

The Manager			

Central Suppliers Database No.:	MAAA0
QUOTATION NUMBER:	DSR717/2122
PROJECT NUMBER:	IR156/2122
REQUEST FOR QUOTATION:	REQUEST FOR APPOINTMENT OF AUDIT OF SPORT AND RECREATION FACILITIES IN UMGUNGUNDLOVU DISTRICT-ASAP

PLEASE NOTE:A COMPULSORY BRIEFING SESSION FOR SERVICE PROVIDERS WILL BE HELD VIRTUALLY ON 08 OCTOBER 2021@9H00

- The Department of Sport and Recreation requires the item(s)/service described per attached price quotation invitation, and you are requested to complete the documents and to submit it in accordance with the under-mentioned stipulations:
- 1.1. The conditions contained in the attached annexures apply.
- 1.2. The price quotation must be submitted in a sealed envelope with the name and address of the bidder with the price quotation number and closing date indicated on the envelope. The cover or envelope must not contain documents relating to any bid other than that shown on the cover or envelope.
- 1.3. The price quotation must be faxed to 086 598 1869 or e-mailed to minibids@kzndsr.gov.za or hand delivered to: Sport and Recreation House, 135 Pietermaritz Street, Pietermaritzburg 3201.
- 1.4. Price quotations submitted per mail must be sent per registered mail. The price quotation must still reach this office before the closing time. Failure to do so will invalidate the price quotation.
- 1.4.1. The closing date of the bid will be on 11 October 2021@11H00 AM and will be valid for a period of 30 days after the closing date.
- 1.4.2. The attached forms/annexures must be completed in full and returned with your price quotation.

QUOTATION FOR SUPPLY OF GOODS/SERVICES ABOVE R30 000.00

QUOTATION/REQUISITION NO: _DSR717/2122 PROJECT NO: IR156/2122

CLOSING DATE: 11 October 2021@ 13:00 pm PRACTICE NO. (Medical/Insurance): _____

COMPANY NAME: ______ CSD NO. ______ PSIRA NO.: _____

AGNITA OT DEDGGAL	
CONTACT PERSON: CONT	ACT NUMBER:

NO	DESCRIPTION OF SPECIFICATION (refer to attached specification)	QTY	UNIT PRICE	VAT	TOTAL PRICE
1	APPOINTMENT OF AN AUDIT OF SPORT AND RECREATION FACILITIES IN UMGUNGUNDLOVU DISTRICT	1			.,,,,,,
	, with the	_			
	PLEASE NOTE: TERMS OF REFERENCE ATTACHED AND				
	EVALUATION CRITERIA & PREFERENCE POINTS SYSTEM.				

2. All communication regarding this bid before the closing date and time must be done in writing.

3. You are advised to acquaint yourself with the contents of the attached General Conditions of

Contract. With regards the following goods and services: Transport, Medical, Insurance and

Security, the following documentation must be submitted with your price quotation where

:

Roadworthy Certificates, PDPs and Proof of Liability Cover;

- Registration Certificate and Practice Number in respect of Medical Service;

- Certificate issued by the Financial Services Board with FSP number in respect of Insurance; and

- PSIRA Registration Certificate in respect of Security Services.

Yours faithfully

Mrs. S . Dlamini

Deputy Director: Supply Chain Management

TERMS – OF – REFERENCE SPORT AND RECREATION FACILITIES AUDIT- UMGUNGUNDLOVU DISTRICT

1. Purpose

The purpose of the project is to conduct an audit of existing sport and recreation facilities in
Umgungundlovu District. The outcomes of this audit will assist the province to plan interventions to
meet and address backlogs in the provision of sport and recreation facilities within the province. The
data collected during the audit will create a Provincial Database linked to a developed GIS system with
all key project specifications, facilities condition, usage, accessibility and a map.

2. Background

As part of the KZN Provincial Growth and Development Plan (PGDS), the province seeks to review the spatial integration of the services that are offered to the citizens of the province. As part of this survey, COGTA is conducting a pilot study of all services and service sites of government to map the integration of these services. To this end, the KZN Department of Sport and Recreation has been requested to conduct an audit of all sport and recreation facilities within Umgungundlovu District

There is also a need for integrated approach in respect of provision of sport and recreation facilities between National, Provincial and Local Government spheres of government.

