

The logo for OUTA (Organisation Undoing Tax Abuse) features the word "OUTA" in a bold, sans-serif font. The letters "O", "U", and "A" are white, while the letters "T" and "A" are red.

ORGANISATION UNDOING TAX ABUSE

A red and white banner is draped across the top of the page, partially obscuring the background image. The banner is white with a red border and is attached to a green metal structure.

Annexures:

An OUTA Report on the Irregular  
Appointment of  
Azande Consulting by SASSA







**Certificate issued by the Commissioner of Companies & Intellectual  
Property Commission on Tuesday, September 12, 2017 at 14:08**



**Disclosure Certificate: Companies and Close Corporations**

**Companies and Intellectual  
Property Commission**  
a member of the dti group

Registration Number: 2000 / 003286 / 23  
Enterprise Name: AZANDE CONSULTING

- 2000-05-08 · Member Change on 20/03/2000.  
Change Record  
Surname/Instit : = KHUMALO  
First Names : = NANDISA  
Status : = Resigned
- 2004-03-24 · Postal Address Change on 23/03/2004.  
P O BOX 13162  
THE TRAMSHED  
0126
- 2004-03-24 · Registered Address Change on 23/03/2004.  
89 VILLA ABA  
JEAN AVENUE  
CENTURION  
0157
- 2004-03-24 · Accounting Officer Change on 23/03/2004.  
Change Record  
Name : = C A PHETLA  
Status : = Resign
- 2004-03-24 · Accounting Officer Change on 23/03/2004.  
Add Record  
Name : = NEWTON WALKER AND COMPANY  
Status : = Current
- 2009-02-04 · Status changed to In De-registration on 04/02/2009.
- 2009-06-22 · Status changed to Final De-registration on 22/06/2009.  
Finally Deregistered
- 2010-04-14 · Close Corporation was Restored into Business on 14/04/2010.
- 2010-10-19 · Status changed to Unknown.  
DEREGISTRATION FOR ANNUAL RETURN NON COMPLIANCE: REGISTRATION NUMBER = 1 - AR NON COMPLIANCE DATE = 01/03/2009  
- 6 MONTHS AFTER = 01/11/2009.
- 2011-02-24 · Status changed to Unknown.  
FINAL DEREGISTRATION FOR ANNUAL RETURN NON COMPLIANCE
- 2011-04-20 · Status changed to Unknown.  
Annual Return Non-Compliance Restoration
- 2011-04-20 · Status changed to Unknown.  
Annual Return Non Compliance - Cancellation of Deregistration
- 2014-01-16 · Annual Return completed on 16/01/2014.  
Company / Close Corporation AR Filing - Web Services : Ref No. : 51222810
- 2014-01-24 · SMS Notification that Annual Return is due was sent on 24/01/2014.  
E-Mail send to DOREN MAQU MAKHAYE for 2014
- 2015-01-23 · SMS Notification that Annual Return is due was sent on 23/01/2015.  
E-Mail send to DOREN MAQU MAKHAYE for 2015
- 2015-11-30 · Annual Return completed on 30/11/2015.  
Company / Close Corporation AR Filing - Web Services : Ref No. : 530975885
- 2016-01-01 · SMS Notification that Annual Return is due was sent on 01/01/2016.  
E-Mail send to DOREN MAQU MAKHAYE for 2016
- 2016-07-22 · Annual Return completed on 22/07/2016.  
Company / Close Corporation AR Filing - Web Services : Ref No. : 541714037
- 2017-01-04 · Email Notification that Annual Return is due was sent on 04/01/2017.  
E-Mail sent to DOREN MAQU MAKHAYE for 2017

**Physical Address**  
the dti Campus - Block F  
77 Meintjies Street  
Sunnyside 0001

**Postal Address: Companies**  
P O Box 429  
Pretoria  
0001

**Docex:** 256  
**Web:** www.cipc.co.za  
**Contact Centre:** 086 100 2472 (CIPC)  
**Contact Centre (International):** +27 12 394 9500



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**Disclosure Certificate: Companies and Close Corporations**

Registration Number: 2000 / 003286 / 23

Enterprise Name: AZANDE CONSULTING

2017-02-28 Annual Return completed on 28/02/2017.

Company / Close Corporation AR Filing - Web Services : Ref No. : 564762494



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*the dti* Campus - Block F  
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Docex: 256  
Web: [www.cipc.co.za](http://www.cipc.co.za)  
Contact Centre: 086 100 2472 (CIPC)  
Contact Centre (International): +27 12 394 9500



B



## SASSA:42/15/GA

### INVITATION TO BID

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY HEREBY INVITES PROPOSALS FROM POTENTIAL SERVICE PROVIDERS TO BE ACCREDITED FOR THE PROVISION OF PROJECT MIKONDZO EVENT MANAGEMENT SERVICES TO BE PERFORMED THROUGH OUTREACH PROGRAMS FOR A PERIOD OF THREE (3) YEARS IN THE NINE (9) PROVINCES.

**BRIEFING SESSIONS :** PLEASE REFER TO THE SPREADSHEET FOR VENUES AND DATES

**PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:**

**:** PLEASE REFER TO THE SPREADSHEET FOR ADDRESSES

**CLOSING DATE :** 26 FEBRUARY 2016

**TIME :** 11:00

**SUPPLY CHAIN ENQUIRIES CAN BE DIRECTED TO:**

**CONTACT :** MR JOH SKHOSANA

**TEL :** 012 400 2065

**TECHNICAL ENQUIRIES CAN BE DIRECTED TO:**

**CONTACT :** MS ZINTATHU MABUZA

**TEL :** 012 400 2130

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**Call 0800 60 10 11 / 0800 701 701**



*paying the right social grant, to the right person,  
at the right time and place. N/AUD!*

South African Social Security Agency  
Head Office

SASSA House • 501 Prodinsa Building Cnr Beatrix & Pretorius Street  
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083  
Tel: +27 12 400 2000 •  
[www.sassa.gov.za](http://www.sassa.gov.za)

No	Regions	SCM Enquiries	Technical Enquiries	Briefing Session Venue	Compulsory Briefing Session	Closing Date & Time	Physical Address where bid document can be submitted
1	Gauteng	Ms Zintathu Mabuza 400 2130 ZintathuM@sassa.gov.za	012 Mr John Sikhosana 012 400 2065 JohnS@sassa.gov.za	Benoni Local Office Elston Avenue, Benoni	87 18 February 2016 10:00	26 February 2016 11:00	SASSA Gauteng Office, 28 Harrison Street, Cnr Fox and Harrison Street, Johannesburg
2	Limpopo	Ms Zintathu Mabuza 400 2130 ZintathuM@sassa.gov.za	012 Mr John Sikhosana 012 400 2065 JohnS@sassa.gov.za	Jack Botes Hall (Corner Church and Bodenstein Streets), Polokwane	15 February 2016 10:00	26 February 2016 11:00	SASSA Limpopo Regional Office, 43 Landros Mare Street, Polokwane, 0600
3	North West	Ms Zintathu Mabuza 400 2130 ZintathuM@sassa.gov.za	012 Mr John Sikhosana 012 400 2065 JohnS@sassa.gov.za	SASSA North West Regional Office, SASSA House, University Drive, Mmabatho	15 February 2016 10:00	26 February 2016 11:00	SASSA North West Regional Office, SASSA House, University Drive, Mmabatho
4	Mpumalanga	Ms Zintathu Mabuza 400 2130 ZintathuM@sassa.gov.za	012 Mr John Sikhosana 012 400 2065 JohnS@sassa.gov.za	SASSA Ehlanzeni District, 2 Bestar Street, Nelspruit, 1200	16 February 2016 11:00	26 February 2016 11:00	SASSA Mpumalanga Regional Office, 18 Ferreira Street, Nelspruit, 1200.
5	Free State	Ms Zintathu Mabuza 400 2130 ZintathuM@sassa.gov.za	012 Mr John Sikhosana 012 400 2065 JohnS@sassa.gov.za	Lesley Monnanyane Hall (Regional Hall), Corner Mosheshoe & Lubbe Street, Rocklands Location, behind Dep of Home Affairs	16 February 2016 11:00	26 February 2016 11:00	SASSA Free State Regional Office), African Life Building, 79 St Andrews Street, Bloemfontein
6	Kwazulu-Natal	Ms Zintathu Mabuza 400 2130 ZintathuM@sassa.gov.za	012 Mr John Sikhosana 012 400 2065 JohnS@sassa.gov.za	Room 309, Capital Towers 121 Chief Albert Luthuli Street Pietermaritzburg 3201	16 February 2016 11:00	26 February 2016 11:00	SASSA KZN REGIONAL OFFICE, 1 Bank Street, Pietermaritzburg 3201
7	Northern Cape	Ms Zintathu Mabuza 400 2130 ZintathuM@sassa.gov.za	012 Mr John Sikhosana 012 400 2065 JohnS@sassa.gov.za	SASSA Northern Cape Regional Office, 95-99 Du Toitspan Building, 8th Floor Boardroom, Du Toitspan Road, Kimberley, 8300	17 February 2016 11:00	26 February 2016 11:00	SASSA Northern Cape Regional Office, 95-99 Du Toitspan Building, 7th Floor, Du Toitspan Road, Kimberley, 8300
8	Eastern Cape	Ms Zintathu Mabuza 400 2139 ZintathuM@sassa.gov.za	012 Mr John Sikhosana 012 400 2065 JohnS@sassa.gov.za	SASSA BKE Building, Cnr Fitzpatrick & Merino Road, Quigney, East London	17 February 2016 11:00	26 February 2016 11:00	SASSA BKE Building, Cnr Fitzpatrick & Merino Road, Quigney, East London
9	Western Cape	Ms Zintathu Mabuza 400 2130 ZintathuM@sassa.gov.za	012 Mr John Sikhosana 012 400 2065 JohnS@sassa.gov.za	44 Wale Street, Cape Town 8001	17 February 2016 11:00	26 February 2016 11:00	SASSA Western Cape Regional Office 20th Floor, Golden Acres Building, Cnr Adderley & Strand Street, Cape Town
10	Head Office	Ms Zintathu Mabuza 400 2130 ZintathuM@sassa.gov.za	012 Mr John Sikhosana 012 400 2065 JohnS@sassa.gov.za	SASSA House, Ground Floor, 501 Proffins Building, Cnr Steve Biko (Beatrix) & Pratorius Street, Arcadia, Pretoria.	18 February 2016 11:00	26 February 2016 11:00	SASSA House, Ground Floor, 501 Proffins Building, Cnr Steve Biko (Beatrix) & Pratorius Street, Arcadia, Pretoria.



**TERMS OF REFERENCE FOR AN EXPRESSION OF INTEREST FROM  
POTENTIAL SERVICE PROVIDERS FOR THE PROVISION OF  
PROJECT MANAGEMENT EVENT SERVICES TO BE PERFORMED  
FOR THE PROJECT MIKONDZO FOR A PERIOD OF 3 YEARS IN NINE  
(9) PROVINCES**

## **1. INTRODUCTION**

The South African Social Security Agency (SASSA) has been established in terms of the South African Social Security Agency Act, 2004 (Act No.9 of 2004). SASSA is a schedule 3A public entity in terms of the Public Finance Management Act 1999 (Act No. 1 of 1999, as amended), and is responsible for the management, administration and payment of social assistance.

SASSA invites interested parties to forward their Expression of interest proposals to provide support to Project Mikondzo, which is an integrated service delivery improvement initiative implemented at local municipality level. Project Mikondzo aims to increase the footprint of the Department of Social Development (DSD) and its Agencies i.e. South African Social Security Agency (SASSA) and the National Development Agency (NDA) at local level.

Interested parties should note that the call for an Expression of interest forms part of a short-listing process.

## **2. PURPOSE**

The purpose of these Terms of Reference is to provide guidance to interested parties that will respond to SASSA's call for the expression of interest in supporting project Mikondzo. SASSA seeks to accredit 3 to 5 Service Providers per Region that will be accredited to perform this role for a period of 3 years.

## **3. BACKGROUND**

During 2012/13 financial year DSD in collaboration with its Agencies SASSA and NDA visited a number of poor communities (poverty wards and districts with high pockets of poverty and malnourished children) and identified serious challenges on service delivery.



