

THE NATIONAL CREDIT REGULATOR

MAY 2021

**TERMS OF REFERENCE (TOR) TO APPOINT A
SERVICE PROVIDER TO PERFORM PERIODIC AUDIT
REVIEWS ON PAYMENT DISTRIBUTION AGENTS
(PDAS)**

RFP NUMBER: NCR760.05.2021

**DUE DATE: 01 JUNE 2021 AT 11H00 CAT
HAND DELIVERY TO NCR OFFICES**

SECTION 1

GENERAL TERMS OF CONDITIONS

1. General Information for Bidders

The National Credit Regulator (NCR) was established in terms of Section 12 (1) of the National Credit Act (Act 34 of 2005) and came into being on 1 June 2006.

The NCR will determine which bidding organisation (“bid participant”), if any, is appointed in response to this request for submission as stipulated in section 2 of this document.

1.1. General Terms

This tender is issued in terms of the Public Finance Management Act 1 of 1999 (PFMA), the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2017 (PPR), Supply Chain Management Regulations issued by the National Treasury and BBBEE Act.

Parties that wish to submit proposals are required to indicate that they are willing to accept the General Conditions and Procedures of the NCR (see Section 4 below and Annexure B.1). Please read this document carefully prior to submitting your proposal.

1.2. The Proposal Format

1.2.1. Economy of proposal preparation

The proposal should be prepared simply and economically, providing a straightforward and concise description of the bid participant’s ability to meet the requirements of the proposal request.

Clear factual responses are required. The content of the proposals shall determine the merit of each participant, not brochures or other marketing material. To facilitate the review of proposals, participants are required to organise their responses according to the format presented below. Should a participant wish to provide additional information, that information should be referred to, and provided for, in a file of Annexures.

1.2.2. Validity of proposals

The proposals must include a statement as to the period for which the proposal remains valid. The proposal must be valid for at least ninety (90) days from the due date for the submission of all bids. Refer to the quarters in the terms of reference (TOR).

1.2.3. Number of proposals

Each bid participant must provide **three (3) hard copies and 1 CD/Stick** of their entire proposal,

including all the documentation referred to in 4 below, in the format specified in that section. All submitted proposals will become the property of the NCR, and will not be returned. Receipt of all proposals will be recorded in a register at the point of receipt. One copy of the proposal must be signed and dated in black ink by the bidder or authorized representative of the bidder and initialled on each page.

2. Submission of proposals

2.1. Proposals must reach the offices of the NCR before **11:00 on 01 June 2021, @11H00am** and must be enclosed in a sealed envelope which must be clearly labelled/addressed on the outside:

(a) RFP No: NCR 760.05.2021

(b) TERMS OF REFERENCE (TOR) TO APPOINT A SERVICE PROVIDER TO PERFORM PERIODIC AUDIT REVIEWS ON PAYMENT DISTRIBUTION AGENTS (PDAS)

(c) CLOSING DATE: 01 June 2021 AT 11H00 SHARP

2.2. Proposals are to be submitted in the marked tender box, in the reception area, National Credit Regulator, 127-15th Road, Randjiespark, Halfway House, Midrand. The tender box will only be available for the depositing of proposals between 08h00 and 16h30 on weekdays (excluding public holidays).

2.3. Please note that this RFP closes punctually at 11h00 on **01 June 2021**. No late submissions will be considered under any circumstances.

2.4. All the documentation referred to in Section 4 below must be submitted. Failure to submit all the documentation referred to in this section may result in a submission being discarded, and not considered for evaluation.

2.5. If responses are not delivered as stipulated in this Section 2.1, such responses will be considered "late", and will not be considered for evaluation.

2.6. The NCR shall not disclose any details pertaining to the responses received, to any other participant, as this is regarded as confidential information.

2.7. Envelopes must not contain documents relating to any RFP other than the one referred to in this RFP.

2.8. The responses to the RFP will be opened as soon as is practical after the expiry of the time advertised for receiving them.

2.9. Only the participants that are short-listed after the evaluation process will be informed of

the results of the submission adjudication process.

- 2.10.** After the evaluation process is completed, the Evaluation Committee may, prior to making a final selection, draw up a shortlist of participants and require them to make a detailed presentation to the Adjudication Committee. A minimum of 2 days' notice will be given to relevant participants in advance of the presentation date.