A full-scale facilities audit was conducted in the 2013/14 financial year, and it is the intention to update the database with all new facilities as well as the change in condition of existing facilities.

To be able to effectively complete this project, the Department requires the services of professional project managers/consultants that will provide professional services for this task.

3. Scope of the project

The scope of this assignment will cover Umgungundlovu District. The audit will be conducted in all local municipalities in the above mentioned District.

4. Objective

The overall objective is to appoint a suitable Professional Service Provider to:

- Determine and record the location of all sport facilities within the district.
- Determine and record the types of each facility.
- Establish the codes of sport or recreation activities conducted at each facility
- Establish what facilities are available at the facility (Change rooms, maintenance equipment, etc)
- Establish the conditions of the facilities.
- Establish the accessibility to the facility
- Establish utilization patterns of the facilities
- Establish the ownership these facilities.
- Establish utilisation arrangements/contracts of each facility.
- Photograph all recorded facilities

5. Specific Activities

The following activities should be carried out and achieved within the immediate scope of this consulting appointment, subject to final approval from the Department of the business plans to be prepared by the consultant:

- Consultation and engagement with stakeholders.
- Information gathering.
- Presentation of Data for capturing and reporting in a GIS compatible format.
- Analysis and interpretation of findings
- Skills transfer to Departmental staff.

6. Methodology

Consultants are to indicate in their proposals the methodologies that will be used to achieve the objectives and outputs outlined in these Terms of Reference.

Consultants are to indicate the methodology and approach to be used to:

- 6.1 Implement and manage the project
- 6.2 Collect, capture and report on data/information gathered.
- 6.3 Capacitate Departmental staff in relation to this task.
- 6.4 Ensure continuous monitoring, supervision and reporting until project completion.

7. Management Structure

This project will be managed through a Project Steering Committee (PSC) made up of the following stakeholders:

- Department of Sport and Recreation
 - Acting Chief Director: Policy Planning and Institutional Development
 - Chief Director: Sport Promotion and Development
 - Deputy Director: Monitoring and Evaluation.
- COGTA -Town and Regional Planning
- Consultant Project Manager and Project Team.

8. Reporting

- 8.1 The consultant shall be accountable to the Department of Sport and Recreation and report to the Acting Chief Director: Policy Planning and Institutional Development
- 8.2 The consultant shall submit monthly progress reports (which reports progress against key performance indicators, as outlined in the approved work plan) and proof of stakeholder engagement, in a format to be agreed with the Department and which includes a portfolio of evidence.
- 8.3 The Department will from time to convene progress and logistics meetings with project managers.

9. Time Frames

All conditions of appointment will be specified within a service level agreement that will to be entered into between the successful party and the Department before assumption of duty.

However, for the purpose of submission of proposals, the required assignment should be undertaken to ensure completion of the project as outlined above by 31 October 2021.

10. Format of the Consultant's Proposal and Criteria for Selection

The proposal should cover and demonstrate

- 10.1 Understanding of the brief
- 10.2 Methodology to be conduct the assignment
- 10.3 Time for completion.
- 10.4 Detailed company profile
- 10.5 List the company experience in assignments of a similar nature detailing client, date of completion, value of project, References with contact details
- 10.6 CV's of managers/senior operational staff, that illustrates the relevant experience and expertise in terms of this consulting assignment or related fields of project management.
- 10.7 Detailed work schedule and
- 10.8 Pricing, inclusive of all disbursements,

11. EVALUATION CRITERIA & PREFERENCE POINTS SYSTEM

All interested parties are required to submit completed official quotation documents as supplied by the department as well as detailed proposals as outlined above

All proposals will be evaluated in three phases

- 11.1 Compliance with all quotation document requirements
- 11.2 Functionality. This will be adjudicated based on the points allocation detailed in the table below. Those companies achieving a score of at least 70% will progress to be evaluated on price
- 11.3 Pricing will be evaluated by the 80:20 points system

Shortlisted companies may be requested to deliver a short presentation of their proposal. The presentation will form part of the overall evaluation process.

