



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

SCM REQUEST FOR QUOTATION FORM

SCM OFFICIAL DETAILS

SCM Official Name	<u>Takalani Sinyosi</u>	Email Address	takalanis@nfvf.co.za
RFQ Issue date	<u>27 March 2024</u>	Closing Date	<u>08 April 2024</u>

RFQ DETAILS

Ref Number	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FINANCIAL ACCOUNTING SERVICES TO NFVF FOR A PERIOD OF SIX (6) MONTHS
RFQ Description	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FINANCIAL ACCOUNTING SERVICES TO NFVF FOR A PERIOD OF SIX (6) MONTHS
RFQ Closing Time	11:00

NOTE: FOR PROCUREMENT OF GOODS AND SERVICES EXCEEDING THE THRESHOLD VALUE OF R2000.00, PREFERENTIAL PROCUREMENT REGULATION OF 2022 WOULD APPLY.



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

TERMS OF REFERENCE

1. BACKGROUND

The National Film and Video Foundation (NFVF) is an agency of the Department of Arts and Culture that was created to ensure equitable growth of South Africa's film and video industry. We do this by providing funding for the development, production, marketing and distribution of films and also the training and development of filmmakers.

In addition, the NFVF commissions research and produces industry statistics that provide both the public and stakeholders with valuable insights into the South African film industry.

2. SPECIAL INSTRUCTION TO BIDDERS

- 2.1. Bidders must be registered on the National Treasury Central Supplier Database (CSD) prior to submitting a bid. Note: Bidders registration on CSD will be verified.
- 2.2. By submitting a proposal for this Bid, the Bidder(s) confirms that they have read and understood the terms and conditions as set out in this tender document.

3. PROJECT BACKGROUND

Proposals are hereby invited for the supply of Financial Accounting Services to the NFVF. The NFVF requires to appoint a service provider that would provide resources at a level of a Senior Finance Manager and a Finance Manager who has expertise in financial reporting, management accounting and supply chain management to render professional services and provide additional capacity to ensure NFVF's Audit Readiness as well as the preparation and submission of GRAP compliant annual financial statements for the 2023/24 financial year. The resources required shall provide support to the finance department in preparation for the 2023/24 year-end audit from appointment date beginning with the preparation of annual financial statements, during the audit process until its completed in 31 October 2024.



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

4. PROJECTSCOPE

4.1 The scope of work expected from the appointed service provider shall include the following key elements:

- To provide support to the NFVF in ensuring compliance with the PFMA and the annual financial statement template issued by National Treasury by providing audit readiness and implementation of the Year-End Audit Plan;
- To provide support in the preparation of GRAP compliant Annual Financial Statements and supporting schedules for the 2023/24 financial period;
- To provide support in resolving all audit findings which were raised during the 2022/23 financial year audit as recorded in the audit improvement plan;
- To review the management accounts during the period of the audit. This would include the NFVF accounts as well as accounting and reporting for special projects e.g. Presidential Employment Stimulus Package (PESP) and all other special projects.
- To attend to short-term reporting and financial projects in the Finance Department and to undertake any reasonable duty as requested by Management;
- To provide support in Asset Management, including conducting Fixed Asset verifications and preparation of the fixed asset register for submission to the AGSA;
- To provide support with ensuring that year-end provisions and commitments are accurate, complete and properly disclosed;
- To assist in the compilation of the audit file and all the supporting schedules;
- To provide support in reviewing all processed transactions and reconciliations of all transactions from the General Ledger, Trial Balance up to the AFS to ensure submission of GRAP Compliant AFS by 31 May 2024;
- Provide support during the AGSA audit process in submitting all the required audit documents and submissions and the necessary audit information and;



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

- To review all commitments at year-end that are SCM related including all open purchase orders for validity and completeness,

5. SERVICE DESCRIPTION

5.1. The service provider must:

- Be a reputable service provider registered with an accredited professional body in practice, commerce and industry, academia and the public sector.
- Be able to deploy the required resources at a Senior Finance Manager and Finance Manager.

5.2. Minimum requirements of identified professionals

5.2.1. Senior Finance Manager

- Honours Bachelor of Commerce degree;
- Completed articles with a SAICA accredited firm;
- 9 years financial accounting and reporting experience of which 7 years must have been in a Managerial Level;
- Experience with SAGE Evolution accounting system;
- Experience in compiling Annual Financial Statements (AFS) using Caseware (Non-negotiable)
- Knowledge of GRAP, PFMA and National Treasury regulations

5.2.2. Finance Manager

- Honours Bachelor of Commerce degree;
- Completed articles with a SAICA accredited firm;
- 7 years financial accounting and reporting experience of which at least 5 years must have been at a Managerial Level;
- Experience in financial management, management accounting and supply chain management.
- Experience with SAGE Evolution accounting system;



national film and video foundation
SOUTH AFRICA

an agency of the Department of Sport, Arts and Culture

- Experience in compiling Annual Financial Statements (AFS) using Caseware (Non-negotiable)
- Knowledge of GRAP, PFMA, BBBEE and National Treasury regulations

