



BID SPECIFICATION

PROJECT DESCRIPTION:

**REQUEST FOR PROPOSAL FOR PROVISION OF
MEDICAL AID ADVISORY SERVICES FOR A PERIOD OF
THREE (3) YEARS (WITH AN ANNUAL PERFORMANCE
REVIEW) FOR THE UNIVERSITY VENDA
TENDER NO: HR/02/2021**

NAME OF BIDDERS	
TENDER AMOUNT	

FOR MORE INFORMATION:

Xhanti Ben-Mazwi

EMAIL: xhanti.benmazwi@univen.ac.za

Date: 08 March 2021

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

BSC MEMBERS	SIGNATURE	DATE OF APPROVAL
Chairperson		
SCM		
Technical (End User)		
Legal Department		

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1. Tender Notice & Invitation to Tender

Companies fully accredited to provide Medical Aid Advisory Services are hereby invited to render their proposals for University of Venda (UNIVEN) at their campus situated in Thohoyandou as specified herein, and in accordance with the General Conditions of Offer are requested to complete these documents in full, place them in an envelope, seal and mark the envelope with the proposal number and description, and deposit it in the Tender Box at the address provided in this document. All documents must comply with the conditions set out herein.

Tenders are available for download at the University website

A compulsory/mandatory non-refundable deposit of R474 .00 must be deposited into Univen bank account as follows:

Bank: Absa
Account Name: Univen Tender Deposits
Account Number: 1000000538
Reference: 0015615

Tender documents to be submitted at the Tender box located at the University of Venda Main Gate

NO COMPULSORY INFORMATION SESSION:

No compulsory Information Session due to the COVID-19 restrictions

Tenderers are requested to direct their questions in writing to the following contacts:

FOR ANY ENQUIRIES

Contact: Mr.X Ben- Mazwi
Email: xhanti.benmazwi@univen.ac.za

The closing date for the submission of tender documents is the 17 September 2021 at 12H00 Midday.

2. Background & Introduction and Objectives

The University employs approximately 1000 permanent staff members and 200 fixed term contractors, part time and temporary staff. The part time employees are appointed to perform duties such as invigilation of examinations, while temporary staff members are appointed during peak periods such as registrations and examinations, etc.

Over the last few years, the University has moved from a closed medical scheme to recognizing three different medical schemes. The University thus seeks to appoint a consultant to render medical aid advisory services to its active employees as well as pensioners.

Objective:

Align with strategic objective 3 which seek to strengthen engagement of students, staff, and community stakeholders. We will facilitate and measure the impact of wellness interventions to keep employees healthy and motivated and ensure that staff members are provided with speedy access to a high standard of personalised health care.

The selected Service Provider will share in the mission and business objectives of the University. These mutual goals will be met by meeting contractual requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation, and open communications. In this spirit of partnership, The University and its Service Provider will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow the University to reach higher levels of quality, service, and profitability :

Specifically, University seeks to benefit from this partnership in the following ways:

- The University must receive reduced cost of services and improved service benefits resulting from the Service Provider's economies of scale and streamlined service processes.
- The University must achieve appropriate availability that meets user needs while reducing costs for both University and the chosen Service Provider(s).
- The University must receive proactive improvements from the Service Provider with respect to provision of Services and related processes.
- The University overall competitive advantage must be strengthened by the chosen Service Provider's leading-edge technology and service delivery systems.
- The University end users must be able to rely on the chosen Service Provider's personnel for service enquiries, recommendations, and substitutions.
- The University must reduce costs by streamlining its acquisition of Services, including managed service processes on a Group basis.

SERVICE PROVIDER'S TERMS OF REFERENCE

As part of Contract Management, it is compulsory for the University of Venda (UNIVEN) to enter into a formal Service Level Agreement with the successful Service Provider(s) to provide the services described hereunder.

The Terms of Reference (ToR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between the specification requirements of the UNIVEN as an entity and the knowledge and experience of the service provider.

These ToRs and the service provider's proposal will form the basis of the service level agreement to be entered into between the parties.

Completion of Tender Documents

- (i) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Declaration must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.
- (ii) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.
- (iii) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.
- (iv) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.

