



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



WATERBERG
TVET COLLEGE

Together ensuring success

CENTRAL OFFICE

Postnet Suite #59 • Private Bag x2449 • Mokopane 0600 • C/o Totius & Hooge Streets
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MAINTENANCE OF CLASSROOMS FOR WATERBERG TVET COLLEGE IT CAMPUS IN MAHWELERENG

**BID NUMBER:
WTC-ITC/MC/07/21**

**CLOSING DATE AND TIME:
12 JULY 2021 AT 11:00**

ENGINEERING AND SKILLS TRAINING CENTRE

Tel: 015 - 633 6772/0
Fax: 015 - 633 6589
lebowakgomo@waterbergcollege.co.za

HOTEL SCHOOL

Tel: 015 – 491 8139/4216
Fax: 015 – 491 8969
hotelschool@waterbergcollege.co.za

BUSINESS STUDIES CENTRE

Tel: 015 – 483 2441/5
Fax: 015 – 483 1555
mahwelereng@waterbergcollege.co.za

IT AND COMPUTER SCIENCE CENTRE

Tel: 015 – 483 0090/1
Fax: 015 – 483 0066
mokopane@waterbergcollege.co.za

1. BACKGROUND

Waterberg Technical and Vocational Education and Training (TVET) College is looking for a Construction industry development board (CIDB) registered company to do maintenance on the classrooms at the IT centre campus.

Interested bidders are hereby invited to submit their bids for the maintenance of the classrooms for Waterberg TVET College IT Campus in Mahwelereng

2. SCOPE OF WORK SUMMARY

REMOVE EXISTING WORK

- Taking down and removing roofs, floors, panelling, ceilings, partitions, etc
- Removal of raised wooden floors stage with overall dimensions 4630x3240x460mm High, and dispose the rubble in an authorised rubble area.
- Taking up and removing vinyl floor coverings, carpets, etc and preparing screeds for new floor coverings
- Vinyl tile floor covering
- Carpet tile floor covering

PAINTWORK

- Two coats superior quality acrylic emulsion paint for interior and exterior use on walls, ceiling and cornice
- One coat alkyd based universal undercoat and one coat superior quality universal enamel paint, Door frames, Window frames and Doors

GLAZING

- Tint windows

TILING

- 300 x 300 x 5mm White glazed ceramic tiles on the floor

3. SUBMISSION OF BIDS

Bidders are to submit one (1) pack of original proposal, marked "ORIGINAL" in one envelope.

Bid documents can be submitted in the tender box located in Waterberg TVET College central office building. The tender box is marked "Tender Box".

Closing date and time for submission is: **12 July 2021 at 11:00**

Note: E-mail and faxed submissions will not be accepted. Late submissions will be disqualified.

4. GENERAL TERMS

All documents submitted in the response to this bid shall be written in English completed with a pen. Bid documents completed with a pencil will be disqualified. All corrections and scratching must be initialled. The use of correction pen (Tippex) will automatically invalidate your bid. All required documents must be attached behind the specified divider to allow for convenient checking during evaluation. Each tender shall be valid for a period of three months (90 days) calculated from the closing date of the tender.

Any enquiries in connection to this tender shall be submitted in writing this email address: scm@waterbergcollege.co.za

5. ADMINISTRATIVE CRITERIA

Tenders must include the following documentation (**Failure to submit this required documentation will lead to disqualification**)

- a) **Invitation to bid: SBD 1**
Requires that applicants agree to be bound by bid's terms and conditions
- b) **Declaration of interest: SBD 4**
Requires a declaration of interest from applicant, stating any existing relationship/acquaintance with DHET or Waterberg TVET College employees. This is to ensure that these persons are not involved in anyway, to avoid corruption.
- c) **Preference certificate as part of the preferential procurement regulation, 2001: SBD 6.1**
Requires Preferential Procurement points claims
- d) **Declaration of bidders past SCM practices: SBD 8**
Requires declaration of bidder's past supply chain management practices
- e) **Certificate of independent bid determination: SBD 9**
Requires declaration from bidder to prevent bid rigging

6. MANDATORY CRITERIA

Tenders must include the following documentation (**Failure to submit this required documentation will lead to disqualification**)

- a) **A valid Tax Clearance Certificate and Tax Compliance Status Pin**
- b) **VAT registration certificate** (for VAT Vendors Only)
- c) **Proof of Company Registration Certificate** (Company/CC/Trust/ Partnership)
- d) **Certified ID copies** of all Members/ Partners/ Directors. If Members/Partners/ Directors are employed by the state, proof that they are allowed to conduct business outside remunerative work should be provided
- e) **Company profile** a professional summary of the business and its activities
- f) A copy or printscreen copy of the **CIDB grading certificate of 1GB or higher**
- g) **A letter of good standing** from the office of the compensation commissioner and a certified copy of compensation for Occupational Injuries and Diseases Act

(COIDA) registration certificate indicating **Building Maintenance /Maintenance/Renovations/ Building/Construction** or related.

- h) Priced **Bill of Quantity (BOQ)**
- i) **Health and safety plan** for this project.
- j) Proof of **Central supplier database (CSD)** registration
- k) **Proof of bank account** (Cancelled Cheque or original letter from the bank confirming banking details)
- l) Proof of **Business address**. Statement of water and lights not more than three months or lease agreement for the company or letter from the tribal authority indicating the name of the business.

7. OTHER REQUIRED DOCUMENTS

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes.

- a) **Track record/traceable references for verification purposes:** Provide the names and contact details of current or previous clients you have provided similar maintenance, renovations, building/construction projects to, and details of similar projects completed in the past and those still running. Provide testimonial/reference letters from previous completed projects.
- b) **Method statement**
- c) **CVs and qualifications** of the project team
- d) A current **broad-based black economic empowerment (B-BBEE) status level certificate**.

8. EVALUATION CRITERIA

This bid will be evaluated on functionality. Bidders must score a minimum of 40 points on functionality to qualify for further evaluation. 80/20 preference point system in line with Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) regulation 2017 will be applicable. Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria.

No.	EVALUATION CRITERIA	TOTAL SCORE	MINIMUM REQUIREMENT
1.	<p>Previous Experience: (Relevant building experience) (Supply detail info on projects successfully completed and letters of references)</p> <ul style="list-style-type: none"> • >2 Completed Projects= 15 points • > 1 Completed Projects = 13 points <ul style="list-style-type: none"> • 0-1 Completed projects = 6 points 	15	13
2.	<p>Method statement</p> <ul style="list-style-type: none"> • Generic and irrelevant activities = 0 • Less activities with no explanation = 10 • Less activities with explanation = 13 • Major activities explained = 15 <p>All activities explained = 20</p>	20	15
3	<p>Project Team</p> <ul style="list-style-type: none"> • Project leader with BSc: QS/Civil = 15 • Project leader with ND: Building/Civil = 12 • No Qualification/certificates = 0 	15	12
	TOTAL	50	40

The next stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the preferential procurement regulations, 2011 pertaining to the preferential policy framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidders B-BBEE status level contribution or a sworn affidavit. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must 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	80/20
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-complaint contributor	0

1. EXTENT OF CONTRACT & ASSUMPTIONS ON THE BOQ

Building contract

The work embodied in the contract comprises construction of a stable building with associated services and external works.

The successful tenderer for this contract will be appointed in terms of the Principal Building Agreement, July 2007 edition 5 prepared by the Joint Building Contracts Committee (JBCC Series 2000) and amended by the quantity surveyor to suit the project.

Assumptions

- The bills of quantities have been produced without a civil, structural, mechanical & fire engineer's input, all quantities & project specifications have been assumed and shall be confirmed once these professionals are appointed and give accurate professional drawings.
- Ground conditions have been assumed to be adequate for the type of construction, no geotech has been conducted. All costs for a geotech investigation shall be borne by the client.
- Contingency has been added at the final summary. This allowance shall be used on a proven cost basis and signed off by the client and principal agent.

ACQUAINTANCE WITH TENDER DOCUMENTS

By submission of a tender, the contractor shall be deemed to have acquainted himself with the contract documents, local requirements and laws and all aspects of the work envisaged in the documents, prior to pricing and submission of a tender. It is of vital importance that the tenderers visit the site prior to the submission of a tender to study conditions on site. No claim resulting from failure to comply with any of the above will be entertained.

3. CONTRACT DOCUMENTS

The contract documents shall comprise:

- * This tender enquiry document, bills of quantities and its annexures.
- * All architectural drawings, to be read in conjunction with the bills of quantities:

4. BILLS OF QUANTITIES

These bills of quantities contain pages numbered consecutively as indicated in the Index. Before the contractor submits his tender he should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing indistinct, or the tender documents contain any obvious errors, he should apply to the quantity surveyors at once and have same rectified as no liability whatsoever will be admitted by the quantity surveyors in respect of errors in a tender due to the foregoing.

On no account should these documents be used for placing orders for materials. The contractor may do so at his/ her own risk but shall not be reimbursed for additional costs incurred.

Unless a separate rate for the supply and for the installation of any items is specifically called for, the supply and installation costs of any item shall be deemed to be fully included in the unit price.

5. MATERIAL AND LABOUR COST FLUCTUATIONS

Tenders shall be fixed i.e. inclusive of provision for material and labour cost fluctuations during the course of the works.

6. CONTRACT PERIOD

Building contract

Tenderers' attention is drawn to the fact that no physical start & completion dates have been put forward, it is required of the tenderers to propose a duration for this should the contract be awarded to them.

7. CONDITIONS TO BE OBSERVED IN TENDERING

7.1 Tenders shall include Value Added Tax

7.2 The quantity surveyors will notify the tenderers of the tender results

7.3 The lowest, or any, or portion of any tender will not necessarily be accepted.

7.4 All tenders must be entered on the form provided herein.

7.5 Tenders must hold good for ninety (90) calendar days from the tender closing date as stated herein.

7.6 All recipients of the tender document (whether they submit a tender or not) must treat the details of the document as private and confidential

7.7 The employer will not be responsible for, or pay for, expenses or losses, which may be incurred by any tenderer in the preparation of his tender.

8. TENDER INFORMATION

The employer may require additional information from the tenderer in order to evaluate the tender. The tenderer is required to provide such information if so required by the employer.

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	BILL No. 1				
	ALTERATIONS				
	PREAMBLES				
	The Tenderer is referred to the relevant clauses in the separate document 'Model Preambles for Trades' (2008 Edition) and the supplementary preambles hereunder.				
	SUPPLEMENTARY PREAMBLES				
	Method of measurement				
	The entire document has been measured in accordance to the standard system of measuring building work 1999 (6th Edition) unless otherwise stated.				
	Definitions				
	The descriptions and units of quantities below are measured generally in terms to suit this project. Where these descriptions and units are in conflict with the payment provisions of SABS 1200, the descriptions and units as measured below shall apply and no claims in this regard shall be entertained. Should the tenderer have any queries, he should clarify same with either the engineer or quantity surveyor prior to submission of tender. Silence on any issue will be deemed to be acceptance thereof.				
	REMOVE EXISTING WORK				
	Taking down and removing roofs, floors, panelling, ceilings, partitions, etc				
	Removal of rised wooden floors stage with ovaral dimentions 4630x3240x460mm High, and dispose the rubble in an authorised rubble area.	no	1		
	Taking up and removing vinyl floor coverings, carpets, etc and preparing screeds for new floor coverings				
	Vinyl tile floor covering	m2	55		
	Carpet tile floor covering	m2	315		
	CARRIED TO FINAL SUMMARY				
	BILL No. 2				
	PAINTWORK				

	PREAMBLES				
	The Tenderer is referred to the relevant clauses in the separate document 'Model Preambles for Trades' (2008 Edition) and the supplementary preambles hereunder.				
	SUPPLEMENTARY PREAMBLES				
	Method of measurement				
	The entire document has been measured in accordance to the standard system of measuring building work 1999 (6th Edition) unless otherwise stated.				
	Definitions				
	The descriptions and units of quantities below are measured generally in terms to suit this project. Where these descriptions and units are in conflict with the payment provisions of SABS 1200, the descriptions and units as measured below shall apply and no claims in this regard shall be entertained. Should the tenderer have any queries, he should clarify same with either the engineer or quantity surveyor prior to submission of tender. Silence on any issue will be deemed to be acceptance thereof.				
	PAINTWORK, ETC TO PREVIOUSLY PAINTED WORK				
	ON INTERNAL FLOATED PLASTER SURFACES				
	Two coats superior quality acrylic emulsion paint for interior and exterior use				
	Walls	m2	2486.458		
	ON PLASTERBOARD SURFACES				
	Two coats superior quality acrylic emulsion paint for interior and exterior use				
	Ceilings and cornices ("White" colour group)	m2	2049.36		
	ON METAL SURFACES				
	One coat alkyd based universal undercoat and one coat superior quality universal enamel paint				

	Door frames	m2	29.1		
	Window frames	m2	14		
	ON WOOD				
	Doors	m2	75		
	CARRIED TO FINAL SUMMARY				
	BILL No. 3				
	GLAZING				
	PREAMBLES				
	The Tenderer is referred to the relevant clauses in the separate document 'Model Preambles for Trades' (2008 Edition) and the supplementary preambles hereunder.				
	SUPPLEMENTARY PREAMBLES				
	Method of measurement				
	The entire document has been measured in accordance to the standard system of measuring building work 1999 (6th Edition) unless otherwise stated.				
	Definitions				
	The descriptions and units of quantities below are measured generally in terms to suit this project. Where these descriptions and units are in conflict with the payment provisions of SABS 1200, the descriptions and units as measured below shall apply and no claims in this regard shall be entertained. Should the tenderer have any queries, he should clarify same with either the engineer or quantity surveyor prior to submission of tender. Silence on any issue will be deemed to be acceptance thereof.				
	Tint windows	m2	380		

	CARRIED TO FINAL SUMMARY				
	BILL No. 4				
	TILING				
	PREAMBLES				
	The Tenderer is referred to the relevant clauses in the separate document 'Model Preambles for Trades' (2008 Edition) and the supplementary preambles hereunder.				
	SUPPLEMENTARY PREAMBLES				
	Method of measurement				
	The entire document has been measured in accordance to the standard system of measuring building work 1999 (6th Edition) unless otherwise stated.				
	Definitions				
	The descriptions and units of quantities below are measured generally in terms to suit this project. Where these descriptions and units are in conflict with the payment provisions of SABS 1200, the descriptions and units as measured below shall apply and no claims in this regard shall be entertained. Should the tenderer have any queries, he should clarify same with either the engineer or quantity surveyor prior to submission of tender. Silence on any issue will be deemed to be acceptance thereof.				
	300 x 300 x 5mm White glazed ceramic tiles on the floor				
	Floors	m2	98		
	CARRIED TO FINAL SUMMARY				
	FINAL SUMMARY				

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WATERBERG TVET COLLEGE					
BID NUMBER:	WTC-ITC/MC/07/21	CLOSING DATE:	12 JULY 2021	CLOSING TIME:	11:00
DESCRIPTION	MAINTENANCE OF CLASSROOMS FOR WATERBERG TVET COLLEGE IT CAMPUS IN MAHWELERENG				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
WATERBERG TVET COLLEGE CETRAL OFFICE					
C/O TOTIUS & HOOGES STREET					
MOKOPANE					
0600					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms HMG MAKHURUPETJI		CONTACT PERSON	Mr Mlondolozzi Jwara	
TELEPHONE NUMBER	015 492 9042		TELEPHONE NUMBER	015 492 9042	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	scm@waterbergcollege.co.za		E-MAIL ADDRESS	pmi@waterbergcollege.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must 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 (90/10 system)	Number of points (80/20 system)
------------------------------------	---------------------------------	---------------------------------

1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		

Any QSE		
---------	--	--

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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 contract.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2