3. Timetable

Date	Activity
10/05/2021	Advertisement of the RFP
01/06/2021	Closing date @ 11h00
02/06/2021	Preliminary evaluation
03/06/2021	Evaluations by the Evaluation Committee
30/06/2021	Adjudication Committee meeting
01/06/2021	Appointment

The National Credit Regulator reserves the right to determine the structure of the process, the right to determine the number of short-listed participants, the right to withdraw from the proposal process, and the right to change this timetable at any time without notice.

4. Documentation to be submitted

Please Note

All of the documentation described below must be submitted, with no omissions whatsoever. Where a particular form or format of documentation is stipulated, this is the only form or format in which these documents must be submitted. Failure to adhere to these requirements may result in the rejection of the entire submission.

All of the documentation referred to below (in Parts One – Twelve) must be acknowledged and submitted. For ease of reference and to facilitate the evaluation process, you are requested to clearly mark each part of the submitted documentation as it is referred to below.

4.1. Table of content

Introductory letter by the bidder with authorized contact person and details for this specific tender

- 4.2. SBD 1** – should be the completed and inserted after the introductory letter

One – Proposal drafted in response to Terms of Reference

Section 2 of this document below, contains the terms of reference (TOR) for the above mentioned tender. Bid participants are required to draft a proposal that will clearly indicate to the Evaluation Committee how they will fulfil the requirements as set out in the TOR.

Bid participants should include the following information when drafting their proposals:

- Proposals should make clear the relevant skills, experience and capacity of the participant, in respect of this particular TOR. This is an important evaluation criterion. Bid participants should ensure that their proposals focus on how they will address the requirements of this TOR, rather than on achievements.
- Proposals must contain the details of the proposed approach to be adopted in order to deliver the service in accordance with the TOR.
- Proposals should clearly indicate whether or not bid participants have the internal capacity to meet the requirements of the TOR.

4.3. Two – Pricing Proposal- SEPERATE ENVELOPE

SBD 3.3 Pricing Schedule together with signed off detailed pricing on the company's letter head. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected. Additional information may be added on a separate page if necessary.

The total price that the participant will charge to deliver services in accordance with the TOR must be clearly indicated. The pricing proposal should contain sufficient information to allow the Evaluation Committee to estimate the cost of the service, to a high degree of accuracy.

Please note that a financial proposal must be submitted in a separate sealed envelope together with your submission. The financial Proposal will be opened once all technical proposals have been evaluated. This appointment will be made in line with QBS. All prices provided must be inclusive of Value-Added Tax (VAT).

Please note that the prices contained in the pricing proposal are the only charges that may be levied if the participant's proposal is successful, unless explicitly agreed to in writing by the National Credit Regulator, and in terms of the General Conditions of Contract, no additional cost will be accepted after the bidding documents have been submitted and the tender closing date has expired. Any cost for additional parts and peripherals needed for the successful implementation of the project shall remain and form part of the bidding price.

4.4. Three – General Conditions and Procedures of the NCR

Annexure B and B1 - General Conditions and Procedures of the NCR. Bid participants must indicate clearly that they have read this document, and have no objections to being bound by its

contents. In cases where any provisions of the General Conditions and Procedures conflict with this General Information for Bidders and/or Terms of Reference, the latter will take precedence over the General Conditions of Contract.

4.5. Four – Contract Form: Rendering of Services

Annexure C - Contract Form: Rendering of Services. This will only be completed by the successful bidder once a selection has been made by NCR. Participants do not, therefore, need to complete this form at the bidding stage but their proposals must clearly indicate that they have read this form, and have no objections to signing it as is, if selected as the successful participant.

4.6. Five – Tax status

Annexure D - Please attach CSD showing Tax status

A CSD print out must also be attached.

4.7. Six – Preference Points Claim Form

Annexure E – form SBD 6.1. Bid participants must complete Sections 8 and 9 in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected. *## Please note that a **BBEE certificate/ sworn affidavit** must also be attached to the bid documents. None submission will result in zero scoring in this competitive bidding process*

4.8. Seven – Declaration of Interest

Annexure F – form SBD 4. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected.