Consequently, project Mikondzo was launched as an initiative that seeks to:

- Monitor social development service delivery at ward level with a view to determine the gap between policy formulation and implementation
- Increase social service foot print/visibility in communities
- Understand the service delivery challenges and backlogs through direct interaction with local stakeholders
- Improve and accelerate DSD, SASSA and NDA services that have been identified to be lacking
- Review the current DSD Service Delivery model
- Strengthen integration (intra and intergovernmental integration including municipalities)
- Appraise interventions by DSD and its Agencies plus partner (NGO's) contributions
- Develop a comprehensive Integrated Service Delivery Improvement Plan
- Develop a business case for the resourcing of integrated services by DSD and its Agencies

SASSA seeks to enlist Service Providers who will assist in achieving the above mentioned objectives for Project Mikondzo by providing the following services:

- Recruit, train, manage Youth Workers
- Conduct the household profiles
- Capture, Consolidate and provide an analyzed household profile report
- Provide the logistics of the community mapping and household profiling
- Assist with the community mobilization programme
- Provide the logistics at the community dialogues
- Provide the logistics at the Ministerial Outreach Event

#### 4. SCOPE

The accredited service providers will be required to cover the following areas:

- Recruit, train, manage Youth Workers that will be utilized in the identified wards:
  - Recruit and appoint members from the local youth sector, with matric certificate, throughout 9 Provinces
  - An accredited Service Provider/s will provide services within the Mikondzo operations in the Province (s) which they resides.
  - Train the recruited personnel on the policies of DSD, SASSA and NDA and management of all relevant tools for the project in conjunction with SASSA
- In the absence of a living wage in South Africa (only in Agriculture and for domestic workers) and considering the nature of work the recruited youth will doing as SASSA we made a decision.
- Payment of Youth Workers must be a minimum daily rate of R150 or maximum R3 000 (EPWP rate) on a monthly basis and evidence of work done should be provided:
  - Conduct the household profiles
  - Capture, consolidate and provide an analyzed household profile report
- Provide community mapping and household profiling in promoting development.
- Assist with the community mobilization programme
- Provide the logistics (catering, sound system, venue or tents, facilitation, etc.) at the community dialogues

- Provide support in ensuring that required deliverables are provided at the Ministerial Outreach Event (see 5 below):
  - Develop a detailed work plan for every project according to agreed upon specification and timelines
  - To provide the relevant documentation and ensure compliance to Joint Operations Committee (JOC) requirements
- Provide feedback at scheduled meetings to confirm the compliance of the services to be rendered
  - Procure / hire all material and services, which are required for successful outreach programmes, from local suppliers (within the wards where services are rendered, moving outside the local area will be subjected to approval by SASSA which will mostly be informed by non-availability of required services in the local area) which will amongst others include the following: Venues, marquees, chairs, catering, transport, promotional materials, décor, sound, sign language and entertainment, fencing where required etc.
  - **The local suppliers should be SMME's, co-operatives and unemployed youth including SASSA beneficiaries**
  - Ability to respond to special requests, to plan and deliver the entire event, within 10 working days (exceptional cases will be subjected as per SASSA directive)

## 5. DELIVERABLES/OUTPUTS

The service provider will be expected to deliver the following outputs:

Activities	Responsibilities	Service provider Activities	Deliverables/Outputs
Political Mobilisation and Entry	DSD		Mobilization of Politicians (Mayors, Premiers etc.) to support events
Social Mobilisation	DSD	Agree on mobilization plan with SASSA	Approved mobilization Plan
Community Mapping	Service Provider in consultation with SASSA	Agreed implementation plan with stakeholders	Implementation Plan Provide the venue and the catering
Household Profiling	Service Provider	Recruit Local Youth Workers from the targeted wards	Approved Recruitment Plan
	Service Provider	Provide Training to conduct households profiling	Training plan on the basic orientation specs and the monitoring tool. Attendance register
	Service Provider	Manage Youth activities	Monitoring report to confirm conduct, transport, catering and safety
	Service Provider	Capture, Consolidate and provide an analysed household profile report	Service Provider to provide the resources Household Profile Report SASSA to provide the format
Output reports	Service Provider	Consolidation of reports	Implementation Plan Provide the venue, catering and transport

Activities	Responsibilities	Service provider Activities	Deliverables/Outputs
<b>Outreach Event</b>			
<b>Event</b>	Service Provider	Deliver as per the detail specification for the event	Venue
	Service Provider	Deliver as per the detail specification for the event	Fire Inspection
	Service Provider	Deliver as per the detail specification for the event	Sound
	Service Provider	Deliver as per the detail specification for the event	Catering
	Service Provider	Deliver as per the detail specification for the event	Decorations and Flowers
	Service Provider	Deliver as per the detail specification for the event	Entertainment
	Service Provider	Deliver as per the detail specification for the event	Transport
<b>Event</b>	Service Provider	Deliver as per the detail specification for the event	Security
	Service Provider	Deliver as per the detail specification for the event	Cleaning



Activities	Responsibilities	Service provider Activities	Deliverables/Outputs
	Service Provider	Deliver as per the detail specification for the event	Sign language
	Service Provider	Deliver as per the detail specification for the event	Emergency
	Service Provider	Deliver as per the detail specification for the event	Add Fencing where necessary
	Service Provider	Project Manager	Event planning

- Compliance with reporting requirements:
  - A detailed project implementation plan- prior to approval by SASSA
  - Consolidated progress report as per event on the project deliverables
  - Procurement reports upon completion as per event
  - Training plan for youth community workers
  - Log-sheet of problems encountered (with questionnaires and events) during implementation of the project
- Reports to be discussed with SASSA and must get CEO's approval before they can be used as final reports.

## **6. MONITORING AND EVALUATION**

- SASSA will at all times inspect established infrastructure before commencement of Mikondzo, dialogues and outreach programmes.
- The overall quality of services provided will at all times be checked by a SASSA designated official, to assess whether the agreed standard is complied with.
- SASSA will at all times monitor the state of readiness of the required deliverables throughout until the actual event.

## **7. RESPONSIBILITIES**

### **7.1. The Potential Service Provider to be accredited must:**

- Provide an activity Plan within 2 days, when SASSA issues an order
- Conduct business in a courteous and professional manner
- All activities must be performed in an economically cost effective manner within the agreed timeframes per project
- Comply with all basic conditions of employment, including UIF, PAYE, etc. SASSA shall monitor compliance for the duration of the contract and implement penalties for non-compliance, e.g. payment of staff in line with the relevant Sectoral Determination including payment for overtime work
- Manage the internal disputes among his/her staff which must not affect services to SASSA during the duration of the dispute
- That all equipment utilized do not pose a risk to the event and harm any person

- Comply with Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act
- Ensure at all time that all specified goods and services are complied with as per SASSA requirement
- Ensure that all work performed and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of SASSA
- Ensure that all staff working under this contract is adequately trained prior to the commencement of the contract. Even the relievers must be fully trained before they are deployed to SASSA. The service provider shall be penalized for the poor performance of his/her staff. SASSA reserves the right to order the immediate removal of a staff member who is poorly performing
- Ensure that SASSA is informed of any removal and replacement of staff. For security reasons, SASSA reserves the right to vet all persons working under this contract
- The service provider must upon arrangement with SASSA familiarize themselves with the project sites prior to commencement of duties
- All information, documents and reports must be regarded as confidential
- Ensure accredited service provider includes vetting process of personnel employed by him/her
- Accredited service provider to ensure safety of personnel operating in his/her employ.

**7.2. SASSA will:**

- Invite accredited list of suppliers to quote, where after the successful supplier will be issued an order and be required to provide a Project Plan within 2 days
- Manage the contract in a professional manner
- Monitor the service provider services in line with the SLA and specifications provided and invoke penalty clauses against the service provider if there is non-compliance
- Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties
- Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract
- Not accept any unfair labour practices between service provider and their staff which happen during the execution of the project activities
- Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties
- SASSA, will if necessary request the removal of a staff member if he/she poses a threat and will request a replacement immediately

**8. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED**

<b>Requirements</b>	<b>Area</b>	<b>Detail</b>
Skills	<b>Technical Skills</b>	Research, data capturing and reporting
	<b>Community mobilization</b>	Ability to conduct community facilitation and engagements
	<b>Verification and quality assurance</b>	Ability to quality check all activities of the project
	<b>Project Management</b>	Tracking the progress of tasks against agreed time frames and budget Assessment and confirmation of quality of all deliverables/products. Managing the project Cost effective schedule for all activities Compile, verify and manage payments of the suppliers



Requirements	Area	Detail
		Spot checking the work being done.
	<b>Presentation, Communication and Reporting</b>	Report writing at an advanced level Ability to analyze and consolidate information and in a report or presentation Stakeholder engagements and facilitation
	<b>Team Management</b>	Human Resource Management Management of sub-contractors
Knowledge	<b>Social Services and Products</b>	Knowledge of the social development environment Knowledge of the community development environment
	<b>Events Management</b>	Advanced events management

Requirements	Area	Detail
Experience	<b>References</b>	Service providers must submit a list of all events completed by the bidding company in the last 2 financial years, indicating the contact details and monetary value
	<b>Events Management</b>	At least two years' experience in events management
	<b>Logistics Management</b>	At least two years' experience in logistics management
	<b>Project Management</b>	At least two years' experience in project management

**9. RESOURCES REQUIREMENTS**

- Physical and postal addresses, contact details of the office which will be providing events services
- A Project Manager for the awarded contract
- Onsite Supervisor

- Number of staff members to be dedicated to the project
- Equipment to meet the requirement of the project
  - Communication equipment (Eg: cell phones, email, faxes, computers)

#### **10. PROPRIETARY RIGHT**

- SASSA shall become the owner of all information, documents, advice and reports collected and compiled by the service provider to be accredited.
- The copyrights of all documents and reports compiled by the service provider will be vested with SASSA and may not be reproduced, distributed or made available without the written consent and approval of SASSA.
- All information, documents and reports must be regarded as confidential

#### **11. EVALUATION**

The bid proposals shall be evaluated in accordance with the 90/10 principle. The evaluation will be conducted as follows:

- |                  |                             |
|------------------|-----------------------------|
| <b>Phase One</b> | – Administrative Compliance |
| <b>Phase Two</b> | – Functionality Criteria    |

<b>EVALUATION CRITERIA</b>	
<b>Phase One - Administrative Compliance</b>	
<p><b>Bidders must submit the following :</b></p> <ul style="list-style-type: none"> <li>• Original and valid Tax Clearance Certificate</li> <li>• Proof of registration with Companies and Intellectual Properties Commission (CIPC).</li> <li>• Confirmation from the Bank with regards to credit worthiness of Service Providers.</li> <li>• Certified copies of the original ID of the company directors not older than three months</li> <li>• Proof to indicate that similar services have been previously rendered (i.e Copy of Contract or Copy of purchase order.</li> <li>• SBD forms (SBD1/3.1/4/6.1/8/9)</li> <li>• Bidders who will not attend the briefing session will be disqualified.</li> </ul>	

EVALUATION CRITERIA	WEIGHT %
<p><b>Phase Two - Functionality Criteria</b></p> <p>The service providers will be evaluated for functionality as stipulated in this Terms of Reference</p> <p>Only service providers who score a minimum of 70% for functionality will proceed to be further evaluated on Price and Preferences</p>	
<p><b>Service providers must submit a list of all events completed by the bidding company in the last 2 financial years, indicating the contact details and monetary value The Agency reserves the right to contact the references:</b></p>	
<ul style="list-style-type: none"> <li>• Value above <ul style="list-style-type: none"> <li>○ R500 000 = 2 points</li> <li>○ R500 001 - R1 000 000 = 4 points</li> <li>○ R1 000 001 - R2 000 000 = 6 points</li> <li>○ R2 000 001 - R3 000 000 = 10 point</li> </ul> </li> </ul>	<b>10</b>
<ul style="list-style-type: none"> <li>• Number of events <ul style="list-style-type: none"> <li>○ 5 events = 2 points</li> <li>○ 6-10 events = 4 points</li> <li>○ 11-15 events = 6 points</li> <li>○ 16-20 events = 10 points</li> </ul> </li> </ul>	<b>10</b>



EVALUATION CRITERIA	WEIGHT %
<p><b>Phase Two - Functionality Criteria</b></p> <p>The service providers will be evaluated for functionality as stipulated in this Terms of Reference</p> <p>Only service providers who score a minimum of 70% for functionality will proceed to be further evaluated on Price and Preferences</p>	
<ul style="list-style-type: none"> <li>• Number of community events               <ul style="list-style-type: none"> <li>○ 5 events = 2 points</li> <li>○ 6-10 events = 4 points</li> <li>○ 11-15 events = 6 points</li> <li>○ 16-20 events = 10 points</li> </ul> </li> </ul>	<b>10</b>
<p><b>Project management experience of the project manager up to:</b></p> <ul style="list-style-type: none"> <li>• Two years = 4 point</li> <li>• Above Two to Three years = 8 points</li> <li>• Above three to four years = 12 points</li> <li>• Above four to five years = 16 points</li> <li>• Above Five years = 20 points</li> </ul>	<b>20</b>
<p><b>Events management experience for team leaders up to:</b></p> <ul style="list-style-type: none"> <li>• Two years = 2 point</li> <li>• Above two to Three years = 4 points</li> <li>• Above three to four years = 6 points</li> <li>• Above four to five years = 8 points</li> <li>• Above Five years = 10 points</li> </ul>	<b>10</b>

EVALUATION CRITERIA	WEIGHT %
<p><b>Phase Two - Functionality Criteria</b></p> <p>The service providers will be evaluated for functionality as stipulated in this Terms of Reference</p> <p>Only service providers who score a minimum of 70% for functionality will proceed to be further evaluated on Price and Preferences</p>	
<p><b>Events management experience for the company up to:</b></p> <p>to:</p> <ul style="list-style-type: none"> <li>• Two years = 4 point</li> <li>• Above two to Three years = 8 points</li> <li>• Above three to four years = 12 points</li> <li>• Above four to five years = 16 points</li> <li>• Above Five years = 20 point</li> </ul>	<b>20</b>
<p><b>Training experience of the service provider up to:</b></p> <ul style="list-style-type: none"> <li>• Two years = 2 point</li> <li>• Above two to Three years = 4 points</li> <li>• Above three to four years = 6 points</li> <li>• Above four to five years = 8 points</li> <li>• Above Five years = 10 points</li> </ul>	<b>10</b>
<p><b>Research experience of the service provider up to:</b></p> <ul style="list-style-type: none"> <li>• Two years = 2 point</li> <li>• Above two to Three years = 4 points</li> <li>• Above three to four years = 6 points</li> <li>• Above four to five years = 8 points</li> <li>• Above Five years = 10 points</li> </ul>	<b>10</b>
<b>Total</b>	<b>100</b>

Points are awarded for BBBEE Status Level of Contribution.

