



**Casidra**  
INVITATION TO BID

|                                                                                      |                                        |
|--------------------------------------------------------------------------------------|----------------------------------------|
| BID NUMBER                                                                           | 3/2026 HO                              |
| SERVICES & GOODS REQUESTED                                                           | WHISTLEBLOWER HOTLINE SERVICES         |
| CLARIFICATION MEETING                                                                | NO                                     |
| CLOSING DATE AND TIME OF BID                                                         | MONDAY 24 AUGUST 2026 STRICTLY @ 12:00 |
| VALIDITY PERIOD OF BID                                                               | 90 DAYS                                |
| TOTAL BID PRICE (VAT INCLUDED)<br><i>Must be the same as per CBD 4 – Price form.</i> |                                        |
| <b><i>The following must be completed by the bidder.</i></b>                         |                                        |
| NAME OF COMPANY                                                                      |                                        |
| ADDRESS                                                                              |                                        |
| NAME OF PERSON RESPONSIBLE FOR THE BID                                               |                                        |
| CONTACT NUMBER (code and number)                                                     |                                        |
| CELLPHONE NUMBER                                                                     |                                        |
| E-MAIL ADDRESS                                                                       |                                        |
| CSD NUMBER                                                                           |                                        |
| VAT REGISTRATION NUMBER                                                              |                                        |

|                             |                      |                        |
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| To be initialised by bidder |                      | <i>Initial here</i>    |

|                                                                                                                                                                                                                                                                    |     |                          |    |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------|----|--------------------------|
| <b>SARS TCC attached</b> (Foreign suppliers with no tax obligation in South Africa must complete the SBD1 form that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.)                                            | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| <b>Originally certified B-BBEE status level certificate/Original Sworn Affidavit</b><br>(A B-BBEE status level verification certificate must be delivered to <b>Casidra</b> SOC Ltd, 22 Louws Avenue, Paarl, in order to qualify for preference points for B-BBEE) | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| <b>SUBMISSION OF DOCUMENTS</b>                                                                                                                                                                                                                                     |     |                          |    |                          |
| Sealed tenders, clearly indicated with the bid no, title and closing date, must reach <b>Casidra</b> SOC Ltd at their Head Office, 22 Louws Avenue, Southern Paarl and be placed in the bid box available at reception.                                            |     |                          |    |                          |
| <b>PLEASE NOTE THE FOLLOWING</b>                                                                                                                                                                                                                                   |     |                          |    |                          |
| <b>TENDERS MUST BE BOUND AS CASIDRA WILL NOT TAKE RESPONSIBILITY FOR THE COMPLETENESS OF ANY UNBOUND BID DOCUMENTS.</b>                                                                                                                                            |     |                          |    |                          |
| <b>BID DOCUMENTS MUST BE DOWNLOADED FROM THE TENDER PORTAL. NO DOCUMENT WILL BE PROVIDED VIA E-MAIL.</b>                                                                                                                                                           |     |                          |    |                          |
| <b>FAILURE TO PROVIDE ANY OF THE COMPULSORY DOCUMENTATION AND PARTICULARS MAY RENDER THE BID INVALID.</b>                                                                                                                                                          |     |                          |    |                          |

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**ENQUIRIES ABOUT THE COMPLETION OF THE TENDER DOCUMENT CAN BE ADDRESSED TO:**

|                                          |                             |
|------------------------------------------|-----------------------------|
| <b>Name of Procurement Administrator</b> | <b>Marshelle Apollis</b>    |
| <b>Contact e-mail</b>                    | <b>mbrown@casidra.co.za</b> |
| <b>Contact number</b>                    | <b>021 863 5000</b>         |

***The following must be completed and signed by the bidder***

I, \_\_\_\_\_  
as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the information submitted 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**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

|                                                |  |             |  |
|------------------------------------------------|--|-------------|--|
| <b>Signature of bidder</b>                     |  | <b>Date</b> |  |
| <b>Capacity under which this bid is signed</b> |  |             |  |

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**1. BID SUBMISSION**

- 1.1. Bids must be delivered by the stipulated time to the correct address. **Late bids will not be accepted.**
- 1.2. The tender box will be emptied at 12:00 and opened in public.
- 1.3. All bids must be submitted on the official forms provided (not to be re-typed).
- 1.4. Bidders must be registered on the Central Supplier Database (CSD).
- 1.5. **Original Sworn Affidavit and originally certified B-BBEE certificates must be submitted to bidding institution to qualify for preference points for B-BBEE.**
- 1.6. Bids are subject to the **Casidra** SOC Ltd Financial Regulations, Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of contract (GCC) where applicable, and if applicable other special conditions of contract.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1. Bidders must ensure compliance with their tax obligations.
- 2.2. If a discrepancy exists between CSD and SARS, a printed version of the Tax Clearance Certificate (TCC) must be supplied by the supplier and the e-Filing PIN number for verification of authentication by **Casidra** SOC Ltd.
- 2.3. Foreign suppliers providing **goods and services** to Government Institutions is subject to a Tax Clearance Certificate obtained from SARS after verification and confirmation of liability to be registered for tax in South Africa. <https://www.sars.gov.za/businesses-and-employers/government/application-for-tcc-foreign-entities/>
- 2.4. Consortia/joint ventures/sub-contractors must each submit a separate TCC.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- |                                                                     |                              |                             |
|---------------------------------------------------------------------|------------------------------|-----------------------------|
| 3.1. Is the bidder a resident of the Republic of South Africa (RSA) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3.2. Does the bidder have a branch in RSA?                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3.3. Does the bidder have a permanent establishment in the RSA?     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3.4. Does the bidder have any source of income in the RSA?          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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