BUSINESS INFORMATION	
Title (Prof./Dr/Mr/Mrs/Ms and Surname)	
Business Trading Name (as per CIPRO)	
Previous Name of Business (if Applicable)	
PHYSICAL ADDRESS OF THE BUSINESS	POSTAL ADDRESS OF BUSINESS
CONTACT DETAILS	
Office	
Mobile	
Accounts Department	
Business Email	
Business Registration Number	
Tax Number	
VAT (if applicable)	
Do you have any previous Univen Experience? If so, elaborate.	
Authorised Signature	

3. MANDATORY SUBMISSIONS – STAGE

PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS

		Y/N	Office use only	Kindly Indicate Page No
1	Company Registration Certificate – CIPC			
2	Valid SARS Tax Pin			
3	Comprehensive Company Profile			
4	Valid Certified ID Copies of all Company Directors within 3 months old			
5	Proof of Business Address			
6	Fully Initialled & Completed all tender document pages			
7	Signed Declaration of Interest			
8	Board Resolution: Certificate for authority for signature			
9	Attach proof of Tender Document Purchase			
10	Audited Annual Financial Statement within 12 months (2019/2020)			
11	Completion of the Standard Bidding Forms (SBD 4, 8, 9)			
12	Governance and Performance Management Methodology			
13	Capabilities, Capacity and Competitive Advantage			
14	Organogram			
15	Bidders to provide an approach and strategy to deliver University of Venda Medical Aid Advisory Services.			
16	Financial Service Board (FSB)FSP/FSCA] Licence			
17	Proof of individual/Resource accreditation with FAIS Act of 2002			

All relevant sections complete and sign, and all pages of tender document initialled by authorized signatory. Proof attached that signatory is duly authorized to enter into contractual agreement with University of Venda on behalf of the organization

DECLARATION

I declare that all relevant documentations have been included with the bid document and all the tender conditions have been adhered to.

.....
Name	Signature	Date
.....	
Capacity	Name of Firm	

2. PROHIBITION OF RESTRICTIVE PRACTICES

2.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

2.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

2.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

3. RIGHTS RESERVED

Bidders should take note that UNIVEN reserves the right to negotiate terms and conditions after the selection of the successful tender. UNIVEN reserves the right to accept any proposal submitted or reject all proposals. UNIVEN may request clarification in writing on any aspect of a response to this invitation.

4. PARENT/SUBSIDIARY COMPANY

A Company shall be defined as a legal persona and tender documents submitted shall reflect those of the registered Company in terms of the Companies Act. A Subsidiary Company tendering shall not submit the Parent Company's information in terms of Company Registration, BBBEE certificate, SARS certificate and financial statements. All Directors of the tendering Company, all Members of the Close Corporation and partners in a Partnership or Joint Venture must enclose a certified copy of their Identity Document and proof of their share of ownership.

5. TAXES AND DUTIES

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a valid SARS Tax pin.

6. DECLARATION OF INTEREST

The Tender document must include a signed declaration of interests.

7. CONSORTIUMS AND JOINT VENTURES

Only Consortiums and Joint Ventures legally formed and in existence for a minimum of three years will be considered

8. SUBMISSION OF FINANCIAL RECORDS

In terms of New Companies Act, Tenderer to submit Audited Financial Statements (AFS) most recent AFS within 12 months. Certain Companies may not require Audited Financial Statements such as Sole Traders, Partnerships and Close Corporations, as long as they abide within the New Companies Act. The Audited Annual Financial Statements are to be attested by a qualified Chartered Accountant (SA).

9. VALIDITY PERIOD

Bids shall remain valid for 120 (one hundred and twenty) days after the tender closure date. During the validity window period of the tender, should the Tenderer withdraw this tender or is unable to meet contractual requirements, the University may exercise additional remedies available in its option, to withdraw or cancel the agreement.

10. ACCEPTANCE OR REJECTION OF A TENDER

The University reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The University does not bind itself to accepting the lowest tender or the tender scoring the highest points.

11. PRICES

Prices charged by the Service Provider for goods delivered and services performed under the contract shall not vary from the prices quoted in the bid document, with the exception of any price adjustments authorized or by the purchaser's request for bid validity extension, as the case may be.

12. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

In relation to section 37 (1) (a) (b) and s9 (b) (i) of this Act, the Bidder shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

13. PROTECTION OF PERSONAL INFORMATION ACT, 2013

The successful Service Provider shall abide by the provisions of the protection of personal information of the University of Venda. Privacy includes the right to protection against unlawful collection, retention, disseminating and use of personal information. The successful bidder shall heed the right of privacy of this Act subject to justifiable limitation that are aimed at protecting other rights and important interest.

14. LEGITIMACY OF INFORMATION

Bidders declare information furnished in this tender to be precise, accurate and bonafide. In the event where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the award of the contract.

15. NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the duration of the contract. In the event that prices increase due to external environmental factors such as Industry factors in relation to increase to International prices.

15.1 LOBBYING AND CANVASSING

No lobbying and canvassing by tenderers in any form to staff member or student of the UNIVEN, for the purposes of influencing the evaluation process and awarding of the tender, will automatically disqualify the tenderer from the evaluation process and subsequent consideration.

