



**FINANCIAL REGULATIONS  
SECTION 20**

**SUPPLY CHAIN MANAGEMENT – PREFERENTIAL PROCUREMENT POLICY -  
EVALUATION CRITERIA  
(PPP – EVALUATION CRITERIA)**

**ONLY FOR USE OF BIDS FROM R30 000 TO THE MAXIMUM VALUE OF R1 MILLION**

**Casidra**, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies to, the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids are dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy is based on the “**Preferential Procurement Policy Framework (Act 5 of 2000)**” and related Regulations.

Awarding of the bid is dependent on a preferential points system, and every presentation is measured against the specific evaluation criteria as shown. **The completion and signature of the document is thus a prerequisite to qualify as a service provider.**

<b>GENERAL DETAILS:</b> <i>(Please print clearly)</i>	
Registered Company Name	
Trading Name / Individual Full Name	
Company Reg Number / ID Number	
VAT Number	
CSD Supplier Number *	
CSD Unique Registration Ref Number *	
Postal Address	
Postal Code	

<b>For office use only</b>	<b>Version 11</b>	<b>Date: 1 July 2016</b>
To be signed upon appointment of winning bidder to form the agreement between the parties		
Signature for <b>Casidra</b>		Signature for Contractor

Physical Address			
Postal Code			
<b>CONTACT DETAILS</b>			
Representative Name			
Telephone Number			
Cell Phone Number			
Fax Number			
Email Address			
Website Address			
<b>OTHER DETAILS</b>			
Main Business Type ( <i>Please tick</i> )		Consultants & Professionals	
Tools & Equipment (Hardware)		Clothing & Textiles	
Office Supplies & Furniture		Accommodation & Transport	
Training & Mentorship		Printing & Advertising	
Event Services (Catering, Venue Hire)		Irrigation & Water Services	
Earthmoving & Heavy Machinery		Other Production Inputs	
Seed, Fertilizer, Chemicals		Livestock & Animal Production	
Construction Services		Repairs & Maintenance	
Vehicles & Implements		Municipal & Bulk Services	
Other (Please Specify)			
* Note that you <b>HAVE</b> to register on the Central Supplier Database (CSD) ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) before we can use you as a service provider.			

**Final points awarded to bid = (B) Price Max 80% + (C) B-BBEE Max 20%**  
**Section A – Functional Requirements**

**Functional refers to:** A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works.

Is this bid subject to the evaluation of functional requirements? **YES / NO** (Casidra to indicate)

If “YES”, the following criteria will be used for evaluation:

<b>For office use only</b>	<b>Version 11</b>	<b>Date: 1 July 2016</b>	
To be signed upon appointment of winning bidder to form the agreement between the parties			
Signature for <b>Casidra</b>		Signature for Contractor	

No	Evaluation criteria	Weight (A)	Score (B) 1= poor 5=excellent	Minimum score required	Total (A x B)
1	Viability of the price	20%	For office use	4	For office use
2	Competency of construction manager and resources for safety	0%	For office use	5	For office use
2	Experience of similar work	30%	For office use	4	For office use
3	References of previous work	30%	For office use	4	For office use
4	Locally produced services, works or goods	10%	For office use	3	For office use
5	Special qualification or knowledge needed	10%	For office use	4	For office use
<b>TOTAL SCORE</b> - A minimum score of _____% is required for functional requirements for this bid to be considered for further evaluation				<b>% = Total / 5</b>	For office use

**Section B – Formula for Awarding of Price Points** (Only to be considered if Section A has met the minimum requirement)

Unconditional discounts offered will be taken into account for determining the following point:

$$\text{Point} = 80 \left[ 1 - \frac{\text{Price} - P \text{ min}}{P \text{ min}} \right] \quad \text{where } P \text{ min is the lowest acceptable bid}$$

**Section C – B-BBEE Contribution**

Exempted Micro Enterprises (EME - R10 million or less) and Qualifying Small enterprises (QSE between R10 and R50 million annual revenue) must submit a sworn affidavit confirming their annual total revenue and level of black ownership shareholding. If a startup EME, a certificate issued by CIPC on the BEE status is accepted.

**Specialised enterprise:** means a Company limited by guarantee like higher education, NPC, PBO, Public entity or Enterprise owned exclusively by an organ of state

An EME & QSE, that is regarded as a specialised enterprise, with at least 75% black beneficiaries qualifies as a level 1 contributor; and with at least 51% black beneficiaries as a level 2 contributor and must submit a sworn affidavit confirming their annual total revenue and level of black ownership shareholding.

Qualifying Small enterprises (QSE between R10 and R50 million annual revenue) with less than 51% black ownership and any other enterprise, who wants B-BBEE points to be awarded, must submit a valid and original

<b>For office use only</b>	<b>Version 11</b>	<b>Date: 1 July 2016</b>	
To be signed upon appointment of winning bidder to form the agreement between the parties			
Signature for <b>Casidra</b>		Signature for Contractor	

(or certified copy) B-BBEE status level verification certificate issued by a SANAS accredited verification agency or an IRBA registered auditor. (accounting officer for a Closed Corporation). An IRBA registered auditor must supply their individual registration number as well as the audit firm registration number on the certificate. (Logo of IRBA is not permitted on certificates)

Bids of non-compliant contributors (no certificate) will be considered, but no points will be awarded for B-BBEE status.