**4. TENDER CONDITIONS**

**CASIDRA reserves the right to:**

- 4.1. **disregard any bids where the declaration has not been signed;**
- 4.2. accept parts of the bid items or split bids based upon item prices;
- 4.3. disclose the results of the points awarded on request;
- 4.4. evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;
- 4.5. award the bid to the qualifying bidder with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, and

**CASIDRA does not bind itself to:**

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| 4.6. award the bid to a bidder which does not necessarily have the lowest price.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>The bid may be cancelled if:</b></p> <p>4.7. all the bid offers received are higher than R50 million;</p> <p>4.8. circumstances change and there is no longer a requirement for this service;</p> <p>4.9. funds are no longer available or if there are insufficient funds available in the budget for the work;</p> <p>4.10. no acceptable bids and/or market related prices are received;</p> <p>4.11. there is a material irregularity in the tender process (administrative non-compliance of prescribed legislation);</p> <p>4.12. false information was supplied by the bidder;</p> <p>4.13. Cancellation of bid will be placed in the same media as initially advertised.</p>                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Other notes:</b></p> <p>1. Final points scored will be rounded off to the nearest 2 decimal places.</p> <p>2. In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.</p> <p>3. <b>Casidra</b> SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.</p> <p>4. Subject to the sole discretion of <b>Casidra</b>, failure to supply all supplier information documents may result in the tender being rendered non-responsive.</p>                                                                                                                                                                                                                                                                     |
| <b>5. EVALUATION OF TENDERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>5.1. Tenders will be evaluated and adjudicated in terms of the PPPFA, 2000 (Act 5 of 2000). The PPR, 2022 and <b>Casidra's</b> Supply Chain Management policy, for which 80/20 points will be allocated in respect of price and points in respect of B-BBEE contribution.</p> <p>5.2. Functionality criteria will be assessed and scored as prescribed by PPPFA Regulation 5 as indicated in CDB 3. A tender that fails to meet minimum functional threshold will be regarded as an unacceptable bid.</p> <p>5.3. Additional objective criteria as per Section 2(1)(f) of the PPPFA will apply, as indicated in tender document and which may include, but is not limited to:</p> <p>5.3.1. Poor track record of service provider;</p> <p>5.3.2. Unrealistic price offering which is not market related;</p> <p>5.3.3. Unrealistic own conditions set by service provider;</p> <p>5.3.4. Rotation of suppliers;</p> <p>5.3.5. Unacceptable commercial risk to entity.</p>                                                                  |
| <b>6. COMPLETION OF TENDER DOCUMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>6.1. The original tender document must be <b>completely fully in black pen ink</b> and signed by the authorised signatory to validate the tender. <b>All the pages must be initialled</b> by the authorised signatory returned. <b>Failure to do so may result in the disqualification of the tender.</b></p> <p>6.2. Tender documents may not be retyped. <b>Retyped documents may result in the disqualification of the tender.</b></p> <p>6.3. The complete original tender document must be returned. Missing pages could result in the disqualification of the tender.</p> <p>6.4. No unauthorised alteration of this set of tender documents will be allowed. <b>Any authorised alteration will disqualify the tender automatically.</b> Any ambiguity must be cleared with the contact person for the tender before the tender closure.</p> <p>6.5. Subject to the sole discretion of <b>Casidra</b>, failure to supply all supplementary information and documentation may result in the tender being rendered non-responsive.</p> |

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THE FOLLOWING RETURNABLE DOCUMENTS (INCLUDING THE CBD FORMS AS PART OF THE BID) MUST BE VALID FOR A PERIOD OF 90 CALENDER DAYS AFTER CLOSURE OF THE BID AND SUBMITTED AS PART OF THE BID PACKET. INITIAL ALL OTHER PAGES.

| Document  | Description                                              | Compulsory | Comment      |
|-----------|----------------------------------------------------------|------------|--------------|
| CBD 1     | Invitation to bid                                        | ✓          | Sign page 3  |
| CBD 2     | Conditions to submit bid                                 | ✓          |              |
| CBD 3     | Terms of Reference                                       | ✓          |              |
| CBD 4     | Pricing schedule                                         | ✓          | Sign page 19 |
| CBD 5 (a) | Supply Chain – Preferential Procurement Regulations 2022 | ✓          | Sign page 28 |
| CBD 5 (b) | Supply Chain – Codes of good practice                    | ✓          | Sign page 29 |

| PROCUREMENT STRATEGY<br>(Please indicate by choosing either YES or NO and click on the box.)                                      | Yes                                 | No                                  |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1. Advertising on e-tender                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 2. Advertising on CIDB                                                                                                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Advertising on Casidra portal                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4. RFQ                                                                                                                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Open tender process                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 6. Contract administration sheet completed                                                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Procure plan sheet completed                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Advertise period (2 weeks)<br><i>*Note if bid document and advertisement period is less than 14 days, attach CEO approval.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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|------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>COMPULSORY DOCUMENTS TO BE SUBMITTED WITH BID.</b>                                                                                                |  |
| <b>COMPANY PROFILE</b> – Detailed company profile including but not withstanding <b>core business activities, background, resources, experience.</b> |  |
| Certified by The Ethics Institute                                                                                                                    |  |
| <b>SUPPORTING DOCUMENTATION</b>                                                                                                                      |  |
| <b>B-BBEE CERTIFICATE / SWORN AFFIDAVIT</b>                                                                                                          |  |

