consist of the evaluation of bids on **Administrative Compliance** and **Functionality Evaluation**. During these stages of evaluation, the bidder/s that do not meet the prescribed criteria or minimum threshold/s for functionality will be disqualified and will not be considered for further evaluation.

Stage Two (2) of the evaluation will be based on the Preference Point System, as per Regulation 6 of the PPR, 2017.

- Price = 80 points
- Preference = 20 points

4.2 Stages of Evaluation

- Stage 1A: Administrative Compliance
- Stage 1B: Functionality Evaluation
- Stage 2: Preference Point System

5. BID EVALUATION CRITERIA

5.1 Stage 1A: Administrative Compliance

Mandatory requirements

- a) Provide completed and signed tender document
 - This includes completed and signed SBD forms (SBD1; SBD 4; SBD 3.3 SBD 6.1)

NB: Non-compliance of the above will lead to your bid being non-responsive and will be disqualified for any further evaluation process.

Other non-mandatory requirements.

- a) Provide company registration documents issued by Companies and Intellectual Property Commission (CIPC).
- b) Provide company shareholders certificates.
- c) Valid SARS Tax Compliance Status (TCS) Pin

- d) Proof of registration with the National Treasury Central Supplier Database (CSD)
- e) The latest audited Financial Statements for last two years are required
- f) In case of a Consortium, Joint Venture (JV) or Subcontracting, a tenderer must submit a copy of an Agreement/Contract signed by all parties of their intention and clearly indicate the percentages for the roles and responsibility of each.
- g) An original and valid B-BBEE Status Level Verification Certificates (or certified copies thereof)
- h) In the case of a trust, consortium or joint venture tenderers must submit an original and valid consolidated B-BBEE Status Level Verification Certificate (or certified copies thereof)
- i) An original and valid Sworn Affidavit for qualifying Exempted Micro Enterprises (EME) or Qualifying Small Enterprises (QSE) (or certified copies thereof)

NB: The following verification requirements apply for a valid B-BBEE Certificate and/or valid Sworn Affidavit to be eligible for point scoring during Stage 2: Preference Points System

- Only original and valid B-BBEE Status Level Verification Certificates, issued by a SANAS accredited verification agency (or certified copies thereof).
- Exempted Micro Enterprises (EME) must submit an original and valid Sworn Affidavit in line with the DTIC or CIPC requirements, signed by the EME representative and attested to by a Commissioner of Oaths (or certified copies thereof)
- Qualifying Small Enterprises (QSE) -
 - Is more than 51% black owned, then an original and valid Sworn Affidavit in line with the DTIC or CIPC requirements, signed by the QSE representative and attested to by a Commissioner of Oaths (or certified copies thereof)
 - Is less than 51% black owned, then an original and valid B-BBEE Status Level Verification Certificate, issued by an SANAS accredited verification agency (or certified copies thereof).
- Sworn Affidavits must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act, No.16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963.
- Certified copies of B-BBEE Certificates and/or Sworn Affidavits as a “*true copy of the original*”, must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act, No.16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963.

5.2 Stage 1B: Functionality Evaluation.

A total of **100 points** is allocated for this stage of the evaluation. The minimum threshold for the evaluation is **70 points**. Any bidder who fails to meet this minimum requirement shall be deemed non-responsive and disqualified from further evaluation.

NO.	FUNCTIONALITY EVALUATION CRITERIA	SCORE
1.	Project Manager Experience and CV	23
	<p>Project Manager experience and qualification should be as follows: (CV and certified copies of qualifications must be attached)</p> <p>CV must reflect organisational design and development, remuneration expertise mainly on job profiling, grading, skills audit.</p> <ul style="list-style-type: none"> • If both the CV and qualifications are not attached = 0 points • 2 - 5 years' experience = 5 points • 6 - 9 years' experience = 10 points • 10 years or more = 15 points <p>Project Manager HR related/relevant Qualification:</p> <ul style="list-style-type: none"> • Degree/ NQF level 7 = 3 points • Honours Degree/ NQF level 8 = 4 points • Masters or higher / NQF level 9 - 10 = 5 points <p>Additional points will be awarded to an individual who has completed a Global Remuneration Professional (GRP) Certification course (Proof of qualification/certification to be attached) = 3 points</p>	<p style="text-align: right;">15</p> <p style="text-align: right;">5</p> <p style="text-align: right;">3</p>
2.	Supervisor Experience and Academic Qualification	18
	<p>Supervisor experience and qualification should be as follows: (CV and certified copies of qualifications must be attached)</p> <p>CV must reflect remuneration expertise mainly on job profiling, grading, skills audit.</p> <ul style="list-style-type: none"> • 2 - 3 years' experience = 3 points • 4 - 6 years' experience = 5 points • 7 years or more = 10 points 	<p style="text-align: right;">10</p>

NO.	FUNCTIONALITY EVALUATION CRITERIA	SCORE
	<p>Supervisor's relevant HR related/ relevant Qualification:</p> <ul style="list-style-type: none"> • Degree/ NQF level 7 = 3 points • Honours Degree/ NQF level 8 = 4 points • Masters or higher/ NQF level 9 – 10 = 5 points <p>Additional points will be awarded to an individual who has completed a Global Remuneration Professional (GRP) Certification course (Proof of qualification/certification to be attached) = 3 points</p>	<p style="text-align: center;">5</p> <p style="text-align: center;">3</p>
3.	Other Project Team Members	14
	<p>Bidders will be evaluated on the capacity of the appointed team's combined experience (average) to manage the project and deliver a quality product in time. The team's averaged experience shall exclude the Project Manager and the Supervisor's experience.</p> <p>Staff to be deployed on the project should be knowledgeable in labour law and have experience of the similar scope as required by this project. Include the Curriculum Vitae and certified copies of qualifications of the team members:</p> <p>Experience of the proposed team members to be deployed to the project.</p> <ul style="list-style-type: none"> • No attachment of CV's and qualifications = 0 points • Less than 2 years combined average experience of all team members = 0 points • 2 - 3 years combined average experience of all team members = 3 points • 4 - 6 years combined average experience of all team members = 5 points • 7 years or more combined average experience of all team members = 10 points <p>Relevant Qualification (per team member excluding Project Manager and Supervisor): Each team member to comply with the criteria set below to score full points as a team. The score achieved by the entire team will be averaged out.</p> <ul style="list-style-type: none"> • Less than 3-year National Diploma = 0 points • National Diploma/ NQF level 6 = 2 points • Degree or higher/ NQF level 7 or higher = 4 points 	10

NO.	FUNCTIONALITY EVALUATION CRITERIA	SCORE
		4
4.	Experience of the Bidder	10
	<p>Experience of the bidder (Company) in rendering job profiling, grading, skills audit, labour law and HR experience in both public sector and private sector.</p> <ul style="list-style-type: none"> • 5 - 10 years = 4 points • 11 - 14 years = 7 points • 15 years or more = 10 points <p>NB: Company profile must clearly indicate the number of years in business of providing and implementing HR and remuneration practices through job profiling, grading, skills audit, labour law practices.</p>	10
5.	Contactable Reference Letter(s)	15
	<p>Bidders must submit reference letters. All reference letters should be relevant to this Scope or Work. Letters should reflect the previous work performed over the last 15 years.</p> <ul style="list-style-type: none"> • 0 or invalid reference letters = 0 points • 1 - 2 *valid reference letter/s = 5 points • 3 - 4 *valid reference letters = 10 points • 5 or more *valid reference letters = 15 points <p>*Valid – means a letter on letterhead of the client, which is duly signed, with contactable details and clear description of service that was rendered in relation to the scope of the project.</p>	15
6.	Project Plan and Implementation Approach	20
	<p>The Bidder must submit a detailed project plan and the implementation approach to demonstrate how they will manage and implement the project in its entirety.</p> <p>A detailed Project Plan (We need to see full scope of work) should clearly indicate the following:</p> <ol style="list-style-type: none"> 1) Project Activities = 5 points 2) Duration (Time to complete the project) = 5 points 3) Timeframes (per milestone) = 5 points 4) Resources to be allocated to the project = 5 points 	

NO.	FUNCTIONALITY EVALUATION CRITERIA	SCORE
	Scoring of criteria: <ul style="list-style-type: none"> • Project plan regarding implementation is adequate and complies with all 4 requirements of scope of work = 20 points • Project plan regarding the implementation is not adequate as it partially addresses the requirements (3 of the 4 requirements) as detailed in the scope of work = 15 points • Project plan regarding the implementation is not adequate as it does not fully address the requirements (2 of the 4 requirements) as detailed in the scope of work = 10 points • Project plan regarding the implementation is inadequate as it does not address the requirements (1 of the 4 requirements) as detailed in the scope of work = 5 points • No project plan submitted or not meeting the above requirements = 0 points 	20
TOTAL		100
MINIMUM THRESHOLD		70

6. Stage 2: Preferential Point System

The bidders will be evaluated on price and preference according to the 80/20-point system in terms of the requirements of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and the Regulation 6. (1) of the Preferential Procurement Regulations 2017. The preference points will be allocated in terms of the B-BBEE Status Level of Contributor.

A maximum of 80 points will be allocated for price and a maximum of 20 points for preference. The price points and the preference points will be added together to obtain the total score out of 100 points

B-BBEE Status Level of a Contributor points

B-BBEE STATUS LEVEL	POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

7.NEGOTIATIONS

7.1 The GGB may:

7.1.1 Negotiate a market-related price with the tenderer scoring the highest points or cancel the tender in line with PPR 2017; regulation 6, subsection 9(a)

7.1.2 If the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.

7.1.3 If the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.

7.1.4 If a market-related price is not agreed as envisaged in paragraph (c) above, the GGB shall cancel the tender.

8. PRICING PROPOSAL

The bidder is required to submit a Price Proposal for the entire Work-Study and Restructuring process. The pricing should be on an hourly rate and rates should be inclusive of disbursement and VAT. The bidder should submit a detailed payment milestone with clear deliverables in line with the Scope of Work, as per paragraph

9.TERMS AND CONDITIONS OF TENDER

9.1 General

9.1.1 Bidders should not subcontract any of the work without GGB approval

9.1.2 Bidders should complete the assignment in six (6) months

9.1.3 No variations of order will be approved for this tender.

10. SUBMISSION OF BID PROPOSAL

10.1 General

10.1.1 Bidders must deliver their proposals in one package.

10.1.2 Ensure that all pages are completed in full and signed by authorised representative(s) of the bidder.

10.1.3 The address for delivery of the package is as follows:

- **Gauteng Gambling Board,125 Corlett Drive, Bramley, Johannesburg.**

10.1.4 The outside of the package is to show:

- **Name of Bidder**
- **Description of proposal**
- **RFP Number**
- **Closing date and time**

RFP - PART C:

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF GAUTENG GAMBLING BOARD					
BID NUMBER:	GGB/RFP/001/2022-2023	Closing date	23 January 2023	CLOSING TIME:	11:00am
DESCRIPTION	Appointment of a service provider to conduct work-study, job profiling, grading and skills audit for the GGB.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Waverly Office Park 125 Corlett Drive					
Bramley – Johannesburg					
2018					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Supply Chain Management				
TELEPHONE NUMBER	011 581 4800	E-MAIL ADDRESS	Tenders@ggb.org.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g., company resolution)

DATE:

BIDDERS DECLARATION

All responses must be provided within the specified boxes, must comply with the word and page limits imposed and must respond to this RFP Part B in accordance with the Conditions of Tendering in this RFP Part A. All Annexures form part of the Bidders Response and must be completed in full and signed.

BIDDERS DECLARATION	
I the undersigned _____ (full name) hereby certify that:	
<input type="checkbox"/> I have read, understood and accept the conditions contained in this RFP.	
<input type="checkbox"/> I have supplied all the required information, and all the information submitted as part of the RFP is true and correct.	
NAME OF THE BIDDER	
IDENTITY NUMBER	
POSITION	
AUTHORISED SIGNATORY	

BIDDERS RESPONSE	
FULL NAME	
POSTAL ADDRESS	
PHYSICAL ADDRESS	
ENTITY REGISTRATION NUMBER	

VAT REGISTRATION NUMBER				
CONTACT PERSON'S FULL NAME				
TELEPHONE NUMBER 1	CODE		NUMBER	
TELEPHONE NUMBER 2	CODE		NUMBER	
FACSIMILE NUMBER	CODE		NUMBER	
CELLULAR PHONE NUMBER				
E-MAIL ADDRESS				
TAX CLEARANCE CERTIFICATE	YES		NO	
FULL NAME OF AUTHORISED AGENT				
TITLE OF AUTHORISED AGENT				
SIGNATURE OF AUTHORISED AGENT				
DATE OF SIGNATURE				
TOTAL BID PRICE				
CONFLICT OF INTEREST				
Provide details of any interests, relationships or clients which may give rise to a conflict of interest and the area of expertise in which that conflict of interest may arise.	<i>Complete as attached in SBD 4</i>			

