



**PROJECT NAME: PROVISION OF ASSET MANAGEMENT CONSULTANCY
 BID NO: OSISA/01/01/2020**

Bids are hereby invited for Provision of Asset Management Consultancy Services. The minimum specification is in the bid document.

Bid will be open from **Friday, 10 January 2020 (10:00 Hrs)** and close on **Friday, 24 January 2020 (15:00 Hrs)**. Details will be available on the OSISA website.

Enquiries shall be addressed to Ms Sindisiwe Gcinisa at 011 587 5000 or email at assetmanagement@osisa.org

Completed bid documents are to be placed in a sealed envelope endorsed "**BID NO.: OSISA/01/01/2010: Provision of Asset Management Consultancy Services**" and must be deposited in the Bid Box at the OSISA offices, **1st Floor, President Place, 1 Hood Avenue, Rosebank, Johannesburg**, not later than **16h00 Friday, 24 January 2020**.

POINTS WILL BE AWARDED AS FOLLOWS:

ITEMS	WEIGHT
Stage 1 of Evaluation-Functionality	
Functionality	
Previous Experience with similar projects	15
Team Member Expertise	25
Independent Regulatory Board for Auditors (IRBA) Registration	10
SME Qualification	30
B-BBEE Level Points	20
STAGE 2 of Evaluation- PRICE	
Price	40
TOTAL	140

BIDDERS SHALL ALSO TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The OSISA Procurement Policy will apply;
- OSISA does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Certified copy of valid Tax Clearance Certificate.
- Company profile with traceable references.
- Copy of latest annual financial statements or annual management accounts

- All the forms contained by the tender document must be completed in full, and failure to do so will result in disqualification.
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- Certified Copy of BBBEE certificate, only to be considered if they were issued either by verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA).
- Company registration documents e.g. CK1, CK2 or trust document etc.
- Failure to submit all the above requirements will result in the bid being non-responsive

B. PROCUREMENT PREREQUISITES

OSISA has identified a general set of prerequisites for procurement. Bids will not be considered should the prerequisites not be met.

1.1 GENERAL PREREQUISITES

Introduction

This Section covers a general set of prerequisites that have been identified for procurement by OSISA management. All Bidders must submit the information requested below. Bidders will not be considered should the prerequisites not be met.

Criteria

- a) Proof of company registration and/or any other form of legal standing must be submitted by all bidders and the company composition form must be completed.
- b) The Declaration of Interest form must be completed.
- c) The bid document must be completed in all respects in **black ink** failing which the bid will be disqualified.
- d) Bids must be submitted on original bid documents.
- e) Bid documents must remain intact and no portion may be detached.

C. GENERAL CONDITIONS OF BID

1. INTERPRETATION

The word "Bidder" in these conditions shall mean and include any firm of Contractors or any company or body incorporated or unincorporated.

2. EXTENT OF BID

This contract is for – **PROVISION OF ASSET MANAGEMENT CONSULTANCY SERVICES**

3. CONTRACT TO BE BINDING

The formal acceptance of this Bid by OSISA will constitute a contract binding on both parties, and OSISA may require sureties to its satisfaction from the contractor, for the due fulfilment of this contract.

4. MODE OF BID

All Bids shall be completed and signed: All forms, annexures, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest bid or any Bid will not necessarily be accepted.***

OSISA wishes to deal on a prime contractual basis with the successful Bidder being responsible and accountable for all aspects of the entire solution or service offered.

5. QUALITY

Should the specifications and /or descriptions not address any aspects of quality as specified, this should be clarified with OSISA prior to the submission of a Bid.

6. INSURANCE CLAIMS, ETC.

OSISA shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The contractor shall insure his/her/their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify OSISA against all risks or claims which may arise.

It may be required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to OSISA for scrutiny. Failure to do so within **14 (fourteen) days** of request will be deemed to be a material breach of this contract and will render the contract null and void.

7. SIGNING OF DOCUMENTS

Bidders are required to return the complete set of documents duly signed.

8. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE

All Bids must remain valid for a period of 90 (ninety) days from the closing date as stipulated in the Bid document.

8.1 PENALTY PROVISION

Should the successful Bidder:

- [a] Withdraw the Bid during the afore-mentioned period of validity; or
- [b] Advise the OSISA of his/her/their inability to fulfil the contract; or
- [c] Fail or refuse to fulfil the contract; or

[d] Fail or refuse to sign the agreement or provide any surety if required to do so;

Then, the Bidder will be held responsible for and is obligated to pay to OSISA all expenses incurred by OSISA to advertise for or invite and deliberate upon new Bids, should this be necessary.