5.3. Skills and abilities

- Service motivation
- Good work ethic and attitude
- Creativity & innovation
- Customer Service orientation
- Technology orientation
- Good communication skills – written & verbal
- High numerical and analytical ability
- Ability to work quickly and accurately and to adhere to and meet strict deadlines
- Methodical and attentive to detail
- Flexible, i.e. ability to work as part of a team but also independently as required
- Strong computer technical skills preferably with accounting packages and MS Office
- Transfer of skills to the NFVF staff involved in the yearend preparation

5.4. Main areas of responsibility

- Financial management and administration
- Preparation of management reports on all aspects of financial management
- Participation in and preparation for audits
- Compiling responses to the audit findings
- Financial reporting
- Management Accounting
- Asset Management – verification, reconciliation and updating the asset register.
- Supply chain management

5.5. Reporting

- The resources would be reporting to the Chief Finance Officer (CFO) on a daily basis during the duration of the project.



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

Bidder Requirements

The Bidder must be an accounting firm with the technical expertise in the accounting and auditing field as they will assist NFVF in the year-end audit preparation. The bidder is expected to ensure that they deploy a skilled, experienced and knowledgeable resource to execute the work of providing support to the finance department in implementing the Year-End Audit Plan and assisting in year-end preparation for the compilation of the GRAP Compliant Annual Financial Statements (AFS), compiling relevant schedules that will make the NFVF AFS to be fairly presentable for the audit by the AGSA. The NFVF is a Schedule 3A public entity and therefore a bidder with experience in assisting year-end processes for public entities using GRAP is non-negotiable..

5. EVALUATION CRITERIA

5.1 Bidders will be evaluated in three (03) stages

- Stage 1: Administrative Compliance
- Stage 2: Functionality Evaluation
- Stage 3: Price and B-BBEE Evaluation

5.1.1 Stage 1 – Administrative Compliance

At these stage bidders will be assessed on whether they have provided all mandatory documents. It is the discretion of the BEC to decide on the disqualification of bidders who did not submit all mandatory documents.

5.1.2 Stage 2 – Functionality Evaluation

Bidders who provided all required administration documents will be evaluated on functionality as per the below evaluation criteria, where a minimum threshold is 75 points. Bidders who scored overall score of 75 points or above will be evaluated on the next stage of evaluation and bidders who score below 75 points will be disqualified from the evaluation process.

5.1.3 Stage 3 – Price and B-BBEE

Bidders who scored overall score of 75 points and above will be evaluated on 80/20 preference points system, where 80 points are for price and 20 points for B-BBEE.



national film and video foundation
 SOUTH AFRICA
 an agency of the Department of Sport, Arts and Culture

Technical /Functional Criteria

TECHNICAL CRITERIA	WEIGHT
<p>1. Capacity and experience of the Resources.</p> <p>The bidder must provide a CV that will be used as evidence to substantiate the number of years of experience in full year-end processes which include compiling Annual Financial Statements using Caseware. If no proof of years of experience can be obtained from the CV provided, it will not be considered for the purpose of the calculation of the score. Bidders must submit certified copies of academic certificates for the proposed Senior Finance Manager to be deployed for the assignment and failure to submit will result in zero points awarded.</p> <p>Senior Finance Manager</p> <ul style="list-style-type: none"> (a) Less than 05 years = 7 points (b) 05 to 06 years = 13 points (c) 07 to 09 years = 19 points (d) Over 09 years = 25 points <p>Finance Manager</p> <ul style="list-style-type: none"> (a) Less than 03 years = 7 points (b) 03 to 05 years = 13 points (c) 05 to 07 years = 19 points (d) Over 07 years = 25 points 	<p>25 Points</p>



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

<p>2. Qualifications of the Senior Financial Manager.</p> <p>Formal certified qualifications in Financial Accounting must be submitted.</p> <ul style="list-style-type: none"> • National Diploma = (4 Points) • Degree = (8 Points) • Honours to Masters and or CA(SA) = (15 Points) <p>Qualifications of Finance Manager</p> <ul style="list-style-type: none"> • National Diploma = (4 Points) • Degree = (8 Points) • Honours to Masters and or CA(SA) = (15 Points) 	15 Points
<p>3. Bidders' experience in providing services with financial and accounting support together with Contactable Reference to confirm same</p> <p>The bidder must be able to provide evidence in providing similar support services and to submit reference letters from clients who have acquired the same type of service for a public entity from the bidder. Reference letters must include the name of the organisation, contact person, contact details and it must be signed and be on the client`s letterhead.</p> <p>The bidder to provide a minimum of 03 reference letters.</p> <ul style="list-style-type: none"> (a) Less than 03 reference letters = 10 points (b) 03 to 04 reference letters = 20 points (c) Above 05 reference letters =30 points 	30 Points



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

<p>4. Methodology and Approach</p> <p>The bidder must demonstrate the approach, methodology and plan (including a detailed phased in implementation plan with testing schedules)</p> <p>Poorly prepared methodology with no clear approach to execute yearend processes = 0 points</p> <p>Semi-complete methodology that does not outline the processes to execute yearend for pre-audit AFS preparation and post-audit processes = 10 points</p> <p>Complete methodology that outline process to execute with flow of activities for pre-audit AFS preparation and post-audit process with timelines = 20 points</p> <p>Clearly articulated and complete methodology that show flow of activities for pre-audit of AFS preparation and post-audit processes with clear schedules and timelines = 30 points</p>	<p>30 Points</p>
<p>TOTAL</p>	<p>100 Points</p>

Quotations above the value of R2000.00 will be evaluated on 80/20 preference points system, where 80 is for price and 20 for specific goals.

The following table would apply for allocation of preference points

<p>Specific Goals (PPPFA sec 2 (1) (d) Enterprises</p>	<p>Number of points (80/20 system)</p>	<p>Proof to be submitted to claim specific goals</p>
<p>SMME (Small Micro Medium Enterprise) EME & QSE</p>	<p>4</p>	<p>Valid B-BBEE certificate or Affidavit</p>
<p>Owned by black people (50% or more)</p>	<p>4</p>	<p>Valid B-BBEE certificate or Affidavit</p>
<p>Owned by black people who are youth</p>	<p>4</p>	<p>Certified ID copies of directors</p>
<p>Owned by Black people who are woman (30% or more)</p>	<p>4</p>	<p>Valid B-BBEE certificate or Affidavit</p>
<p>Owned by black people with disabilities</p>	<p>4</p>	<p>Medical certificate</p>
<p>TOTAL</p>	<p>20</p>	



national film and video foundation
SOUTH AFRICA

an agency of the Department of Sport, Arts and Culture

Bidders are required to provide proof of claim for each specific goal and failure to provide proof, zero will be allocated on that specific goal.

NB: Compliance Checklist Requirements for all Services/Goods and works

No	Description of requirements	
a.	CSD registration proof	
b.	Valid TCC Status or Pin certificate	
c.	Company Registration certificate	
Suppliers are eligible to complete and signed the below forms- Mandatory		
e.	SBD 4	
f.	SBD 6.1	
g.	SBD 8	
i.	SBD 9	



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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



national film and video foundation
SOUTH AFRICA

an agency of the Department of Sport, Arts and Culture

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

REGULATIONS, 2022.

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000.00 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R50 000 000.00 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific goals points

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

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 SPECIFIC GOALS POINTS	20
Total points for Price and specific goals must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a proof of claim for specific goals including 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 specific goals 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

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



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

- 2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **"consortium or joint venture"** 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;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes a juristic person;
- 2.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;



national film and video foundation
SOUTH AFRICA

an agency of the Department of Sport, Arts and Culture

- 2.15 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for Specific points.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for specific points, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

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

5. Points awarded for SPECIFIC GOALS

- 5.1 In terms of Preferential Procurement Regulation of 2022, preference points must be awarded to a bidder based on valid proof submitted of claiming for specific goals as per the table below:

Specific Goals (Informed by PPPFA sec 2 (1) (d) Enterprises	Number of points (90/10 system)	Number of points (80/20 system)
SMME (Small Micro Medium Enterprise) EME & QSE	2	4
Owned by black people (50% or more)	2	4
Owned by black people who are youth	2	4
Owned by Black people who are woman (30% or more)	2	4
Owned by black people with disabilities	2	4
TOTAL	10	20

- 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



national film and video foundation

SOUTH AFRICA

an agency of the Department of Sport, Arts and Culture

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 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 Specific goals must complete the following:

7. SPECIFIC GOALS CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (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 submitted valid proof.

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

:

9.2 VAT registration number :

9.3 Company registration number

:

9.4 TYPE OF COMPANY/ FIRM



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

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 specific goal 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;



national film and video foundation

SOUTH AFRICA

an agency of the Department of Sport, Arts and Culture

- (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

WITNESSES:

1.

2.

..... SIGNATURE(S) OF BIDDER(S)

DATE:.....
ADDRESS:.....
.....



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

SBD 8

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	Is the bidder or any of its directors listed on the National Treasury's database 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		



national film and video foundation

SOUTH AFRICA

an agency of the Department of Sport, Arts and Culture

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input 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 type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

SBD 9

D2: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(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: _____ that:
(Name of Bidder)

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;



national film and video foundation

SOUTH AFRICA

an agency of the Department of Sport, Arts and Culture

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
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
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.

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.

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.

.....
Signature

.....
Date



national film and video foundation
SOUTH AFRICA

an agency of the Department of Sport, Arts and Culture

.....
Position

.....
Name of Bidder