



REQUEST FOR PROPOSAL

**REQUISITION FOR THE SUBMISSION OF PROPOSAL FOR THE
APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER
PROJECT MANAGEMENT SERVICES TO THE COLLEGE FOR THREE
YEARS AT CENTRAL OFFICE**

PROPOSAL NO : **RFP - 01/2022**

PROPOSAL CLOSING DATE : **17 JUNE 2022**

PROPOSAL CLOSING TIME : **11:00 am**

PROPOSAL CLOSING VENUE : **TENDER BOX - FOYER**
Central Office – Upington
16/18 Weideman Street.

BIDDERS NAME: _____

PROPOSAL PRICE : R _____

INVITATION FOR SUBMISSION OF PROPOSALS

REFERENCE NUMBER: _____

Open from: _____

We hereby invite submissions for an E-learning platform with quality content for implementation in 2022. These must be aligned to our mandate and respond to the scarce and critical skills framework. Submissions will only be accepted from credible and proven service providers who have the relevant experience in this sector. Full due diligence will be done to confirm the aforementioned.

Scope of Work

The E-learning platform should offer localized, online training with user guides: and video tutorials covering basic operations such as log-in, navigation, system settings, creating, editing, or deleting a course, and other key functions.

The preferred bidder needs to provide the system which will include all modules and functionalities at the time an order is placed. The same developers should also be able to connect additional modules, if required, without the need for further programming, to ensure compatibility with the functionality of updated versions and upgrades.

The contractor shall install, configure, adapt and test the platform in order to ensure and guarantee its complete working capacity.

The preferred bidder shall train administrators and lecturers to use the system and shall provide relevant documentation (system, technical and user documentation). The E-learning platform, including all proposed modules and functionalities, should be a proven and tested quality and easy to implement.

The following minimum functionalities are required:

1. **Remote Registration and Enrolment should include**
 - Data free application, registration and enrolment portal, accessible from anywhere
 - Screening and verification of matric results
 - A payment gateway that facilitates online payments from credit cards, debit cards, electronic funds transfers and cash vouchers.
 - Automated setup of classes, allocation of teaching resources and tracking of resources allocated to students.
 - Lecturer and administrator dashboard with descriptive and prescriptive reports and analytics.
2. **Online Student Orientation**
 - Video based student orientation and system training
3. **Advanced Learning and Data Collection Technology:**
 - A zero-rated learning platform with built-in instant communication tools and a gamified learning experience.
 - Mechanisms to improve student timekeeping, communication, exposure to technology.
 - 24/7 technical and administrative support desk for students and lecturers (very important for part-time and distance learning students).
 - Tracking of learning behaviour, academic and practical sessions' results.
 - Providing the institution with insight data for better planning/forecasting/intervention.
 - Lecturer and Head of Department dashboards with descriptive, predictive and prescriptive reports that automatically assess the student's academic strengths and problem areas, and offers recommendations.
 - Head of departments should also be able to oversee lecturers' activities, track their performance and productivity, engage with them through video calls, and instant chats.

4. Content

- The platform should contain prescribed content for the majority of National Certificate Vocational, NATED business and engineering subjects.
- Content should be in multimedia form including videos, slides, textbooks and additional study notes.

5. Online Assessments

- Technology for remote online assessments with proctoring capabilities to insure integrity of the examination (this should include a comprehensive individual and group report detailing all anomalies identified during the assessments).
- Assessors' dashboard with reports and analytics.
- Automated marking and grading of questions including ability to write and submit mathematical equations as answers.

6. Job Placement

In addition to all the above, the bidder should be able to:

- provide data per student to validate their skills that would improve their employability.
- provide a smart-CV and portfolio of evidence for students based on their academic results, practical assessments and learning behaviour.
- Provide a gateway for employers to access students profile and analyse their results.

Important to Note

- The approval of these projects funding will be determined by the availability of funds and meeting of all requirements as per our Policy.
- Applicants must be able to start the work/programmes proposed by: _____
- The approval will be subject to the capacity of the applying entity and our outcome of due diligence.