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| <b>PROJECT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>WHISTLEBLOWER HOTLINE SERVICES</b> |
| <p><b>GENERAL REQUIREMENTS</b></p> <p>Casidra SOC Ltd invites suitably qualified and experienced service providers to submit proposals for the provision of an independent, secure and confidential whistle-blowing hotline service for a period of four (4) years from the date of appointment.</p> <p>The purpose of the service is to provide employees, directors, contractors, consultants, service providers, suppliers, beneficiaries, clients and members of the public with a safe, independent and confidential mechanism to report suspected fraud, corruption, theft, unethical conduct, maladministration, conflicts of interest, regulatory non-compliance, workplace misconduct and any other irregular or unlawful activities involving Casidra.</p> <p>The appointed service provider shall operate independently from Casidra and shall ensure that all reports are received, recorded, managed and communicated professionally, objectively and confidentially. The service must promote anonymous reporting where requested and provide appropriate safeguards to protect the identity of whistle-blowers.</p> <p>The whistle-blowing service forms part of Casidra's governance, ethics, fraud prevention and compliance management framework and must support the organisation in promoting ethical conduct, accountability, transparency and good corporate governance.</p> <p>The appointed service provider shall comply with all applicable South African legislation, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Protected Disclosures Act, 26 of 2000 (as amended);</li> <li>• Protection of Personal Information Act, 4 of 2013 (POPIA);</li> <li>• Prevention and Combating of Corrupt Activities Act, 12 of 2004;</li> <li>• Companies Act, 71 of 2008;</li> <li>• Public Finance Management Act, 1 of 1999 (where applicable to Schedule 3D entities);</li> <li>• Labour Relations Act, 66 of 1995;</li> <li>• Promotion of Access to Information Act, 2 of 2000 (where applicable); and</li> <li>• any other applicable legislation, regulations and recognised governance best practices.</li> </ul> <p><b>Contract Management</b></p> <p>The successful bidder shall report to the designated Contract Manager appointed by Casidra SOC Ltd.</p> <p>The Contract Manager shall be responsible for monitoring service delivery, reviewing performance against agreed service levels, receiving management reports, verifying invoices and managing the contract.</p> <p>Where allegations involve the Contract Manager, Executive Management, the Chief Executive Officer or members of the Board of Directors, the successful bidder shall follow Casidra's approved escalation protocol to ensure the independence and integrity of the reporting process.</p> <p><b>Ownership of Information</b></p> <p>All reports, records, documentation, evidence, correspondence, statistical information and case management data generated during the contract shall remain the property of Casidra SOC Ltd.</p> <p>The successful bidder shall not disclose, distribute or use any information obtained during the execution of the contract except where required by law or with the prior written approval of Casidra.</p> |                                       |

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**Confidentiality**

The successful bidder shall ensure that all information received during the execution of the contract is treated as strictly confidential.

Appropriate technical and organisational measures shall be implemented to safeguard confidential information against unauthorised access, alteration, disclosure or destruction.

The successful bidder shall provide a fully managed whistle-blowing solution, including the establishment and operation of reporting channels, case management, reporting, awareness programmes and support services as detailed in the Scope of Works.

**PERIOD AND EXTENT OF PROJECT**

1. This is specifically recorded that this contract is linked to a specific timeframe of **4-years**.

**FUNCTIONAL REQUIREMENTS**

The functionality evaluation will assess the bidder's experience, technical capability, methodology and capacity to successfully provide the required whistle-blowing hotline services.

Only bidders achieving a minimum functionality score of **70 out of 100 points** will proceed to the Price and Preference Points evaluation.

| Evaluation Criteria                                                           | Maximum Points |
|-------------------------------------------------------------------------------|----------------|
| Relevant experience in providing independent whistle-blowing hotline services | 25             |
| Methodology and implementation approach                                       | 20             |
| Reporting platforms and technology                                            | 15             |
| Case management and reporting capability                                      | 15             |
| Qualifications and experience of key personnel                                | 10             |
| Information security, confidentiality and legislative compliance              | 10             |
| Value-added services                                                          | 5              |
| <b>TOTAL</b>                                                                  | <b>100</b>     |

**FUNCTIONAL CRITERION - EVALUATION AND ADJUDICATION****1. Relevant Experience (25 Points)**

The bidder must demonstrate experience in providing independent whistle-blowing hotline services to public sector organisations, state-owned entities, municipalities or private organisations.

The bidder must submit:

- Company profile;
- Description of similar contracts;
- Contactable reference letters issued within the last five (5) years.

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Scoring:

- Five (5) or more relevant reference letters – **25**
- Four (4) reference letters – **20**
- Three (3) reference letters – **15**
- Two (2) reference letters – **10**
- One (1) reference letter – **5**
- No relevant references – **0**

## **2. Methodology and Implementation Approach (20 Points)**

The bidder shall submit a detailed methodology explaining how the service will be established and managed.

The methodology should include:

- implementation plan;
- onboarding process;
- communication protocols;
- report escalation procedures;
- quality assurance;
- service level standards;
- awareness programme;
- reporting methodology.

Scoring:

Comprehensive methodology covering all requirements with clear timelines and deliverables – **20**

Adequate methodology covering most requirements – **15**

Basic methodology with limited detail – **10**

Very limited methodology – **5**

No methodology submitted – **0**

## **3. Reporting Platforms and Technology (15 Points)**

The bidder must demonstrate the proposed reporting channels.

