
Bid: NT 001/06

AN ASSIGNMENT TO PERFORM A PRACTICAL APPLICATION OF THE ACCOUNTING GUIDELINE FOR PPPS ON FOUR CLOSED PROJECTS

Closing Time: 11H00

Closing date: 28 April 2006

Validity period of bid: 90 days

GENERAL CONDITIONS

1. National Treasury reserves the right to negotiate price with the preferred bidder.
2. National Treasury reserves the right to return late bid submissions unopened.

SPECIAL CONDITIONS

1. MANAGEMENT OF THE ASSIGNMENT

The PPP Unit will administer and manage this assignment. A task team comprising members of the Office of the Accountant General, the PPP Unit, the ASB and SANRAL will be established. This team will receive report back from appointed consultants and weekly meetings will be held during the period of the assignment. The consultant must attend these meetings.

2. TIMEFRAME

The consultant must complete the assignment within thirty (30) calendar days, from signing of contract.

3. BUDGET

The PPP Unit has set a budget for professional fees and disbursements on this assignment at R500 000 (five hundred thousand Rands), excluding VAT.

Bidders are required to propose a fixed budget for professional fees and disbursements, payable at specified milestones through the assignment as presented in the mark-up to the draft Contract (Addendum 1). Payments would not be made against hours worked.

4. BID SUBMISSION REQUIREMENTS

The following are required in submissions from bidders in order for their proposals to qualify for proposal evaluation:

- a) Covering letter *inter alia*:
 - accepting the Conditions of Bidding and
 - submitting a marked-up version of the draft Contract (attached at **Addendum 1**) and
 - attaching Tax Clearance Certificates from South African Revenue Services for the bidder.

- b) A technical proposal, setting out at least:
 - The names of all proposed team members and the professional role that each person will play in the assignment;
 - the suitability of each person for the proposed roles in terms of their relevant skills and experience;
 - availability to perform the work within the timeframe (substantiated by listing other known professional commitments during the contract period), and
 - one-page summary résumés of each person setting out relevant work completed by each proposed team member with references.
 - A detailed project execution plan, including:
 - * Defined work items and deliverables and how these will be delivered
 - * A clear project timeline
 - * Staff allocations (who does what)
 - Any changes to the scope of work in this terms of reference.

- c) A Financial Proposal based on a fixed fee inclusive of all disbursements and VAT: The bidder must make a proposal for professional fees payable for the assignment. The bidder must also make proposals for the payment of this sum in tranches, at satisfactory completion of key milestone deliverables at various stages in the assignment. The proposed schedule of payments may include a mobilisation allowance, but thereafter, actual sums payable must be linked to completion stages in the outline work plan. VAT will be paid in pro-rata at each tranche payment, and is to be indicated separately in the proposal. These sums will be included as Schedule B to the Agreement, a draft of which is attached here as **Addendum 1**, which must be submitted as part of the proposal.

5. PROPOSAL EVALUATION

- 5.1 Only proposals that comply with the documentation set out above will be qualified for evaluation. Incomplete proposals will be returned to the bidders and will not be evaluated by the technical evaluation panel.
- 5.2 The PPP Unit reserves the right to reject any proposal that exceeds the budget ceiling.
- 5.3 The Head of the PPP Unit will establish a technical evaluation panel for the purpose of evaluating complete proposals received by the deadline. The panel will evaluate qualifying proposals according to the criteria set out below. The panel's recommendation will be submitted to the Treasury Bid Committee for approval. The appointment will be made thereafter. The decision of the Treasury Bid Committee will be final.
- 5.4 Each proposal will be evaluated by the panel according to the following criteria and scoring:

| Category | Criteria | Maximum points |
|--|--|--|
| Expertise, experience, availability related to | Demonstrated skill, experience & availability of each person in consultants team to deliver required quality product on time | 40 |
| <ul style="list-style-type: none"> Proven technical understanding of Accounting Treatment for PPPs internationally. | | <ul style="list-style-type: none"> 13 |
| <ul style="list-style-type: none"> Proven international experience in Accounting Advisory work on PPPs and Project Finance Transactions | | <ul style="list-style-type: none"> 12 |
| <ul style="list-style-type: none"> Proven track record for advising in SA PPP transactions and in-depth understanding of South African GAAP | | <ul style="list-style-type: none"> 9 |
| <ul style="list-style-type: none"> Proven track record in understanding of SA PPP Regulatory Framework. | | <ul style="list-style-type: none"> 6 |
| Project execution plan | Plan shows ability to deliver a quality product within the shortest period of time. | 15 |

| | | |
|--------------------------|---|------------|
| Preferential Procurement | Calculated in terms of the attached Preferential Procurement requirements. | 10 |
| Price | Lowest total fixed fee payable. Other proposal prices will be allocated points pro rata to the lowest price proposal. | 35 |
| TOTAL | | 100 |

5.5 Any proposal evaluated must score at least 25 out of 40 technical points in order to be considered further and must score 10 out of 15 points for the project execution plan.

