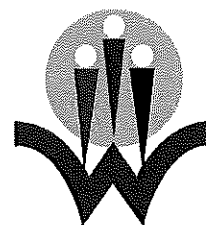




higher education
& training

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
Tel: 015 – 492 9000/9007 • Fax: 015 – 492 9042
www.waterbergcollege.co.za • hq@waterbergcollege.co.za

**PROFESSIONAL SERVICES
(PRINCIPAL AGENTS) FOR
INFRASTRUCTURE PROJECTS FOR A
CONTRACT PERIOD OF 1 YEAR (12
MONTHS) FOR WATERBERG TVET
COLLEGE**

**BID NUMBER:
WTC-IPM/PA/05/2022**

**CLOSING DATE AND TIME:
03 JUNE 2022 AT 11:00**

ENGINEERING AND SKILLS TRAINING CENTRE

Tel: 015 - 633 6772/0
Fax: 015 - 633 6589
lebawakgomo@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 aims to appoint Professional Services (Principal agent) or Consultant to undertake design and oversee the construction of buildings and structures at Waterberg TVET College for a period of 12 months. Experienced companies are invited to submit their proposals.

The following is the list of professionals/disciplines that must be part of the team to be appointed as Principal agent.

- Project Management.
- Architectural Services.
- Mechanical Engineering.
- Electrical Engineering.
- Civil and Structural Engineering.
- Quantity Surveying.
- Occupational Health & Safety service

2. DETAILS OF REQUIREMENT

2.1. Personnel registered with relevant professional bodies in terms of the Engineering Council of South Africa - Act 46 of 2000

Engineering Services: The Tenderer shall be capable of providing Engineering Services in terms of the Engineering Council of South Africa (ECSA). The Engineer shall be required to perform normal services. The envisaged projects will be for building/structural and civil works (water, sewer and roads) projects and any additional services as required.

2.2. Personnel registered in terms of the South African Council Project and Construction Management Professionals - Act 48 of 2000:

Professional Project Management Services: The Tenderer's Project leader must be registered as and capable of providing Project Management Services in terms of South African Council for the Project and Construction Management Professions (SACPCMP). The Project Manager shall be required to perform normal services and any additional services as required.

The Construction Project Manager shall be responsible for the co-ordination of the Professional Team and the Construction Activities. The Project Manager shall also act as the clients' agent (Principal Agent / Engineer/ Project Manager) in any contract agreement between Waterberg TVET College and a Contractor. The Project Manager shall also be responsible for co-ordinating all inputs from other parties, College or other that has an impact

on the project. The Project Manager shall be registered with a relevant construction body. The Project Manager shall not fulfil any other role on the project.

Task Orders: Waterberg TVET College shall issue a Project specific Task Order for each project where the Tenderer has been selected to provide a service. The scope of the service shall be confirmed upon issuing of the task order. Waterberg TVET College reserves the right to issue a project task order for partial services or for a particular task on a project and not necessarily for the entire scope of services. The task order shall also confirm the fee for the specific task based on the tenderers pricing offer. Waterberg TVET College reserves the right to negotiate the data used as input into the calculation of the fee prior to applying the tendered discount.

3. SUMMARY OF SCOPE OF WORK

The following deliverables will be expected from successful tenderer/s:

- Inception
- Concept and Viability / Preliminary Design, including all legislative authorizations, plan approvals, statutory compliance, conditions assessments and assist in building maintenance plan.
- Design Development / Detail Design
 - This includes the preparation of working and the approval of building plans with the relevant government bodies
 - A detailed design report, cost estimates and program with all relevant attachments in soft bound hard copy and electronic format (CD). This will include electronic .dwg files of all design layouts and drawing registers.
- Documentation and Procurement – Preparation of Scope of Works Information, Specifications, BOQs and Tender Evaluation Reports etc. for approval by the client. All procurement to be as per College's procurement policies.
- Contract Administration and Inspection – On site construction management including Risk Management, Quality Assurance and Health & Safety Management etc.
- Project close-out including:
 - Preparation of project close out reports with all relevant information such as guarantees, manuals, approved plans; GIS shape files, as built drawings, completion certificates, occupation certificates etc.

[NOTE: This list is not exhaustive, it is the successful PSP's responsibility to ensure that all quality and compliance aspects of the

project are met and the list in no way minimises their ethical responsibility as outlined in the respective Built Environment governing body's ethics code]

4. 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: **03 June 2022 at 11:00**

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

5. 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

6. 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) **Declaration of bidders past SCM practices: SBD 8**
Requires declaration of bidder's past supply chain management practices
- d) **Certificate of independent bid determination: SBD 9**
Requires declaration from bidder to prevent bid rigging

7. 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 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 **Principal agents/ Professional Services/ Consultants** as nature of business
- g) **CVs, certified qualifications, ID and professional bodies registration certificates of all professional.**
- h) A certified copy of **professional indemnity insurance** for the company and the amount available per claim.
- i) Proof of **Central supplier database (CSD)** registration
- j) **Proof of bank account** (Cancelled Cheque or original letter from the bank confirming banking details)

- k) 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.

8. 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 previous clients (Not older than 5 years) you have provided similar services to. Provide testimonial/ reference letters from previous completed projects.
- b) **CVs, certified qualifications, ID and professional bodies registration certificates of all professional.**
- c) 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.

9. DISCLAIMER

Waterberg TVET College serves the right:

- a) To verify any information supplied in the tender documents
- b) Not to appoint any service providers;
- c) To cancel or withdraw this tender at any time without attracting any penalties or liabilities;
- d) To appoint one or more service providers, depending on the outcome, to separate or jointly be responsible;
- e) To have the final say in the appointment and that this will be binding;
- f) To disqualify a tender or cancel any subsequent contract should it be found that information disclosed was factual inaccurate and/or that a misrepresentation of facts may have occurred.

10. CONFIDENTIALITY

Any or all information made available to the service provider by Waterberg TVET College shall be regarded as confidential and shall not be made available to third parties without the prior written consent of the college.

11. PREPARATION OF PROPOSAL

Waterberg TVET College shall not be liable for any costs that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

12. CONTRACT PERIOD

This contract is a 1year (12 Months) contract which will be reviewed based on performance every 3 months from the date of commencement.

13. EVALUATION CRITERIA

This bid will be evaluated on functionality. Bidders must score a minimum of 70 points on functionality to qualify for further evaluation. 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 relevant experience:</p> <p>Supply detail information on recent (Not older than 5 years) projects successfully completed and letters of references).</p> <p>Any fraudulent reference will result in disqualification</p> <ul style="list-style-type: none"> • >5 Recent (Not older than 5 years) Projects= 30 points • 4- 5 Recent (Not older than 5 years) Projects =24 points • 1- 3projects = 10 points 	30	24
2.	<p>Location:</p> <p>company utility bill must be attached to confirm company address</p> <ul style="list-style-type: none"> • Offices within Limpopo Province = 10 Points • Offices outside Limpopo Province = 6 Points 	10	6

No.	EVALUATION CRITERIA	TOTAL SCORE	MINIMUM REQUIREMENT
3.	<p>Capacity of the team:</p> <p>Attach copies of ECSA certificates, SACAP and SACQSP, CV's of all professionals to be attached along with their qualifications and registration certificates.</p> <p>Please note it is a criminal offence to use someone credentials without his or her knowledge. Only a BSc or BTech qualification or higher will be considered.</p> <ul style="list-style-type: none"> • Project Management= 5 • Architectural Services=5 • Mechanical Engineering=5 • Electrical Engineering=5 • Civil and Structural Engineering=5 • Quantity Surveying=5 • Occupational Health & Safety service=5 	35	20
4.	<p>Experience of key personnel:</p> <ul style="list-style-type: none"> • Project Leader shall be registered with either ECSA, SACAP or SACQSP as an Engineer, Architecture or Quantity Surveyor with at least 10 years' verifiable post registration experience = 25 • Resident Engineer shall be a registered Civil Engineer/Technologist with at least 8 years' verifiable post registration experience = 20 • Less than 8 years but more than 5 years post registration experience = 15 	25	20
	TOTAL	100	70

14. SCOPE OF WORK

STANDARD NORMAL ENGINEERING SERVICES

Stages typically included as Normal Services during the execution of a Project.

STAGE 1. Inception	
Establish client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies	
Typical activities	Typical deliverables
(i) Assist in developing a clear project brief (ii) Attend project initiation meetings (iii) Advise on procurement policy for the project (iv) Advise on the rights, constraints, consents and approvals (v) Define the scope of services and scope of work required (vi) Conclude the terms of the agreement with the client. (vii) Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services (viii) Determine the availability of data, drawings and plans relating to the project (ix) Advise on criteria that could influence the project life cycle cost significantly (financial design criteria)	<ul style="list-style-type: none"> • Agreed scope of services and scope of work • Signed agreement • Report on project, site and functional requirements • Schedule of required surveys, tests, analyses, site and other investigations • Schedule of consents and approvals

STAGE 2. Concept and Viability / Preliminary Design	
Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project)	
Typical activities	Typical deliverables
<ul style="list-style-type: none"> (i) Agree documentation programme with principal consultant and other consultants involved (ii) Attend design and consultants' meeting (iii) Establish the concept design criteria (iv) Prepare initial concept design and related documentation (v) Advise the client regarding further surveys, analyses, tests and investigations which may be required Establish regulatory authorities' requirements and incorporate into the design (vi) Refine and assess the concept design to ensure conformance with all regulatory requirements and consents (vii) Establish access, utilities, services and connections required for the design (viii) Coordinate design interfaces with other consultants involved (ix) Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing (x) Provide cost estimates and life cycle costs as required (xi) Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved 	<ul style="list-style-type: none"> • Concept design • Schedule of required surveys, tests and other investigations and related reports • Schedule of required surveys, tests and other investigations and related reports • Process design • Preliminary design • Cost estimates as required

STAGE 3. Design Development / Detail Design	
Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project)	
Typical activities	Typical deliverables
<p>(i) Review documentation programme with principal consultant and other consultants involved</p> <p>(ii) Attend design and consultants' meetings</p> <p>(iii) Incorporate client's and authorities' detailed requirements into the design</p> <p>(iv) Incorporate other consultant's designs and requirements into the design</p> <p>(v) Prepare design development drawings including draft technical details and specifications</p> <p>(vi) Review and evaluate design and outline specification and exercise cost control</p> <p>(vii) Prepare detailed estimates of construction cost</p> <p>(viii) Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.</p> <p>(ix) Submit the necessary design documentation to local and other authorities for approval</p>	<ul style="list-style-type: none"> • Design development drawings • Outline specifications • Local and other authority submission drawings and reports • Detailed estimates of construction costs

STAGE 4. Documentation and Procurement

Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.

Typical activities

- (i) Attend design and consultants' meetings
- (ii) Prepare specifications and preambles for the works
- (iii) Accommodate services design
- (iv) Check cost estimates and adjust designs and documents if necessary, to remain within budget
- (v) Formulate the procurement strategy for contractors or assist the principal consultant where relevant
- (vi) Prepare documentation for contractor procurement
- (vii) Review designs, drawings and schedules for compliance with approved budget
- (viii) Assist in calling for tenders and/or negotiation of prices and/or assist the principal consultant where relevant
- (ix) Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required
- (x) Assist in the evaluation of tenders
- (xi) Assist with the preparation of contract documentation for signature
- (xii) Assess samples and products for compliance and design intent

Typical deliverables

- Specifications
- Services co-ordination
- Working drawings
- Budget construction cost
- Tender documentation
- Tender evaluation report
- Tender recommendations
- Priced contract documentation

STAGE 5. Contract Administration and Inspection	
Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works	
Typical activities	Typical deliverables
(i) Attend site handover (ii) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections (iii) Carry out contract administration procedures in terms of the contract (iv) Prepare schedules of predicted cash flow (v) Prepare pro-active estimates of proposed variations for client decision making (vi) Attend regular site, technical and progress meetings (vii) Inspect works for conformity to contract documentation (viii) Adjudicate and resolve financial claims by contractor(s) (ix) Assist in the resolution of contractual claims by the contractor (x) Establish and maintain a financial control system. (xi) Clarify details and descriptions during construction as required (xii) Prepare valuations for payment certificates to be issued by the principal agent (xiii) Witness and review of all tests and mock ups carried out both on	<ul style="list-style-type: none"> • Schedules of predicted cash flow • Construction documentation • Drawing register • Estimates for proposed variations • Contract instructions • Financial control reports • Valuations for payment certificates • Progressive and draft final account(s) • Practical completion and defects list • Electrical Certificate of Compliance • Where a quantity surveyor is included in the project team in building works, activities (iv), (v), (viii), (x) and (xii) and related deliverables will not be required from the engineer

<p>and off site</p> <p>(xiv) Witness and review of all tests and mock ups carried out both on and off site</p> <p>(xv) Check and approve contractor drawings for design intent</p> <p>(xvi) Update and issue drawings register.</p> <p>(xvii) Issue contract instructions as and when required</p> <p>(xviii) Review and comment on operation and maintenance manuals, guarantee certificates and warranties</p> <p>(xix) Inspect the works and issue practical completion and defects lists</p> <p>(xx) Assist in obtaining statutory certificates</p>	
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STAGE 6. Close-Out	
Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project)	
Typical activities	Typical deliverables
<ul style="list-style-type: none"> (i) Inspect and verify the rectification of defects (ii) Receive, comment and approve relevant payment valuations and completion certificates (iii) Prepare and/ or procure operations and maintenance manuals, guarantees and warranties (iv) Prepare and/ or procure as-built drawings and documentation (v) Conclude the final accounts where relevant. 	<ul style="list-style-type: none"> • Valuations for payment certificates • Works and final completion lists • Operations and maintenance manuals, guarantees and warranties • Operations and maintenance manuals, guarantees and warranties • As-built drawings and documentation • Final accounts

15. PRICING SCHEDULE

15.1. SERVICE PROVIDER IS REQUIRED TO POPULATE THE TABLE BELOW FOR THE FEES THAT WILL BE CHARGED ON THE PROJECT

Description of service	Professional/consultant fee in %
Principal agent	<hr/> <hr/> %

The bidder must quote on a fee in percentage (%). This fee will apply to all maintenance and infrastructure projects (must take into consideration that not all projects will require the same professionals therefore the fee will be negotiated based on the required service but basing in our approved DHET maximum %)

15.2. CONSULTANT FEES

The Service Provider is required to utilize the following documents:

- Consultative frame work for determination of ECSA professional fees guideline
- Government gazette 39480, notice 138 of 2015.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WATERBERG TVET COLLEGE					
BID NUMBER:	WTC-IPM/PA/05/2022	CLOSING DATE:	03 June 2022	CLOSING TIME:	11:00
DESCRIPTION	PROFESSIONAL SERVICES (PRINCIPAL AGENTS) FOR INFRASTRUCTURE PROJECTS FOR A CONTRACT PERIOD OF 12 MONTH FOR WATERBERG TVET COLLEGE				
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 9040		TELEPHONE NUMBER	015 492 9012	
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**

2.9.1 If so, furnish particulars.

.....

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

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?</p> <p>(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)?</p> <p>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

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