Minimum requirements include:

- Toll-free telephone hotline
- Email reporting
- Web-based reporting portal

Additional platforms may include:

- Mobile application
- SMS
- WhatsApp
- QR code reporting

Scoring:

Comprehensive multi-channel platform exceeding requirements – **15**

Meets all minimum requirements – **10**

Meets some requirements – **5**

Does not meet requirements – **0**

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#### 4. Case Management and Reporting Capability (15 Points)

The bidder shall demonstrate its case management system, including:

- secure case registration;
- case tracking;
- evidence management;
- audit trail;
- status reporting;
- dashboard reporting;
- statistical reporting;
- trend analysis.

Scoring:

Excellent case management functionality – **15**

Good functionality – **10**

Limited functionality – **5**

No evidence – **0**

#### 5. Key Personnel (10 Points)

Submit CVs of personnel responsible for contract management.

Include:

- qualifications;
- professional memberships;
- years of experience;
- whistle-blowing hotline experience.

Scoring:

Highly experienced team with appropriate qualifications – **10**

Experienced team – **7**

Adequate experience – **5**

Limited experience – **2**

No evidence – **0**

#### 6. Information Security and Legislative Compliance (10 Points)

Demonstrate:

- POPIA compliance;
- information security controls;
- confidentiality measures;
- data protection;
- business continuity;
- disaster recovery;
- access controls.

Scoring:

Comprehensive compliance framework – **10**

Good compliance framework – **7**

Basic compliance framework – **5**

Limited evidence – **2**

No evidence – **0**

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## 7. Value-Added Services (5 Points)

Additional services such as:

- ethics awareness campaigns;
- posters;
- newsletters;
- training;
- annual ethics reporting;
- fraud awareness;
- benchmarking.

Scoring:

Excellent value-added offering – 5

Some value-added services – 3

Limited additional services – 1

None – 0

## 8. Demonstration of the Proposed Solution (Verification)

Casidra reserves the right to invite shortlisted bidders to provide a live demonstration of the proposed whistle-blowing hotline platform and case management system.

The demonstration may include, but is not limited to:

- Registration of a new report
- Anonymous reporting functionality
- Case management workflow
- Dashboard reporting
- Statistical reporting
- Trend analysis
- Escalation functionality
- Security controls
- User administration

The demonstration shall be used to verify information contained in the bidder's proposal and may be considered when confirming the bidder's technical capability.

*(This section is not scored separately unless specifically indicated by Casidra.)*

**Failure to provide the information as required and in the format as indicated, will result in no points being awarded to service provider for functionality.**

## EVALUATION METHOD

1. Proposals will be adjudicated in accordance with the relevant SCM Policies and procedures, the PPPFA and its Regulations of 2022.
2. The tender will be adjudicated in the following four phases:

|                                                                             |                       |                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bid Committee<br>Evaluation<br>process<br>following a<br>phased<br>approach | Phase A               | Acceptable tender as per PPPFA section 1 - Compliance with conditions and special conditions, legislative and legal requirements, and minimum specifications (including local content if relevant) |
|                                                                             | If responsive move to |                                                                                                                                                                                                    |
|                                                                             | Phase B               | Functionality scoring – must meet threshold requirements as per PPPFA Regulations i.e. 70 points out of 100 points                                                                                 |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | If responsive, move to                             |                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Phase C                                            | Price and Preference scoring, as per PPPFA Regulations                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Once scored and listed in order of points, move to |                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Phase D                                            | Consideration of additional objective criteria as per PPPFA section 2(1)(f) read with PPPFA Regulations |
| Highest points = successful Service Provider, unless additional objective criteria exist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                    |                                                                                                         |
| <p>3. A proposal that does not score at least 70 points during functionality scoring will not be regarded as an acceptable bid.</p> <p>4. In relation to responsive tenders, which progressed to Phase D, 80 points will be allocated in respect of price and 20 points in respect of BBBEE level contribution.</p> <p>5. The following information will be considered as additional objective criteria, once the preferred Service Providers have been identified, as per PPPFA section 2(1)(f) and as indicated in Item 8 below.</p> <p>6. Once the preferred service provider is identified, a notification will be sent to Service Providers of the identified preferred Service Provider and the allowance of a 14-day complaint, enquiries, dispute process as contemplated by <b>Casidra's</b> Appeals Committee</p> <p>7. A final award will made when no valid objections were received.</p> |                                                    |                                                                                                         |

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## ADDITIONAL OBJECTIVE CRITERIA

Please read Explanatory note\*

### Applicable Objective Criteria (To be completed by End User and confirmed by the Procurement Administrator for this RFQ)

In line with Section 2(1)(f) of the PPPFA, the following objective criteria are deemed applicable to this specific quotation and will be considered in the evaluation process:

- ☐ Proximity to project location (within \_\_\_\_ km)
- ☐ Immediate availability of stock or resources
- ☐ Support for local economic development in the project area
- ☐ Risk of delivery delays (urgency of project)
- ☐ Value-added services / total cost of ownership
- ☐ Compliance with available budget
- ☐ Environmental or sustainability considerations
- ☐ Strategic alignment with Casidra's priorities
- ☐ Other (please specify): \_\_\_\_\_

**Note: Only selected criteria above will be applied and must be substantiated during evaluation.**

### \*EXPLANATORY NOTE:

### ADDITIONAL EVALUATION CONSIDERATIONS: OBJECTIVE CRITERIA

In accordance with Section 2(1)(f) of the Preferential Procurement Policy Framework Act (PPPFA), objective criteria may be applied in addition to price and preference points, where bids are equally scored or where relevant for ensuring value-for-money and service delivery efficiency. The following objective criteria may be considered, provided they are disclosed upfront and applied fairly and consistently:

- Proximity: Preference may be given to service providers located within a specific radius (e.g., 50km) of the project site, where proximity enhances service delivery or reduces logistics costs.
- Availability of Stock or Resources: Bidders demonstrating immediate availability of goods or personnel may be favoured where time is critical.
- Local Economic Development (LED): Preference may be shown for suppliers that support local employment or economic participation in the project's location.
- Risk of Delivery Delays: Quotes may be assessed based on the supplier's ability to meet timelines where urgency is a factor.
- Cost-Effectiveness Beyond Price: Consideration may be given to value-added services, warranty periods, after-sales support, and total cost of ownership.
- Budget Availability: Where quotations exceed the available approved budget, preference may be given to compliant quotes that fall within budget limits.
- Environmental or Sustainability Considerations: Preference may be given to bidders offering products or services with reduced environmental impact.
- Strategic Fit: Where proposals align with the strategic or operational priorities of the organisation, this may be considered as a differentiator in final recommendation.

**Note: These criteria will only be applied where relevant to the nature of the goods/services being procured and must be substantiated during evaluation. Casidra reserves the right to apply such criteria in line with its SCM policies, strategic objectives, and legislative compliance.**

All quotations will be evaluated in accordance with Casidra's SCM Policy, the PFMA, and the Preferential Procurement Regulations, 2022.

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## SCOPE OF WORKS

### Purpose

The purpose of the whistle-blowing hotline is to provide an independent reporting mechanism that encourages the reporting of suspected fraud, corruption and unethical conduct while protecting whistle-blowers from victimisation and supporting Casidra's governance and fraud prevention initiatives.

### Scope of Services

The appointed service provider shall provide a fully managed whistle-blowing hotline service including, but not limited to, the following:

#### 1. Reporting Channels

Provide multiple confidential reporting platforms including:

- Toll-free telephone hotline available 24 hours a day, 7 days a week, 365 days a year;
- Dedicated email reporting;
- Secure web-based reporting portal;
- Additional reporting platforms where available (e.g. mobile application, WhatsApp, SMS or QR code).

#### 2. Case Management

Provide a secure case management system capable of:

- registering all reported incidents;
- allocating unique case numbers;
- recording supporting information and evidence;
- monitoring case progress;
- maintaining complete audit trails;
- recording case outcomes and closure.

#### 3. Confidentiality

Ensure:

- complete confidentiality;
- anonymous reporting where requested;
- secure storage of information;
- restricted access to authorised personnel only;
- compliance with POPIA.

#### 4. Investigation Reporting

Provide:

- immediate notification of high-risk matters;
- regular progress updates;
- monthly statistical reports;
- quarterly trend analysis reports;
- annual consolidated whistle-blowing reports;
- board-ready reports where required.

#### 5. Escalation Procedures

Develop escalation protocols for:

- fraud;
- corruption;

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- unethical conduct;
- executive management allegations;
- board-related allegations;
- conflicts of interest;
- health and safety matters where applicable.

## 6. Awareness and Communication

The successful bidder shall provide awareness material to promote the whistle-blowing hotline and encourage ethical reporting.

This shall include, where applicable:

- Posters
- Brochures
- Wallet cards
- Email signatures
- Electronic banners
- Digital awareness material
- Awareness presentations
- Annual awareness campaign material

All awareness material shall be approved by Casidra prior to distribution.

## 7. Training

Provide training for designated Casidra officials on:

- case management;
- report interpretation;
- escalation processes;
- ethics reporting trends.

## 8. Reporting and Analytics

The successful bidder shall provide the following management information:

### Monthly Reports

The monthly report shall include, as a minimum:

- Number of reports received
- Nature of allegations
- Reporting channel utilised
- Anonymous versus identified reports
- Status of investigations
- Cases closed
- Cases outstanding
- Age analysis of open cases

### Quarterly Reports

Quarterly reports shall include:

- Trend analysis
- Root cause analysis
- Repeat incidents
- High-risk matters

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- Emerging risks
- Recommendations for improving ethics and fraud prevention

### Annual Report

The annual report shall include:

- Annual statistical summary
- Comparative trend analysis
- Significant cases
- Effectiveness of reporting channels
- Recommendations for strengthening ethics, fraud prevention and whistle-blowing awareness.

### 9. Service Level Requirements

The successful bidder shall maintain the following minimum service standards throughout the contract period.

#### Service Requirement Minimum Standard

|                      |                                                                             |
|----------------------|-----------------------------------------------------------------------------|
| Hotline availability | 24 hours per day, 7 days per week, 365 days per year                        |
| Toll-free access     | Available nationally                                                        |
| Telephone answering  | Calls answered promptly during operational periods                          |
| Critical allegations | Reported to the designated Casidra official within two (2) hours of receipt |
| Standard allegations | Initial report submitted within one (1) business day                        |
| Monthly reports      | Submitted within five (5) working days after month-end                      |
| Quarterly reports    | Submitted within ten (10) working days after quarter-end                    |
| Annual report        | Submitted within twenty (20) working days after financial year-end          |
| System availability  | Minimum 99% uptime, excluding scheduled maintenance                         |

### 10. Legislative Compliance

The service shall comply with all applicable South African legislation and recognised governance principles and shall support Casidra's Fraud Prevention Plan, Ethics Framework, Risk Management Framework and other governance policies.

### 11. Information Security

The successful bidder shall implement appropriate information security measures to ensure the confidentiality, integrity and availability of all whistle-blowing information.

The bidder shall demonstrate that suitable controls are in place, including:

- secure encrypted data transmission;
- secure encrypted storage of information;
- access controls based on authorised users only;
- audit trails of all system activity;
- regular data backups;
- disaster recovery procedures;
- business continuity arrangements; and
- compliance with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

### 12. Contract Exit and Transition

Upon expiry or termination of the contract, the successful bidder shall:

- provide Casidra with a complete electronic copy of all case records, reports and supporting documentation;

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- provide an updated register of all open and closed cases;
- assist with the orderly transition to a replacement service provider where required;
- transfer all active cases to Casidra or the newly appointed service provider;
- certify the destruction of any remaining confidential information retained by the bidder after written confirmation from Casidra; and
- continue providing the service during any approved transition period to ensure continuity of operations.

#### PROJECT SPECIFIC GOVERNANCE ARRANGEMENTS

1. **Quality Assurance:** To ensure continuous evaluation and assessment of the quality of services rendered, Casidra may appoint independent quality assurers to provide reliance on the work performed.

2. **A structured governance process** will be put in place to ensure sound contract management and actual achievement of value for money service delivery.

- (i) Regular monitoring of contract performance.
- (ii) Quality assurance mechanisms will be agreed upfront.
- (iii) Service levels and Key Performance Indicators will be agreed upfront.
- (iv) Reporting formats will be agreed upon.
- (v) Payment schedules will be determined and agreed.

#### PAYMENT STRATEGY

- A. To ensure sustainable cash flow to the service provider, payment will be made on a monthly basis, subject to GCC conditions.
- B. An invoice- payment schedule will be agreed upfront.

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| <b>Please read notes on next page.</b>                                                                      |          |                                 |            |                                   |                                     |
|-------------------------------------------------------------------------------------------------------------|----------|---------------------------------|------------|-----------------------------------|-------------------------------------|
| <b>NAME OF BIDDER</b>                                                                                       |          |                                 |            |                                   |                                     |
| <b>BID NUMBER</b>                                                                                           |          |                                 |            |                                   |                                     |
| Are you registered in terms of sections 23 of the Value-Added Tax Act 1991 (Act no 89 of 1991) as amended?1 |          |                                 |            | <b>Yes</b>                        | <b>No</b>                           |
|                                                                                                             |          |                                 |            | <input type="checkbox"/>          | <input type="checkbox"/>            |
| If yes to above, provide your VAT number                                                                    |          |                                 |            |                                   |                                     |
| Bill of quantities (if yes, it will be attached separately)                                                 |          |                                 |            | <b>Yes</b>                        | <b>No</b>                           |
|                                                                                                             |          |                                 |            | <input type="checkbox"/>          | <input checked="" type="checkbox"/> |
| Unit                                                                                                        | Quantity | Description                     | Unit Price | Bid price (RSA currency) (see 3a) |                                     |
| Once-off                                                                                                    | 1        | Implementation and onboarding   |            |                                   |                                     |
| Per annum                                                                                                   | 4        | 24/7 Toll-free hotline service  |            |                                   |                                     |
| Per annum                                                                                                   | 4        | Web-based reporting portal      |            |                                   |                                     |
| Per annum                                                                                                   | 4        | Email reporting service         |            |                                   |                                     |
| Per annum                                                                                                   | 4        | Case management system          |            |                                   |                                     |
| Per annum                                                                                                   | 4        | Monthly management reports      |            |                                   |                                     |
| Per annum                                                                                                   | 4        | Quarterly trend reports         |            |                                   |                                     |
| Per annum                                                                                                   | 4        | Annual reporting                |            |                                   |                                     |
| Per annum                                                                                                   | 4        | Awareness material              |            |                                   |                                     |
| Per annum                                                                                                   | 4        | Training and awareness sessions |            |                                   |                                     |
| Specify                                                                                                     |          | Additional optional services    |            |                                   |                                     |
|                                                                                                             |          |                                 |            |                                   |                                     |
|                                                                                                             |          | <b>SUB TOTAL</b>                |            |                                   |                                     |
|                                                                                                             |          | <b>VAT</b>                      |            |                                   |                                     |
|                                                                                                             |          | <b>GRAND TOTAL</b>              |            |                                   |                                     |
|                                                                                                             |          |                                 |            |                                   |                                     |

|                            |  |
|----------------------------|--|
| <b>Signature of bidder</b> |  |
| <b>Date</b>                |  |

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## NOTES (applicable where indicated)

### A. PRICE (where applicable)

#### 1. FIRM PRICES

- a. Only firm prices will be accepted including prices subject to rates of exchange.
- b. No non-firm prices will be considered.
- c. All delivery cost must be included in the bid price for delivery at prescribed destination.
- d. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.

#### 2. NON-FIRM PRICES

- a. In cases of period contracts, non-firm prices will be adjusted (loaded) with the assessed contract price adjustments implicit in non-firm prices when calculated the comparative prices.
- b. Price adjustments will be allowed at periods and times specified in the bidding documents.
- c. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- d. The quantities are given as a guideline for a bid and for the purposes of unit rates and in no way be used as a measured bid.

#### 3. PROFESIONAL SERVICES

- a. All applicable taxes include value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

#### 4. PRICING INSTRUCTIONS

- a. The parties will agree on a payment schedule and the contents and format of progress reports and invoicing, where after the service provider will provide **Casidra** with a detailed invoice and progress report as per the approved payment schedule.
- b. Any ad-hoc assignments MUST be agreed in writing between the Parties prior to commencing with any work.
- c. It is important to understand that the price offering is to enable **Casidra** to evaluate tenders on a comparative basis.
- d. The actual fee that will be paid for such service will be determined prior to the commencement of the project and **Casidra** retains the right to either accept the price in the offering or other prescribed rates in accordance with the Cost Containment requirements.
- e. The service provider must note that the contract price is subject to all travel and subsistence costs being considered for re-imbursement in accordance with **Casidra's** Policy.