9. VALUE ADDED TAX

In calculating the cost of the supply and delivery of services and /or material, the supplier will issue a "Tax Invoice" for all services rendered and /or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

10. PRICE ESCALATION

No claim in respect of any price escalation will be considered by OSISA unless it is specifically stated in the Pricing Annexure that the Bid is subject to price escalation. When escalation is claimed for during the contract period, proof of such escalation must be furnished and the calculation itself must be submitted to corroborate such proof. All orders placed will be based on the current Bid prices. It is the responsibility of the Bidder to inform OSISA of any escalation prior to implementation of the escalated price. Failure to do so will negate any such claims to OSISA.

11. AUTHORITY TO SIGN BID DOCUMENTS

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to OSISA at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity.

12. SAMPLES

N/A

13. DURATION OF THE BID

15 days

14. CLOSING DATE / SUBMISSION OF BIDS

Bids must be submitted in sealed envelopes clearly marked **PROVISION OF ASSET MANAGEMENT CONSULTANCY SERVICES BID No: OSISA/01/01/2020**. The Bid must be deposited in the bid box, at the OSISA offices at 1st Floor, President Place, 1 Hood Avenue, Rosebank, Johannesburg, not later than 16h00 Friday, 24 January 2020.

Bids which are not submitted in a properly sealed and marked envelope and /or deposited in the relevant bid box on or before the closing date

and time will not be considered. Faxed or e-mailed Bidders will not be considered.

15. BID ENQUIRIES

Please refer all enquiries to **Ms Sindisiwe Gcinisa at 011 587 5000** during normal office hours viz. 08:30 – 16:30 Mondays to Fridays.

PRE-QUALIFICATION REQUIREMENTS

	CRITERIA	WEIGHTING
1.	Previous Experience with similar projects	15
2.	Team Member Expertise	25
3.	Independent Regulatory Board for Auditors (IRBA) Registration	10
4.	SME Qualification	30
5.	B-BBEE Level Points	20
GRAND TOTAL		100

Bidders to note that a Pre-Qualification Evaluation will be undertaken. A minimum score of 80 points out of 100 points must be scored in order to proceed to the Financial Evaluation

POINT SCORING

The points scoring methodology is reflected in the following table:

PRE-QUALIFICATION ASSESSMENT – POINTS SCORING	
Pre-qualification Category & Description	Points Allocation
Experience	Total = 15
3 contracts or projects relevant to the provision of Asset Management Consultancy Services that were successfully conducted for diverse client base (5 points per contract)	15
Expertise	Total = 25
Team Leader Qualifications:	20
Professional Registration (CA or equivalent) -	15 pts
Honors degree –	10 pts
Degree –	8 pts
No degree –	0 pts

2 IC Qualifications:		
Professional Registration (CA or equivalent) -	10 pts	
Honors degree –	10 pts	
Degree –	8 pts	
No degree –	5 pts	

Bidders should take note of the above Pre-evaluation criteria.

[a] All the necessary documentation must be submitted for the Pre-Qualification Evaluation Panel to make an informed evaluation. The Pre-Qualification Evaluation will be based on the information provided by the bidder.

- [i] **Experience** - The experience annexure must be completed.
- [ii] **Expertise** – The qualifications and capacity of the company/team to undertake the work must be provided for evaluation purposes.

[b] Bids that do not meet a minimum of 80 points out of 100 points in total for the criteria listed above will not be considered further.

Points awarded for B-BBEE Status Level of Contribution

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points awarded
1	20
2	16
3	14
4	12
5	8
Level 6 and below	4

Points Awarded for Small Micro and Medium Enterprise (SMME) status

The Department of Small Business classifies enterprise size according to their annual turnover and number of permanent employees, in terms of the National Small Business Amendment Bill. These cut-off points differ among the economic sectors. StatsSA then adjusts the turnover cut-off points every year to provide for inflation. These are published in the Quarterly Financial Survey (QFS). The latest cut-off points appear in the table below

All bidders will be evaluated under the heading SIC8, Real Estate & Business Services. Scoring will be as follows:

DTI Classification	Turnover Rm	Number of points awarded
Large	>R85m	0
Medium	Between R35m - R85m	10
Small	Between R7.5m - R35m	15
Micro	Less than R7.5m	30

Points Awarded for Good Standing with the Independent Regulatory Board for Auditors (IRBA) South Africa

Full points will be awarded for proof of current registration and good standing with the independent Regulatory Board of Auditors. No points will be awarded in the case of any deviation.