Applications submission

- Applications should be submitted electronically to the following email address: _____
_____. The size of the email should not exceed 5MB.
- Applications should indicate the reference number mentioned above.
- Applications should be submitted on or before _____ by
no later than 11:00. Late applications will not be considered.
- Applicants will be contacted to present their solution to the _____

Compulsory Supporting Documents

1. Correctly completed tender and signed by authorized signatories	
2. Company registration certificate	
3. Valid tax clearance certificate	
4. Vat registration certificate	
5. Proof of bank account	
6. BBBEE certification or letter of exemption from the SANAS registered verification agency or the accountant, or registered Independent Regulator of Board of Auditors (IRBA)	



**REQUISITION FOR THE SUBMISSION OF
PROPOSAL**

**FOR THE APPOINTMENT OF A SUITABLE
SERVICE PROVIDER TO RENDER PROJECT
MANAGEMENT SERVICES TO THE COLLEGE
FOR THREE YEARS AT CENTRAL OFFICE**

PROPOSAL NO: RFP – 01/2022

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SECTION A

1. OVERVIEW

- 1.1 Hereby calls for submission of bids for the **APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER PROJECT MANAGEMENT SERVICES TO THE COLLEGE FOR THREE YEARS.**
- 1.2 Bid Number:
- 1.3 Term of contract: **Three (3) Years**
- 1.4 Collection Date as from: **30 May 2022**
- 1.5 The closing date: **17 June 2022**
- 1.6 Availability of tender box: During office hours **MON. TO THUR. 07H30 TO 16H00 AND AT FRIDAY 07H30 TO 13H00.**
- 1.7 Joint bids and/or consortiums will not be considered. Firms have to tender in their own names.
- 1.8 The successful bidder will be notified **a week after Bid Adjudication Committee Resolution.** bearing in mind that the college reserves the right to reject any or all bids, and / or not to appoint any Bidder/s.

2. TERMS OF ENGAGEMENT

- 2.1 This contract will be effective from the date that the college contact the successful bidder for a period of Three (3) years. The contract may be extended for a further period, not exceeding Three years. at any one time following satisfactory delivery of services specified in the proposal, but solely at the discretion of the College Council.
- 2.2 It is expected of the service provider to meet all requirements and responsibilities as explained in the SCOPE OF WORK (Section A sub section 10).
- 2.3 Should service delivery be poor and not in keeping with the scope of work, during the contract period, this contract will be terminated

3. TRACK RECORD

- 3.1 The Bidder must provide information that will assist the College to assess the service provider's capabilities, capacity, competitive advantages, etc.

4. PRICING SCHEDULE

- 4.1 The Bidder must submit a **comprehensive and detailed cost showing total cost of services provided per annum inclusive of value added tax (VAT)**.
- 4.2 The Bidder that does not include the price schedule as requested will be disqualified.

5. EVALUATION

- 5.1. The College will apply the **80:20 Preference Point System** in the evaluation of bids. The points will be allocated on the basis of 80% for the total price quoted, and 20% on the basis of the Bidder's BEE rating.
- 5.2. The Bidder must complete the following documents:
- ANNEXURE A:** SBD1 INVITATION TO BID.
 - ANNEXURE B:** SHAREHOLDERS/OWNERSHIP DETAILS.
 - ANNEXURE C:** SBD4 DECLARATION OF INTEREST.
 - ANNEXURE D:** OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE.
 - ANNEXURE E:** AUTHORITY TO SIGN A TENDER.
 - ANNEXURE F:** CONDITIONS OF BID.
 - ANNEXURE G:** SBD 8 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES.
 - ANNEXURE H:** SBD9 CERTIFICATE OF INDEPENDENT BID DETERMINATION.
 - ANNEXURE I:** EXECUTIVE SUMMARY OF COSTING.
 - ANNEXUREJ:** SBD6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO.5 OF 2000,REGULATIONS 2017.
 - ANNEXURE K:** REFERENCE SCHEDULE AND LETTERS.

5.3. Points awarded for B-BBEE status level of contribution and Preferential Procurement Regulations

B-BBEE status level of contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Reserves the right not to accept the lowest tender, or any other response submitted

6. CONDITIONS FOR BID

- 6.1. All Bidders responding to this request must meet the following conditions in order to be considered:
- 6.1.1. be registered on the CSD (Central Supplier Database);
 - 6.1.2. complete all documentation in black ink;
 - 6.1.3. supply Company/CC registration certificate;
 - 6.1.4. provide certified copies of ID documents of owner/s of the company;
 - 6.1.5. submit a covering letter clearly stating the name of the company, and the name, address, and telephone number of the bidder's representative;
 - 6.1.6. make a statement concerning the independence of the proposer, including ANY relationship of the proposed Bidder to employees of the College;
 - 6.1.7. submit the latest tax compliance pin of the company/ CC obtained from the SA Revenue Services;
 - 6.1.8. Submit ALL annexures as stipulated in paragraph 5.2 page 4 of this bid document;
 - 6.1.9. Provide all uniforms and equipment required. The College will not provide these items
 - 6.1.10. the Bidder that does not include the price schedule as requested will be disqualified;
 - 6.1.11. each bid document supplied is for the Bidder only and may not be copied and submitted by another service provider;
 - 6.1.12. the College will not be liable for any cost incurred in the preparation of bidders;
 - 6.1.13. the College reserves the right to visit the premises of the Bidder if deemed necessary; and
 - 6.1.14. Any false declaration of information will result in the exclusion of the bid from consideration.