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the BBBEE status level of contribution in accordance with the table below:

<b>BBBEE Status Level of Contributor</b>	<b>Number of points (90/10)</b>
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Bidders must submit a BBBEE Verification Certificate from Verification Agency accredited by the South African Accreditation System (SANAS) or a registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the proposal.

**NB:** Failure to submit will be interpreted to mean that preference points for BBBEE Status Level of Contribution are not claimed.

#### 14. CONDITIONS

- The Agency reserve the right to terminate the contract of the appointed Service Provider should the Security screening results by the State Security Agency be negative.
- The Agency reserves the right to award the bid to one or more service providers.
- The Agency reserves the right to return late proposals unopened.
- The Agency reserves the right to cancel or not to award the bid to any bidder.
- The Agency will not be held liable for any expenses incurred by bidder in preparing and submitting the bid.
- Bidders must submit a BBBEE certificate in order to qualify or claim for points as BBBEE Status Level of Contributor.
- The price must be all inclusive of all variable costs including travelling and accommodation, and any other related costs.

## **15. TIME FRAME**

The duration of the contract shall be for a period of 3 years.

## **16. SPECIAL CONDITIONS OF CONTRACT**

- Planned Joint Ventures/Sub-Contracting related to this project - This will only be considered to be valid if there is proof of agreement signed by all parties involved. Joint Ventures and Sub-Contracting to indicate primary contractor.
- A contingency plan to be implemented to ensure that services is provided according to the set standards as per the SLA; such as during industrial actions
- The service provider shall invoice the Agency in respect of goods supplied as agreed to with the Agency.
- The service provider must ensure that the Goods Received voucher is signed by an authorized SASSA official at the end of the event.
- Successful suppliers must have the ability to respond to Mikondzo demands, issue goods on request, and submit invoices to SASSA for payment within 30 days.
- A penalty clause will be enforced to discourage lowering of standards. The quality of the goods should not be compromised or not be of inferior or sub-standard. The delivery should ensure professional and measurable service that will not impact negatively on the Agencies integrity.

- Supplier must sign a Service Level Agreement with SASSA before providing any service.
- Upon being satisfied that the service provider is legally entitled to such payment, the Agency shall pay the service provider the total amount claimed within thirty (30) days of receipt of an original valid tax invoice. However, suppliers will carry the risk if they provide anything that has not been authorized (no order).
- Service providers may be required to undergo security vetting.
- The 2 years minimum number of experience in terms of events is 5 Community events.
- It is compulsory for all bidding parties to attend the briefing sessions. In promoting access and allowing fair competition all briefing sessions will be held in all nine regions and service providers must attend the briefing sessions in Regions which they intend to bid. Only Service Provider's from same region will compete against each other.
- Bidders must submit letters from financial institutions providing a guarantee on access to finance to the value of R3 000 000.00.

**ENQUIRIES**

*Technical enquiries may be directed to:*

**Project Manager**

Name & Surname [Mr. John Skhosana]

E-mail Address [JohnS@sassa.gov.za]

Contact [(012) 400 2065]

Enq: Zwidofhelangani Mulaudzi  
Tel: (012) 400 2074  
E-mail: [ZwidofhelanganiM@sassa.gov.za](mailto:ZwidofhelanganiM@sassa.gov.za)  
REF : SASSA : 42/15/GA

**Azande Consulting CC**  
68 Montana  
Rooitou Avenue  
Weltevreden Park  
Johannesburg

Email: [maqu@azandegroup.co.za](mailto:maqu@azandegroup.co.za)  
[info@azandegroup.co.za](mailto:info@azandegroup.co.za)  
Tel No: 011 431 3442  
Cell: 076 100 9209

**ATTENTION: Maqu Makhaye**

### LETTER OF ACCREDITATION

**Re: SASSA: 42/15/GA: ACCREDITATION OF SERVICE PROVIDER FOR THE PROVISION OF PROJECT MIKONDZO EVENT MANAGEMENT SERVICES TO BE PERFORMED THROUGH OUTREACH PROGRAMS FOR A PERIOD OF THREE (3) YEARS IN THE NINE (9) PROVINCES.**

1. The above subject refers.
2. Kindly be advised that, **Azande Consulting CC** ("your entity") has been listed on the South African Social Security Agency's database ("Project Mikondzo"); for a period of three (3) years for rendering of event management services as and when required.
3. We also advise having perused the proposal dated 22 February 2016 filled by your entity in response to the advertisement for the Accreditation of Service Providers for the Provision of Project Mikondzo Event Management Services:

South African Social Security Agency  
Head Office

SASSA House • 501 Prodinsa Building Cnr Beatrix & Pretorius Street  
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083  
Tel. +27 12 400 2000 • Fax: +27 12 400 2257  
[www.sassa.gov.za](http://www.sassa.gov.za)



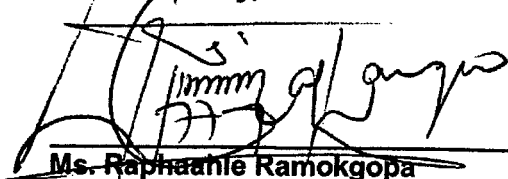
**Together.**  
*Moving South Africa Forward*



**SASSA:42/15/GA**, and accordingly confirm that the same have been accepted subject to the following condition:

- 3.1 SASSA reserves the right to issue or advertise a request for the accreditation of service providers for the provision of Project Mikondzo Event Management Services for the purpose of "topping up" or adding service providers to the current database, anytime within the 3 (three) year period referred to in paragraph 2 above.
4. You are further advised that the Agency will (either prior or post the commencement of the Agreement envisaged in this offer) subject your entity and all members or directors thereof, including any other person employed by your entity for the purpose of rendering the above-mentioned services, to a security clearance vetting by the State Security Agency (SSA) [former National Intelligence Agency]. Should the outcome of this vetting bear prejudicial consequences or conditions, in whatever manner, to the operations of the Agency, the Agency reserves the right to terminate the Agreement within five (5) working days from communication of the said outcome to your entity.
5. Kindly confirm your acceptance of the terms and conditions incorporated into this letter within three (3) working days from receipt of this letter.

Yours sincerely,



**Ms. Raphaelle Ramokgopa**  
**Acting Chief Executive Officer**  
**South African Social Security Agency**

Date: 23.06.2016

South African Social Security Agency  
Head Office

SASSA House • 501 Prodinsa Building Cnr Beatrix & Pretorius Street  
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083  
Tel: +27 12 400 2000 • Fax: +27 12 400 2257  
www.sassa.gov.za



**Together.**  
**Moving South Africa Forward**

04.07.2016.

[ *paying the right social grant, to the right person,  
at the right time and place. N!AL!O!* ]



### BID AWARDED

Tender No	Description	Awarded To
SASSA:42/15/GA	The South African Social Security Agency hereby invites proposals from potential service providers to be accredited for the provision of Project Mikondzo Event Management Services to be performed through outreach programs for a period of three (3) years in the nine (9) provinces	1. Vee-el Promotions (Pty) Ltd 2. Azande Consulting CC

[ [www.sassa.gov.za](http://www.sassa.gov.za) • 0800 60 10 11 ]

**NATIONAL ASSEMBLY****FOR WRITTEN REPLY**

Date of publication on internal question paper: 19 June 2017  
Internal question paper no: 22

**1853. Ms E R Wilson (DA) to ask the Minister of Social Development:**

- (1) companies (names furnished), (a) what is the total value of the tender, (b) what proportion of the value of the tender has been granted to each of the With reference to a certain tender (details furnished) that was awarded to certain awarded companies and (c) over what period does the tender extend;
- (2) whether the service level agreement has been agreed to with the specified companies; if so, what are the functions that the companies are expected to perform in terms of the tender? **NW2063E**

**Reply:**

- (1) Tender SASSA 42/15/GA was a request for proposals from potential service providers to be accredited for the provision of Project Mikondzo event management services. This was not a tender for the appointment of service providers, but only for the accreditation of service providers, who would be registered on the SASSA data base. When the specific service are required, quotations are obtained from the accredited service providers, in accordance with approved procurement processes. The tender was advertised in the Government Tender Bulletin on 5 February 2016 and responses were evaluated by an approved Bid Evaluation Committee during May 2016. The responses were evaluated on administrative and technical criteria only.
  - (a) Since this was a process to accredit service providers and not to award a contract, there is no total value available.
  - (b) Given the above response, this is not applicable
  - (c) The accreditation is for a period of 3 years as from July 2016.
- (2) There is no signed service level agreement as there is no contract entered into. However, the services required are stipulated in the Terms of Reference which were advertised.



## SASSA:40/15/BT

### INVITATION TO BID

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY HEREBY INVITES PROPOSALS FROM SERVICE PROVIDERS FOR PROVISION OF THE ACTION RESEARCH PROJECT THROUGH DOOR TO DOOR SERVICES TO BE PERFORMED AS PART OF THE INTEGRATED COMMUNITY OUTREACH PROGRAMME (ICROP) OF SASSA IN TARGETED AREAS FOR A PERIOD OF 3 YEARS IN NINE PROVINCES OF THE REPUBLIC OF SOUTH AFRICA.

A COMPULSORY BRIEFING SESSION WILL BE HELD AS FOLLOWS:

DATE : 10 FEBRUARY 2016  
 TIME : 10:00  
 VENUE : SASSA HEAD OFFICE, 501 PRODINSA BUILDING  
 CNR STEVE BIKO (BEATRIX) & PRETORIOUS STREETS  
 ARCADIA, PRETORIA

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

: SASSA HEAD OFFICE, GROUND FLOOR  
 501 PRODINSA BUILDING  
 CNR STEVE BIKO (BEATRIX) & PRETORIOUS STREETS  
 ARCADIA, PRETORIA

CLOSING DATE : 23 FEBRUARY 2016  
 TIME : 11:00

SUPPLY CHAIN ENQUIRIES CAN BE DIRECTED TO:

CONTACT : MR ZWIDOFHELANGANI MULAUDZI  
 TEL : 012 400 2074

TECHNICAL ENQUIRIES CAN BE DIRECTED TO:

CONTACT : MR JOHN SKHOSANA  
 TEL : 012 400 2065

Stamp out social grants fraud and corruption  
 Call 0800 60 10 11 / 0800 701 701



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 at the right time and place. N/A U* ]

South African Social Security Agency  
 Head Office

SASSA House • 501 Prodinsa Building Cnr Beatrix & Pretorius Street  
 Pretoria • Private Bag X55662 Arcadia • Pretoria 0083  
 Tel +27 12 400 2000 •  
 www.sassa.gov.za

## 1. INTRODUCTION

The South African Social Security Agency (SASSA) has been established in terms of the South African Social Security Agency Act, 2004 (Act No.9 of 2004). SASSA is a schedule 3A public entity in terms of the Public Finance Management Act 1999 (Act No. 1 of 1999, as amended), and is responsible for the management, administration and payment of social assistance.

In creating a citizen-centred service, SASSA entrenches the Batho Pele Framework as outlined in the White Paper on Transforming the Public Service. Part of the initiatives to enhance the provisions of this framework, SASSA is implementing the Integrated Community Registration Outreach Programme (ICROP) and promoting its service standards as outlined in the SASSA Service Charter.

SASSA intends to invite interested parties to forward their proposals to be appointed as service providers to conduct action research, using Door-to-Door surveys as a mechanism to obtain citizen input at local municipal level. The results of the surveys need to inform SASSA's initiatives in improving Service Delivery.

## 2. PURPOSE

The purpose of the Terms of Reference is to provide guidance to service providers who will respond to SASSA's call for Service Providers to conduct the action research. SASSA seeks to appoint **one or more** Service Providers that will perform this role in the nine (9) provinces for a period of three (3) years from the date of appointment.

## 3. OBJECTIVES

This document serves to request suitably qualified service providers that will ensure that SASSA achieves the following outcomes by conducting the Door-to-Door survey:

- (i) Assess service delivery bottlenecks experienced by citizens in the targeted wards/communities that create challenges to *access* social assistance services.
- (ii) To determine issues and/or factors that result in *exclusion* of services, e.g. as per the UN CSG Exclusion Research findings, lack of knowledge about SASSA products and services, i.e. Care Dependency-, Grant-in-Aid and Social Relief of Distress, to assist with the integrated planning of services
- (iii) Assess the level of *satisfaction with services* rendered by SASSA to inform planning and decision-making regarding its service delivery reform agenda.
- (iv) To receive feedback from citizens on how SASSA should improve service delivery in the identified wards. Furthermore, feedback received will be used to benefits even wards not targeted.