4.9. Eight – Declaration of past Supply Chain Management Practices

Annexure G – form SBD 8. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected.

4.10. Nine – Non-Disclosure Agreement

Annexure H – Non-Disclosure Agreement. Participants must indicate clearly that they have read this agreement, and have no objections to signing it, as is.

4.11. Ten – Certificate of Independent Bid Determination

Annexure I – Certificate of Independent Bid Determination Participants. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected.

4.12. Eleven – SLA draft version for supplier review

Annexure K – SLA draft version for supplier review. The participants must indicate clearly that they have read this agreement, and have no objections to signing it, as is. If not objections should be outlined separately in a letter. NB: all the SBD documents can be downloaded from our website - <https://www.ncr.org.za/tenders-download/current-tenders>

5. Evaluation Criteria

Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on B-BBEE codes system, allocated as indicated in the table below:

B-BBEE status level of contributor	Number of points	Price
Total maximum points	20	80

Functionality will be evaluated in terms of Section 2 point 10

6. Conflict of interest

Service providers are required to provide services that are professional, objective and impartial. Service providers must ensure that there is no conflict of interest between existing assignments, obligations and responsibilities to other clients and the services set out in the TOR. In the event of any uncertainty in this regard, full disclosure in the submitted proposal should be considered. Non-disclosure of a conflict of interest may be grounds for termination of any contract.

7. Confidentiality agreement

The successful service provider may have access to confidential data or information. The appointment of a successful bidder is subject to that bidder agreeing to the contents of, and signing, the NCR's standard Non-Disclosure Agreement.

8. Contact details

This no-contact policy does not apply to any information deemed to be in the public domain, or which is readily available from organs of State, which are repositories of such information. All communications and enquiries/requests for clarification relating to this proposal should be directed to procurement@ncr.org.za.

SECTION 2

TERMS OF REFERENCE (TOR) TO APPOINT A SERVICE PROVIDER TO PERFORM PERIODIC AUDIT REVIEWS ON PAYMENT DISTRIBUTION AGENTS (PDAS)

1. BACKGROUND

As a requirement of section 44A of the National Credit Act(NCA), the National Credit Regulator (NCR) has registered Payment Distribution Agents (PDA) to collect and distribute funds of consumers under debt counselling to credit providers. To date, four (4) PDAs have been registered. The NCR places the payment distribution process at the centre of debt counselling and as an integral part to safe guard the funds of consumers under debt counselling and as a vehicle contributing towards consumers’ rehabilitation.

To closely monitor compliance of the PDAs, the NCR conducts quarterly compliance monitoring and periodic (bi-annual) audits conducted through the services of an external and independent service provider. In terms of clause 19 of the PDAs’ conditions of registration: “The PDA must permit the NCR or any person authorised by the NCR to enter any premises from which the PDA provides payment distribution services.” Further to this, PDAs must satisfy all requests and enquiries relating to compliance monitoring with the conditions of registration and the requirements of the NCA, Regulations and relevant guidelines.

2. TERMS OF REFERENCE

In light of the above, the NCR seeks to employ the services of an external and independent service provider to conduct periodic audits on these PDAs. The services required is to conduct bi-annual audits on all registered PDAs, three (3) of the PDAs are based in Gauteng Province, and one (1) in the Western Cape. This service is required for a period of three (3) years, covering the 2021/22,2022/23 and 2023/24 NCR financial years.

The audit will be carried out in accordance with International Standards on Auditing, Code of Ethics, relevant legislation and must include audit procedures and tests, as the auditors consider necessary under the circumstances for the period under review.

In conducting the audit, special attention should be provided to the following terms of reference:

REVIEW AREA	PROPOSED SCOPE OF WORK
<p>1. Compliance of the PDA with the NCA and conditions of registrations</p>	<ul style="list-style-type: none"> Develop a compliance checklist in line with the relevant PDA provisions as espoused in the NCA, conditions of registrations and Standard Operating Procedure(SOP).