7. PROCEDURE FOR SUBMITTING PROPOSAL

- 7.1. Proposals must reach on **17 June 2022 before 11H00**. All Proposal must be enclosed in a sealed envelope and marked clearly with the proposal number.
- 7.2. Proposals document must be delivered to the College (tender box provided in the reception area). **Proposals submitted electronically and faxed will not be considered.**
- 7.3. Bids to be **hand delivered** to the following address:

Address: 16/18 Weideman Street Upington 8800
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- 7.4 THE FOLLOWING INFORMATION MUST BE CLEARLY MARKED ON THE ENVELOPE: **BIDDERS NAME**

BID NUMBER: RFP 01-2022

THE DESCRIPTION OF THE WORK:

APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER PROJECT MANAGEMENT SERVICES TO THE COLLEGE AT CENTRAL OFFICE

- 7.5 Submit **ONE (1) COPY** of the tender in a **bound** and **sealed** envelope.

8. ASSISTANCE TO BIDDERS

- 8.1 Any person wishing to obtain additional information about the request for proposal or about the operations of the College may contact the following person during office hours (07H30 - 16H00).

Contact Person

Name:	Mr. Fabian Humphreys	OR	Mrs. Petro Diedericks
Tel:	054 332 1394		054 332 1366
Email:	<u>fabianh@ncrtvet.co.za</u>		petrod@ncrtvet.co.za
Address:	16 Wiedeman Street		18 Weideman Street
	Upington 8800		Upington 8800

9. PROPOSAL PROCESS

Proposal Advertise Date	
Bid documents available from Central Office	
Collection of bid document	
Availability of tender box	
Closing date	
Awarding of contract	
Contract inception date	
Contract expiry date	

10. OVERVIEW AND SCOPE OF WORK

10.1 SCOPE OF WORK

Request for Proposal for the Appointment of a suitable Service Provider to render Project Management Services to the College for three (3) year project

Background

The project is related but not limited to:

- Apprenticeships (minimum 50),
- Learnerships (minimum 195),
- Skills training programs (minimum 110)
- Work integrated placements (minimum 100);

Requirements

The services will require:

- Facilitate project role-out induction meetings with relevant College structures
- Facilitate regular progress reporting sessions with College management structures
- Alignment of project timelines with those expected by the funding authority and College operations
- Consult **all** relevant parties, share and extract the necessary information and perspectives on the project objectives and milestones
- Populate and maintain the projects implementation plan as required by the funding authority
- Generate all required monthly, quarterly, closeout and ad hoc reports within the required format provided.
- Oversee student induction processes related to the project requirements
- Oversee and student stipend payments inclusive of UIF, and COIDA requirements
- Oversee compliance with the contractual obligations, timelines and targets set within the projects contract with all relevant parties
- Identify any remedial actions required to keep the project on track and assist with relevant remedial support to reach the project milestones
- Assist the College with the applications of its selection and recruitment for project learners following the recruitment and selection college strategies.
- Oversee required student contractual and registration obligations required as part of the qualification prescriptions and quality assurance bodies
- Identify and commit effective external partnerships related to learners workplace learning , work placements and College staff developments
- Generate and manage reporting framework, procedures, and template as applicable to the projects and take responsibility for design, formatting and completion of budget and reporting templates to NSF.
- Oversee different SETA & College engagements
- Conduct a pre-verification audit exercises every quarter prior to NSF verification visits and submission of reporting documents.
- Facilities effective communication and healthy relations among all parties involved.

- Ensure that the project yield growth and development for the College to increase its self-reliance and capacity to render more quality services without a perpetual reliance on external providers.
- Co-present quarterly reports and attend meetings and other relevant sessions of the College on reasonable notice.
- Report Biweekly to designated College Senior official.
- Capacitate designated personnel for maritime project administration.

10.2 EVALUATION CRITERIA

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
Provide three (3) contactable references of contracts of similar size contract for the past two (2) years: 3 References verified 2 References verified 1 Reference verified	= 15 Points = 10 Points = 5 Points	15
Telephonic and Email reference verification		Max 15
Company's experience (Submit company profile) Period of uninterrupted operations More than 15 years of experience Experience between 5 and 15 years Experience below 5 years	= 10 points = 5 points = 2.5 points	10
Experience in the related field Proof Provided No proof Provided	= 20 points = 0 points	20
Location of supplier's offices including Branches/ National footprint (e.g utility bill or lease agreement) Within Dawid Kruiper Local Municipality Within Northern Cape Within RSA	= 15 points = 10 points = 5 points	15
Provide CV's, Qualification and the team must be assigned to College More than 10 years of experience (post - article experience) Experience between 5 and 9 years (post - article experience) Experience below 5 years (post - article experience) CV's provided Qualification provided	= 15 points = 10 points = 5 points = 5 points = 5 Points	25
Total Points		100

Step 1: References table

The references to be provided must be relevant to the current tender bidding for. The letters should be on an official letterhead from your Client with the name of their business mentioned on the letterhead. The contracts should be within the past 5 years.

FUNCTIONALITY CRITERIA REFERENCE ONE (1)**COMPLETE TABLE IN FULL BELOW (COMPULSORY)**

Reference Company One (1) Name of Company:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		
2	Contract Commencement		
3	Contract Completion Date:		
4	Contract Duration:		
Attach Reference Letter 1			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

REFERENCE TWO (2)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company Two (2) Name of Company:			Contact Name:	
Contact e-Mail:			Contact Telephone:	
Description of Contract:				
Contract Details				
1	Contract Value			
2	Contract Commencement			
3	Contract Completion Date:			
4	Contract Duration:			
Attach Reference Letter 2				

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

REFERENCE THREE (3)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company Three (3)			Contact Name:	
Name of Company:			Contact Telephone:	
Contact e-Mail:				
Description of Contract:				
Contract Details				
1	Contract Value:			
2	Contract Commencement			
3	Contract Completion Date:			
4	Contract Duration:			
Attach Reference Letter 3				

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

Step 2: Functionality Table

A tenderer shall proceed to the next stage of evaluation if a percentage score of 70% is obtained. Tenderers that fail to achieve the minimum qualifying percentage score for functionality (70%) will not proceed to the next stage of evaluation.

Stage 2: Price and BBBEE

Only tenders that achieve the minimum stipulated threshold for functionality of 70% will be evaluated further in accordance with the 80/20 preference point systems. The 80 points will be allocated for price whilst, 20 points will be allocated for BBBEE both totaling 100 points.

The formula below will be used in calculating points scored for the /Reference points system

Step 1: Calculation of points for price

The first step under price and BBBEE is to calculate the price points for tenderers who progressed to this stage of evaluation as per formula below.

$$P_s = 80 \times \frac{P_t - P_{min}}{P_t}$$

Where

P_s = Points scored for comparative price of tender under consideration. P_t =

Comparative price of tender under consideration.

P_{min} = Comparative price of lowest acceptable tender.

Step 2: BBBEE level of contribution

The second step under price and BBBEE is to calculate BBBEE points for tenderers who progressed to this stage of evaluation as per below BBBEE status level of contribution.

The level 1 contributor **will** obtain 20 points and the last level contributor will obtain the lowest points as per table below.

BBBEE Status level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non - complaint contributor	0

Step 3: Final score

The points scored for price (step 1) will be added together with the points scored for BBBEE (step 2) to obtain the tenders total points. And/ or Member/s may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's proposal. This information will be requested in writing; and/ or Member/s may conduct a due diligence on any Tenderer, which may include interviewing customer references or other activities to verify a Tenderer's or other information and capabilities (including visiting the Tenderer's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Tenderers will be obliged to provide and/ or Member/s with all necessary access, assistance and/or information which and/ or Member/s may reasonably request and to respond within the given time frame set by and/ or Member/s; and/ or Member/s will evaluate the Tenders with reference to set and approved evaluation criteria as indicated in the tender document.

SECTION B

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF PROPOSAL FORMS

PLEASE NOTE THAT THIS PROPOSAL IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the proposal forms be retyped or redrafted. Photocopies of the original proposal documentation may be used, but an original signature must appear on such photocopies.
3. The tenderer is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Tenders submitted must be complete in all respects.
5. Tenders shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the proposal documents.
6. Each proposal shall be addressed in accordance with the directives in the proposal documents and shall be lodged in a separate sealed envelope, with the name and address of the tenderer, the proposal number and closing date indicated on the envelope. The envelope shall not contain documents relating to any proposal other than that shown on the envelope. If this provision is not complied with, such tenders may be rejected as being invalid.
7. All proposals received in sealed envelopes with the relevant proposal numbers on the envelopes are kept unopened in safe custody until the closing time of the proposals. Where, however, a proposal is received open, it shall be sealed. If it is received without a proposal number on the envelope, it shall be opened, the proposal number ascertained, the envelope sealed and the proposal number written on the envelope.
8. A specific box is provided for the receipt of proposals, and no proposal found in any other box or elsewhere subsequent to the closing date and time of proposal will be considered.
9. No proposal sent through the post will be considered if it is received after the closing date and time stipulated in the tender documentation, and proof of posting will not be accepted as proof of delivery.
10. No proposal submitted by telefax, telegraphic or other electronic means will be considered.
11. Proposal documents must not be included in packages containing samples. Such proposals may be rejected as being invalid.
12. Any alteration made by the tenderer must be initialed.
13. Use of correcting fluid is prohibited
14. Proposals will be opened in public as soon as practicable after the closing time of tender which may not be the closing date.

SECTION C

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the College's Supply Chain Management Policy Framework, all suppliers of goods and services to the college are required to register on the CSD (Central Supply Database).
2. If you wish to apply for registration, forms are obtainable from CSD **website Address**
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the college may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 it's will lead to disqualification,
 - 3.2 Cancel a Proposal or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favorable Proposal is accepted or less favorable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the CSD (Central Suppliers Database, relating to changed particulars or circumstances.**
5. Application for registration must be submitted to the Provincial Treasury. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF PROPOSAL, THE SUPPLIER IS REQUIRED TO SUBMIT A COPY OF THE REGISTRATION APPLICATION FORM, TOGETHER WITH THE PROPOSAL DOCUMENTATION, TO THE RESPECTIVE COLLEGE INVITING BIDDERS.

SECTION D

TAX CLEARANCE PIN REQUIREMENTS

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

1. In order to meet this requirement, tenderers are required to complete in full the TCC 001 form "Application for a Tax Compliance Status Pin" and submit it to any SARS branch office nationally. The Tax Compliance Status Pin Requirements are also applicable to foreign tenderers/individuals who wish to submit tenders.
2. SARS will then furnish the tenderer with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval. Copies of TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
3. The copy of Tax Clearance Certificate must be submitted together with the tender. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the tender.
4. In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a tax Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Check sheet for Bidder

Please ensure that all the documents listed below are included in your bid and filed in the order listed below. Failing to attach any of below document as stipulated and failing to complete annexure A to K will lead to disqualification.

MARITIME TRAINING SERVICES AT CENTRAL OFFICE

Documentation required:		OU
Covering letter on company letter head		
Annexure A: SBD1 Invitation to bid		
Annexure B: Shareholders/ownership details		
Annexure C: SBD4 Declaration of interest		
Annexure D: Official briefing session/site inspection certificate		
Annexure E: Authority to sign a bid		
Annexure F: Conditions of bid		
Annexure G: SBD 8 Declaration of bidder's past supply chain management practices		
Annexure H: SBD9 Certificate of independent bid determination		
Annexure I: Executive summary of costing (inclusive of VAT)		
Annexure J: SBD 6.1 Preference points claim form		
Annexure K: References Schedule and Letters of reference.		
Company Organogram		
CV'S linked to organogram		
Company Profile		
Company /CC Registration Certificate		
Tax Compliance Pin		
VAT registration Certificate		
Valid B-BBEE Verification Certificate		
ID Copies of owners certified within 3 months		
Company utility bill not older than 3 months (original) Letter from Ward Councilor, Bank Statement with address original, Eskom bill, Telephone Bill and rates (only acceptable)		
Certified copies of Joa book/s or disc registration (company car)		
Central Supplier Database Summary Report not older than 3 months		
Annual Financial Statement only 2020.		
NB! THE BID DOCUMENT MUST BE SIGNED IN FULL		

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
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					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes
		<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
[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 PART B:3 BELOW]	
SIGNATURE OF BIDDER				DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

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 ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

ANNEXURE B

SHAREHOLDERS/OWNERSHIP DETAILS

List all persons who are owners, partners or trustees in the business.

Full Name	ID Number	BCA		WHITE		YOUTH		WOMEN		DIS		AFRICAN		CAPACITY	% OF THE TIME DEVOTED TO THE BUSINESS
		YES/NO	%	YES/NO	%	YES/NO	%	YES/NO	%	YES/NO	%	YES/NO	%		

Note:

- BCA = Black, Coloured & Asian
- Proof of disability must be supplied with this form
- Priority Population Group (PPG) = African Signed

at _____ on this _____ day of _____ (month) _____ (year)

Commissioner of Oath _____

Commissioner of Oath's Stamp:

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**

.....

.....

.....

YES/NO

.....

.....

.....

YES/NO

1. $\frac{1}{2}$ 2. $\frac{1}{3}$ 3. $\frac{1}{4}$ 4. $\frac{1}{5}$ 5. $\frac{1}{6}$ 6. $\frac{1}{7}$ 7. $\frac{1}{8}$ 8. $\frac{1}{9}$ 9. $\frac{1}{10}$ 10. $\frac{1}{11}$ 11. $\frac{1}{12}$ 12. $\frac{1}{13}$ 13. $\frac{1}{14}$ 14. $\frac{1}{15}$ 15. $\frac{1}{16}$ 16. $\frac{1}{17}$ 17. $\frac{1}{18}$ 18. $\frac{1}{19}$ 19. $\frac{1}{20}$ 20. $\frac{1}{21}$ 21. $\frac{1}{22}$ 22. $\frac{1}{23}$ 23. $\frac{1}{24}$ 24. $\frac{1}{25}$ 25. $\frac{1}{26}$ 26. $\frac{1}{27}$ 27. $\frac{1}{28}$ 28. $\frac{1}{29}$ 29. $\frac{1}{30}$ 30. $\frac{1}{31}$ 31. $\frac{1}{32}$ 32. $\frac{1}{33}$ 33. $\frac{1}{34}$ 34. $\frac{1}{35}$ 35. $\frac{1}{36}$ 36. $\frac{1}{37}$ 37. $\frac{1}{38}$ 38. $\frac{1}{39}$ 39. $\frac{1}{40}$ 40. $\frac{1}{41}$ 41. $\frac{1}{42}$ 42. $\frac{1}{43}$ 43. $\frac{1}{44}$ 44. $\frac{1}{45}$ 45. $\frac{1}{46}$ 46. $\frac{1}{47}$ 47. $\frac{1}{48}$ 48. $\frac{1}{49}$ 49. $\frac{1}{50}$ 50. $\frac{1}{51}$ 51. $\frac{1}{52}$ 52. $\frac{1}{53}$ 53. $\frac{1}{54}$ 54. $\frac{1}{55}$ 55. $\frac{1}{56}$ 56. $\frac{1}{57}$ 57. $\frac{1}{58}$ 58. $\frac{1}{59}$ 59. $\frac{1}{60}$ 60. $\frac{1}{61}$ 61. $\frac{1}{62}$ 62. $\frac{1}{63}$ 63. $\frac{1}{64}$ 64. $\frac{1}{65}$ 65. $\frac{1}{66}$ 66. $\frac{1}{67}$ 67. $\frac{1}{68}$ 68. $\frac{1}{69}$ 69. $\frac{1}{70}$ 70. $\frac{1}{71}$ 71. $\frac{1}{72}$ 72. $\frac{1}{73}$ 73. $\frac{1}{74}$ 74. $\frac{1}{75}$ 75. $\frac{1}{76}$ 76. $\frac{1}{77}$ 77. $\frac{1}{78}$ 78. $\frac{1}{79}$ 79. $\frac{1}{80}$ 80. $\frac{1}{81}$ 81. $\frac{1}{82}$ 82. $\frac{1}{83}$ 83. $\frac{1}{84}$ 84. $\frac{1}{85}$ 85. $\frac{1}{86}$ 86. $\frac{1}{87}$ 87. $\frac{1}{88}$ 88. $\frac{1}{89}$ 89. $\frac{1}{90}$ 90. $\frac{1}{91}$ 91. $\frac{1}{92}$ 92. $\frac{1}{93}$ 93. $\frac{1}{94}$ 94. $\frac{1}{95}$ 95. $\frac{1}{96}$ 96. $\frac{1}{97}$ 97. $\frac{1}{98}$ 98. $\frac{1}{99}$ 99. $\frac{1}{100}$ 100. $\frac{1}{101}$ 101. $\frac{1}{102}$ 102. $\frac{1}{103}$ 103. $\frac{1}{104}$ 104. $\frac{1}{105}$ 105. $\frac{1}{106}$ 106. $\frac{1}{107}$ 107. $\frac{1}{108}$ 108. $\frac{1}{109}$ 109. $\frac{1}{110}$ 110. $\frac{1}{111}$ 111. $\frac{1}{112}$ 112. $\frac{1}{113}$ 113. $\frac{1}{114}$ 114. $\frac{1}{115}$ 115. $\frac{1}{116}$ 116. $\frac{1}{117}$ 117. $\frac{1}{118}$ 118. $\frac{1}{119}$ 119. $\frac{1}{120}$ 120. $\frac{1}{121}$ 121. $\frac{1}{122}$ 122. $\frac{1}{123}$ 123. $\frac{1}{124}$ 124. $\frac{1}{125}$ 125. $\frac{1}{126}$ 126. $\frac{1}{127}$ 127. $\frac{1}{128}$ 128. $\frac{1}{129}$ 129. $\frac{1}{130}$ 130. $\frac{1}{131}$ 131. $\frac{1}{132}$ 132. $\frac{1}{133}$ 133. $\frac{1}{134}$ 134. $\frac{1}{135}$ 135. $\frac{1}{136}$ 136. $\frac{1}{137}$ 137. $\frac{1}{138}$ 138. $\frac{1}{139}$ 139. $\frac{1}{140}$ 140. $\frac{1}{141}$ 141. $\frac{1}{142}$ 142. $\frac{1}{143}$ 143. $\frac{1}{144}$ 144. $\frac{1}{145}$ 145. $\frac{1}{146}$ 146. $\frac{1}{147}$ 147. $\frac{1}{148}$ 148. $\frac{1}{149}$ 149. $\frac{1}{150}$ 150. $\frac{1}{151}$ 151. $\frac{1}{152}$ 152. $\frac{1}{153}$ 153. $\frac{1}{154}$ 154. $\frac{1}{155}$ 155. $\frac{1}{156}$ 156. $\frac{1}{157}$ 157. $\frac{1}{158}$ 158. $\frac{1}{159}$ 159. $\frac{1}{160}$ 160. $\frac{1}{161}$ 161. $\frac{1}{162}$ 162. $\frac{1}{163}$ 163. $\frac{1}{164}$ 164. $\frac{1}{165}$ 165. $\frac{1}{166}$ 166. $\frac{1}{167}$ 167. $\frac{1}{168}$ 168. $\frac{1}{169}$ 169. $\frac{1}{170}$ 170. $\frac{1}{171}$ 171. $\frac{1}{172}$ 172. $\frac{1}{173}$ 173. $\frac{1}{174}$ 174. $\frac{1}{175}$ 175. $\frac{1}{176}$ 176. $\frac{1}{177}$ 177. $\frac{1}{178}$ 178. $\frac{1}{179}$ 179. $\frac{1}{180}$ 180. $\frac{1}{181}$ 181. $\frac{1}{182}$ 182. $\frac{1}{183}$ 183. $\frac{1}{184}$ 184. $\frac{1}{185}$ 185. $\frac{1}{186}$ 186. $\frac{1}{187}$ 187. $\frac{1}{188}$ 188. $\frac{1}{189}$ 189. $\frac{1}{190}$ 190. $\frac{1}{191}$ 191. $\frac{1}{192}$ 192. $\frac{1}{193}$ 193. $\frac{1}{194}$ 194. $\frac{1}{195}$ 195. $\frac{1}{196}$ 196. $\frac{1}{197}$ 197. $\frac{1}{198}$ 198. $\frac{1}{199}$ 199. $\frac{1}{200}$ 200. $\frac{1}{201}$ 201. $\frac{1}{202}$ 202. $\frac{1}{203}$ 203. $\frac{1}{204}$ 204. $\frac{1}{205}$ 205. $\frac{1}{206}$ 206. $\frac{1}{207}$ 207. $\frac{1}{208}$ 208. $\frac{1}{209}$ 209. $\frac{1}{210}$ 210. $\frac{1}{211}$ 211. $\frac{1}{212}$ 212. $\frac{1}{213}$ 213. $\frac{1}{214}$ 214. $\frac{1}{215}$ 215. $\frac{1}{216}$ 216. <

3

[illegible]

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

May 2011

ANNEXURE D

AUTHORITY TO SIGN A BID (COMPLETE RELEVANT SECTION)

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this proposal to do so, as well as to sign any contract resulting from this proposal and any other documents and correspondence in connection with this tender and/or contract on behalf of the company must be submitted with this proposal, that is before the closing time and date of the tender

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20.....

Mr/Mrs.....(whose signature appears below) has been duly
authorized to sign all documents in connection with this tender on behalf of (Name of Company)

.....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1:

2:

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned hereby confirm that I am the
sole owner of the business trading as

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

.....
SIGNATURE

.....
DATE

WITNESSES: 1:

2:

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature

We, the undersigned partners in the business trading as
hereby authorize to sign this tender as well as any
contract resulting from the tender and any other documents and correspondence in connection
with this tender and /or contract on behalf of (name of company)

SIGNATURE	SIGNATURE	SIGNATURE
DATE	DATE	DATE

WITNESSES: 1:
2:

D. CLOSE CORPORATION

In the case of a close corporation submitting a proposal, a certified copy of the Founding Statement of such corporation shall be included with the proposal, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20 at

.....;Mr/Ms,

whose signature appears below, has been authorized to sign all documents in connection with this tender on behalf of (Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION:

(SIGNATURE)

(PRINT NAME)

IN HIS/HER CAPACITY AS:

DATE: **SIGNATURE OF SIGNATORY:**

WITNESSES: 1:

2:

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the proposal, together with the resolution by its members authorizing a member or other official of the co-operative to sign the proposal documents on their behalf.

By resolution of members at a meeting on 20at

.....; Mr/Ms,

whose signature appears below, has been authorized to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

IN HIS/HER CAPACITY AS: **DATE:**

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1:

2:

ANNEXURE E

CONDITIONS OF PROPOSAL

1. I/We hereby tender to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the (hereinafter called the "College") on the terms and conditions and be in accordance with the specifications stipulated in the proposal documents (and which shall be taken as part of and be incorporated into this proposal) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
 - (a) the offer herein shall remain binding upon me/us and open for acceptance by the College during the validity period indicated and calculated from the closing time of the proposal;
 - (b) this proposal and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the General Conditions of Contract, with which I/we am fully acquainted;
 - (c) if I/we withdraw my proposal within the period for which I/we have agreed that the proposal shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the College may, without prejudice to its other rights, agree to the withdrawal of my proposal or cancel the contract that may have been entered into between me and the College, I/we will then pay to the College any additional expenses incurred by the College having either to accept any less favourable proposal or, if fresh proposals have to be invited, the additional expenditure incurred by the invitation of fresh proposals and by the subsequent acceptance of any less favourable proposal. The College shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other tender or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other proposal or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the College may sustain by reason of my default;
 - (d) if my proposal is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my proposal and I choose *domicilium citandi et executandi* in the Republic at (full physical address):
3. I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my/our obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my/our risk.
4. I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement, as the Principal(s) liable for the due fulfillment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I/we or any persons related to my/our business has with regard to this tender or any related tenders by completion of the Declaration of Interest Section.

7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/we, THE UNDERSIGNED, WHO WARRANT THAT I/WE AM/ARE DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The Bidder will furnish documentary proof regarding any proposal issue to the satisfaction of the College, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the college, in addition to any remedies it may have, may: -
 - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the College as a result of the award of the contract, and/or
 - (b) Cancel the contract and claim any damages which the college may suffer by having to make less favorable arrangements after such cancellation.

SIGNED ON THIS..... DAY OF20

AT

SIGNATURE OF TENDERER OR DULY NAMED IN BLOCK LETTERS

AUTHORISED REPRESENTATIVE ON BEHALF OF (BIDDER'S NAME)

CAPACITY OF SIGNATORY.....

NAME OF CONTACT PERSON (IN BLOCK LETTERS)

POSTAL ADDRESS

TELEPHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

WITNESS 1:

2:

The undersigned, who warrants that he/ she is duly authorized to do so on behalf of the firm or sole proprietor confirms that he/ she declares that the information is correct. •

Signature:

Name:

Duly authorized to sign on behalf of:

Telephone:

Fax:

Date:

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.

SBD 9

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

ANNEXURE H

EXECUTIVE SUMMARY OF COSTING

Name of company	
Name of authorized representative	
Contact" numbers	

TOTAL COST inclusive of VAT	R
Amount in words	

Signature of authorized representative on behalf of company

Date

FOR OFFICE PURPOSES ONLY

IMPORTANT

Mark appropriate block with "X"

HAS ANY ALTERATIONS BEEN MADE?	YES	NO
HAS AN ALTERNATIVE PROPOSAL BEEN SUBMITTED?	YES	NO
. <i>IF APPLICABLE</i> : DID THE TENDERER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the..... preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

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

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE 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) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard

contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (d) **"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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **"consortium or joint venture"** 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;
- (h) **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **"non-firm prices"** means all prices other than "firm" prices;
- (m) **"person"** includes a juristic person;
- (n) **"QSE"** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5 (2) and 6 (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	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating

issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)
- (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

8. SUB-CONTRACTING

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

(Tick applicable box)

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

- 8.1.1 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.

(Tick applicable box)

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

9. DECLARATION WITH REGARD TO COMPANY/FIRM

- 9.1 Name of company/firm:.....
- 9.2 VAT registration number:.....
- 9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

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

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

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

.....

.....

ANNEXURE J

Reference Schedule and Letters.

Failing to attached letter supporting schedules will lead to automatically disqualification. All references must be accompanied by a letter from contracted entity.

[illegible]