### B. OTHER NOTES (applicable to all bids)

1. The tender will be evaluated on the criteria for a market related price.
2. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions against the total project cost must be specified, itemised, costed and clearly indicated in the bid.
3. The prices must be **valid for a period of 90 days** from date of closure of the bid to allow for evaluation and appointment.
4. **Casidra** SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.

### C. APPOINTMENT (applicable to construction and professional services)

1. The successful contractor will be given notification in writing by means of an appointment letter
2. The successful contract must sign the **CBD 8**, together with this document, which will form the contract.

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#### D. ADDITIONAL OBJECTIVE CRITERIA

1. The following information will be considered as additional objective criteria, once the preferred service providers have been identified as per PPPFA section 2(1)(f) and supported by the relevant case law:
  - a. Poor track record of the preferred service provider.
  - b. Unrealistic price offering which is not market related.
  - c. Unrealistic own conditions set by the service provider.
  - d. Rotation of tenders.
  - e. Environmental considerations.
  - f. Abnormally low tender.
  - g. Risk considerations specifically related to preferred service provider.

#### E. CONTRACTING ARRANGEMENTS

1. A negotiated of the final terms of the contract will be done after the award.
2. Execution and Management of the concluded contract.
3. The service provider will be governing by SBD8/JCC contract concluded between itself and the Entity. The main objective of the contract is to plot the deliverables for the next 4 Years.
4. The contract management from the Entity's side will be the project manager, who will act within his or her mandates as prescribed and delegated.

#### F. PROOF OF RELEVANT EXPERIENCE AND REFERENCES

The following must be completed in detail by bidder.

1. Supply at least **three (3)** different reference **letters** from **three (3)** different companies with contact numbers.
2. Description of work must be relevant to nature of this contract. **Do not list work if it does not fall within the scope of works.**

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### CHANGES MADE BY BIDDER

If the bidder wishes to make any changes to any of the bid conditions or specifications, or wishes to qualify this bid in any way, it must be clearly set out below. Any changes made and not listed, will disqualify a bid.

**Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.**

[illegible]

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**PROOF OF RELEVANT EXPERIENCE AND REFERENCES**

The following must be completed in detail by bidder.

3. Supply at least **three (3)** different **completion certificates** from **three (3)** different companies with contact numbers.
4. Description of work must be relevant to nature of this contract. **Do not list work if it does not fall within the scope of works.**
5. Elaborate on project under Description by being specific at to the works executed in the contract to support relevant experience.

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| <b>SUPPLY CHAIN MANAGEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--|
| <b>PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND CODES OF GOOD PRACTICE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |
| <b>Only for use of bids from R2 000 to maximum of R50 million</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |
| <p><b>Casidra</b>, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies with 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 is dependent on the special evaluation criteria as set out in the policies of <b>Casidra</b>. The evaluation criteria of this Preferential Procurement Policy are based on the “<b>Preferential Procurement Policy Framework (Act 5 of 2000)</b>” and related Regulations.</p> <p>Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. <b>The completion and signature of the document is thus a pre-requisite to qualify as a service provider.</b></p>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |
| <p>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.</p> <p>NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST MAKE SURE OF THE CONTENTS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE WHICH CAN BE FOUND ON:</p> <ul style="list-style-type: none"> <li><a href="http://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/broad-based-black-economic-empowerment/">http://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/broad-based-black-economic-empowerment/</a></li> <li><a href="https://www.gov.za/documents/broad-based-black-economic-empowerment-act">https://www.gov.za/documents/broad-based-black-economic-empowerment-act</a></li> <li><a href="https://www.bbbeeecommission.co.za/">https://www.bbbeeecommission.co.za/</a></li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |
| <b>DEFINITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |
| 1.1<br>1.2<br>1.3<br><br>1.4<br>1.5<br>1.6<br>1.7<br>1.8<br>1.9<br><br>1.10<br>1.11<br>1.12<br>1.13<br>1.14<br>1.15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>“<b>affidavit</b>” is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings;</p> <p>“<b>B-BBEE</b>” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;</p> <p>“<b>B-BBEE status level of contributor</b>” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice of Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;</p> <p>“<b>EME</b>” is an Exempted Micro Enterprise with an annual total revenue of R10 million or less;</p> <p>“<b>Large Enterprise</b>” is any enterprise with an annual total revenue above R50 million;</p> <p><b>QSE</b> is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;</p> <p>“<b>The Act</b>” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);</p> <p>“<b>The Regulations</b>” means the Preferential Procurement Regulations, 2011 and 2022;</p> <p>“<b>Consortium or joint venture</b>” 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;</p> <p>“<b>person</b>” includes a juristic person;</p> <p>“<b>sub-contract</b>” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;</p> <p>“<b>trust</b>” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and</p> <p>“<b>trustee</b>” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person;</p> <p>“<b>Original sworn affidavit</b>” means the initial document which was not photocopied or electronically reproduced;</p> <p>“<b>Original certified B-BBEE certificate</b>” means the certification of a copy of the B-BBEE certificate confirming the validity of the original document. The stamp of the notary must be <b>ORIGINAL</b>.</p> |        |  |
| <b>GENERAL CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |
| 1.1<br>1.2<br><br>1.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>The value of this bid is estimated to <b>not exceed R50 million</b> (all applicable taxes included) and therefore the 80/20 points system shall be applicable.</p> <p>Preference points for this bid shall be awarded for:</p> <p style="padding-left: 20px;">(a) Price; and</p> <p style="padding-left: 20px;">(b) B-BBEE Status Level of Contribution.</p> <p>The maximum points for this bid are allocated as follows:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center; padding: 5px;">POINTS</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> </tr> </tbody> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | POINTS |  |
| POINTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |

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|  |                                            |            |  |
|--|--------------------------------------------|------------|--|
|  | <b>PRICE</b>                               | <b>80</b>  |  |
|  | <b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b> | <b>20</b>  |  |
|  | <b>Total points for Price and B-BBEE</b>   | <b>100</b> |  |

1.4 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate form issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or by a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an affidavit confirming annual total revenue and level of black ownership together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 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 in regard to preferences, in any manner required by the purchaser.

1.6 The bidder is responsible to provide **Casidra** SOC Ltd with (refer to 2.2 under POINTS AWARDED FOR PRICE:

1.6.1. An **original sworn affidavit**

1.6.2. An **originally certified B-BBEE certificate**.

**ADJUDICATION USING A POINT SYSTEM**

1.1 Subject to Regulation 7 of the **Casidra** SOC Ltd Financial Regulations and PPR 2022, the bidder obtaining the highest number of total points will be awarded the contract.

1.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

1.3 Points scored must be rounded off to the nearest 2 decimal places.

1.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

1.5 However, where functionality criterion forms part of the bid and is part of the evaluation process, and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

**POINTS AWARDED FOR PRICE**

**THE 80/20 PREFERENCE POINT SYSTEM**

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Rand value of offer tender consideration

Pmin = Rand value of lowest acceptable tender

2. A maximum of 20 points will be awarded for B-BBEE status level of contribution:

2.1. In terms of Regulations 5(2) of the Regulations preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level on Contributor | Number of points | Points awarded (for office use only) | BEE recognition level |
|------------------------------------|------------------|--------------------------------------|-----------------------|
| 1                                  | 20               | EME & QSE 100% Black owned           | 135%                  |
| 2                                  | 18               | EME & QSE 51% + Black                | 125%                  |
| 3                                  | 14               |                                      | 110%                  |
| 4                                  | 12               | EME 51% < Black owned                | 100%                  |
| 5                                  | 8                |                                      | 80%                   |
| 6                                  | 6                |                                      | 60%                   |
| 7                                  | 4                |                                      | 50%                   |
| 8                                  | 2                |                                      | 10%                   |
| Non-compliant contributor          | 0                |                                      | 0%                    |

2.2. B-BBEE requirements:

An **EME** must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).

If a **startup EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME's only is accepted.

A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

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A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

**Tertiary institutions and public entities** will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

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

#### DECLARATION

Bidders who claim points in respect of B-BBEE status level of contribution **MUST** complete the following:

##### 1. B-BBEE status level of contributor claimed in terms of paragraph 1 and 2 above:

B-BBEE status level of contributor:

##### 2. SUB-CONTRACTING

2.1. Will any portion of the contract be sub-contracted:

Yes ☐

No ☐

**(Tick applicable box)**

2.2. If YES, INDICATE:

a. What percentage of contract will be subcontracted?

b. The name of the subcontractor

c. B-BBEE status level of the sub-contractor

d. Is sub-contractor EME or QSE

Yes ☐

No ☐

e. Attach the **originally certified** B-BBEE certificate/**original** sworn affidavit as proof.

#### MARKET RELATED PRICING

If a bidder, whose tender is compliant and received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.

Are you willing to negotiate your offer?

Yes ☐

No ☐

#### 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.

|                                       |                          |
|---------------------------------------|--------------------------|
| Personal Email invite to bid:         | <input type="checkbox"/> |
| Via a friend or business partner:     | <input type="checkbox"/> |
| National Government E-Tender website: | <input type="checkbox"/> |
| Local Newspapers:                     | <input type="checkbox"/> |
| <b>Casidra</b> own website:           | <input type="checkbox"/> |
| CIDB website                          | <input type="checkbox"/> |
| Other (specify) .....                 | <input type="checkbox"/> |

- Was the time allowed to date of closure sufficient for you to compile an offer?

|                                         |                                           |                                        |
|-----------------------------------------|-------------------------------------------|----------------------------------------|
| No – too short <input type="checkbox"/> | Yes – Sufficient <input type="checkbox"/> | No - Too long <input type="checkbox"/> |
|-----------------------------------------|-------------------------------------------|----------------------------------------|

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

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of <b>Casidra</b> .<br>In terms of the POPI Act I further give consent that my contact and company details as will be captured on the <b>Casidra</b> database may be shared with the role players/funders involved in the project and be used by <b>Casidra</b> for the purpose of further procurement. |  |
| <b>Signature</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

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## CBD 5.1 (b) DECLARATION

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### 2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

| Full Name | Identity Number | Name of organ of state |
|-----------|-----------------|------------------------|
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |

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

- 2.3.1 If so, furnish particulars:

.....  
.....

- 2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

| Supplier registration number (MAAA) | Status (active/inactive/deleted) |
|-------------------------------------|----------------------------------|
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |

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Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

### 3 GENERAL DECLARATION

I, ....., the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

**I CERTIFY THAT THE ABOVE IS CORRECT.**

**I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.**

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of bidder

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