

THE APPOINTMENT OF A SANAS-ACCREDITED B-BBEE VERIFICATION AGENCY TO CONDUCT ANNUAL B-BBEE VERIFICATION SERVICES FOR A PERIOD OF THREE (3) YEARS

1. INTRODUCTION

- 1.1 The Eastern Cape Gambling Board (**"the ECGB"**) is a Schedule 3C public entity in terms of the Public Finance Management Act (**"PFMA"**). The ECGB was established in terms of the Eastern Cape Gambling Act, 1997 (as amended) (**"the Act"**) whose mandate *inter alia* to regulate and control all gambling activities in the Eastern Cape (**"the Province"**), South Africa.
- 1.2 ECGB is an agency of the Eastern Cape Department of Economic Development, Environmental Affairs and Tourism.

2. PURPOSE OF APPOINTMENT

ECGB hereby invites proposals from suitably qualified, competent and experienced SANAS-accredited B-BBEE Verification Agencies to conduct annual B-BBEE verification services and issue a valid B-BBEE Certificate or Scorecard. The successful bidder will be appointed for a period of three (3) years, subject to satisfactory performance.

The appointed Verification Agency will be required to provide annual B-BBEE verification services. Deliverables under this section include, without limitation, the following:

- a. Conduct annual B-BBEE verification in accordance with the applicable B-BBEE Codes of Good Practice, the Broad-Based Black Economic Empowerment Act 53 of 2003 and other relevant sector requirements.
- b. Prepare and submit a verification project plan, including timelines, milestones, deliverables, reporting requirements and required resources.
- c. Review and verify all supporting documentation and evidence submitted by ECGB from the B-BBEE toolkit.
- d. Issue sample requests covering relevant B-BBEE elements and conduct verification procedures in line with SANAS requirements.
- e. Conduct interviews, site visits and/or virtual verification sessions, where deemed appropriate.

- f. Prepare and submit a preliminary B-BBEE scorecard and advise ECGB on areas for improvement to achieve a better score.
- g. Issue a final B-BBEE Verification Certificate or Scorecard upon completion of the verification process.
- h. Present a close-out report with recommendations to ECGB management, highlighting key findings, gaps and improvement areas.

3. PROPOSAL SUBMISSION REQUIREMENTS

Bidders must submit the following:

- proof of SANAS accreditation as a B-BBEE Verification Agency;
- a detailed project methodology and implementation plan with clear timelines;
- details of the proposed project team, Verification Analyst and Technical Signatory, together with CVs and copies of qualifications;
- at least three (3) contactable references for similar B-BBEE verification projects, preferably for public entities within the past three (3) years; and
- a fixed pricing schedule for a three (3) year period, indicating annual verification costs and any other disbursement costs.

4. EVALUATION CRITERIA

FUNCTIONALITY EVALUATION AND PREFERENTIAL PROCUREMENT REGULATIONS OF 2022 WILL APPLY.

- Functionality will be evaluated out of 100 points, with a minimum qualifying threshold of 70%.
- **Only bidders who meet the minimum functionality threshold will proceed to price and specific goals evaluation.**
- Price and specific goals will be calculated in accordance with the Preferential Procurement Regulations, 2022, using the 80/20 preference points system.

4.1 STAGE 1: Functionality criteria are as follows

FUNCTIONALITY CRITERIA	POINTS
1. Methodology/Approach - Comprehensive methodology demonstrating a clear understanding of SAMRC's B-BBEE requirements, the Specialized Scorecard, implementation approach, gap analysis methodology, stakeholder engagement, monitoring framework, and annual verification support. Methodology is practical and easily implementable within a Schedule 3A Public Entity. = 30 points - Satisfactory methodology with clear implementation timelines and deliverables. Demonstrates understanding of most requirements. = 20 points - Methodology submitted but contains gaps relating to implementation, reporting, verification support, or monitoring approach. = 15 points - Little or no methodology provided, or methodology is unclear and does not address the requirements = 0 points	30
2. Company Profile - Detailed profile showing over 5 years' B-BBEE verification experience with public entities, SOEs, or Schedule 3A institutions, plus proven strategy, implementation, and verification support expertise = 25 points - Sufficient company profile provided with relevant B-BBEE verification experience and some public sector exposure. = 15 points - Company profile submitted but contains gaps regarding experience, resources, or specialized expertise. = 10 points - Limited or no company profile provided or insufficient evidence of B-BBEE verification experience. = 5 points	25
3. Qualifications and Experiences of Key Personnel - Verification analyst/ Technical signatory/ Lead consultant has relevant qualifications, applicable SANAS/B-BBEE accreditation, 8+ years strong experience in strategy, compliance assessments, verification support, and stakeholder management. = 25 points - Relevant qualifications, 5-8 years' B-BBEE verification experience, and public sector exposure. = 20 points - Meets qualifications and has 2-5 years B-BBEE verification experience requirements but shows limited public sector or specialized scorecard experience. = 15 points - Insufficient qualifications with less than 2 years' B-BBEE verification experience demonstrated. = 5 points	25
4. References and Previous Similar Projects - More than three (3) comprehensive, recent, and verifiable reference letters for similar B-BBEE verification projects completed within the last three years. = 20 points - Three (3) comprehensive and verifiable reference letters for similar projects completed within the last five years. = 15 points - Two (2) comprehensive and verifiable reference letters for similar projects completed within the last five years. = 10 points - One (1) or no verifiable reference letter submitted = 5 points	20
TOTAL AVAILABLE POINTS	100

4.2 STAGE 2: Preferential points system

PREFERENTIAL PROCUREMENT REGULATIONS OF 2022 WILL APPLY: Preferential Procurement Regulations of 2022

- Price and points for specific goals will be calculated as described in the Preferential Procurement Regulation 2022.
- **NB: Tenderers are to submit proof of the specific goals claimed**
- Submit full details of the pricing proposal as per **Annexure A**.

Points available per criteria in Stage 2 are as follows:

PRICE	80
SPECIFIC GOALS	20
50% or >50% Black Ownership	5
50% or >50% Black female ownership	5
MSME (i.e. EME or QSE)	5
Eastern Cape based bidder	5

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ANNEXURE A

Table 1: Professional Fees

Description of Service	Year 1 (R) vat excl.	Year 2 (R) vat excl.	Year 3 (R) vat excl.	Total (R) vat exclusive
Annual B-BBEE Verification Services				
Other (specify)				
VAT 15%				
Grand Total				

*Quoted prices should be firm and should include all related costs inline with the services required.