16. TERMS OF CONTRACT

The term of the contract will be for three (3) years, the contract will however be reviewed on an annual basis after an evaluation of the performance of the Service Provider has been undertaken by the Human Resource Committee. At the expiry of the contract, the contract may be extended by mutual agreement until the University invites tenderers to bid on the tender of this nature.

17.1 TERMS & CONDITIONS OF TENDER

- A. The University reserves the right to reduce or increase the total quantity of items required in the tender.
- B. The successful tenderer will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a tender is awarded.
- C. The highest scoring bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- D. No sub-service providers/sub-contracting will be allowed.
- E. The price should be vat inclusive at 15%
- F. The tender submitted must remain Valid for 120 days after closing date
- G. The University promote rotation amongst suppliers /service providers.
- H. All returnable documents must be in a separate file, clearly indexed and separated by marked sheets
- I. Initials must be on all pages in the tender document
- J. All proposals are to be sealed. No open proposal will be accepted
- K. All proposals are to be clearly marked with the Project number and the name of the bidder
- L. Each bidder to submit 2 files i.e., Tender Document and List of Returnable Documents (clearly separated by file dividers)
- M. No tender will be considered after the closing date and time.
- N. Tender Box is located outside the main gate. There shall be no public tender opening due to Covid-19 however an opening register shall be displayed on the Univen website
- O. The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.
- P. Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- Q. In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.
- R. No regret letters will be sent to unsuccessful bidders.
- S. Any enquiry regarding this bid invitation and specification shall be submitted in writing to xhanti.benmazwi@univen.ac.za with tender number as reference or subject.
- T. Enquiries shall only be entertained until 5 working days before the closing date of the tender.
- U. All documentation submitted in response to this tender must be in English
- V. Univen reserves the right to:
 - i. Extend the closing date through the same medium of communication used for invitation.
 - ii. Extend tender validity period before the expiry date of the original validity period. This will be done in writing to all bidders.

- iii. Verify any information contained in the tender proposal.
- iv. Request any further documentary proof regarding any declaration
- v. Award this tender as a whole or in part.
- vi. Cancel or withdraw this tender as a whole or in part.
- W. The contract will be reviewed annually based on performance where applicable.(spacing)
- X. The Service Provider will be required to provide proof that he/she has the necessary expertise, experience, and knowledge in the Medical Aid Advisory Services field .
- Y. The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- Z. No sub-service providers/sub-contracting will be allowed.
- AA. Bidders are expected to accept the medical scheme tariffs as regulated by council of medical schemes.
- BB. Service providers have a legal obligation or duty to comply with POPI Act when rendering services to the University of Venda, as such all service providers are expected to comply with the requirements of the POPI Act

18. SCOPE OF WORK

GENERAL

18.1 SCOPE

This request provides for a Proposal that should meet the requirements as detailed in the Technical Section as well as a total long-term solution to the needs that may stem from the strategic plan of UNIVEN, DHET goals and objectives.

18.2 ADDITIONAL CONDITIONS(Where applicable)

18.2.1 All prices must be inclusive of VAT (15%).

18.2.2 This Proposal does not commit UNIVEN to pay any costs incurred in the negotiations, and to submit a price, technical, or other revisions of their proposals as may result from negotiations.

18.2.3 Proposals must remain open for a period of (120) days from date of closure and may be accepted at any time during the said period of (120) days

18.2.4 The lowest or only Proposal would not necessarily have to be accepted by UNIVEN and the institution as such, reserves the right to accept any or no proposal at all.

18.2.6 No faxed, electronic, or late documents shall be accepted.

18.2.7 Tender box is situated at the Main entrance gate

19. TECHNICAL SPECIFICATIONS

19.1 REQUEST FOR PROPOSAL

Location for UNIVEN:

University of Venda
University Road
Thohoyandou

0950

Hours of Operation

UNIVEN office hours: 08:00 – 16:30 Monday to Friday

19.2 CONTRACTUAL TERMS AND CONDITIONS

CONTRACT PERIOD AND RENEWAL

The assignment will thus cover the 2021, 2022 and 2023 financial years and will be subject to an annual review by the University's Human Resource Committee of Council.

19.3 INTRODUCTION

UNIVEN's objective of this RFP is to solicit proposals from suitable independent Medical Aid Advisory Services that are capable and willing to provide a comprehensive and appropriate Medical Advisory Services to UNIVEN in accordance with the applicable legislative prescripts.

19.4 ROLE AND OBJECTIVE OF THE MEDICAL AID ADVISORY SERVICES

Medical Aid Advisory Services should be an independent and objective assurance and consulting activity appointed by UNIVEN designed to add value and improve the organization's operations

19.5 ROLE AND SCOPE OF MEDICAL AID ADVISORY SERVICES WORK

To invite proposals from registered Medical Aid Advisory Services firms for the rendering of Medical Aid Advisory Services for the University of Venda.