	<ul style="list-style-type: none"> • Test the PDA's level of compliance with all provisions on the checklist. • Identify, note exceptions and provide recommendations to address exceptions.
2. Monthly statistical reports submitted to the NCR	<ul style="list-style-type: none"> • Review the monthly statistical reports submitted to the NCR for the period under review and test the accuracy of the reports. • Identify, note exceptions and provide recommendations to address exceptions.
3. PDA response to queries	<ul style="list-style-type: none"> • Test whether the PDA is responding to the queries in line with the Standard Operating Procedure (SOP) and timelines and advise on the common queries logged for the period under review.
4. Compliance monitoring findings	<ul style="list-style-type: none"> • Review the PDA compliance monitoring reports to identify areas of non-compliance and determine whether the PDA has implemented corrective measures.
5. PDA Bank Accounts	<ul style="list-style-type: none"> • Confirm that PDA has declared all PDA trust accounts in use. • Test that all declared bank accounts by the PDA are used for the purposes acquired for and identify the interest bearing accounts. • Compare that the opening and closing balances stated on the bank statements correspond with the opening and closing balances recorded on the PDA system. • Identify, note exceptions and provide recommendations to address exceptions.
6. Interest earned by the PDA	<ul style="list-style-type: none"> • Verify the accrued interest on all bank accounts held by the PDA, compare against what has been transferred to the PDA interest account and to the NCR's PDA account.

	<ul style="list-style-type: none"> • Verify and confirm that the PDAs do not offset bank charges against the interest earned and that the interest account is only used for the sweeping of interest from related accounts.
7. Bank Reconciliation	<ul style="list-style-type: none"> • Perform bank reconciliations to ensure that the amounts received from consumers and distributed to credit providers reconcile to the closing balance as per bank statement. • Identify, note exceptions and provide recommendations to address exceptions.
8. Distributions made to credit providers	<ul style="list-style-type: none"> • Check whether distributions made to credit providers are made in line with the debt-arrangement proposals from the debt counsellor. • Determine the exact period between the receipt of funds and outflow of payments to credit providers. • Identify, note exceptions and provide recommendations to address exceptions.
9. Income received	<ul style="list-style-type: none"> • Confirm that the monthly income, including amounts received from consumers, refunds from credit providers and other sources is reflected correctly on the PDAs' systems with supporting documents. • Verify completeness of all received receipts in comparison to the bank statements. • Identify, note exceptions and provide recommendations to address exceptions. <p>REQUIREMENT: Testing to be performed on all (100%) income received transactions for the period under review making use of an audit tool.</p>
10. Expenditure	<ul style="list-style-type: none"> • Confirm that the monthly expenditure, including disputed debit orders; refunds to consumers and others are reflected correctly on the PDAs' systems with supporting documents.

	<ul style="list-style-type: none"> • Identify, note exceptions and provide recommendations to address exceptions. <p>REQUIREMENT: Testing to be performed on all (100%) expenditure related transactions for the period under review making use of an audit tool.</p>
<p>11. Disputed debit orders</p>	<ul style="list-style-type: none"> • Determine the amount of debit orders disputed after distributions have been made to credit providers. • Check the level of recoveries made on the disputed debit orders. • Enquire on how the PDA funds the disputed debit orders and do a sample check. • Advise on the period against which the debit orders are disputed.
<p>12. Unidentified and undistributed funds</p>	<ul style="list-style-type: none"> • Determine and verify the amounts which cannot be identified by the PDA and investigate the reasons and the remedial action by the PDA. • Determine and verify the amount of funds which remain undistributed by the PDA. • Ascertain whether the PDA has taken remedial action to resolve this. • Determine the total amount of non-distributable funds held by the PDAs. • Obtain the below reports of undistributed funds and test accuracy of such against what has been reported to the NCR: <ul style="list-style-type: none"> ➢ Undistributed funds; ➢ Un-identified funds; ➢ Returned funds; and ➢ Suspended funds. • Determine whether the reported unidentified and undistributed funds recorded on the PDA system correspond with the balances on the bank statements where these funds are kept.

