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|---|----------------------|---------------------|---------------|-----|---|
|  | Invitation to Tender | Document Identifier | 559-235050781 | Rev | 3 |
|   |                      | Effective Date      | July 2024     |     |   |
|   |                      | Review Date         | July 2027     |     |   |

## NATIONAL TRANSMISSION COMPANY SOUTH AFRICA SOC LTD

### INVITATION TO TENDER (ITT)

#### FOR

#### EASTERN AND WESTERN CAPE OFFICE RELOCATION

|  |   |
|--|---|
| <b>Tender number</b>   | E2868NTCSAVOU   |
| <b>Issue date</b>  | 12 May 2026   |
| <b>Closing date and time</b>   | 11 June 2026 at 10h00   |
| <b>Tender validity period</b>  | 120 days from the tender closing date and time  |
| <b>Clarification meeting</b>   | <p>A Non-compulsory tender clarification meeting is set for:</p> <p><b>Date:</b> 22 May 2026<br/> <b>Time:</b> 13:00pm<br/> <b>Venue:</b> MS Teams</p> <p>Use link to join the meeting:<br/> <a href="https://teams.microsoft.com/meet/318132375513616?p=YIZmb4DgBrLBCsY3X8">https://teams.microsoft.com/meet/318132375513616?p=YIZmb4DgBrLBCsY3X8</a></p>    |
| <p><b>Tenders are to be submitted electronically via Eskom E-tendering site by the stipulated closing date and time.</b></p> <p><i>Please note it is the responsibility of the supplier to ensure that the tender submission is submitted before the closing time.</i></p> | <p>The deadline for Tender submission is:</p> <p><b>Date:</b> 11 June 2026<br/> <b>Time:</b> 10h00</p> <p><b>Tenders are uploaded via Eskom Tender bulletin site on the Eskom E-tendering page using the following link:</b> <a href="https://eTendering.eskom.co.za">https://eTendering.eskom.co.za</a></p> <p><b>Late Tenders will not be accepted.</b></p> |

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## Invitation to Tender

National Transmission Company South Africa SOC Ltd (hereinafter “NTCSA”) invites you to submit a tender for the Eastern and Western Cape Office Relocation for a period of 3 years on an as and when required basis.

The enquiry documents are supplied to you on the following basis:

### 1. Free of charge

NTCSA has delegated the management of this enquiry to the NTCSA Representative whose name and contact details are set out in the Tender Data. The submission of a tender/proposal by you in response to this enquiry will be deemed as your acceptance of the Standard Conditions of Tender which may be accessed at [www.ntcsa.co.za](http://www.ntcsa.co.za).

All queries and clarifications relating to the enquiry documents must be addressed in writing to the NTCSA Representative.

Tenderers must refrain from communicating issues related to this enquiry with any person within the NTCSA environment other than the NTCSA Representative named in the Tender Data. Tenderers must not in any way contact any NTCSA employee who is involved in the tender during the tender process, either telephonically, by email or through private appointments before and after submitting tenders. NTCSA employees not involved in this enquiry process are not allowed to contact those that are involved in this process or share enquiry related information with potential tenderers.

Where a potential tenderer or a tenderer has any question or query on the contents of the enquiry or any issue related to the enquiry, the first point of contact is the NTCSA Representative whose name and contact details are stated in the Tender Data of this enquiry document.

Should the tenderer not be satisfied with a response from the NTCSA Representative stated in the enquiry document, and would like to escalate, the tenderer may refer the issue to the Procurement Manager identified in the Tender Data through the NTCSA Representative. Should the tenderer still be dissatisfied, they can then escalate the matter to the Middle Manager or Senior Manager Procurement.

Escalation of enquiry issues to NTCSA Chief Executive or Eskom Group Chief Executive is an avenue of last resort and tenderers should refrain from escalating enquiry issues to this level without following the escalation process set out above

Yours faithfully



Jabu Nkgapele  
Procurement Manager  
Date: 2026-05-12

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## 1.1 Annexures and Returnable Documents to the Tender

The documents listed in this paragraph are either attached to this enquiry or should be submitted by the tenderer.

The tenderer must submit the returnable set out hereunder as part of its tender at the stipulated deadline.

### **NOTE THE FOLLOWING: -**

#### **- \* Returnables required at Tender closing (disqualifiable): -**

These returnables are required to be fully completed, signed (if required on the returnable) and submitted with the tender at Tender closing date and time. If not fully completed, signed (if required on the returnable) and/or submitted by tender closing, the tenderer will be disqualified.

#### **\*\* Returnable required at Tender closing (non-disqualifiable): -**

These returnables are required to be fully completed, signed (if required on the returnable) and submitted with Tender at Tender closing date and time; however, if not submitted by Tender closing, or submitted with incomplete information or without a required signature, the Procurement Practitioner will, in writing, request the tenderer to submit the returnable within 5 working days. If the returnable is not fully completed, signed if required and/or received by the Procurement Practitioner within 5 working days of the request, the tenderer will be disqualified.