19.5.1 Role of Medical Advisory Service

A: Consultative services to University Of Venda

- Advice to UNIVEN / labour Unions
- Industry developments.
- Performance of recognized medical schemes.
- Review of recognized medical schemes.
- Attendance at various wellness, strategic and stakeholder meetings and workshops; and
- Communication strategy recommendations and planning.

B: Medical Aid Advisory Services to University employees and pensioners

Call centre for employee and pensioner queries/application. Assistance with respect to:

- Benefit/contribution comparisons.
- Application requirements;
- Underwriting queries;
- Prior authorization processes;
- Claim resolution;
- Dispute resolution; and

- Annual road shows to communicate medical aid changes and facilitate option selection.
- Advice to employees considering affordability and what the best options would be for each employee, within income brackets

C: Marketing and Communication

- Website with information on recognized medical schemes.
- Notices to employees and pensioners and documented advice subject to approval by the University of Venda ; and
- Individual correspondence with employees and pensioners.

D: Reporting

- Demographics per recognized scheme to facilitate management of the employer subsidy.
- Billing support;
- Advisory activities; and
- Quarterly reporting on data from the medical schemes, thereby enhancing the business intelligence which forms a component of planning within the Employee wellness programme.

E: General requirements

- Call centre (capacity) which is a physical location of defined seats with call centre agents with a minimum of 2 seats; and
- A dedicated website.

19.6 SPECIFIC DELIVERABLES REQUIRED OF THE SERVICE PROVIDER

The Medical Advisory Service Provider is required to report directly to the Human Resource Director and shall report at all Human Resource Committee meetings.

19.7 ADDITIONAL REQUIREMENTS

19.7.1 Quality Assurance

The service provider shall ensure that all work conforms to the International Standards on Medical Aid Advisory Services .

19.8 Timing of assignments

19.8.1 The successful Service Provider shall resume work when appointed.

19.9 Independence and objectivity of Medical Aid Advisory Services

In carrying out the work, the service provider must ensure that their staff maintains their objectivity by remaining independent of the activities they perform. The service provider shall:

- Have no executive or managerial powers, functions, or duties except those relating to the project.
- Not be involved in the day-to-day operations of UNIVEN.

19.10 Reporting Requirements

It will be expected of the service provider to meet on a monthly basis during the engagement period with the Director Human Resource or his/her delegated official to report on the progress of the assignment against the agreed project plan, on management support and operational matters, on contractual compliance and urgent interventions required. In addition, the service provider may be required to attend committee meetings to report its performance against the Medical Advisory Plan.

All reports issued by the service provider should be made available to the Executive Management Committee members through the Director Human Resources in an electronic format.

19.11 Medical Advisory Team

- Key personnel cannot be withdrawn / replaced from the project during the currency of the contract without the written consent of the Vice Chancellor.

19.12 Hand over Period

19.12.1 The following requirements with regards to the Hand Over Period :

- If you are a preferred bidder, will your company be prepared to dedicate a minimum of 1 month for hand over at no charge to University of Venda , commencing from the date of award

19.13 APPOINTMENT, COMMENCEMENT AND DURATION

19.13.1 The successful bidder will be appointed for a period of five years, subject to annual performance evaluation by the Human Resource Committee. The successful bidder will be appointed for the 2021 financial year of the University with annual performance review by the Human Resource Committee with a final Medical Aid Advisory Services of 2024 financial year.

19.14 PACKAGED APPROACH

19.14.1 UNIVEN would prefer to conclude an agreement with a Bidder who is able to provide a complete Medical Advisory services . The successful Bidder will be expected to be visible at all times during the tenure of the contract. The successful Bidder will have access to all information of UNIVEN within the normal working hours of UNIVEN.

19.15 FEES AND PAYMENT

19.15.1 Fees will be paid based on resources utilised on a time and cost basis, using the rates as submitted in the financial proposal and agreed in the service level agreement to be concluded with the successful bidder.

19.16 VALIDITY OF PROPOSALS

The Bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the submission of proposals, during which time it will maintain without change, the personnel proposed for the services together with their proposed rates.

PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

20. EVALUATION PROCEDURES

20.1. METHODOLOGY

The evaluation of proposals will be divided into two (2) phases:

Phase 1: Pre-qualification check

The pre-qualification check requires verification of compliance with:

Hurdle requirements as described in the proposal document; Mandatory documentation – whether all required documentation and/or certification have been included.

Note: No points are allocated to this phase; however, proposals that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

Phase 2: Evaluation of proposals based on Functionality and the BBBEE Preference point system as criteria:

This phase of the evaluation is conducted in two (2) stages – first functionality will be assessed and then in accordance with 80/20 preference point system.

Stage 1: Evaluation of functionality

The evaluation criteria for functionality will consider the track record and experience, expertise of staff and proposed methodology of the proposer, as well as the Proposer's technical capacity and ability to execute and maintain a contract.

Note: No proposal will be considered further unless the minimum qualifying score of 70 per cent for functionality has been achieved.

Stage 2 Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the minimum qualifying score of 70 per cent for presentation will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

Stage 1 will be the calculation of points for price where the lowest proposal will score 80 points for price, while proposals with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilized to calculate the points for price in respect of proposals with a Rand value below R50 000 000 (all applicable taxes included):

$$Ps = 80 (1 - Pt - Pmin / Pmin)$$

Where:

Ps = Points scored for comparative price of proposal or Proposal under consideration.

Pt = Comparative price of proposal or Proposal under consideration; and

Pmin = Comparative price of lowest acceptable proposal or Proposal.

Note: No proposal will be considered further unless the minimum qualifying score of 70 per cent for functionality has been achieved.

Stage 2: Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the minimum qualifying score of 70per cent shall be shortlisted for Presentation. Only shortlisted bidders who score a minimum of 70 per cent shall be considered for preferential points system (80/20 preference point system).

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

Stage 3 will be the *calculation of points for Price and B-BBEE* status level of contribution where 20 points will be awarded to a proposer for attaining the B-BBEE status level of 1, and lower points will be awarded to proposer with lower B-BBEE status levels as per table below:

BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Proposer being awarded zero (0) points for the preference point system.

The following evaluation method will be used:

- After the closing date of the bid invitation, appointed evaluation committee members of the University and possibly other external experts (when necessary) will evaluate the proposals of the bidders.

- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Policy Framework Act (PPPFA) of 2005 and 2011 read with PPPFA of 2017 regulation (As amended).

Prospective bidders must note the following:

- UNIVEN may request additional information, clarification, or verification in respect of any information contained in or omitted from the proposal. This information will be requested in writing.
- UNIVEN may conduct a due diligence on any Service provider, which may include interviewing customer references or other activities to verify a Service provider's information and capabilities (Including visiting the Service provider's various premises and/or sites to verify certain stated information and in this instance the Service) provider will be obliged to provide UNIVEN with all necessary access and assistance.
- UNIVEN shall shortlist Service provider(s) and shall request presentations from short-listed Service provider as part of the award objective.
- UNIVEN may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Proposal.
- UNIVEN will evaluate the Proposals with reference to UNIVEN's set and approved evaluation criteria guided by the procurement policy as indicated. UNIVEN reserves the right to appoint a specialist/consultant to assist in performing such evaluations.

All proposals submitted will be evaluated on four categories:

- (I) Functionality (technical content)
- (II) Presentation
- (iii) Price
- (iv) Rating of Company as per BBBEE criteria

Bids are evaluated in accordance with the preferential procurement Policy Framework Act (PPPFA) of 2011, using the 80/20 split.

Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the minimum threshold value of 70 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points are used for BBBEE criteria.

EVALUATION PROCESS (CONTINUED)

PHASE 2: FUNCTIONALITY AND BBBEE PREFERENCE POINT CRITERIA:

Stage 1: Functionality

In Stage 1 Service provider will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards.

Only Service providers scoring 70 points and more will be evaluated further for price and BBBEE.

The Point's breakdown is as indicated below:

FUNCTIONALITY ASSESSMENT CRITERIA	Weight	Score	Total
Positive Reference (Testimonials) letters of projects completed from previous/current client confirming contract, value of contract, contract period and recommendation. Letterhead of a Client)	20		
Company References: Provide three (3) positive contactable references that are not older than three years. Evidence of prior experience in providing Medical Advisory services in accordance with the Standards for the council of medical aid schemes as published by the Institute of council of medical aid schemes . <ul style="list-style-type: none">• 3 Positive Contactable references verified = (20 points)• 2 Positive Contactable references verified = (15 points)• 1 Positive Contactable reference verified = (10 points)			
Track Record and Experience of Firm in	15		
Bidders are to indicate the years of demonstrable experience of Medical Aid Advisory Services <ul style="list-style-type: none">• Relevant experience greater than 10 years = (15 points)• Relevant experience between 5 and 9 years = (10 points)• Relevant experience between 0 and 4 and 11 Months years =(5 points)			

Expertise of Staff to be placed on this project. (Certified Copies of Qualifications within 3 Months)	30		
<p>Evidence of the proposed teams experience, skills, and qualifications and at least for the following levels:</p> <p>Relevant Professional/Qualification by Key Resources dedicated to the University.</p> <p>Key Accounts Manager: Grade 12 or equivalent education qualification plus relevant Professional Registration</p> <ul style="list-style-type: none"> • More than 5 years' experience in Medical Aid Advisory Services in private /public organisations employing more than 1000 employees =10 Points • 4 years =8 • 3 years =6 • 2 years and below =0 <p>Senior Consultant: Grade 12 or equivalent education qualification plus relevant Professional Registration.</p> <ul style="list-style-type: none"> • More than 5 years' experience in Medical Aid Advisory Services in private /public organisations employing more than 1000 employees =10 points • 4 years =8 • 3 years=6 • 2 below and =0 <p>Junior Consultant : Grade 12 or equivalent education qualification plus relevant Professional Registration.</p> <ul style="list-style-type: none"> • More than 3 years' experience in Medical Aid Advisory Services in private /public organisations employing more than 1000 employees sector=5 • 2 years =4 • 1 year and below =0 			
Professional Membership of the Firm	15		
<ul style="list-style-type: none"> • Provide proof of Professional Membership for members and the firm = 5 points • Good standing with Council of Medical Aid Schemes=5 • Licence with FSB/FSCA =5 			

Evaluation Criteria

- Total score is 80points (100%) including where applicable
- If any item is not applicable to your company, indicate with "N/A". No blank box is allowed
- All Suppliers are expected to score 70% at this stage in order to be considered in the next stage i.e. Technical Evaluation
- Points achieved at this shall not be carried to the next stage

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Evaluation Outcome

20.2 TECHNICAL CHARACTERISTICS

- Minimum score required to succeed to the next level is 70% - 70 points
- All suppliers achieving the minimum requirement shall be invited to a technical presentation where all the above shall be tested/verified.
- Suppliers achieving points below the set 70% shall be disqualified from further assessment

DECLARATION

I, in my capacity as, declare that

The information provided above is a true reflection of the capacity of our system.

Signature:Date:

FOR OFFICE USE ONLY	
TOTAL SCORE	
TOTAL POINTS	100
%	

TOTAL EVALUATION

- The total (100%) score is points
- Minimum score required to succeed to the next level is 70%
- Suppliers achieving points below the set 70% shall be disqualified from further assessment.
- Points accumulated at this stage shall NOT be carried forward to the next stage

FOR OFFICE USE ONLY	
A	
TOTAL	
% score	
RECOMMENDATION	

FOR OFFICE USE

EVALUATION PROCESS (Continued)

ATTACH FUNCTIONALITY CRITERIA RESPONSE

FUNCTIONALITY CRITERIA TO BE COMPLETED AND ATTACHED TO EACH ANNEXURE

ALL SUPPLIERS MUST SUBMIT THEIR RESPONSES IN THE FOLLOWING FORMAT:

ANNEXURE A1 (Capability, Experience and Capacity)

1st POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing Medical Aid Advisory Services in accordance with the Standards for the Professional Practice of External Medical Aid Advisory Services as published by the institute of COUNCIL OF MEDICAL AID SCHEMES and FAIS Act . Evidence of the firm providing Medical Aid Advisory Services to the tertiary institutions.

Attach Company Profile Listing the number of Projects. (Completed and Current)

ANNEXURE A2 (Capability, Experience and Capacity)

2ND POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission

☐ Evidence of prior experience in providing Medical Aid Advisory Services in accordance with the Standards for the Professional Practice of External Medical Aid Advisory Services as published by the institute of COUNCIL OF MEDICAL AID SCHEMES and FAIS Act . Evidence of the firm providing Medical Aid Advisory Services to institutions.

Attach Company Profile Listing the number of Projects. (Completed and Current)

ANNEXURE A3 (Capability, Experience and Capacity)

3RD POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing Medical Aid Advisory Services in accordance with the Standards for the Professional Practice Medical Aid Advisory Services as published by the institute of COUNCIL OF MEDICAL AID SCHEMES and FAIS act . Evidence of the firm providing Medical Aid Advisory Services and FAIS act to the tertiary institutions.

Attach Company Profile Listing the number of Projects. (Completed and Current)

ANNEXURE B
PERSONNEL TO BE ALLOCATED TO THE PROJECT

Tick box

Document for submission



List names of staff member(s) who will direct the overall assignment throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, executing and/or reporting on this engagement. Include the qualifications and years of experience and detailed resumes of all staff members names and professional membership held.

ANNEXURE C
PROOF OF OFFICE ADDRESS

Tick box

Document for submission

☐

Attach proof of Lease Agreement or Utility Bill

ANNEXURE D

PROFESSIONAL MEMBERSHIP (FSP,FSB ,CMS OR MEDICAL AID ADVIOSORY SERVICES BODY)

Tick box

Document for submission



Attach valid proof

EVALUATION PROCESS (CONTINUED)

PRICING SCHEDULE

EVALUATION PROCESS (CONTINUED)

Pricing Schedule

	Year 1 (Inclusive of VAT)	Year 2 -3 (Inclusive of VAT)
Cost per member per month	R	R
Cost of estimated 1000 Employees per annum (total in rands)	R	
Total over 3 Years for estimated 1000 employees (total in rands)		

DETAILS OF PROPOSER

Detail on this page MUST be completed fully. Incomplete forms shall render the offer invalid.

(N/A to be stated if not applicable).

Requirement		Response
Registered name of company/proposer		
CIPRO Registration number		
VAT registration number		
UIF registration number		
Official telephone number		()
Official fax number		()
E-mail Address		
Physical Address		

		Code	
Official Postal Address			
		Code	
Director / Member (1)	Full Names and Surname		
	Position in company/ proposer		
	ID No.		Income Tax No.
Director / Member (2)	Full Names and Surname		
	Position in company/ proposer		
	ID No.		Income Tax No.
Director / Member (3)	Full Names and Surname		
	Position in company/ proposer		
	ID No.		Income Tax No.

FINANCIAL STATUS

Details of the specific parties utilised by the company/ proposer			
Bank	Name		
	Branch		
Bookkeeper	Full Name		
	Tel no.	()	Alternative Tel no.
	Fax no.	()	E-mail
	Address		

Auditor	Full Name			
	Tel no.	()	Alternative Tel no.	
	Fax no.	()	E-mail	
	Address			

Please indicate if you will be willing to provide further details if UNIVEN considers these necessary to evaluate your capacity to offer the service or goods as detailed in this proposal.	Yes	No
---	-----	----

DELIVERY INSTRUCTIONS

ALL SUPPLIERS MUST SUBMIT THEIR RESPONSES IN THE FOLLOWING FORMAT:

Additional Information		
The service provider must furnish satisfactory evidence of its capability and capacity to provide professional and timely services paying due care to the initial demands of the services required. To meet this requirement the service provider must include at least the following information in the proposal		
Annexure Number	Description of Appendix	Requirement
Annexure A	Medical Aid Advisory Services Methodology	Response attached to Annexure A
Annexure B	Governance and Performance Management Methodology	Response attached to Annexure B
Annexure C	Capabilities, Capacity and Competitive Advantages.	Response attached to Annexure C
Annexure D	Vision, Mission and Values	Response attached to Annexure D
Annexure E	Professional Body Membership I.e. FSB	Response attached to Annexure E
Annexure F	Organogram	Response attached to Annexure F

Annexure G	CV's and Certified Copies of Qualifications and Individual professional membership	Response attached to Annexure G
Annexure H	Valid Tax Pin Code	Response attached to Annexure I
Annexure I	BBBEE certification	Response attached to Annexure J
Annexure J	Financial Statements	Response attached to Annexure K
Annexure K	Resolution (Statement of Proxy)	Response attached to Annexure L
Annexure L	SBD 4	Response attached to Annexure M
Annexure M	SBD 8	Response attached to Annexure N
Annexure N	SBD 9	Response attached to Annexure O

RFP DOCUMENT REF. NO: FIN/01/2021

Tick box

Document for submission



Each page of this RFP document must be initialled by a duly authorised representative and the declaration signed in full

Annexure A

Medical Aid Advisory Services Methodology

Tick box

Document for submission



Methodology and approach to perform the Medical Aid Advisory Services assignment. Evidence of understanding the brief and UNIVEN's operations as reflected in aligning the methodology and approach to the environment. Inclusive of a project plan with timelines demonstrating how the work will be completed during the contract period, having due regard for the needs specified in this RFP.

Annexure B

Governance and Performance Management Methodology

Tick box

Document for submission



Methodology and approach to perform the Medical Aid Advisory Services assignment. Evidence of understanding the brief and UNIVEN's operations as reflected in aligning the methodology and approach to the environment. Inclusive of a project plan with timelines demonstrating how the work will be completed during the contract period, having due regard for the needs specified in this RFP.

Annexure: C

Capabilities, Capacity and Competitive Advantages

Tick box



Document for submission

Provide a list of perceived strengths and weaknesses of the firm e.g. similar previous experience, in-house skills etcetera, thus providing information which will assist UNIVEN to assess its capabilities, capacity and competitive advantages etcetera

Annexure D

Vision, Mission and Values

Tick box



Document for submission

A summary of the service provider's mission statement, the vision statement and values.