6. REGISTRATION

Proof of company registration must be submitted in the form of certified copies of the relevant registration documents.

7. COMPANY PROFILE, FINANCIAL INFORMATION AND BEE SHAREHOLDING

Company profile to be submitted with bid documentation.

Included in this profile is to be the BEE shareholding portfolio, as well as a company financial report or six months bank statement in order to ascertain stability.

8. MANAGEMENT AND CONTACT DETAILS

The contact details of management need to be provided.

Resumes of all line management staff related to this contract should be submitted, in order for National Treasury to ascertain bidders' management capabilities with regards to a contract of this size. Focus should be on the management experience within the bidder's organisation and as well as his previous employer's organisation, if the latter is applicable.

Just prior to commencement of contract a complete list of all employees that are to participate in this project, is to be lodged with the Procurement manager of National Treasury or his designated representative.

9. CLIENT BASE

Bidders must have specific experience in the provision of the service for a minimum period of 2 years and must submit at least three (3) recent references of similar work undertaken.

10. COPIES

One (1) original and Five (5) Hard copies of the bid document must be submitted.

11 BIDDING DETAILS

6.1 Any technical queries about the Terms of Reference should be submitted in writing to kqatedi.kobe@treasury.gov.za and will be responded to via email only.

6.2 The PPP Unit reserves the right to withdraw this bid, to amend the term or to postpone this work by email notice to all parties who have received the Terms of Reference.

6.3 Deadline for submission of proposals is 11h00 on 28 April 2006.

6.4 Proposals must be submitted by hand to:

National Treasury

Tender Information Centre between ABSA and Salzburg Restuarant

240 Vermeulen Street (corner Andries)

Pretoria.

6.5 The proposal must be clearly labeled:

“Proposal for performing a practical application of the accounting guideline for PPPs on four closed PPP projects.”

CHECKLIST

Standardized Bidding Documents (SBD)

SBD 1 – Signed

***Yes/No**

SBD 2 – **Valid** and **original** Tax Clearance Certificate

***Yes/No**

SBD 4 – Signed

***Yes/No**

SPECIAL CONDITIONS

1. Registration documents

Did you provide a certified copy of your company registration documents?

***Yes/No**

2. Company Profile, Financial Information and BEE Shareholding Portfolio

Have you included a BEE Shareholding portfolio

***Yes/No**

3. Management and Contact details

Did you submit the details as mentioned in paragraph 4 of the Special Conditions?

***Yes/No**

4. Client Base

Do you have experience in the provision of the service for a minimum period of 2 years?

***Yes/No**

(Please include the names of three companies, tel. no's, cell no's, physical address and duration of contracts with individual clients, including start and end dates as well as reference letters)

5. Copies

Did you submit five (5) copies of the bid document?

***Yes/No**

6. BIDDER INFORMATION

1 Name of company: _____

2 Company registration no.: _____

3 Physical Address: _____

4 Postal Address: _____

5 Contact person:
Name: _____
Designation: _____
Telephone No.: _____
Fax No.: _____
E-mail address _____

7 Names of Directors of the company:

| <u>Name</u> | <u>Designation</u> |
|-------------|--------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

In case of a consortium/joint venture, full details on consortium/joint venture members:

Entity name VAT registration number Tax Clearance Certificate submitted YES / NO

Entity name VAT registration number Tax Clearance Certificate submitted YES / NO

Entity name VAT registration number Tax Clearance Certificate submitted YES / NO

Name of contracting entity in case of a consortium/joint venture

Entity name:

Postal address:

Street address:

Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid

Name and Surname

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

8 Total number of employees:

9 Draw or attach the following:

- 8.1 the organisational structure of the company;
- 8.2 the ownership structure – i.e. the percentage of shareholding by major investors and controlling interest in affiliated companies; and
- 8.3 the basic functional structure – i.e. the administrative section of the company with which the National Treasury will be dealing on a day to day basis. (Please state the names of incumbents and designation).
- 8.4 Submit audited financial statements (i.e. Income Statements, Balance Sheets and Cash Flow statements) for the last 6 months.

10 Declaration:

The information supplied in this document is correct and complete to the best of my knowledge and accurately reflects the capability of:

Company Name: _____

Signature: _____

Date: _____

Name: _____

This Bid is signed in my capacity as: _____