B-BBEE Status level of contributor	Number of points	Points awarded	BEE recognition level
1	20	EME & QSE 100% Black owned <b>For office use</b>	135%
2	18	EME & QSE 51% + Black owned <b>For office use</b>	125%
3	16	<b>For office use</b>	110%
4 and EME	12	EME 51% < Black owned <b>For office use</b>	100%
5	8	<b>For office use</b>	80%
6	6	<b>For office use</b>	60%
7	4	<b>For office use</b>	50%
8	2	<b>For office use</b>	10%
Non-compliant contributor	0	<b>For office use</b>	0%

In the case of a trust, joint venture or consortium that is registered as a legal entity, a B-BBEE certificate for the entity must be provided. If the entity is unincorporated, a B-BBEE certificate must be prepared for the specific venture.

**Sub-contracting**

A Maximum of 25% of the value of the contract may be subcontracted without proof of the subcontractor B-BBEE status:

- unless with proof of a subcontractor with equal or better B-BBEE points
- unless the subcontractor is an exempted micro enterprise with the capacity and ability to execute the subcontract.

In event of the above, full disclosure by the contractor must be made in the bid documents to **Casidra** with full details on the subcontractor as well as proof of the capacity and ability of the subcontractor to execute the work.

**Will any portion of the contract be sub-contracted?** YES / NO (delete which is not applicable)

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? YES / NO Attach BEE certificate as proof.

<b>For office use only</b>	<b>Version 11</b>	<b>Date: 1 July 2016</b>	
To be signed upon appointment of winning bidder to form the agreement between the parties			
Signature for <b>Casidra</b>		Signature for Contractor	

**Declaration of interest and Bidders past supply chain management practices**

In terms of **section 22 of the CBD 2.1 / section 21 of the CBD 2.2** Conditions of Tender document:

Are any family member, trustee, director, shareholder or member of the bidder in any way connected to the State?

and/or

Do the bidder have any relationship with a person that may be involved with the evaluation or adjudication of this bid? In view of possible allegations of favouritism, it is required that the bidder declare his/her position in relation to the Client.

**If so, furnish particulars:**

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

The bid may be disregarded if that bidder or its directors have abused the Client’s supply chain management system, committed fraud or any other improper conduct in relation to such system.”

- (i) Is the bidder or any of its directors;
  - listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? ([www.treasury.gov.za](http://www.treasury.gov.za), follow the link at the bottom of the home page);
  - Listed on the register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act;
  
- (ii) Was the bidder or any of its directors;
  - convicted by a court of law (including a court outside of the RSA) for fraud or corruption during the past five years?
  - contract with any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

**If so, furnish particulars:**

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

<b>For office use only</b>	<b>Version 11</b>	<b>Date: 1 July 2016</b>	
To be signed upon appointment of winning bidder to form the agreement between the parties			
Signature for <b>Casidra</b>		Signature for Contractor	

**Section D – Designated Sectors – Local Content**

The following sectors in this bid are subject to a stipulated minimum threshold for local production and content:

Sector	Minimum Threshold (%)

If Section D is applicable, **Form SBD 6.2** must be completed and signed as well as **Annex C Local Content Declaration – Summary Schedule**, and must be handed in as part of the bid documentation.

**IMPORTANT NOTES**

**Casidra reserves the right to:**

- disregard any bids where the declaration (below) has not been signed;
- change the point system of the policy without prior notification;
- negotiate prices after awarding of the bid;
- disclose the results of the points awarded on request;
- evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;
- award the bid to the qualifying Contractor with the highest number of points scored, unless on the basis of objective criteria like fairness, safety, public interest and international suppliers;
- excluding the above, in case of the highest score not being acceptable, for procedural fairness and transparency, the Contractor will be requested to make a presentation (at least in writing) on it's offer to give more detail;
- to award the bid to a Contractor which does not necessarily have the lowest price.

**Other Notes:**

- Final points scored will be rounded off to the nearest 2 decimal places
- In the event of equal scores where functionality is part of the bid, the Contractor with the highest functionality score will be successful. Where there is no functionality requirements, the offer with the highest B-BBEE score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.

**The bid may be cancelled if:**

- all the bid offers received are higher than R1 million;
- circumstances change and there is no longer a requirement for this service;
- funds are no longer available or if there are insufficient funds available in the budget for the work;
- no acceptable bids are received;

Cancellation of bid will be placed in the same media as initially advertised.

<b>For office use only</b>	<b>Version 11</b>	<b>Date: 1 July 2016</b>	
To be signed upon appointment of winning bidder to form the agreement between the parties			
Signature for <b>Casidra</b>		Signature for Contractor	

Bids which supplied false information will be cancelled immediately without payment and/or claims for damages incurred by such cancellation.

The Contractor will be liable for the recovery of all costs and damages suffered as a result of the misconduct or cancellation of the bid or less favourable conditions affecting the award of the bid.

Exclusion of the Contractor and its directors, who acted fraudulently, from any business with an organ of state for a period not exceeding 10 years after the *alteram partem* rule has been applied.

**Declaration by the company submitting the bid:**

I, \_\_\_\_\_

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**SUPPLY CHAIN PERFORMANCE MEASUREMENT**

In order for **Casidra** to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- **What were the source that made you became aware of this bid being available.**

**Mark with X**

Personal Email invite to bid:	
Via a friend or business partner:	
National Government E-Tender website:	
Local Newspapers:	
<b>Casidra</b> own website:	

Other: Specify.....

- **Where the time allowed to date of closure sufficient for you to compile an offer.**

No – too short	Yes - Sufficient	No - Too long
----------------	------------------	---------------

<b>For office use only</b>	<b>Version 11</b>	<b>Date: 1 July 2016</b>	
To be signed upon appointment of winning bidder to form the agreement between the parties			
Signature for <b>Casidra</b>		Signature for Contractor	