	<ul style="list-style-type: none"> • Identify, note exceptions and provide recommendations to address exceptions.
13. Debt counselling related and PDA Fees	<ul style="list-style-type: none"> • Evaluate how and when related fees are charged and paid (i.e. in line with the prescribed fee guidelines and regulations). • Identify, note exceptions and provide recommendations to address exceptions.
14. Information Backup and Business Continuity	<p>It is imperative that every PDA have sound and effective information backup and Business continuity processes in place to ensure that business is not disrupted in the event of a disaster.</p> <p>To this end, the audit service provider should perform the following:</p> <ul style="list-style-type: none"> • Determine if formal information back up policies and procedures exists. • Check and ensure that backups are done daily; • Ensure that offsite backups are kept. • Ensure that backups are regularly tested. • Identify, note exceptions and provide recommendations to address exceptions.
15. Reporting	<ul style="list-style-type: none"> • Prepare a report on the findings with recommendations. • Prepare a draft letter for the PDA on the audit findings. • Present the final audit report/s with audit findings to the NCR and make recommendations how to improve the payment distribution process and monitoring of the PDAs.

3. OUTPUT REQUIRED

The appointed service provider will be required to:

- Develop an audit tool aligned to the payment distribution process; and

- Provide a detailed audit report with findings and recommendations on how to address areas of concern within the agreed upon timelines.
- Present the final audit report to the NCR.

4. FUNCTIONALITY EVALUATION

VALUES: 1=Poor: 2=did not meet the requirements: 3= partially met the requirement: 4= meet the requirements: 5=Exceed the requirements

DESCRIPTION	WEIGHT
<p>Understanding of the NCR requirements</p> <p>The proposal should display:</p> <ul style="list-style-type: none"> • Bidder’s understanding of the key requirements and expectations of the NCR; • Bidder’s understanding of the PDA operations; • Bidder’s ability to conduct an independent audit on the payment distribution process; • Bidder’s ability to conduct forensic audit; • Bidder’s ability to conduct IT audit; • Bidder’s Experience- A minimum of 5 years track record of providing auditing services, forensic and IT audit • Previous work done in relation to the above. Proof of clientele must be provided. <p>2 points=Display or no display of understanding of key requirements and PDA operations ,3 years and/or less track record with or without proof of previous work done (Portfolio of Evidence-Provision of the proof of clientele where similar service was provided).</p> <p>3 points= Display or no display of understanding of key requirements and PDA operations, 4 years track record with proof of previous work done (Portfolio of Evidence-Provision of the proof of clientele where similar service was provided)</p> <p>4 points= Proposal to display bidder’s understanding of key requirements and PDA operations,5 years track record with proof of previous work done(clientele). (Portfolio of Evidence-Provision of the proof of clientele where similar service was provided with a minimum of 3 and maximum of 5 clients)</p> <p>5 points = Over 5 years track record with proof of previous work done(clientele).</p>	<p>15</p>

<p>(Portfolio of Evidence-Provision of the proof of clientele where similar service was provided from 5 clients and above)</p>	
<p>Methodology</p> <p>Proposals must contain the details of the proposed approach to deliver the service in accordance with the TOR. Bidders must amongst others provide:</p> <ul style="list-style-type: none"> • Project Execution Plan or Framework highlighting: <ul style="list-style-type: none"> ➤ Bidder’s ability to meet the TORs under tight deadlines; ➤ The proposed approach to undertake the project inclusive of turnaround time to perform and deliver the specified TORs above; ➤ Provision of high-level templates of the reports to be submitted to the NCR based on the TORs. <p>2 points= Proposal that does not detail the methodology, turnaround time and high-level templates to deliver as per the TOR.</p> <p>3 points=Proposal with methodology that does not respond to some of the above mentioned requirements relating to the project execution plan.</p> <p>4 points=Proposal covering the methodology and responding to all requirements relating to the project execution plan (i.e. indication of ability to meet tight deadlines, proposed approach, turnaround times and high-level templates of reports to be submitted to the NCR)</p> <p>5 points= Proposal covering the methodology and responding to all requirements relating to the project execution plan (i.e. indication of ability to meet tight deadlines, proposed approach, turnaround times and high-level templates of reports to be submitted to the NCR) and with added value adding services to be provided and customised as per the NCR’s TORs.</p>	<p>40</p>