#### **# Returnables required at Tender Closing date and time for evaluation: -**

These returnables are required to be submitted at tender closing date and time. These returnables will not be requested by the Procurement Practitioner. A tenderer that does not submit the required returnable at stipulated deadline or submits an incomplete returnable; will not be disqualified but will score zero.

| No.   | Description  | Annexure | Attached (Y / N / N/A) | Returnable required at Tender closing (disqualifiable)* | Returnable required at Tender closing. (Non-disqualifiable)** | Returnable required prior to Contract Award. |
|-------|--|----------|------------------------|---|---|--|
| 1.1.1 | Basic Compliance<br><br>Electronic copy of the tender in a PDF |          |                        | √   |   |  |

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|-------|--|------------|-----|--|---|--|
|       | format. The price list needs to be submitted in PDF and a copy in excel format (The upload size per document is 500 megabytes and total submission is restricted to 4 gigabytes)<br><br>Please refer to point 3,9 below for full complaint.                                    |            |     |  |   |  |
| 1.1.2 | *Authorisation Form  | Annexure A | Y   |  | v |  |
| 1.1.3 | *Acknowledgement form  | Annexure B | Y   |  | v |  |
| 1.1.4 | *Tenderer's particulars  | Annexure C | Y   |  | v |  |
| 1.1.5 | *Integrity Declaration Form (refer to <a href="http://www.ntcsa.co.za">www.ntcsa.co.za</a> for the Supplier Integrity Pact that suppliers are required to download and read)   | Annexure D | Y   |  | v |  |
| 1.1.6 | *CPA Requirements for Local Goods/Services<br><i><b>[Note: If not submitted, tenderers will not be disqualified however prices will be evaluated as fixed and firm, and the contract price will be treated as fixed and firm for the entire duration of the contract.]</b></i> | Annexure E | Y   |  | v |  |
| 1.1.7 | *CPA(IG) for Foreign Goods/Services (if applicable)  | Annexure F | N/A |  |   |  |

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|--------|--|-------------|-----|--|---|--|
| 1.1.8  | SBD 6.2 Declaration Certificate for Local Production and Local Content   | Annexure G1 | N/A |  |   |  |
|        | Annexure C Local Content Declaration-Summary Schedule  | Annexure G2 | N/A |  |   |  |
|        | Annexure D Imported Content Declaration – Supporting Schedule to Annexure C  | Annexure G3 | N/A |  |   |  |
|        | Annexure E Local Content Declaration-Supporting Schedule to Annexure C   | Annexure G4 | N/A |  |   |  |
| 1.1.9  | SBD 1 Invitation to Bid must be filled out by all tenderers.   | Annexure H  | Y   |  | √ |  |
| 1.1.10 | <p>Tax Clearance Certificates</p> <p>A certified copy of a tax clearance certificate is required from foreign tenderers (with a footprint in South Africa but that are not registered on CSD and have not provided a SARS pin number) and local tenderers (that have not provided their SARS e-filing PIN number for verification by NTCSA and/or their CSD profile / CSD number).</p> <p>Foreign suppliers with no footprint in South Africa must complete the SBD1</p> |             |     |  | √ |  |

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|        |  |            |   |  |   |   |
|--------|--|------------|---|--|---|---|
|        | document; however, no proof of tax compliance is required.   |            |   |  |   |   |
| 1.1.11 | Tax Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE   | N/A        |   |  |   |   |
| 1.1.12 | *SBD 6.1 Preference Points Claim Form in terms of PPPFA 2022 regulations   | Annexure I | Y |  | v |   |
| 1.1.13 | # Specific Goals<br><br>A tenderer's failure to submit proof that it meets the specific goals will not result in its disqualification. The tenderer will, however, be scored zero for Specific Goals for purposes of PPPFA scoring and ranking.  |            |   |  | v |   |
| 1.1.14 | Compliance with Employment Equity Act<br>To the extent that the tenderer falls within the definition of a "designated Employer" as contemplated in the Employment Equity Act 55 of 1998, the tenderer is required to furnish the Employer with proof of compliance with the Employment |            |   |  |   | v |

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|--|--|------------|---|--|---|---|
|  | Equity Act, including proof of submission of the Employment Equity report to the Department of Labour. (South African tenderers only)  |            |   |  |   |   |
| 1.1.15   | **SBD 4 – Bidders Disclosure   | Annexure J | Y |  | v |   |
| <b>1.1.16 Additional Documents required in event of JV:-</b> |  |            |   |  |   |   |
| 1.1.16 .1  | Letter of intent to form a JV/consortium or Valid joint venture agreement confirming the rights and obligations of each of the joint venture partners and their profit-sharing ratios.                           |            |   |  | v |   |
| 1.1.16 .2  | Separate written confirmation that the joint venture will operate as a single business entity (incorporated) for the duration of the contract, or this may be included as an obligation within the JV agreement. |            |   |  | v |   |
| 1.1.16 .3  | Details and confirmation of a single designated bank account in the name of the JV and independent of the individual JV partners, as set out in the joint venture agreement.                                     |            |   |  |   | v |
| 1.1.17   | Reverse e-auction training acknowledgement form (if applicable)  | N/A        |   |  |   |   |