1	Understanding of the brief	Max 5 points
2	Methodology to provide the service	Max 10 points
3	Company Experience Provide proof of supply of the service to clients.	5 points per successfully completed or current project List the company experience in assignments of a similar nature detailing client, date of completion, value of project, References with contact details. (Include the matching purchase order issued by the client) Max 30 points
4	CV of Project Manager	Proof of relevant qualification 5 points Proof of professional membership 5 point 5 years relevant experience 5 points Max 15 points
5	Time for Completion	Completion within 60 days. Provide copy of work schedule Max 10 points
	Maximum points	50 points



12. SUBMISSION OF PROPOSALS

Proposals are to be submitted to the Department by no later than 11h00 on 11 October 2021. All proposals can be hand delivered to

Sport and Recreation House
 135 Pietermaritz Street
 Pietermaritzburg

OR emailed to minibids@kzndsr.gov.za

13. BRIEFING SESSION

A compulsory briefing session for service providers will be held virtually on 08 October 2021 at 09h00



SECTION A: THE FOLLOWING MUST ALSO BE FUR CENTRAL SUPPLIERS DATABASE (CSD) REGISTRATION NUMBER			
DELIVERY DATE:			
PLEASE TICK √ THE RELEVANT FIELD			
ARE PRICES QUOTED FIRM: SUBMISSION OF B-		YES YES	
BBEE STATUS LEVEL CERTIFICATE OR SWORN AFFIDAVIT:		YES	
VALID TAX CLEARANCE CERTIFICATE:		YES	
ENTITY BAS REGISTRATION:		YES	
VAT REGISTRATION: IF YOU ARE A VAT VENDOR IS THIS OFFER STRICLTY TO SPECIFICATION? IF NOT, GIVE VA	RIATION	/ES	
IS THIS OFFER STRICE IT TO SPECIFICATION? IF NOT, GIVE VA	RIATION	E3	
IF SPACE IS INSUFFICIENT, ATTACH DETAILS (1 PAGER) SECTION C: QUOTATIONS FOR SERVICES (courses/workshops of the following information must be submitted on a separate schedule (a) Operational plan/methodology/approach; (b) Breakdown of costing; (c) Curriculum Vitae of course/workshop facilitators; an (d) References - work experience SECTION D: KINDLY USE COMPANY STAMP AND SIGN SECTION STAMP AND SIGN Name and Surname (Please print):	d	1	
Delivery address:	COMPANY STAMP	onabadyja	
Signature: Capacity: SECTION E: DELIVERY QUOTE USING THE METHOD I	LISTED BELOW:		

NO NO

NO NO

NO

Email or Fax documents strictly and specifically to: quotations@kzndsr.gov.za or 086 598 1869



2.2 (SBD 2)

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- In order to meet this requirement, bidders are required to complete in full the attached form TCC 001
 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The
 Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish
 to submit bids.
- 2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3. The valid original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

SURNAME AND INITIALS OF REPRESENTATIVE	DATE
SIGNATURE	OFFICIAL COMPANY STAMP



SBD 4

DECLARATION OF INTEREST

- 1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

In order to give effect to the above, the following questionnaire must be completed

- and submitted with the bid.

 2.1 Full name of bidder or his or her representative :

 2.2 Identity number :

 2.3 Position occupied in the Company (director, trustee, shareholder, member):

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

 2.5 Tax Reference Number :

 2.6 VAT Registration Number :
- 2.6.1 The names of all directors / trustees / shareholders² / members, their individual identity numbers, tax reference numbers and, if applicable, employee / Persal numbers must be indicated in paragraph 3 below.
- 1" State" means -

2.

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;



- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7	Are you or any person connemployed by the state?	Yes	No		
2.7.1	If so, furnish the following part				
	Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected	Position occ		
	Any other particulars:				
	gggggggg				
			[2]2]	***************************************	
2.7.2	If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?				
2.7.2.1	If yes, did you attach proof document?	f of such authority to the bid	Yes	No	
	(Note: Failure to submit prod disqualification of the bid.)	of of such authority, where appl	icable, may r	esult in the	
2.7.2.2	If no, furnish reasons for non-s	submission of such proof:			
	000	······································			
2.8		or any of the company's rs or their spouses conduct previous twelve (12) months?	Yes	No	



2.8.1 If so, furnish particulars:						
				66		
2.9	relationship (family, frie	n connected with the bid end, other) with a persor be involved with the eva	n empl	loyed by	Yes	No
2.9.1	If so, furnish particulars:					
	Name of person/ director/ shareholder/ member	Name of state institut to which the person connected		Position occu tate institutio		Nature of relationship
2.10	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?					No
2.10.1	0.1 If so, furnish particulars:					
	Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected		ion pied in the institution	Nature of ı	relationship
						v: {
0.44	D C U U U		<i>-</i>		-	
2.11	Do you or any of the directors any interest in any other relate for this contract?					No
2.11,1	If so, furnish particulars:					

			***************************************	·····		
		x		·····		



3. Full details of directors / trustees / members / shareholders:

Full name	Identity number*	Personal Tax Reference Number	State Employee Number / Persal Number

^{*}Copies of Identity Document must be attached.

\sim	\sim 1	A D	A -		
		ΔR	/A I I	64 NI	N

I, THE UNDERSIGNED (NAME)	
CERTIFY THAT THE INFORMATION FUR CORRECT.	NISHED IN PARAGRAPH 2 TO 3 ABOVE IS
	THE BID OR ACT AGAINST ME IN TERMS OF CONDITIONS OF CONTRACT SHOULD THE
SIGNATURE	DATE
	- (
POSITION	NAME OF BIDDER

Note:

Should the bidder or any of its directors/members or shareholders be employees of any organ of state as contemplated in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), such member/director or shareholder must submit a certified copy of the permission granted by the Executive Authority of his/her Department to conduct remunerative work in the Public Service as contemplated in the Public Service Act, 1994 (Act 103 of 1994) Chapter VII, Sections 30 and 31. Failure to submit the proof will automatically invalidate the bid. Knowingly not submitting it will make the person liable for fraud.



SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Van	
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).	Yes	No D
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The access this Register enter the National Treasury's website (www.treasurv.gov.za), click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326-5445.	Yes 🔲	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No



4.4.1	If an furnish narrieulers	
4.4.1	If so, furnish particulars:	
		SBD 8
		CERTIFICATION
	UNDERSIGNED (FULL NAME)FY THAT THE INFORMATION FURNIS	HED ON THIS DECLARATION FORM IS TRUE AND CORRECT.
	EPT THAT, IN ADDITION TO CANCELL HOULD THIS DECLARATION PROVE TO	ATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST D BE FALSE.
Signat	ture	Date
Positio	 on	Name of Bidder
		Js365bW



SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging) ² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bidrigging.
- In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:				
		(Bid Number and Description)		
in res	sponse '	to the invitation for the bid made by:		
-		(Name of Institution)		
do he	ereby m	nake the following statements that I certify to be true and complete in every		
respe	ect:			
l cert	ify, on l	behalf of:that:		
		(Name of Bidder)		
1.	I have	re read and I understand the contents of this Certificate;		
2.	I understand that the accompanying bid will be disqualified if this Certificate is found no to be true and complete in every respect;		d no	
3.	I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;		nying	
4.	Each person whose signature appears on the accompanying bid has been authorized be the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;		ed by	
5.	"com	he purposes of this Certificate and the accompanying bid, I understand that the value of the substance of this Certificate and the substance of the substance of the substance of affiliated with the bidder, who:		
	(a) (b)	has been requested to submit a bid in response to this bid invitation; could potentially submit a bid in response to this bid invitation, based on qualifications, abilities or experience; and	their	



- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

^a Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 7. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 8. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
- 9. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 10. 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.



SBD 9

11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Position	Name of Bidder
Signature	Date

Js914w 2