POINTS AWARDED FOR PRICE

A maximum of 40 points is allocated for price on the following basis:

$$P_s = 40 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

D. SPECIFICATIONS FOR THE PROVISION OF ASSET MANAGEMENT CONSULTANCY SERVICES

1. BACKGROUND

OSISA is part of the global network of Open Society Foundations (OSF) and operates in eleven

(11) Southern African countries: Angola, Botswana, DRC, Lesotho, Madagascar, Malawi, Mozambique, Namibia, Swaziland, Zambia and Zimbabwe. OSISA promotes open society values by working towards building vibrant and tolerant democracies across the region, through our various thematic and country programs. OSISA seeks to meet its strategic objectives through the provision of grants, movement building and strengthening, research and advocacy as well as through collaboration with like-minded organizations and individuals. OSISA head office is in Johannesburg, South Africa and has Country Offices in Luanda, Angola and Kinshasa, Democratic Republic of Congo.

OSISA has property plant and equipment with a book value of approximately US\$900,000 located in all three OSISA offices (Johannesburg, Luanda and Kinshasa). The assets range from motor vehicles, computer equipment, furniture and office equipment and leasehold improvements. OSISA seeks to perform a comprehensive asset verification and reconciliation exercise at all its offices.

➤ ***Asset Management at OSISA***

Entities within OSF are required to accurately reflect in their financial statements the status of assets under their control (in the form of an asset register), and the requirements laid down are becoming increasingly stringent as there is more focus on optimizing operations and maintenance to extend service life of Assets.

OSISA has an existing Fixed Asset register which is in our ERP system, SERENIC. Although updates to the register are carried out during the regular Financial Audits, the register is only updated to provide mainly financial data. There is less focus on operational use in terms of monitoring and asset assessment for maintenance and replacement.

2. OVERALL GOALS / OBJECTIVES

The services to be engaged will refresh and update a complete and up-to date record of relevant data on OSISA property, plant and equipment. The main purpose of the exercise will be to identify inconsistencies between OSISA's fixed asset register and assets on the ground, this will include identifying assets whose unique tag number/serial number differs from that in the fixed asset register.

Specific Objectives

The objectives of the assignment are as follow:

- ▶ Physical verification of assets. Under this aspect of the assignment, the Consultant will download the asset register identify and locate all OSISA assets (as per fixed asset register); determine whether the asset has been accurately identified in the asset register. This exercise is primarily designed to ensure existence of recorded assets.
- ▶ Each asset must be assessed for the appropriateness of its useful life and assess their current state. This exercise is designed to determine whether any write-downs due to impairment are necessary.
- ▶ Test completeness of asset register. This consultant will, on a sample basis, select assets as they see them on the ground and attempt to trace them back to the asset register. This exercise will enable OSISA to determine whether it's assets information contained in the fixed asset register is complete.

3. EXPECTED OUTPUTS/ DELIVERABLES

Reporting

Inception Report

The Consultant will be required to submit an inception report within one **(1) week** of contract award, detailing plans to carry out the assignment including detailed, realistic and timed work plans.

Final /Close out Report

After comments and reviews by all the stakeholders, the Consultant will be required to incorporate these comments as provided into a final report that should be submitted within **two (2) weeks** from date of receipt of comments from OSISA.

The final report will contain a narrative of all that has been achieved on the project. It will describe all actions taken to achieve each deliverable and any supporting document. It will also include all the names and designations of all OSISA staff and outside stakeholders who contributed or worked on the project. Challenges, constraints and problems faced on the assignment will be highlighted including how they were resolved. Suggestions, recommendations and probable solutions to the Foundation against problems identified during the project.

➤ ***Other matters***

Implement capacity development on Asset Management (Trainings and Mentoring)

DURATION OF THE WORK

+/-30 working days (10 Feb 2020 – 20 Mar 2020)

4. DUTY STATION

Johannesburg, Luanda and Kinshasa

OSISA will not assist with getting working permits.

All appointees should be legible to commence work with minimum delay

5. FRONTING

OSISA supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the constitution. Against this background OSISA condemns any form of fronting.