#### 4. BACKGROUND

The National Development Plan (NDP) as the government enabling strategic agenda, places the responsibility on service delivery agencies like SASSA to promote active community participation to deal with challenges in reducing poverty and inequality in a collaborative and holistic manner.

SASSA also plans to celebrate its ten years of existence and this will be done through active public participation with its clientele to get their perspective on SASSA services.

In order to provide the scientific base of its relevance, SASSA through this action research intends to engage through interaction with communities living in the 1300 targeted poorest wards in 27 municipal districts in the Republic of South Africa. SASSA further seeks to establish the public opinion regarding its availability (footprint) and quality of services rendered in the targeted areas. This research needs to be done by an independent and objective service provider (s), hence the request for submission of proposals.

During the 2015/16, 2016/17 and 2017/18 performance years SASSA is targeting 1540 wards respectively divided among the nine (9) provinces as follows:

PROVINCE	TARGETED WARDS 2015/16	TARGETED WARDS 2016/17	TARGETED WARDS 2017/18
Eastern Cape	55	65	75
Free State	40	50	58
Gauteng	39	47	55
Kwazulu Natal	100	120	130
Limpopo	34	44	52
Mpumalanga	40	50	60
Northern Cape	40	50	60
North West	35	44	52
Western Cape	40	50	58
<b>TOTAL</b>	<b>420</b>	<b>520</b>	<b>600</b>

#### 5. SCOPE AND EXTENT OF WORK

- To conduct household Door-to-Door surveys and household profiling within the identified wards
- Consolidate the findings and develop comprehensive report for SASSA
- Coordinate small-scale ICROP services as and when required to do so

**The potential service providers are expected to:**

- 5.1. Develop and Implement a **project plan** to conduct assessment , with a minimum of 70% households within municipal wards, as per annual target set out in the Table above in Paragraph four (4)
- 5.2. Identify the Project Manager who must have the minimum experience of 3 to 5 years in a work of similar nature and should be supported by three contactable lists of references.
- 5.3. Ensure that the Human Resources and/or assessors who will be appointed must resides in the respective targeted municipal wards to enable access to job opportunities for purposes of local economic development.
- 5.4. Ensure that there is a dedicated Principal Project Manager and the on-site Project Co-ordinator during implementation, at any of the Door-to-Door programme. The Physical and Postal addresses as well as Contact Details of these persons must be confirmed.
- 5.5. Recruited, trained, managed and remunerated the Youth Workers to administer the surveys
- 5.6. Capture, consolidate and provide an analyzed survey and house hold profiling report.

**6. REQUIREMENTS**

**6.1. Submission of Proposal**

The **proposal** must include the following **mandatory requirements** and failure to comply with this will disqualify the bid:

- 6.1.1. Clearly state the project approach, methodology and plan of action, inclusive of logistics Management for the execution of the contract which includes the following:
  - i. Detailed programme of how the Door-to-Door survey will be structured per annum for the duration of 3 years with a detailed project plan, (to include number of staff to conduct surveys per ward) with clear time frames.
  - ii. Three contactable lists of references, supporting that a work of similar nature was undertaken in the past. Reference letters must include contracting period, number and value of projects undertaken and contact person.
  - iii. Itemised cost breakdown for the entire project for the envisaged 3-year contract period
  - iv. Project-related risk plan, assumptions and mitigation actions

- v. Skills transfer plan with specified deliverables for the youth that will be employed as per table below:

ACTIVITIES	SKILLS	SERVICE PROVIDER ACTIVITIES
Door-to-Door surveys	Inter-personal	<ul style="list-style-type: none"> <li>• Ability to engage with the public</li> <li>• Etiquette in dealing with the public</li> <li>• Basic deportment</li> </ul>
	Interviewing	<ul style="list-style-type: none"> <li>• Ability to administer the household survey</li> </ul>
	Communication	<ul style="list-style-type: none"> <li>• Ability to communicate effectively</li> </ul>
	Administer surveys, capture, analyse and consolidate household survey findings	<ul style="list-style-type: none"> <li>• Provide <b>Training</b> to conduct households profiling</li> <li>• Develop data capturing skill</li> <li>• Develop analytical thinking</li> <li>• Ability to write business reports</li> </ul>

- vi. Provision of monthly reports based on status quo updates, consolidated quarterly reports, consolidated comprehensive, integrated annual reports and a consolidated, comprehensive integrated final report covering the 3 year performance.

## 7. CONTRACT MANAGEMENT RESPONSIBILITIES

### 7.1. Responsibilities of the Service Provider/s

The service provider/s will be responsible for the following:

- Confirm logistics regarding the roll-out of the implementation plan at least four (4) weeks before commencement of the Door-to-Door survey;
- Implement a training and development programme with prior approval by SASSA for the appointed youth from the respective communities;
- Keep an electronic data base of all captured questionnaires and related information;
- Design and implement a credible reporting system to keep SASSA informed of progressive realization of the stated outcomes, which includes but not limited to the following:



- Maintain and submit an Issue Log on a weekly basis of incidences and recommendations during the implementation of the project;
- Provide monthly Consolidated Report on Door-to-Door findings. These reports must be discussed with SASSA delegated employee before submission to the CEO for approval. Such reports regarded as valid only after approval has been granted.
- Permit access to designated SASSA employee to observe and evaluate the proceedings during implementation of the project.
- Project implementation must be done in an effective and efficient manner within the agreed timeframes
- Provide SASSA with all documents related to the project anytime on receipt of such a request from SASSA.

#### **7.2. Responsibilities of SASSA**

SASSA will be responsible for the following:

- Enter into a Service Level Agreement (SLA) with the successful bidder
- Manage the SLA in a professional manner (Project Manager: Customer Services)
- Monitor the services in line with the SLA and specifications provided and revoke penalty clause if any non-compliance is detected
- Provide any successful bidder with a list of targeted wards in each region
- Utilize services of a Service Provider residing in a particular Region not unless a particular region experience challenges on the availability of a service provider in a region or due to high charges.
- Provide appropriate information as and when required by the service provider to fulfill their duties
- Not accept any responsibility for damages and loss suffered by the service provider or their staff for the duration of the contract
- Not accept any responsibility for accounts/expenses incurred by the service provider that was not mutually agreed upon by the contracting parties
- Impose a penalty fee if the deliverables are not met as outlined in the project plan
- Facilitate the stakeholder consultation with the appointed service provider
- Manage, monitor and approve plans and reports developed by Service Provider.

#### **8. PROPRIETARY RIGHT**

- 8.1. SASSA shall become the owner of all information, documents, advice and reports collected and compiled by the service provider to be appointed
- 8.2. The copyrights of all documents and reports compiled by the service provider will be vested with SASSA and may not be reproduced, distributed or made available without the written consent and approval of SASSA

- 8.3. All information, documents and reports must be regarded as confidential until made public by SASSA

#### 9. TIME FRAME OF THE PROJECT

The successful bidder will be expected to enter into a Service Level Agreement with SASSA for a period of thirty six months (3 years) effective from date of inception. All work is to be carried out in accordance with the time schedule as agreed upon with the SASSA Project Manager.

#### 10. COMPULSORY BRIEFING SESSION

- All Bidders will be required to attend compulsory briefing session, as per SASSA's invitation to bid. A briefing session will be arranged to clarify the Terms of Reference in more detail.
- Bidders may be invited to make presentations of their proposals as and when required.

#### 11. BID PROPOSAL

The bid will be requested and evaluated using existing tools in line with the PFMA and Supply Chain Management (SCM) principles and policies

#### 12. EVALUATION

The bid proposals shall be evaluated in accordance with the 90/10 principle. The evaluation shall be conducted as follows:

##### STAGE 1 EVALUATION

**Phase One:** Administrative Responsiveness  
**Phase Two:** Functionality Criteria

##### STAGE 2 EVALUATION

Price and Preference Points

##### 12.1. Evaluation Criteria

- **Phase One: Administrative Compliance**

##### **Mandatory Documents:**

- ✓ Original and valid Tax Clearance Certificate;
- ✓ Certified Copy of Proof of Registration with CIPC (Previously known as CIPRO);
- ✓ ID Copies of Company Directors (date of certification must not be older than 3 months);

- ✓ Standard Bid Documents (SBD) forms

**NB: Failure to submit the above required documentation may result in your proposal being disqualified.**

- **Phase Two: Functionality Criteria**

12.2. The service providers will be evaluated for functionality as stipulated in this Terms of Reference. Only service providers who score a minimum of 60% for functionality will proceed to be further evaluated on Price and Preference.

(Points system allocated difficult to assess. Following Changes proposed)

Values 1- Poor 2-Average 3-Good 4- Very Good 5-Excellent

EVALUATION CRITERIA	WEIGHT
<ul style="list-style-type: none"> <li>• Knowledge, Experience and Capacity of the Company in the provision of community-based action Research. The bidder must submit a list of all completed projects in the last two (2) financial years. The Name and Contact Details of the companies/organisations who used the service must be provided inclusive of the monetary value of each programme implemented. The SASSA reserves the right to contact the references.</li> </ul> <p>1.1 Number of projects conducted in a services specified in the bid shall be allocated values as follows:</p> <p>Values: 1-Poor 2- Average 3-Good 4- Very Good 5- Excellent</p> <ul style="list-style-type: none"> <li>(a) 1-2 Projects=1</li> <li>(b) 3-4 Projects =2</li> <li>(c) 5-6 Projects =3</li> <li>(d) 7-8 Projects =4</li> <li>(e) Above 9 Projects =5</li> </ul>	<p><b>30</b></p>

TERMS OF REFERENCE FOR APPOINTMENT OF ONE OR MORE SERVICE PROVIDERS FOR THE PROVISION OF ACTION RESEARCH THROUGH  
DOOR-TO-DOOR SERVICES FOR Three (3 year) PERIOD

EVALUATION CRITERIA	WEIGHT
<p>Values: 1-Poor 2- Average 3-Good 4- Very Good 5- Excellent</p> <ul style="list-style-type: none"> <li>▪ R 500 001 = 1 Point</li> <li>▪ R1 000 001 = 2 points</li> <li>▪ R2 000 001 = 3 points</li> <li>▪ R3 000 001 = 4 points</li> <li>▪ R4 000 001 = 5 points</li> </ul>	10
<p>Values: 1-Poor 2- Average 3-Good 4- Very Good 5- Excellent</p> <p>Number of Community-based <u>Research/assessment Programmes</u> during the <u>last two years</u></p> <ul style="list-style-type: none"> <li>▪ 1 programmes = 1 point</li> <li>▪ 2 programmes = 2 points</li> <li>▪ 3 Programmes = 3points</li> <li>▪ 4 programmes = 4 points</li> <li>▪ 5 programmes and above = 5 points</li> </ul>	10
<ul style="list-style-type: none"> <li>• Quality of the methodology</li> </ul> <p>Project approach with reference to <u>Implementation Plan</u> regarding:</p> <ul style="list-style-type: none"> <li>✓ Programme prioritization</li> <li>✓ work activity breakdown</li> </ul>	30
<ul style="list-style-type: none"> <li>• Skills Transfer Plan</li> </ul> <ul style="list-style-type: none"> <li>✓ Detailed plan for Youth workers</li> </ul>	20
<b>TOTAL</b>	<b>100</b>

- **Stage 2: Price and Preference Points**

**12.3. Project Cost**

- Prospective bidders to provide fixed price quotation for the duration of the contract
- Cost must be VAT inclusive and quoted in South African Rand.
- Costing should be aligned with the project activities / project phases.
- Financial proposal should be separated from the technical / functional proposal

**12.4. BBBEE Status Level of Contribution**

- Provision of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its regulation will apply in terms of awarding points.
- Preference Points Claim Form, SBD 6.1 should be completed and signed by the bidder to be able to claim preference points.
- Calculation of points for B-BBEE status level contributor. Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1

TERMS OF REFERENCE FOR APPOINTMENT OF ONE OR MORE SERVICE PROVIDERS FOR THE PROVISION OF ACTION RESEARCH THROUGH  
DOOR-TO-DOOR SERVICES FOR Three (3 year) PERIOD

Non-compliant contributor	0
---------------------------	---

**NB:**

Bidders must submit a BBBEE Verification Certificate from Verification Agency accredited by the South African Accreditation System (SANAS) or a registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the proposal.

Failure to submit a certificate from accredited verification agency substantiating the BBBEE status level of contribution or is a non-compliant contributor, such bidder shall score 0 points out of the allocated maximum points for B-BBEE

Price and B-BBEE Status level of contribution	
CRITERIA	WEIGHT
Price (Project cost)	90
B-BBEE Status level contributor	10
<b>Total</b>	<b>100</b>

**13. SPECIAL CONDITIONS**

13.1. The Bidder will be expected to formally hand over completed task/work when contract period expires to the Customer Care Unit of the Agency.

13.2. The Project Manager must sign off on the project deliverables before submitting the invoices for services rendered.

13.3. Upon completion of each and every Door-to-Door assessment per targeted ward the Bidder will forward an invoice, and SASSA will pay within thirty working days after receipt of the invoice.

13.4. Bidders must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or the Department of Public Service and Administration (DPSA).

TERMS OF REFERENCE FOR APPOINTMENT OF ONE OR MORE SERVICE PROVIDERS FOR THE PROVISION OF ACTION RESEARCH THROUGH  
DOOR-TO-DOOR SERVICES FOR Three (3 year) PERIOD

- 13.5. A service level agreement shall be signed with the successful bidder prior to the commencement of service.
- 13.6. The Bidder must preferably be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement. SASSA will enter into a single contract with a single firm for the delivery of the work set out in these Terms of Reference.

**14. ADDITIONAL INFORMATION ON BID PROPOSAL**

- 14.1. SASSA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bids.
- 14.2. In so far as possible, provide a comprehensive budget showing the charge out rates of all the staff to be involved in the project, including the following but to limited to the budget items below: (Detailed costing schedule attached as Annexure A)

ITEM	Cost 3Year	Service Costs	Additional costs	Total Cost
<b>Professional Services</b>				
Project manager@ Level 12 for 3 years	R1,518,704			
Project Coordinators @ Level 7 for 3 years	R3, 974,670			
Youth Workers @ stipend of R3000 per person	R48, 000 000			
<b>Subtotal</b>	<b>R53, 493, 375</b>			
<b>Training</b>				
Pack of training manual and stationery 510 packs				
Training Venue 20 days/ 30 people per day				
Transport for training (Rate per Km/ (AA rates)				
Catering (20 days for 510 people) one session a day				
<b>Subtotal</b>				
<b>Branding</b>				
Uniform (Golf shirts and Caps )510				
Bags 510 people				
Administration of questionnaire (e.g completion, printing ect.) 1 300 000,00 per year				
<b>Subtotal</b>				
<b>Transport and Lunch</b>				
Transportation of youth workers to the wards, for data collection (Rate per Km/ (AA rates)				
Lunch Pack ( 1 lunch pack, 340ml juice, 500ml water, sandwich) for 510 people				
Mini ICROP with venue for 1000 people (Annexure A)				
<b>TOTAL</b>				

14.3. SASSA reserves the right not to award any of the bids and not to award the contract to the lowest bidding price as well as to renegotiate the bid of the successful bidder.

14.4. Traveling and Accommodation costs and time spent or incurred between home and office of appointed service provider and any appointed staff *will not* be for the account of SASSA during the contract period.

**15. OTHER CONDITIONS**

- 15.1. Bidders are requested to separate financial proposal from technical proposal (Two envelope system)
- 15.2. The Appointment of the bidder will be subject to positive Security screening results by the State Security Agency
- 15.3. The successful bidder will sign a confidential agreement regarding the protection of South African Social Security Agency (SASSA) information that is not in the public domain
- 15.4. The Agency reserves the right not to accept the lowest bid.
- 15.5. The Agency reserves the right to return late bid submissions unopened.
- 15.6. The Agency reserves the right to cancel or not to award the bid to any bidders.
- 15.7. The price must be all inclusive of all variable costs including travelling and accommodation, and any other related costs
- 15.8. Any patents or copyright developed from this project will belong to the Agency.
- 15.9. The General Conditions of contract as per Treasury Regulations will apply (the copy of the General Conditions of Contract is available on the Treasury website ([www.treasury.gov.za](http://www.treasury.gov.za)). Foreign firms providing proposal must become familiar with local conditions and laws and take it into account in preparing their proposals



ANNEXURE A: ACTION RESEARCH

		COSTING (SERVICE PROVIDER)				
	The duration of the project is 3 years	Quantity	Cost for 3 years	Service Fees	Additional Cost	Total Cost
			R	R	R	R
Professional Services	Project Manager	1	1 518 705			1 518 705
	Project Coordinators	9	3 974 670			3 974 670
	Youth Workers (data Collectors)	500	54 000 000			54 000 000
		510	59 493 375	0	0	59 493 375
Implementation	Training		Once off TRAINING costs			R
	Manual and Stationery	510 packs for 510 people				
	Training Venue	20 days/ 30 people per day				0
	Transport for training	Rate per km/ (AA rates) p/car/				0
	Catering	20 days for 510 people				0
	Branding		Once off BRANDING costs			0
	Uniform (Golf shirts and Caps)	510(R200 per person)				0
	Bags	510(R200 per person)				0
	Printing of Branded Questionnaire					0
	Transport			0		0
	Transportation to wards for data collection	Rate per km/ (AA rates) p/car/				
	Lunch Pack	1 lunch pack per person for 510 people				
		340 Ml juice				
	500 Ml water					
	Sandwich					
Bidders are Expected to Cost the following	Tent, chairs, tables					
	Catering					R
	Stage and sound					R
	Transport					R
	Cleaning services					R
	Security services					R
	EMS services					R
						R
						R
						R
<b>Total</b>						<b>R</b>

Mini ICROP with venue for 1000 people

G



sassa

**SBD 4**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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 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.

2. 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: MAQU MACHAYE

2.2 Identity Number: 70113 0404 08 0

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
DIRECTOR

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
2000/003286/23

2.5 Tax Reference Number: 9431020149

2.6 VAT Registration Number: 4770221986

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>State means -

- (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

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M/M

(e) Parliament.

\*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 connected with the bidder presently employed by the state? YES / ~~NO~~

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

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

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? YES / ~~NO~~

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / ~~NO~~

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / ~~NO~~

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with YES / ~~NO~~

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.....  
 2.10 Are you, or any person connected with the bidder,  
 aware of any relationship (family, friend, other) between  
 any other bidder and any person employed by the state  
 who may be involved with the evaluation and or adjudication  
 of this bid?

YES/NO

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Emp. Number / P. Number <small>(if employed government insti</small>
MADU MACHAYE	701130404080	1726110644	N/A

SOUTH AFRICAN SOCIAL SECURITY AGENCY- SASSA

MM  
 Initial

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4 DECLARATION

I, THE UNDERSIGNED (NAME)..... MAON MARHAYE .....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

Maon .....

Signature

22 10 2016 .....

Date

DIRECTOR .....

Position

AZANDE CONSULTING CC .....

Name of bidder

November 2011

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SBD 6.1

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....90/10.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE	.....90.....
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	.....10.....
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) 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.

### 2. DEFINITIONS

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5. **Points awarded for B-BBEE Status Level of Contribution**

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
<del>1</del>	<del>10</del>	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 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.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 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.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other



5

enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: 1 = 10 (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

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

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?  
.....%

(ii) the ..... name ..... of ..... the ..... sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?  
.....

(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm AZANDE CONSULTING CC

9.2 VAT registration number 4770221986

9.3 Company registration number 2000-003286-23

9.4 TYPE OF COMPANY/ FIRM (Tick the applicable box)

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

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MM

Initial

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES <sup>6</sup>

EVENT MANAGERMENTS AND EXHIBITION

9.6 COMPANY CLASSIFICATION (Tick the applicable box)

- Manufacturer  
 Supplier  
 Professional service provider  
 Other service providers, e.g. transporter, etc.

9.7 Total number of years the (bidding) company/firm has been in business? 16 YEARS

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

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MN1  
Initial

WITNESSES:

1.

*[Handwritten signature]*

2.

M. MATHUBO

*[Handwritten signature]*

SIGNATURE(S) OF BIDDER(S)

DATE: 22/02/2016

ADDRESS: 68 MONTANA  
ROODU AVENUE  
WELTEVREDENPARK  
1709

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 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.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>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 <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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 Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4.2.1	If so, furnish particulars:		

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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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) MARU MAKHAYE  
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
 FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
 ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION  
 PROVE TO BE FALSE.

Markay  
 Signature  
DIRECTOR  
 Position

22/02/2016  
 Date  
ARANDE CONSULTING CC  
 Name of Bidder

Js365bW

1111



## CERTIFICATE OF INDEPENDENT BID DETERMINATION

**SBD 9**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 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).<sup>2</sup> 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. disregard 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.
  - b. 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.
- 4 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 bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

SASSA : 40/15 BT

(Bid Number and Description)

in response to the invitation for the bid made by:

SASSA

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: AZANDE CONSULTING CC

(Name of Bidder)

that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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SBD 9

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 consortium<sup>a</sup> will not be construed as collusive bidding.
7. 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.
8. 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.
9. 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.

<sup>a</sup> 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.

SBD 9

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10. 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.

*Makway*  
.....  
Signature

*22/02/2016*  
.....  
Date

*DIRECTOR*  
.....  
Position

*ABANDE CONSULTING CC*  
.....  
Name of Bidder

Js914w2



Report Date:	15 Mar 2017 11:32:39 AM
Report Ran By:	murielm@sassa.gov.za

# CSD REGISTRATION REPORT

## SUPPLIER IDENTIFICATION

Supplier number	MAAA0091364	South African company/CC registration number	2000/003286/23
Is supplier active?	Yes	Have Bank Account	Yes
Supplier type	CIPC Company	Registration date	27 Jan 2000 00:00:00:000
Supplier sub-type	Close Corporation	Created by	azandegroup@gmail.com
Legal name	AZANDE CONSULTING	Created date	14 Apr 2016 14:30:02:000
Identification type	South African Company/Close Corporation Registration Number	Edit by	azandegroup@gmail.com
Government breakdown	Close Corporations (CC)	Edit date	13 Feb 2017 20:50:13:327
Business status	In Business	Restricted Supplier	No
Country of origin	South Africa	Registration Last Verification Date	15 Mar 2017 11:30:57:983

## SUPPLIER CONTACT INFORMATION

### CONTACT 1

Contact type	Administration	Contact number	0614648762
Is this your primary contact?	Yes	Do you want this contact to also be a CSD user?	Yes
Name(s)	Maqu	Created by	azandegroup@gmail.com
Business	Makhays	Created date	14 Apr 2016 13:31:27:000
Identification type	South African Identification Number	Edit by	azandegroup@gmail.com
Primary communication via email	Yes	Edit date	14 Apr 2016 13:31:27:000
Email address	azandegroup@gmail.com		

## SUPPLIER ADDRESS INFORMATION

### ADDRESS 1

Is this a preferred address?	Yes	Country	South Africa
Address line 1	68 MONTANA, ROOITOU STREET	This address S/A postal	Yes
Address line 2	WELTEVREDENPARK	This address S/A delivery	Yes
Suburb	Wellevredenpark	This address S/A payment	Yes
Province	Gauteng	Created by	azandegroup@gmail.com
Municipality	City of Johannesburg	Created date	14 Apr 2016 14:30:03:453





## CSD REGISTRATION REPORT

City	Roodepoort	Edit by	azandegroup@gmail.com
Postal code	1709	Edit date	14 Apr 2016 14:30:03:453

## SUPPLIER BANK ACCOUNT

### BANK ACCOUNT 1

Account type	Current Accounts	Created by	azandegroup@gmail.com
Bank	FIRST NATIONAL BANK	Created date	14 Apr 2016 13:39:52:000
Branch number	254905	Edit by	cad.safetynetbatch@treasury.gov.za
Branch name	CRESTA CENTRE 144	Edit date	15 Apr 2016 22:06:23:387
Account number	62320193204	Verification status	Verification Succeeded
Account name	AZANDE CONSULTING CC	Is this a primary account?	No
Is this a primary account?	Yes	Is this a secondary account?	Yes
Active from date	14 Apr 2016 13:39:52:000	Is this a dormant account?	No

## TAX INFORMATION

Income tax number	9431020149	Created date	13 Feb 2018
Income tax status	Compliant tax status Verified	Tax status	Tax Compliant
VAT number	4770221988	Created by	azandegroup@gmail.com
VAT status	Compliant tax status Verified	Created date	14 Apr 2016 13:40:58:000
Is this a primary account?	No	Created by	azandegroup@gmail.com
Account name	Yes	Created date	13 Feb 2017 20:50:13:000
Last updated date	15 Mar 2017 11:31:00:000		

## COMPANY COMMODITIES INFORMATION

### COMMODITY 1

Name	AUDIO VISUAL, SOUND AND STAGING IN GAUTENG, KZN, FS, NW, MPUMALANGA, WC, LIMPOPO, EC, NORTHERN CAPE	Edit by	azandegroup@gmail.com
Commodity family	Audio and visual presentation and composing equipment	Edit date	14 Apr 2016 14:14:49:000





## CSD REGISTRATION REPORT

Created by	azandegroup@gmail.com	Location	NationWide
Created date	14 Apr 2016 14:14:32:000		

### COMMODITY 2

Name	PROMOTIONAL MATERIAL AND EMBROIDERY IN GAUTENG, KZN, MPUMALANGA, FS, WC, EC, LIMPOPO, NORTHERN CAPE, NW	Created date	14 Apr 2016 14:20:40:000
Description	PROVISION OF BRANDING AND BRANDED CLOTHING - BANNERS, T.SHIRTS, JACKETS, GIFTS, ETC.	Edit by	azandegroup@gmail.com
Commodity family	Clothing	Edit date	14 Apr 2016 14:20:50:000
Created by	azandegroup@gmail.com	Location	NationWide

### COMMODITY 3

Name	EVENT MANAGEMENT AND INFRASTRUCTURE IN GAUTENG, KZN, NW, MPUMALANGA, FS, NORTHERN CAPE, WC, EC, LIMPOPO	Created date	14 Apr 2016 14:08:39:000
Description	STATE-OF-THE-ART MARQUEES, FLOORING, STAGING, TABLES, CHAIRS, DECOR, AIR-CONS, HEATERS, AV & SOUND, EVENT GENERATORS CATERING AND EQUIPMENT	Edit by	azandegroup@gmail.com
Commodity family	Restaurants and catering	Edit date	14 Apr 2016 14:09:20:000
Created by	azandegroup@gmail.com	Location	NationWide