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|--------|--|-----|--|--|--|--|
| 1.1.18 | Reverse e-auction process (if applicable)  | N/A |  |  |  |  |
| 1.1.19 | E-tendering Help Manual acknowledgement form   | N/A |  |  |  |  |
| 1.1.20 | E-tendering Help Manual for supplier   | N/A |  |  |  |  |
| 1.1.21 | CIDB (where applicable)<br>Valid proof of the required CIDB grading designation for the main contractor; JV and /or sub-contractor as may be required in the tender data at tender closing deadline or within 21 working days from the closing date of submission of tenders if this is agreed with the Employer | N/A |  |  |  |  |
| 1.1.22 | CIDB Contract Skills Development Goals (CSDG) (if applicable)  | N/A |  |  |  |  |
| 1.1.23 | Building/Civil: Contract Skills Development Goals (CSDG)   | N/A |  |  |  |  |
| 1.1.24 | CIDB: Indirect Targeting for Enterprise Development Through Works.<br><br>Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts  | N/A |  |  |  |  |

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|--------|--|----------|--|---|---|--|
|        | <br>Standard for Indirect Targeting for<br><br>The Minimum 5% Indirect Targeting For Enterprise Development is included as part of the minimum 30% subcontracting, of which the main contractor has to fulfil/comply with during the execution of the contract. |          |  |   |   |  |
| 1.1.25 | Contract Participation Goals (CPG) (if applicable)   | N/A      |  |   |   |  |
| 1.1.26 | Scope of Work  | Attached |  |   |   |  |
| 1.1.27 | NEC Contract   | Attached |  |   | ✓ |  |
| 1.1.28 | Pricing Schedule   | Attached |  | ✓ |   |  |
| 1.1.29 | Additional documents required (ECSA/ SACPCMP/CVs/per mits/licenses/ specific registration documents (if applicable to scope of work)   | N/A      |  |   |   |  |
| 1.1.30 | Standard Terms and Conditions  |          |  |   | ✓ |  |
| 1.1.31 | Supplier Non-Disclosure Agreement  |          |  |   | ✓ |  |
| 1.1.32 | SDL&I Undertaking  |          |  |   | ✓ |  |
| 1.1.33 | Insurance Deductibles  |          |  |   | ✓ |  |
| 1.1.34 | List of Acceptable Guarantors (where applicable)   | N/A      |  |   |   |  |

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| <b>MANDATORY CONTRACTUAL REQUIREMENTS SUPPORTING EVIDENCE</b> [applicable to all tenders]                             |  |                                      |  |  |   |   |
|---|--|--------------------------------------|--|--|---|---|
| 1.1.35  | Mandatory Contractual Requirement Proof of valid and current CSD Registration (CSD number/CSD Report)  |                                      |  |  | v |   |
| <b>ADDITIONAL CONTRACTUAL REQUIREMENTS SUPPORTING EVIDENCE</b> [where applicable and as stipulated under tender Data] |  |                                      |  |  |   |   |
| 1.1.36  | Safety COIDA - Original certificate of good standing or proof of application issued by the Compensation Fund (COID) or a licensed compensation insurer (South African tenderers only)  |                                      |  |  | v |   |
| 1.1.37  | Quality  | N/A                                  |  |  |   |   |
| 1.1.38  | Safety documents as required per scope of works.   | Safety requirement attached          |  |  | v |   |
| 1.1.39  | Environmental documents as required per scope of works.  | Environmental requirements attached. |  |  | v |   |
| 1.1.40  | Due Diligence / financial analysis Audited Financial Statements of the tenderer for the previous 18 months, or to the extent that such statements are not available, for the last year.<br><br>In the case of a joint venture or special purpose vehicle |                                      |  |  |   | v |

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|  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
|  | (SPV) specially formed for this tender, audited financial statements for each participant in the JV / SPV must be submitted.<br><br>Start-up enterprises formed within the last 12 months are not required to submit audited financial statements, but if successful in this enquiry, will be required to furnish statements for the first year once available. |   |   |   |   |   |
| 1.1.41   | Vetting: <ul style="list-style-type: none"> <li>• Company profile.</li> <li>• ID copies of company members/ Directors or owner.</li> <li>• Company registration number- CIPC document.</li> <li>• CSD report.</li> </ul>  |   |   |   |   | v |
| 1.1.42   | Declaration Undertaking   | Attached                                | Y |   | v |   |
| <b>DOCUMENTS REQUIRED UNDER FUNCTIONALITY/TECHNICAL CRITERIA</b> |   |   |   |   |   |   |
| 1.1.43   | