



BID SPECIFICATION
GOVERNANCE, RISK MANAGEMENT AND COMPLIANCE AUTOMATION FOR THE
UNIVERSITY OF VENDA FOR A PERIOD OF 5 YEARS

TENDER NO: VC/02/2024

FOR MORE INFORMATION:

Univen.Tenders@univen.ac.za

Name of tenderer:

Telephone Number:

Email Address:

Fax Number:

Cell phone Number:

Closing date: AS PER TENDER INVITATION

EMAIL: univentenders@univen.ac.za

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1. PART 1: TENDER NOTIFICATION

The University hereby invites proposals from suitably qualified and experienced service providers to render services for the Provision of an Automated Governance, Risk Management and Compliance Application for the University of Venda for a period of five (5) years.

It must be noted that should there be any other requirements or niche services which fall outside of the scope of this tender, the University reserves the right to procure those services by means of a separate process, if found to be more effective at the sole discretion of the University, as part of this tender.

Bidders are requested to complete the information in accordance with the General Conditions of Offer and to complete these documents in full, and submit to tender box at University main gate.

If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The UNIVEN will not be held responsible for any delays where bid documents are handed to the UNIVEN Receptionist.**

No bid response received by telegram, telex, email, facsimile or similar medium will be considered.

Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the UNIVEN's policy not to consider late bids for tender evaluation.**

Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

Tender documents to be submitted:

University of Venda
Main Campus
University road
Thohoyandou
Main gate tender box

CLOSING DATE AND TIME

As advertised

FOR ANY TENDER DOCUMENT RELATED ENQUIRIES

Email: univentenders@univen.ac.za

All technical related enquiries will be done via univentenders@univen.ac.za

2. BACKGROUND AND INTRODUCTION

The University of Venda (hereto referred as “Univen”) is hereby inviting service providers with the capability to provide an automated governance, risk management and compliance application for the University of Venda for a period of five (5) years.

Univen seeks to automate its risk management, compliance monitoring and audit operations as well as reporting processes in a manner that will yield time and cost savings for the institution.

We seek a solution that will enable the following:

2.1 Risk Management

- 2.1.1 Capturing of identified risks;
- 2.1.2 Automated assessments (risk red flags and fraud red flags) and monitoring of data for emerging risks;
- 2.1.3 Risk sharing with risk owners and risk champions across the university (+-30 pax);
- 2.1.4 Separating operational risks from strategic risks;
- 2.1.5 Risk reporting (dashboard capabilities);
- 2.1.6 Survey, questionnaire capabilities for risk assessment purposes (voting/rating);
- 2.1.7 Incident reporting and monitoring e.g. whistleblowing cases reported

2.2 Compliance Management

- 2.2.1 Centralised platform for compliance, regulatory and legal content;
- 2.2.2 Compliance status reporting;
- 2.2.3 Ease of compliance monitoring and communication across the university;
- 2.2.4 Tracking of compliance owners and status;
- 2.2.5 Flagging of non-compliance for action taking

2.3 Governance (Audit and Controls testing)

- 2.3.1 Capabilities to integrate with the risk management and compliance module to have a view of the risks identified there;
- 2.3.2 Be able to obtain controls/areas to be tested from the risk and compliance module;
- 2.3.3 Capability for the audit to feedback to risk management, areas that have been evaluated and re-assess for risk levels;
- 2.3.4 Automate repetitive tasks;
- 2.3.5 Sample and test financial data and success of controls;
- 2.3.6 Ease of following up on audit action items across the university;
- 2.3.7 Audit Client satisfaction survey capabilities;
- 2.3.8 Audit status reporting

2.4 Robotics and Artificial Intelligence

- 2.4.1 Business intelligence;
- 2.4.2 Big data capabilities;
- 2.4.3 Data analysis

2.5 Reporting and decision-making

- 2.5.1 Consolidated reporting for the executive management and governing structures at a consolidated and combined assurance level;
- 2.5.2 Central point for uploading GRC evidence;
- 2.5.3 Customisable reports;
- 2.5.4 Visual aids and transparency in reporting

2.6 Integration and Compatibility

- 2.6.1 The system should be able to integrate with the oracle database (existing ERP system and any other systems that may require exchanging of data for the University of Venda.
- 2.6.2 Complement the existing ICT infrastructure and security standards of the University of Venda both internal and clouding environment.
- 2.6.3 Be able to link with other units that work together with the GRC department such as Finance, ICT, SCM etc.
- 2.6.4 The system should be compatible and flexible so that it can be integrated with any other systems for the purpose of sharing of any required information.

2.7 Training and Support

- 2.7.1 Training and ongoing support for Univen users;
- 2.7.2 Constructive partnership with Univen ICT personnel;
- 2.7.3 Maintenance and availability of the system/platform.

Service provider's terms of reference

It is the intention of 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 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.

3. BUSINESS INFORMATION

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	

4. MANDATORY SUBMISSIONS – STAGE

PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS

		Y/N	Office use only	Kindly Indicate Page No
2	Valid SARS Tax Pin			
3	Comprehensive Company Profile			
4	Valid ID Copies of all Company Directors			
5	Proof of Business Address – Lease agreement, utility bill and/or proof of residence from the headman as proof.			
6	Fully Initialled & Completed all tender document pages where required			
7	Bank Account Confirmation Letter			
8	Board Resolution: Certificate for authority for signature			
9	Proof of RFP Document Purchase			
10	Financial details, recent 12 months (2022/2023) Audited financial statements and bank references. If the company is required by law to be audited, we need audited annual financial statements for the past 12 months or audited financial statements since the establishment of the company if the company was established during the past 3 years. If the company is not required by law to be audited, please provide us with a financial statements signed off by a registered accountant.			
11	Completion of the Standard Bidding Forms (SBD 4)			
12	The bidder must be accredited or licensed to supply, implement and support the proposed GRC system. The bidder must submit documentary proof from the product owner that the bidder is an accredited or licensed product supplier of the proposed GRC system.			
13	The bidders must provide the solution architecture for the proposed solution			

All relevant sections completed and signed, and all pages of tender document initialled by authorized signatory. Proof should be 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

5. PROHIBITION OF RESTRICTIVE PRACTICES

- 5.1 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).
- 5.2 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.
- 5.3 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.

6. 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.

7. PARENT/SUBSIDIARY COMPANY

A Company shall be defined as a legal person 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.

8. 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.

9. DECLARATION OF INTEREST

The Tender document must include a signed declaration of interests.

10. CONSORTIUMS AND JOINT VENTURES

No consortiums and Joint Ventures are applicable for this tender.

11. SUBMISSION OF FINANCIAL RECORDS

In terms of New Companies Act, Tenderer to submit Audited Financial Statements (AFS) most recent AFS not older than 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 Financial Statements are to be attested by a qualified Chartered Accountant (SA).

12. 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.

13. 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.

14. 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.

15. 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.

16. PROTECTION OF PERSONAL INFORMATION ACT, 2013

The successful Service Provider shall abide in 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.

17. 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.

18. 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.

19. TERMS OF CONTRACT

This is a five (5) year contract with training, support and maintenance included.

20. TERMS & CONDITIONS OF TENDER

- 20.1 The University reserves the right to reduce or increase the total quantity of items required in the tender.
- 20.2 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.
- 20.3 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.
- 20.4 No sub-service providers/sub-contracting will be allowed.
- 20.5 The price should be vat inclusive at 15%.
- 20.6 The tender submitted must remain Valid for 120 days after closing date.
- 20.7 The University discloses to bidders that there shall be rotation amongst suppliers/ service providers.
- 20.8 Initials must be on all pages in the tender document.
- 20.9 All proposals are to be clearly marked with the Project number/ Tender number and the name of the bidder.
- 20.10 No tender will be considered after the closing date and time.
- 20.11 The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.
- 20.12 Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- 20.13 In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.
- 20.14 No regret letters will be sent to unsuccessful bidders.
- 20.15 Enquiries shall only be entertained until 5 working days before the closing date of the tender.
- 20.16 All documentation submitted in response to this tender must be in English.
- 20.17 Univen reserves the right to:
 - 20.17.1 Extend the closing date through the same medium of communication used for invitation.

- 20.17.2 Extend tender validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
- 20.17.3 Verify any information contained in the tender proposal.
- 20.17.4 Request any further documentary proof regarding any declaration
- 20.17.5 Award this tender as a whole or in part.
- 20.17.6 Cancel or withdraw this tender as a whole or in part.
- 20.21 The contract will be reviewed annually based on performance where applicable.
- 20.22 The Service Provider will be required to provide proof that he/she has the necessary expertise, experience and knowledge in the VAT field.
- 20.23 The University reserves the right to reduce or increase the total quantity of items required in the tender.
- 20.24 It will be expected that the prices will be competitive and comparable with similar enterprises.

22. PROTECTION OF PERSONAL INFORMATION ACT NO.4 OF 2013 (POPIA)

Bidders agree to comply with the provisions of the POPIA when dealing or exchanging personal information of each other.

23. 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.

24. PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

24.1 EVALUATION PROCEDURES - 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 will be based on *Functionality* and the specific goal 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 take into account 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/percentage* 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/percentage* for functionality 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):

$$P_s = 80 (1 - P_t - P_{min} / P_{min})$$

Where:

P_s = Points scored for comparative price of proposal or Proposal under consideration;

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

P_{min} = Comparative price of lowest acceptable proposal or Proposal.

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

Only proposals that achieved the *minimum qualifying score/percentage* for Functionality 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 3 will be the *calculation of points for the specific goal of contribution* where 20 points FOR specific goal EVALUATION: Kindly submit as indicated on the specific goal table.

Preferential /specific goals.	Number of points allocated (80/20 system)	Means of verification	Supplier name/firm
Black People	6	CSD report and copy of company CIPC registration certificate	
Women	4	CSD report	
Persons with Disability	2	Original or Certified Copy of certificate/confirmation of Disability Status	
Youth	3	CSD report	
Enterprises located in Limpopo Province	5	Recent Municipal account or Local Authority Letter for confirmation of Local Address (not older than 3 months)	
Total score	20		

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 the Univen Procurement Policy.

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 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 two categories:

- (i) Functionality (technical content)
- (ii) Price

Bids are evaluated in accordance with the Univen Procurement Policy.

Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the minimum threshold of 70%. 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 specific goal criteria.

EVALUATION PROCESS (CONTINUED)

PHASE 2: FUNCTIONALITY AND SPECIFIC GOAL 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% and more will be considered for the Price stage of the tender.

FUNCTIONALITY EVALUATION (140 points)

TECHNICAL CHARACTERISTICS

Functionality Criteria	Weights
Company References and Experience: Provide three (3) contactable references (letters must be on letterhead of references) that are dated not older than three years from date of closure of RFP. References should be for similar service and should include where an automated governance, risk management and compliance (all three disciplines) application has been implemented. The actual work should have been done in the past five (5) years from date of closure of this tender.	Maximum 40 points
3 Client References provided	30
2 Client References provided	20
1 Client Reference provided	10
1 Client Reference from a Higher Education Sector	10
Key Personnel Expertise & Qualification (Bidder must provide a detailed CV)	Maximum 15 points
Relevant Qualification – Compliance, Risk Management and/or Governance (either of the listed qualification will surface)	5
More than 5 years’ experience = 10 points <ul style="list-style-type: none"> • From 4 to 5 years’ experience = 8 points • From 3 but less than 4 years’ experience = 6 points • From 2 but less than 3 years’ experience = 4 points • Above 1 years but less than 2 year =2 points • Less than 1 year experience = 1 point • No Experience = 0 points 	10
Contract Methodology – Relevant to the Scope of Work	Maximum 25 points
Initiation – Outline steps on how project will be initiated, relevant to the Univen project.	5
Implementation - The bidder must provide a detailed and comprehensive proposal of their GRC solution, indicating how the proposed solution will meet/satisfy each user requirement.	10
Support – Provide framework guideline on how support will be provided for the duration of the contract.	5
The bidder must provide the detailed project plan clarifying the implementation approach and specify the below: Must be in project plan format.	5

Proof of Locality	Maximum 10 points
Location of Business within Vhembe District Municipality= 10 points	10
Location of Business within Limpopo province = 8 Points	8
Location of Business outside Limpopo province = 6 Points	6
Company Experience	Maximum 10 points
More than 5 years' experience = 10 points	10
From 4 to 5 years' experience = 8 points	8
• From 3 but less than 4 years' experience = 6 points	6
Below 3 years experiences From 4 to 5 years' experience = 4 points	4
Integration Framework Approach	20
Provide detailed integration framework that refers to Univen ITS ERP system: Experience of developing the integration services and be able to consume data from various database specifically oracle based on the fields required. – 10 points	20
Experience of developing the integration services and be able to consume data from various database specifically oracle based on the fields required. – 10 points	
No information provided	0
Reporting Template	10
Provide sample report that covers the below: <ul style="list-style-type: none"> • Findings • Risk management & mitigation • Proposed solutions 	10
No information provided	0
Training	10
Provide training plan for Univen staff <ul style="list-style-type: none"> • Need detail in terms of type of training 	10
No information provided	0
TOTAL FUNCTIONALITY POINTS	140 POINTS

Evaluation Criteria

- Total score is 140 points 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 at least 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

24.2 **TECHNICAL CHARACTERISTICS**

- Minimum score required to succeed to the next level is 70%.
- Suppliers achieving points below the set 70% shall be disqualified from further assessment.

Table for schedule of rates:

- i) Prices shall be fixed for a period of one year;
- ii) Any future increase on the prices during the **five year contract period** shall be inflation linked;
- iii) Bidders are required to quote a formula, referenced to Statistics South Africa CPIX index which shall be used for calculating any future annual price increases on the dates of annual review;
- iv) Separate prices shall be quoted and the method of their calculation, for each of the services identified on the terms of reference of this tender;
- v) Pricing must be fixed and in rand value, no variables, no average costing etc.

Please see table below

25. FINANCIAL STRUCTURE/OFFER (FO)

Description	Total Price (Inc. of Vat)
Implementation Cost	R
- All-inclusive of labour, development costs where applicable, integration to ITS, migration etc.	R
Support for 5 Year duration of contract	R
Training Costs	R
Total Price Inc. Vat	R

25.1 Financial Offer B - Software Costs

Description	Total Price (Inc. of Vat)
Once off Implementation Cost	R
Software Costs	R
Total Price Inc. Vat	R

TERMS & CONDITIONS OF QUOTATION

- 25.2 The successful bidder will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a quotation is awarded.
- 25.3 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.
- 25.4 The price should be vat inclusive at 15%.
- 25.5 The proposal submitted must remain Valid for 120 days after closing date.
- 25.6 Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- 25.7 In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.

DECLARATION

I, in my capacity as, declare that

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

Signature:Date:

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TOTAL SCORE	
TOTAL POINTS	100
%	

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

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A	
TOTAL	
% score	
RECOMMENDATION	

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AUXILIARY REQUIREMENTS

25.8 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.

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 #:

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:



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.

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.

Full Name	Identity Number	Name of State institution

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:

.....

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.

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

- 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.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

 contract.

.....

Position

Name of bidder