Annexure E

Professional Body Membership I.e. FSB

Tick box

☐

Document for submission

State whether the service provider is currently with a professional body and supply the proof of membership i.e. licence or certificate

Annexure F

Organogram

Tick box



Document for submission

Provide an organogram of the service provider

Annexure G

CV'S AND CERTIFIED COPIES OF QUALIFICATIONS AND INDIVIDUAL PROFESSIONAL MEMBERSHIP

Tick box

Document for submission



Proof of accreditation.

Annexure H

VALID SARS PIN

Tick box

☐

Document for submission

Please attach a valid SARS pin. Companies that foresee annual their annual turnover will exceed R2 million

Annexure I

BBBEE Certification

Tick box

Document for submission

☐

Please supply a valid BBBEE certificate

Annexure J

Audited Annual Financial Statements

Tick box



Document for submission

Please ensure that the Annual financial statements fall within 12 months with comparatives, i.e. (most recent not older than 12months)

Annexure K

Board Resolution (Statement of Proxy)

Tick box

☐

Document for submission

Include Board resolution for delegation of authority.

NB The following proof MUST be produced: Proof that the person who signed the proposal has the authority to do so.

Failure to provide appropriate documentation as outlined above shall render your proposal invalid

Annexure L

SBD 4: Declaration of Interest

Tick box



Document for submission

Please ensure SBD 4: Declaration fully signed and attached

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority 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:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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.

¹“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
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

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 **YES /**
NO
the appropriate authority to undertake remunerative
work outside employment in the public sector?

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

(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 / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, YES/NO
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?

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members YES/NO
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:
.....
.....
.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE UNIVERSITY MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Annexure M

SBD 8: Declaration of Bidders Past Supply Chain Practises

Tick box



Document for submission

Please ensure SBD 8: Declaration of Bidders Past Supply Chain Practises fully signed and attached

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
- 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?</p> <p>(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(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.1.1	<p>If so, furnish particulars:</p> 		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	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:		

SBD 8

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

Annexure N

SBD 9: Certificate of Independent Bid Determination

<u>Tick box</u>	<u>Document for submission</u>
<input type="checkbox"/>	Please ensure SBD 9: Certificate of Independent Bid Determination fully signed and attached

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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). ² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. 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:

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

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

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.
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 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

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 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.

³ 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

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

.....
Position

.....
Name of Bidder

18 CONFLICT OF INTEREST

NB: This form must be completed by the company Director or any other person with authority to sign on behalf of the company

Ibeing a bidder to supply services to University of Venda hereby declare that:

- 1) I have not tried to influence any party at Univen with any financial and/or any other interests, either directly or indirectly, in connection with this contract
- 2) No individual or group stand to benefit materially, directly or indirectly, from award of this contract for the duration of this contract
- 3) No approaches of benefits, bribes, backhanders or any other form of unauthorised benefit were either received or made or promised and will not be entertained for the duration of this contract.
- 4) In the event that any approach was or will be made, we undertake that no such approach will be entertained
- 5) Any approach of the above shall be reported immediately to the registrar at 0159628000 or the DVC Operations on 015 962 8105
- 6) Any requests for sponsorships and/or any other approach shall not be entertained and will be reported to these offices immediately.
- 7) We shall only entertain any sponsorship request if it has been made on the official letterhead of Univen and signed by a member of the Executive management of the university or the Director: Communications and Marketing

Our company hereby consent that any breach of the above will be dealt with decisively by the university in terms of its rules and will lead to the immediate termination of the agreement and recovery of costs by the university of Venda.

Signed by:on this theday of20.....

Signature:

Duly authorise the supplier/bidder to sign this declaration

DECLARATION

I, the Undersigned (name):hereby certify that the information furnished above is correct. I accept that the university of Venda through a representative may act against me should this declaration prove to be false

Signature:Date:

ID #:

Position:

Tender Reference #:

19 SWORN STATEMENT.

SWORN STATEMENT

I/we, the undersigned, who warrant that I/we am/are duly, authorised to do so, on behalf of the enterprise certify that:

1. The information furnished is true and correct
2. If misrepresentation to gain any benefit is established, University of Venda may in addition to any other remedy it may have
 - a. Disqualify me/us (as applicant/s)
 - b. Restrict the applicant, its shareholders and directors from obtaining business from University of Venda for a period not exceeding 5 years
 - c. In the event that a contract has been concluded, recover from the supplier all costs, losses, or damages incurred or sustained as a result of the award of the contract
 - d. Cancel the contract and claim any damages suffered by having to make less favourable arrangements after such cancellation; and
3. Univen is hereby empowered to take such steps as it may require to verify information submitted, including, but not limited to, the use of independent auditors or other experts.
4. If there are any changes to the information supplied on this form, I/we will inform Univen Supply Chain Management unit immediately

Name of Enterprise:

Signature:Position:.....

Business Address:

.....
.....

Office Telephone:Mobile:

Date:

COMPANY STAMP