<p>Capacity</p> <p>Proposals should make clear the relevant skills, capacity and experience of the bidder relevant to the TORs. The proposal should comply with the provisions of point 5 below and the following amongst others should be covered:</p> <ul style="list-style-type: none"> • The demonstrated experience of the company in undertaking similar work or projects (provision of audit services inclusive of forensic and IT audit) – 5 years’ experience • The relevant skills of the entire proposed project team and the team to be dedicated to this project (Brief CV’s of the team members indicating amongst others their qualifications and experience). <ul style="list-style-type: none"> ➤ Project leader- 5 years’ experience in audit and relevant audit/accounting/investigation qualifications; and ➤ Project team members to have a combination of 8 years’ audit, capacity inclusive of forensic and IT audit and experience. <p>2 points= 3 years’ relevant experience for the company, project leader experience and project team with or without submission of the CVs of the team members inclusive of the project leader’s experience.</p> <p>3 points =4 years’ relevant experience for the company, project leader experience and project team with or without submission of the CVs of the team members inclusive of the project leader’s experience.</p> <p>4 points = 5 years’ relevant experience for the company, 5 years’ project leader experience and a combination of 8 years for the project team with submitted CVs of the team members to be dedicated to the NCR project which meet the requirements inclusive of point 5 below.</p> <p>5 points = Over 5 years’ relevant experience for the company, over 5 years’ project leader experience and over 8 years combined project team experience with submitted CVs of the team members to be dedicated to the NCR project which meet the requirements inclusive of point 5 below.</p>	30
<p>Accreditation and certification</p> <p>Proof of accreditation and/or certification of the bidder(company) with regulatory bodies such as IRBA (Independent Regulatory Board for Auditors)or IIASA (Institute</p>	5

<p>of Internal Auditors South Africa) or SAIPA (South African Institute of Professional Accountants) and others.</p> <p>2 points= Non submission of proof of accreditation for the company.</p> <p>4 points= Submission of proof of accreditation for the company.</p> <p>5 points =Submission of proof of accreditation for the company and project team members.</p>	
<p>References</p> <p>Contact details of at least three (3) references from amongst recent clients with whom similar work has been conducted in the past 24 months. The bidder must provide the reference letters indicating the <i>period of service</i> and contact details.</p> <p>2 points= Irrelevant submission or non-submission of reference letters.</p> <p>3 points = Less than 3 reference letters.</p> <p>4 points = 3 reference letters for the specified period of service.</p> <p>5 points = More than 3 reference letters for the specified period of service.</p>	10

Bidders will need a minimum of 70 points to be qualified for price and BBEE.

5. LEGISLATIVE AND REGULATORY FRAMEWORK

- 5.1 All NCR bids and all contracts emanating there from will be subject to General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) as well as the Preferential Procurement Policy Framework Act 2000 (PPPFA) with its latest 2017 Regulations. The Special Conditions of Contract (SCC) are supplementary to that of General Conditions of Contract. However, where the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 5.2 This bid and/or contract is subject to all applicable industry related legislation, particularly the legislation stated below. Contravention of any provision of the below mentioned legislation as well as the following legislation may result in disqualification of this bid or termination of Contract in the event that the contravention occurs after the contract award: -
- i. Broad -Based Black Economic Empowerment Act 53 of 2003;
 - ii. Sector Codes of Good Practice;
 - iii. Preferential Procurement Policy Framework Act, (No.5 of 2000);

- iv. Broad-Based Black Economic Empowerment Amendment Act, (No.46 of 2013);
- v. Broad-Based Black Economic Empowerment Regulations 2016.
- 5.3 The NCR's objective is to appoint strictly South African service providers, companies or entities as well as to promote and advance the employment of South African citizens.
- 5.4 The NCR's objective is to promote transformation in the economy through the procurement of goods and services from companies and businesses owned by women.
- 5.5 A service provider currently contracted to the NCR to offer a co-sourced service to manage the PDAs is disqualified from bidding for this tender.
- 5.6 When evaluating the submitted bids, the NCR will consider the performance of a bidder who had and/or has an existing contract with the NCR as a service provider.

Additional information/documents to be submitted

- Brief company profile, as relevant to the above mentioned terms of reference.
- Experience in the relevant areas and Clientele
- All sub-contractor information (if applicable) needs to be disclosed in the proposal by the bidder for e.g. BEE certificate, SARS Tax Clearance etc.
- **NB: The BEE level of the sub-contractor (if applicable) needs to be equivalent to that of the bidder.**
- CV/Resumes of key members
- Financial proposal- full and detailed pricing must be on the company's letter head and signed off by the delegated and authorised person, the total cost must link to SBD 3.3 attached.

-----End-----