6. TAX CLEARANCE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

The issuing of the printed Tax Clearance Certificate (TCC) was stopped from 2 November 2019. All TCCs currently in circulation will be cancelled by SARS. The unique SARS issued PIN (Personal Identification Number) enables you to authorise any third party (an organisation or government) to view your tax status online via eFiling.

A Tax Clearance PIN must be submitted together with the bid. It must be valid for a minimum of 30 days. Failure to submit the Clearance PIN will result in the invalidation of the bid.

In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance PIN.

**ANNEXURE A
PAST EXPERIENCE**

Bidders must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past. The information shall include, the Contract value and name of Employer.

INSTITUTION NAME	CONTRACT VALUE	INSTITUTION CONTACT NAME	INSTITUTION CONTACT NO.

.....
DATE

.....
SIGNATURE OF BIDDER

**ANNEXURE B
COMPANY DETAILS**

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met.

Registered Company Name:.....
.....

Company Registration Number:

VAT Number:

Bank Name and Branch:

Bank Account Number:

Professional Registration Details:

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

Professional Indemnity Details:

.....
.....

**ANNEXURE C
COMPANY COMPOSITION**

GENERAL

All information must be filled in spaces provided. If additional space is required, additional sheets may be attached. The onus is on the bidder to fill in all the information. Failure to do so will result in points being lost under equity. The full company composition is required including HDI and Non-HDI status. The ownership must accumulate to 100%.

NAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OWNED	VOTING %

**ANNEXURE D
DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED
BY OSISA)**

In terms of OSISA Regulations, no person or persons employed by the OSISA may be awarded a bid.

Any legal person, or persons having a kinship with persons employed by OSISA including a blood relationship, may make an offer in terms of this bid invitation. In view of possible allegations of favouritism, should the resulting bid or part thereof be awarded to persons connected with or related to an employee of OSISA, it is required that the bidder or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where—

- the legal person on who's behalf the bid document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarer acts and persons who are involved with the evaluation of the bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the bid.

Do you, or any person have any relationship (family, friend, other) with a person employed with OSISA or its Administration and who may be involved with the evaluation, preparation and/or adjudication of this bid?

Yes /No

If so, state particulars

.....

.....

.....

SIGNATURE OF DECLARER

DATE

POSITION OF DECLARER

NAME OF COMPANY OR BIDDER

**ANNEXURE E
DECLARATION (VALIDITY OF INFORMATION PROVIDED)**

I..... declare that the information provided is true and correct, the signature to the bid document is duly authorised and documentary proof regarding any bidding issue will, when required, be submitted to the satisfaction of OSISA.

.....
SIGNATURE OF DECLARER

DATE

.....
POSITION OF DECLARER

**NAME OF COMPANY OF
BIDDER**

Should the bidder have, in the opinion of the OSISA, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to the bid, then OSISA may, in its sole discretion:

- * Ignore any bids without advising the bidder thereof
- * Cancel the contract without prejudice to any legal rights OSISA may have

Should the bidder disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between OSISA and such bidder.

ANNEXURE F
DECLARATION OF INTEREST

1. No bid will be accepted from persons in the employ of OSISA.
2. Any person, having a kinship with persons in the employ of OSISA, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the employ of OSISA, it is required that the bidder or their authorised representative declare their position relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, officer)

3.4 Company Registration Number:

3.5 Tax Reference Number.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / officers, their individual identity Numbers s must be indicated in paragraph 4 below.

3.8 Are you presently in the employ of OSISA? **YES** / **NO**

3.8.1 If yes, furnish particulars.....

.....

3.9 Have you been in the employ of OSISA for the past twelve months? **YES** / **NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the employ of OSISA and who may be involved with the evaluation and or adjudication of this bid?.....**YES / NO**

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the employ of OSISA who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders employed by OSISA? **YES / NO**

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders employed by OSISA? **YES / NO**

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

**ANNEXURE G
BID CHECK LIST.**

All Individual bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

Bidders are to check the following points before the submission of their bid:

1. All pages of the bid document have been read by the bidder.
2. All pages requiring information have been completed in black ink.
3. All sections requiring information have been completed.
4. The bidder has submitted the correct documentation, e.g. original and current certificates in terms of SARS, etc.
5. Supporting documents attached in respect of the Pre-Qualification Evaluation to be undertaken
6. The bid document is submitted before 16h00 on the due date at the designated bid box of OSISA.