SBD 2

TAX COMPLIANCE REQUIREMENTS

A tax compliance status pin issued by SARS is req

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY
NO		** <u>(ALL APPLICABLE TAXES INCLUDED)</u>

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total Estimated time for completion of all phases and including all expenses Inclusive of all applicable taxes for the project R _____

3. Persons who will be involved in the project and rates applicable (Certified invoices must be rendered in terms hereof)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
TOTAL	-----	-----	-----

*** all applicable taxes includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	-----

TOTAL

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which
 Adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to the –

Gauteng Gambling Board

125 Corlett Drive

Bramley, Johannesburg

2018

Tel: **011 581 4800**

Or for technical information –

Ms. Phindile Makhanya.

Tel: **011 581 4851**

SBD4

BIDDER'S DISCLOSURE

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 are 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

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 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 they are bidding for this contract?
YES/NO

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 I understand the contents of this 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 consortium² will not be construed as collusive bidding.

² 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.

- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, 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.
- 3.4 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.
- 3.5 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.

1 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.

- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME 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.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

SBD 6.1

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable: or

1.3 Points for this bid shall be awarded for:

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

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

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is

adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

- Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

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

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

4.2

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?
 (*Tick applicable box*)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%?
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g., transporter, etc.
- [TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a

fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

WITNESSES

NAME OF BIDDER	
IDENTITY NUMBER	
POSITION	
AUTHORISED SIGNATORIES OF BIDDERS	
WITNESS 1	
WITNESS 2	
DATE	
ADDRESS	

125 CORLETT DRIVE
BRAMLEY
2090
SOUTH AFRICA



PRIVATE BAG15 BRAMLEY 2018
EMAIL: info@ggb.org.za
www.ggb.org.za
TELEPHONE +27(11) 581 4800
FAX: +27(11) 581 4900

SUPPLIER DATABASE CONSENT FORM (POPIA)

General: In order for the Gauteng Gambling Board ("**GGB**") to consider the supplier's (referenced below) response to an RFP to become a supplier to the GGB ("**RFP**") and/or to be included in the GGB's supplier database, it will be necessary for the GGB to process certain information which the supplier may share with the GGB for the purpose of the RFP, including personal information – which may include special personal information (all hereafter referred to as "**Personal Information**"). The GGB will process the supplier's Personal Information in accordance with the GGB Privacy Policy available at [www.ggb.org.za].

Access to supplier Personal Information and purpose specification: Personal Information will be processed by the GGB for purposes of assessing the supplier's submission in relation to the RFP and for registering the supplier on the GGB supplier database and may be shared and stored internally for the purposes of assessing current and future services required by the GGB. We may also share the supplier's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification and background checks. In this regard, the supplier acknowledges that the GGB's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent: By ticking "Yes" and signing below, you agree and voluntarily consent to the GGB's processing of the supplier's Personal Information for the purposes of

evaluating its RFP submission, including to confirm and verify any information provided in the submission and supplier gives the GGB permission to do so. The supplier understands that it is free to withdraw its consent on written notice to the GGB and the supplier agrees that the Personal Information may be disclosed by the GGB to third parties, including the GGB's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process the RFP or continue to retain the supplier details the GGB supplier database.

Yes

No

Supplier Name

Date

Signature

Authorised representative, who warrants that he/she is duly authorised

CHECKLIST OF BIDDING DOCUMENTATION BEFORE SUBMITTING

NB: Has the following forms been completed, signed, and submitted with your proposal?		
Documentation	Checked by Tenderer	Checked by Procurement Specialist
Proof of registration with the National Treasury Central Supplier Database (CSD)		
Invitation to bid - SBD 1		
Valid, Original Tax Clearance Compliance Status Pin–SBD2		
Declaration of interest –SBD4		
Pricing Schedule – SBD 3.3		
Preference point claim– SBD6.1		
Company Registration Documents issued by Companies and Intellectual Property Commission (CIPC).		
Company shareholders certificates.		
The latest audited Financial Statements for last two years are required		
POPIA form- Completed and signed		

Note: The submitted information must be accompanied with an index, and the bidding documents must be numbered, labelled and tabbed as per index.