## B-BBEE INFORMATION

Which certificate do you have?	Sworn Affidavit	Certificate Signed By Name	MAKHANYISA & ACCOUNTANTS
Is affidavit declaration accepted?	Yes	Certificate Signed Date	15 Feb 2016 00:00:00:000
Total Annual Turnover	R10 million or less; or	Are you a value adding supplier	No
Financial Year Start Date	29 Feb 2016 00:00:00:000	Are you an empowering supplier	Yes
B-BBEE Status Level Of Contributor	Level 1 Contributor	Created by	azandegroup@gmail.com
B-BBEE Procurement Recognition	135%	Created date	14 Apr 2016 14:22:37:000
Black Ownership	100.00	Edit by	azandegroup@gmail.com
Black Women Ownership	100.00	Edit date	14 Apr 2016 14:29:18:000





# CSD REGISTRATION REPORT

## OWNERSHIP INFORMATION

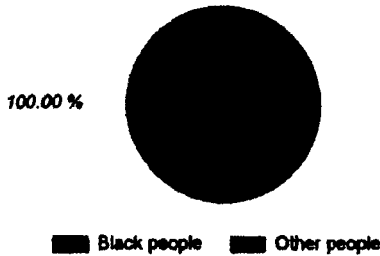
Owner's name and surname Legal name	Owner's identification number	RSA Citizen	Ethnic group	Gender	Ownership %	Youth	Disabled	Military
Total					%			

## OUTCOMES AGAINST PREFERENTIAL PROCUREMENT CRITERIA

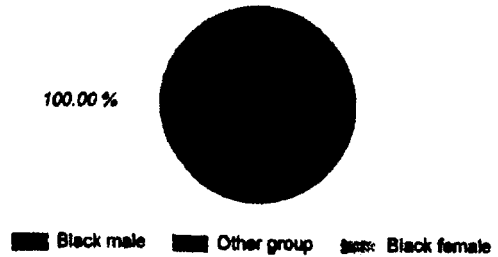
Enterprise type
B-BBEE owned and controlled
Owned by Black people
Owned by Black people who are youth
Owned by Black people who are military veterans
Owned by Black people who are disabled
Owned by Black people who are military veterans

EME
Level 1 Contributor
0.00%
0.00%
0.00%
0.00%
0.00%

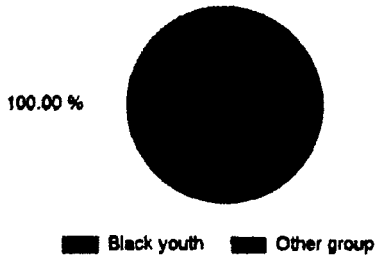
**People % Ownership**



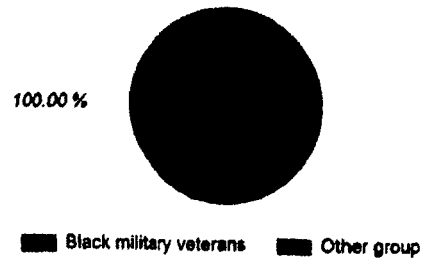
**Gender % Ownership**



**Youth % Ownership**



**Military veteran % Ownership**

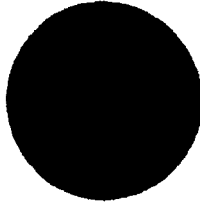




## CSD REGISTRATION REPORT

### Disabled % Ownership

100.00 %



Black people with disabilities     Other group

## COMPANY DIRECTORS/MEMBERS/OWNERS INFORMATION

### DIRECTOR/ MEMBER 1

<b>Director type</b>	Member
<b>Director status</b>	Active
<b>Name(s)</b>	DOREN MAQU
<b>Surname</b>	MAKHAYE
<b>Country</b>	South Africa
<b>Identification type</b>	South African Identification Number
<b>South African Identification number</b>	7011130404080
<b>Work permit</b>	0000000
<b>Appointment date</b>	27 Jan 2000 00:00:00:000
<b>Owner</b>	No

<b>Created by</b>	azandegroup@gmail.com
<b>Created date</b>	14 Apr 2016 13:31:28:000
<b>Edt by</b>	azandegroup@gmail.com
<b>Edt date</b>	14 Apr 2016 14:17:00:000
<b>Residential Supplier</b>	No
<b>Residential Last Verification Date</b>	15 Mar 2017 11:30:57:990
<b>Government Employee</b>	No
<b>Government Employee Last Verification Date</b>	15 Mar 2017 11:30:57:960
<b>Companies Involved In</b>	MAAA0123426;

*The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.*



## CSD REGISTRATION REPORT

### Tips and Frequently Asked Questions (FAQ)

#### Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

#### Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)  
The various possible error messages received from the bank are highlighted in red. Search for the applicable message and follow the detailed steps associated with that error message.

#### Tax

##### Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

##### Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

#### CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?](#)

#### State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)





## CSD REGISTRATION REPORT

### SUPPLIER IDENTIFICATION

Supplier number	MAAA0091364	Have Bank Account	Yes
Supplier type	CIPC Company	Registration date	27 Jan 2000 00:00:00:000
Supplier sub-type	Close Corporation	Created by	azandegroup@gmail.com
Legal name	AZANDE CONSULTING	Created date	14 Apr 2016 14:30:02:000
Identification type	South African Company/Close Corporation Registration Number	Edit by	azandegroup@gmail.com
Government breakdown	Close Corporations (CC)	Edit date	27 Jul 2016 16:02:37:520
Business status	In Business	Restricted Supplier	No <input checked="" type="checkbox"/>
Country of origin	South Africa	Restriction Last Verification Date	01 Sep 2016 18:15:58:870
South African company/CC registration number	2000/003288/23	Government Employee	No

### SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

### SUPPLIER CONTACT INFORMATION

#### CONTACT 1

Contact type	Administration	Cellphone number	0614648762
Is this your preferred Contact?	Yes	Do you want this contact to also be a CSD user?	Yes
Name(s)	Maqu Makhaye	Created by	azandegroup@gmail.com
Identification type	South African Identification Number	Created date	14 Apr 2016 13:31:27:000
Prefer communication via email	Yes	Edit by	azandegroup@gmail.com
Email address	azandegroup@gmail.com	Edit date	14 Apr 2016 13:31:27:000

### SUPPLIER ADDRESS INFORMATION

#### ADDRESS 1

Is this a preferred address?	Yes	Country	South Africa
Address line 1	68 MONTANA, ROOITOU STREET	This address S/A postal	Yes
Address line 2	WELTEVREDENPARK	This address S/A delivery	Yes
Suburb	Weltevredenpark	This address S/A payment	Yes







## CSD REGISTRATION REPORT

Identification type	South African Identification Number	Restriction Last Verification Date	01 Sep 2016 18:15:58:683
South African identification number	7011130404080	Government Employee	No
Work permit	0000000	Government Employee Last Verification Date	27 Aug 2016 05:24:10:543

### COMPANY COMMODITIES INFORMATION

#### COMMODITY 1

Name	AUDIO VISUAL, SOUND AND STAGING IN GAUTENG, KZN, FS, NW, MPUMALANGA, WC, LIMPOPO, EC, NORTHERN CAPE	Edit by	azandegroup@gmail.com
Commodity family	Audio and visual presentation and composing equipment	Edit date	14 Apr 2016 14:14:49:000
Created by	azandegroup@gmail.com	Location	NationWide
Created date	14 Apr 2016 14:14:32:000		

#### COMMODITY 2

Name	PROMOTIONAL MATERIAL AND EMBROIDERY IN GAUTENG, KZN, MPUMALANGA, FS, WC, EC, LIMPOPO, NORTHERN CAPE, NW	Created date	14 Apr 2016 14:20:40:000
Description	PROVISION OF BRANDING AND BRANDED CLOTHING - BANNERS, T-SHIRTS, JACKETS, GIFTS, ETC.	Edit by	azandegroup@gmail.com
Commodity family	Clothing	Edit date	14 Apr 2016 14:20:50:000
Created by	azandegroup@gmail.com	Location	NationWide

#### COMMODITY 3

Name	EVENT MANAGEMENT AND INFRASTRUCTURE IN GAUTENG, KZN, NW, MPUMALANGA, FS, NORTHERN CAPE, WC, EC, LIMPOPO	Created date	14 Apr 2016 14:08:39:000
Description	STATE-OF-THE-ART MARQUEES, FLOORING, STAGING, TABLES, CHAIRS, DECOR, AIR-CONS, HEATERS, AV & SOUND, EVENT GENERATORS CATERING AND EQUIPMENT	Edit by	azandegroup@gmail.com
Commodity family	Restaurants and catering	Edit date	14 Apr 2016 14:09:20:000
Created by	azandegroup@gmail.com	Location	NationWide



# SUBMISSION

To Chairperson: Bid Adjudication Committee (BAC)

From Chairperson: Bid Evaluation Committee (BEC)

Branch: Grants Administration

Unit Customer Care Unit

Date: 09 May 2016

Subject: Appointment of service provider for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.

Reference: Bid No: SASSA:40/15/BT

File No. NC 6/2/1

## 1. PURPOSE

The purpose of the submission is to request the Bid Adjudication Committee (BAC) to consider the Bid Evaluation Committee's recommendation and approve the appointment of AZANDE CONSULTING CC as a service provider for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.



**Together.**  
Moving South Africa Forward

South African Social Security Agency  
Head Office

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Pretoria • Private Bag 755062 Arcadia • Pretoria 0081  
Tel: +27 12 430 2100 • Fax: +27 12 430 2257  
www.sassa.gov.za

*Bid Evaluation Committee's Recommendation:* Appointment of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.

## 2. BACKGROUND

The Bid Adjudication Committee at its meeting held on the 06 December 2015 considered and approved the Bid Specifications Committee's recommendations to advertise the bid for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.

Supply Chain Management advertised the bid in the "Government Tender Bulletin" and National Treasury eTender Portal. The bid was published on the 29 January 2016 and a compulsory briefing session was held on the 10 February 2016 as per the advert at SASSA Head Office, 501 Prodinsa Building, CNR Steve Biko & Pretorius, Arcadia, First Floor Boardroom. Refer to (Annexure 1) attendance register.

On the 23 February 2016, Supply Chain Management closed the bid at 11:00 AM and twenty three (23) bid proposals were received on time. Refer to (Annexure 2) for bids received register.

No	BIDDERS NAME	CLOSING DATE & TIME
1.	FEM RESEARCH CONSULTANTS CC	23 February 2016 @ 11:00 AM
2.	IDATHA (PTY) LTD	23 February 2016 @ 11:00 AM
3.	MA AND R CONSULTING (PTY) LTD	23 February 2016 @ 11:00 AM
4.	SHIHUNGASI ENTERPRISE AND SOCIAL CONSULTANCY	23 February 2016 @ 11:00 AM
5.	LEHAKWE CONSULTING CC	23 February 2016 @ 11:00 AM
6.	LENGANA MANAGEMENT AND CONSULTING (PTY) LTD	23 February 2016 @ 11:00 AM
7.	MNISI BUSINESS HOLDING (PTY) LTD	23 February 2016 @ 11:00 AM
8.	PURE WINTER SNOW (PTY) LTD	23 February 2016 @ 11:00 AM
9.	QWABE SERVICES SOLUTION (PTY) LTD	23 February 2016 @ 11:00 AM
10.	SUSTAINABLE ENTREPRENEUR ACCELERATOR AFRICA (PTY) LTD	23 February 2016 @ 11:00 AM
11.	TSHIKALETI INVESTMENTS CC	23 February 2016 @ 11:00 AM
12.	UBUNTU BUSINESS ADVISORY AND CONSULTANCE (PTY) LTD	23 February 2016 @ 11:00 AM
13.	THUTOBOSWA TRAINING AND CONSULTING	23 February 2016 @ 11:00 AM
14.	REAGETSWE TRADING 261	23 February 2016 @ 11:00 AM
15.	IZIMBIWA ZABANTU TRADING (PTY) LTD	23 February 2016 @ 11:00 AM
16.	INTELLIGENT MAPS	23 February 2016 @ 11:00 AM
17.	ILITHA MANAGE MANAGEMENT CONSULTANTAS CC	23 February 2016 @ 11:00 AM
18.	SONANI TRAINING AND COMMUNICATIONS CC	23 February 2016 @ 11:00 AM
19.	THAKAMAKAU ENTERPRISES INCORPORATED (PTY) LTD	23 February 2016 @ 11:00 AM

*Bid Evaluation Committee's Recommendation: Appointment of of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

20.	WHITFORD GROUP PTY LTD	23 February 2016 @ 11:00 AM
21.	ZWONAKA TRAINING AND PROJECTS	23 February 2016 @ 11:00 AM
22.	MOTSWAKO TRADING	23 February 2016 @ 11:00 AM
23.	AZANDE CONSULTING CC	23 February 2016 @ 11:00 AM

Two bids proposals were received late. Refer to Annexure 3 for bids received late.

No	BIDDERS NAME	CLOSING DATE & TIME
1.	SADMON PROJECTS & CO	23 February 2016 @ 11:05 AM
2.	RENDANE EMPLOYEE EMPOWERMENT	23 February 2016 @ 11:15 AM

Bid Evaluation Committee was appointed by the Chief Financial Officer on 17 March 2016 after the closing date of the bid. Members of the committee are as follows:

Role in Committee	Name	Position
Chairperson	Sonwabo Koliti	General Manager: Grants Administration
Member	Mbulaheni Mulaudzi	Senior Manager :Department of Social Development
Member	Bonga Gcumisa	Senior Manager: SCM
Member	Benzile Hadebe	Manager: SCM
Member	Thamo Mzobe	Senior Manager : Department of Social Development

Ms Thamo Mzobe tendered apologies for the meeting as she was busy with other commitments. Refer to the apology letter from Ms Thamo Mzobe.

### 3. EVALUATION CRITERIA

The bids proposal were evaluated in line with the following:-

#### 3.1 Administrative Compliance

NB: Failure to submit and adhere to the following requirements with the proposal will disqualify the bidder's proposal.

Phase One - Administration: Compliance	COMPLIES/DOES NOT COMPLY
Original and valid Tax Clearance Certificate	
Certified Copies of CIPC (Previously known as CIPRO) registration	

*Bid Evaluation Committee's Recommendation: Appointment of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

Certified ID Copies for all Company Directors.	
Submission of Project implementation plan and all SBD forms in response to the requirements outlined in the tender document is compulsory.	

### 3.2 ADMINISTRATIVE NON-COMPLIANCE

All service providers were evaluated for administrative compliance. The following bidders did not submit and/or complete all documents with their bids on the closing date (23 February 2016). Interm of Promotion of Administrative Justice Act (PAJA) Act section 4.(1)(b) requires that where an administrative action materially and adversely affect the rights of the public (bidder), an administrator, in order to give effect to the right to procedurally fair administrative action, notice and comment procedure in terms of subsection 3 of PAJA Act was adopted. On 26 April 2016 Supply Chain Management wrote to the bidders requesting them to submit all the outstanding documents with the closing date on 04 May 2016 at 16:00 PM. The responses are tabulated below:

No	BIDDERS NAME	OUTSTANDING DOCUMENTS	RESPONSE ON THE 04 MAY 2016	COMPLIES/ DOES NOT COMPLY
1.	FEM RESEARCH CONSULTANTS CC	<ol style="list-style-type: none"> <li>1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified</li> <li>2. No certified ID copies of company directors attached to the bid proposals</li> <li>3. SBD 3.1 not fully completed</li> </ol>	Submitted all documents	Complies
2.	IDATHA (PTY) LTD	<ol style="list-style-type: none"> <li>1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified</li> <li>2. No certified ID copies of company directors attached to the bid proposals</li> <li>3. SBD 3.1 not fully completed</li> </ol>	Submitted all documents	Complies
3.	MA AND R CONSULTING (PTY) LTD	<ol style="list-style-type: none"> <li>1. SBD 3.1 not fully completed</li> </ol>	Submitted all documents	Complies
4.	SHIHUNGASI ENTERPRISE AND SOCIAL CONSULTANCY	<ol style="list-style-type: none"> <li>1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified</li> <li>2. SBD 3.1 not fully completed</li> </ol>	Submitted all documents	Complies
5.	LEHAKWE CONSULTING CC	<ol style="list-style-type: none"> <li>1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified</li> <li>2. No certified ID copies of company directors attached to the bid proposals</li> <li>3. SBD 3.1 not fully completed</li> </ol>	Did not complete and provide outstanding	Does not comply

*Bid Evaluation Committee's Recommendation: Appointment of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

			documents before or on the the closing date of 04 May 2016 16:00	
6.	LENGANA MANAGEMENT AND CONSULTING (PTY) LTD	1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified	Submitted all documents	Complies
7.	MNISI BUSINESS HOLDING (PTY) LTD	1. SBD 3.1 not fully completed	Submitted all documents	Complies
8.	PURE WINTER SNOW (PTY) LTD	1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified 2. SBD 3.1 not fully complete	Submitted all documents	Complies
9.	QWABE SERVICES SOLUTION (PTY) LTD	1. SBD 3.1 not fully completed	Submitted all documents	Complies
10.	SUSTAINABLE ENTREPRENEUR ACCELERATOR AFRICA (PTY) LTD	1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified	Submitted all documents	Complies
11.	TSHIKALETI INVESTMENTS CC	1. SBD 3.1 not fully completed	Submitted all documents	Complies
12.	UBUNTU BUSINESS ADVISORY AND CONSULTANCE (PTY) LTD	1. SBD 3.1 not fully completed	Submitted all documents	Complies
13.	THUTOBOSWA TRAINING AND CONSULTING	1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified 2. SBD 3.1 not fully complete	Submitted all documents	Complies
14.	REAGETSWE TRADING 261	1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified 2. SBD 3.1 not fully complete	Submitted all documents	Complies
15.	IZIMBIWA ZABANTU TRADING (PTY) LTD	1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified 2. No certified ID copies of company directors attached to the bid proposals 3. SBD 3.1 not fully completed	Submitted all documents	Complies
16.	INTELLIGENT MAPS	1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified 2. No certified ID copies of company directors attached to the bid proposals 3. SBD 3.1 not fully completed	Submitted all documents	Complies

*Bid Evaluation Committee's Recommendation: Appointment of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

		4. Company Tax Clearance not attached		
17.	ILITHA MANAGE MANAGEMENT CONSULTANTAS CC	1. SBD 3.1 not fully completed	Submitted all documents	Complies
18.	SONANI TRAINING AND COMMUNICATIONS CC	1. SBD 3.1 not fully completed	Submitted all documents	Complies
19.	THAKAMAKAU ENTERPRISES INCORPORATED (PTY) LTD	1. SBD 3.1 not fully completed	Submitted all documents	Complies
20.	WHITFORD GROUP PTY LTD	1. Copies of CIPC (Previously known as CIPRO) registration attached on your bid proposal is not certified 2. No certified ID copies of company directors attached to the bid proposals 3. SBD 3.1 not fully completed	Submitted all documents	Complies
21.	ZWONAKA TRAINING AND PROJECTS	1. SBD 3.1 not fully completed	Submitted all documents	Complies
22.	MOTSWAKO TRADING	1. SBD 3.1 not fully completed	Submitted all documents	Complies
23.	AZANDE CONSULTING CC	1. SBD 3.1 not fully completed	Submitted all documents	Complies

#### 4. PHASE ONE - FUNCTIONAL CRITERIA

##### 4.1 BIDDERS' FUNCTIONALITY SCORE:

The Bid Evaluation Committee considered all twenty three (23) bid proposals received on the closing date of the bid and evaluated them on functionality evaluation:

Price Two - Functionality Criteria	Weight
<ul style="list-style-type: none"> <li>Knowledge, experience and capacity of the company in the provision of community-based action research. The bidder must submit a list of all completed projects in the last two (2) financial years. The name and contact details of the companies/organisations who used the service must be provided inclusive of the monetary value of each programme implemented. The SASSA reserves the right to contact the references.</li> </ul> <p>1.1 Number of projects conducted in a services specified in the bid shall be allocated value as follows:</p>	30

*Bid Evaluation Committee's Recommendation: Appointment of of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

<p>Values: 1-Poor 2- Average 3- Good 4-Very Good 5- Excellent</p> <p>(a) 1-2 Projects =1</p> <p>(b) 3-4 Projects =2</p> <p>(c) 5-6 Projects =3</p> <p>(d) 7-8 Projects =4</p> <p>Above 9 Projects =5</p>	
<p>Values: 1-Poor 2- Average 3- Good 4-Very Good 5- Excellent</p> <ul style="list-style-type: none"> <li>▪ R 500 001 = 1 Point</li> <li>▪ R 1 000 001 = 2 Points</li> <li>▪ R 2 000 001 = 3 Points</li> <li>▪ R 3 000 001 = 4 Points</li> <li>▪ R 4000 001 = 5 Points</li> </ul>	10
<p>Values: 1-Poor 2- Average 3- Good 4-Very Good 5- Excellent</p> <p>Number of community-based <u>Research/assessment Programmes</u> during the <u>last two years</u></p> <ul style="list-style-type: none"> <li>▪ 1 Programmes = 1 Point</li> <li>▪ 2 Programmes = 2 Points</li> <li>▪ 3 Programmes = 3 Points</li> <li>▪ 4 Programmes = 4 Points</li> <li>▪ 5 Programmes = 5 Points</li> </ul>	10
<ul style="list-style-type: none"> <li>• Quality of the methodology</li> </ul>	30
<p>Project approach with reference to <u>Implementation Plan</u> regarding:</p> <ul style="list-style-type: none"> <li>✓ Programme prioritization</li> <li>✓ Work activity breakdown</li> </ul>	
<ul style="list-style-type: none"> <li>• Skills Transfer Plan</li> <li>✓ Detailed plan for youth workers</li> </ul>	20
<b>TOTAL</b>	<b>100</b>



*Bid Evaluation Committee's Recommendation: Appointment of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

**Bidders must score a minimum of 60 points on functionality. Bidders who score less than 60 points for functionality shall be disqualified and shall not be subjected to further evaluation on Price and B-BBEE Level of Contribution.**

**4.2 BIDDERS WHO DID NOT SCORE 60 POINTS ON FUNCTIONALITY:**

No	BIDDERS NAME	POINTS SCORED	REMARKS
1.	FEM RESEARCH CONSULTANTS CC	51	<p><b>Does not comply:</b></p> <p><i>The bidder provided only two community based projects completed during the last two years.</i></p> <p><i>Programme prioritisation and work activity breakdown were not sufficiently provided.</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level</i></p>
2.	IDATHA (PTY) LTD	47	<p><b>Does not comply:</b></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p>
3.	MA AND R CONSULTING (PTY) LTD	36.5	<p><b>Does not comply:</b></p> <p><i>The bidder provided only one project of a similar nature to community based research project and assessments in 2011.</i></p> <p><i>The value of the previously performed project of a similar nature to community based research projects and assessments is less than R 2 million</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown were not sufficiently provided linked to the identified wards. Whereas the TOR is focusing on households profiling, the bidder refers to "All the beneficiaries in the identified wards"</i></p>
4.	SHIHUNGASI ENTERPRISE	24.5	<p><b>Does not comply:</b></p>

*Bid Evaluation Committee's Recommendation: Appointment of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

	AND SOCIAL CONSULTANCY		<p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown were not sufficiently provided linked to the identified wards.</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level</i></p>
5.	LEHAKWE CONSULTING CC	29.5	<p><i>Does not comply:</i></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown were not sufficiently provided linked to the identified wards.</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level</i></p>
6.	LENGANA MANAGEMENT AND CONSULTING (PTY) LTD	37.5	<p><i>Does not comply:</i></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown were not sufficiently provided linked to the identified wards.</i></p>
7.	MNISI BUSINESS HOLDING (PTY) LTD	36.5	<p><i>Does not comply:</i></p> <p><i>The bidder provided only two project of a similar nature to community based research project and assessments 2008 and 2009.</i></p> <p><i>The value of the previously performed project of a</i></p>

**Bid Evaluation Committee's Recommendation:** Appointment of of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.

			<p><i>similar nature to community based research projects and assessments is less than R 3 million</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level</i></p>
8.	PURE WINTER SNOW (PTY) LTD	25.5	<p><b>Does not comply</b></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown were not sufficiently provided linked to the identified wards (No spread of teams according to regions and wards operations)</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level</i></p>
9.	QWABE SERVICES SOLUTION (PTY) LTD	31.5	<p><b>Does not comply</b></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown were not sufficiently provided linked to the identified wards (No spread of teams according to regions and wards operations)</i></p> <p><i>Skills transfer plan lacks detail i.e no time frame indicated, no types of training to be performed, no indication of how different sectors (Managers, supervisors and field workers) will be trained.</i></p>
10.	SUSTAINABLE ENTREPRENEUR ACCELERATOR AFRICA (PTY) LTD	28.5	<p><b>Does not comply</b></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously</i></p>

*Bid Evaluation Committee's Recommendation: Appointment of of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

			<p><i>performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is insufficient and deployment of field workers not linked to the identified wards.</i></p> <p><i>Skills transfer plan has got limitations as it omits managers and supervisors. No time frame indicated over the three year period of the project.</i></p>
11.	TSHIKALETI INVESTMENTS CC	27.5	<p><i>Does not comply</i></p> <p><i>The bidder provided only one project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is not aligned to the TOR and lacks an implementation plan that covers three year period.</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level.</i></p>
12.	UBUNTU BUSINESS ADVISORY AND CONSULTANCE (PTY) LTD	40.5	<p><i>Does not comply:</i></p> <p><i>The bidder provided only three projects of a similar nature to community based research project and assessments.</i></p> <p><i>The value of the previously performed project of a similar nature to community based research projects and assessments is less than R 3 million</i></p> <p><i>Only one community based research projects during the last two years.</i></p> <p><i>Methodology provided lacks implementation plan with time frames.</i></p> <p><i>Skills transfer plan provided does not link to pre-identified skills requirements outlined in the TOR.</i></p>
13.	THUTOBOSWA TRAINING AND CONSULTING	23	<p><i>Does not comply</i></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p>

*Bid Evaluation Committee's Recommendation: Appointment of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

			<p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is insufficient and deployment of field workers not linked to the identified wards.</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level.</i></p>
14.	REAGETSWE TRADING 261	28	<p><b>Does not comply</b></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is insufficient and deployment of field workers not linked to the identified wards. Methodology lacks an implementation plan that covers three year period.</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level.</i></p>
15.	IZIMBIWA ZABANTU TRADING (PTY) LTD	32.5	<p><b>Does not comply</b></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is insufficient and deployment of field workers not linked to the identified wards.</i></p> <p><i>Skills transfer plan provided does not link to pre-identified skills requirements outlined in the TOR.</i></p>
16.	INTELLIGENT MAPS	30	<p><b>Does not comply</b></p>

*Bid Evaluation Committee's Recommendation: Appointment of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

			<p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is insufficient and deployment of field workers not linked to the identified wards.</i></p> <p><i>Skills transfer plan provided does not link to pre-identified skills requirements outlined in the TOR.</i></p>
17.	ILITHA MANAGE MANAGEMENT CONSULTANTAS CC	56.5	<p><i>Does not comply</i></p> <p><i>The bidder provide five projects of a similar nature to community based research project and assessments.</i></p> <p><i>The value of the previously performed project of a similar nature to community based research projects and assessments is above R 4 million</i></p> <p><i>Only one community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is insufficient and deployment of field workers not linked to the identified wards.</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level.</i></p>
18.	SONANI TRAINING AND COMMUNICATIONS CC	34	<p><i>Does not comply</i></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is insufficient and deployment of field workers not linked to the identified wards.</i></p> <p><i>Skills transfer plan provided in line with requirements outlined in the TOR.</i></p>

*Bid Evaluation Committee's Recommendation: Appointment of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

19.	THAKAMAKAU ENTERPRISES INCORPORATED (PTY) LTD	30.5	<p><b>Does not comply</b></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is insufficient and deployment of field workers not linked to the identified wards. Methodology lacks coherency on cooperative governance within different spheres of government.</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level.</i></p>
20.	WHITFORD GROUP PTY LTD	29	<p><b>Does not comply</b></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is insufficient and deployment of field workers not linked to the identified wards. Methodology lacks information on staff recruitment.</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level.</i></p>
21.	ZWONAKA TRAINING AND PROJECTS	29	<p><b>Does not comply</b></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is insufficient and</i></p>

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			<p><i>deployment of field workers not linked to the identified wards. Methodology lacks information on staff recruitment and lacks an implementation plan that covers three year period</i></p> <p><i>Silent on skills transfer, detailed plan for youth workers and stakeholders involvement at ward level.</i></p>
22.	MOTSWAKO TRADING	39.5	<p><b>Does not comply</b></p> <p><i>The bidder did not provide any project of a similar nature to community based research project and assessments.</i></p> <p><i>No indication of the amounts allocated to previously performed project of a similar nature to community based research projects and assessments</i></p> <p><i>Silent on community based research projects during the last two years.</i></p> <p><i>Work activity breakdown not provided and deployment of field workers not linked to the identified wards. Methodology lacks information on staff recruitment.</i></p> <p><i>Skills transfer plan provided in line with requirements outlined in the TOR. No time frame provided</i></p>
23.	AZANDE CONSULTING CC	93.5	<p><b>Complies</b></p> <p><i>The bidder provide twenty seven projects of a similar nature to community based research project and assessments.</i></p> <p><i>The value of the previously performed project of a similar nature to community based research projects and assessments is above R 4 million</i></p> <p><i>Bidder completed twelve community based research projects during the last two years.</i></p> <p><i>Work activity breakdown is professionally designed and crafted. Deployment of field workers linked to the identified wards. Methodology includes information on staff recruitment, stakeholder involvement and implementation plan that covers three year period.</i></p> <p><i>Skills transfer plan provided in line with requirements outlined in the TOR. No time frame provided</i></p>



*Bid Evaluation Committee's Recommendation: Appointment of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

**4.2.3 Summary for bidders scored more than 70 points**

No	BIDDERS NAME	POINTS SCORED	Comply / Does not Comply
1.	AZANDE CONSULTING CC	93.5	Comply

**5. PHASE TWO – PRICE AND PREFERENCE**

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

**NB: Failure to submit a certificate from accredited verification agency substantiating the B-BBEE status level of contribution or is a non-compliant contributor, such bidder shall score 0 points out of the allocated maximum points for B-BBEE.**

**5.1 CHECKING OF BIDDERS STATUS PRIOR AWARDING**

Prior awarding of the bid, Supply Chain Management has checked and verified the following:

- 5.1.1 SARS to check if the bidders Tax matter are in order, Company registration on Central Supplier Database (CSD) and B-BBEE Certificate (Annexure 4).
- 5.1.2 Accounting officers/Accounting authorities are compelled in terms of Treasury Regulation 16A9.1(c) to check the National Treasury's database (List of Restricted Suppliers and Register for Tender Defaulters) prior to awarding any contract, to ensure that no recommended bidders or any of its directors are listed as companies or persons prohibited from doing business with the public sector (Annexure 5).

*Bid Evaluation Committee's Recommendation: Appointment of of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

### 5.2 Price and B-BBEE Evaluations

No.	Name of bidders	Price	B-BBEE Level	Points for B-BBEE Contribution	Points for Price	Total Points Combined
1.	AZANDE CONSULTING CC	R 487 933 298.00	1	10	90	100

In terms of the Implementation Guide Preferential Procurement Regulation 2011: Paragraph 16.1 which stipulate that " A contract must be awarded to the bidder who scored the highest total number of points in terms of the preference points systems. Based on the above results of the scoring model the recommended bidder with the highest points is AZANDE CONSULTING CC who obtained 100 points.

### **6. FINANCIAL IMPLICATIONS**

The financial implication for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa is R 487 933 298.00 Vat Inclusive. Budget available for the first year (2016/2017 financial year) of the three years is R 100 million.

### **7. RECOMMENDATION**

It is recommended that the Bid Adjudication Committee considers recommendation of the Bid Evaluation Committee (BEC) and recommends that the Chief Executive Officer (CEO) approves the appointment of AZANDE CONSULTING CC as a service provider for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.

BEC is of the view that the amount of the bid proposal by AZANDE CONSULTING CC is high and recommends that SASSA embark on the negotiation of lowering the bid projected amount without compromising the services required.

*Bid Evaluation Committee's Recommendation: Appointment of of AZANDE CONSULTING CC as a service for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.*

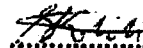
**6. FINANCIAL IMPLICATIONS**


The financial implication for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa is R 487 933 298.00 Vat Inclusive. Budget available for the first year (2016/2017 financial year) of the three years is R 100 million.

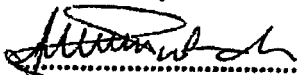
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BEC is of the view that the amount of the bid proposal by AZANDE CONSULTING CC is high and recommends that SASSA embark on the negotiation of lowering the bid projected amount without compromising the services required.

  
.....  
**Mr. Sonwabo Koliti**  
Chairperson: Bid Evaluation Committee  
Date: 10/05/2016

  
.....  
**Mr. Bonga Gcumisa**  
Member: Bid Evaluation Committee  
Date: 10/05/2016

  
.....  
**Dr. Mbuleheni Mulaudzi**  
Member: Bid Evaluation Committee  
Date: 10/05/2016

  
.....  
**Mr. Benzile Hadebe**  
Member: Bid Evaluation Committee  
Date: 10/05/2016

**Recommended / Not Recommended**

.....  
**Mr. Tsakeriwa Chauke**  
Chairperson: Bid Adjudication Committee  
Date: \_\_\_\_\_

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**sassa**

SOUTH AFRICAN SOCIAL SECURITY AGENCY

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**PREVIOUS SUBMISSION**

**DATE CONSIDERED: 12 MAY 2016**

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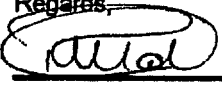
Enq: Zwidofhelangani Mulaudzi  
 Tel: (012) 400 2074  
 E-mail: [ZwidofhelanganiM@sassa.gov.za](mailto:ZwidofhelanganiM@sassa.gov.za)  
 REF : SASSA : 40/15/BT

**Azande Consulting CC**  
 68 Montana,  
 Rooitou Avenue, Weltevreden Park, Johannesburg  
 Tel: 011 431 3442  
 Fax: 086 619 7423  
 Cell: 076 100 9209  
 Email: [maqu@azandegroup.co.za](mailto:maqu@azandegroup.co.za) / [info@azandegroup.co.za](mailto:info@azandegroup.co.za)

**RE: PROVISION OF THE ACTION RESEARCH PROJECT THROUGH DOOR TO DOOR SERVICES TO BE PERFORMED AS PART OF THE INTEGRATED COMMUNITY OUTREACH PROGRAMME (ICROP) OF SASSA IN TARGETED AREAS FOR A PERIOD OF 3 YEARS IN NINE PROVINCES OF THE REPUBLIC OF SOUTH AFRICA.**

**Dear Maqu Makhaye**

1. The Agency hereby acknowledges the receipt of your response dated 19 February 2016 and thank you for your participation, unfortunately, SASSA is unable to consider your proposal without the following :
  - 1.1 Kindly confirm your total cost for the three (03) years period in the company's letterhead.
2. Please send your formal responses to [ZwidofhelanganiM@sassa.gov.za](mailto:ZwidofhelanganiM@sassa.gov.za) by no later than Friday, 3<sup>rd</sup> June 2016, 12:00 PM.
3. Hope you will find the above in order.

Regards,  


**Ms Penelope Mdlankomo**  
**Acting Senior Manager: Demand Management**  
**Date: 01 June 2016**

South African Social Security Agency  
 Head Office

SASSA House • 501 Prodinsa Building Cnr Beatrix & Pretorius Street  
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[www.sassa.gov.za](http://www.sassa.gov.za)



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TIA AZANDE CONSULTING

Reg: 2000/003286/23  
Vat Reg: 477 022 1986

Postal Address:

PO BOX 1861, Randpark Ridge, 2156

Physical Address:

89 Montana, Rooioux Avenue, Weltevreden Park, 1708

Contact:

Tel: 011 431 3442

Cell: 078 100 9209/ 061 464 8762

Email: [masq@azandegroup.co.za](mailto:masq@azandegroup.co.za) / [azandegroup@gmail.com](mailto:azandegroup@gmail.com)

Banking Details:

Account Name: Azande Consulting

Bank Name: First National Bank

Branch Name: Randpark Ridge

Account Number: 6232 019 3204

Branch code: 255 955

Type account: Cheque

ANNEXURE A: ACTION RESEARCH (AZANDE CONSULTING CC) TENDER NO.: SASSA-001587

PROFESSIONAL SERVICES AND IMPLEMENTATION (TRAINING; BRANDING; TRANSPORT AND LUNCH PACKS)

MINI ICROP WITH VENUE FOR 1000 PEOPLE (1540 WARDS)

SUBTOTAL: R 58 419 323.50

CONTRACT PRICE	R 58 419 323.50
TOTAL	R 58 419 323.50
MINI ICROP WITH VENUE FOR 1000 PEOPLE (1540 WARDS)	R 58 419 323.50
ADMINISTRATION FEE AT 3.1 PERCENT	R 1 820 800.00
TOTAL	R 60 240 123.50

SUBTOTAL BEFORE ADMIN FEE: R 56 599 323.50  
Administration Fee at 3.1 Percent: R 1 820 800.00  
TOTAL: R 58 419 323.50

# SUBMISSION

**To:** The Bid Adjudication Committee

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**From:** Bid Adjudication Committee Secretariat

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**Branch:** Finance

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**Unit:** Supply Chain Management

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**Enquiries:** Zwido Mulaudzi – 012 400 2074

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**Date:** 06 June 2016

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**Subject:** Provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa (Bid No: SASSA:40/15/BT) – HEAD OFFICE

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## 1. PURPOSE

To request the Bid Adjudication Committee to note and consider the recommendation of the Bid Evaluation Committee after negotiations with the recommended service for the bid of with provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.



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## 2. BACKGROUND

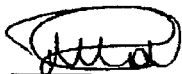
The Bid Adjudication Committee at its meeting held on Thursday, 12 May 2016, recommended to the Chief Executive Officer to approve the appointment of Azande Consulting CC as the highest points scoring and successful bidder for the provision of the Action Research Project Through Door to Door Services to be performed as part of the Integrated Community Outreach Programme (ICROP) of SASSA in targeted areas for a period of 3 Years in Nine Provinces of the Republic of South Africa.

The BAC recommendation is subject to price negotiation by the BEC with the service provider before the award and confirmation of availability of funds.

The Bid Evaluation Committee and the recommended service provider, Azande Consulting CC, met and negotiated as recommended by the Bid Adjudication Committee. The outcome of the negotiations is attached herein.

## 3. RECOMMENDATION

In light of the above background, it is hereby recommended that the Bid Adjudication Committee note and consider the recommendation of the Bid Evaluation Committee after negotiations with the recommended service, Azande Consulting CC.



**Ms Penelope Mdlankomo**  
**Acting Senior Manager: Demand Management**  
**Bid Adjudication Secretariat**

Date: 06/06/2016



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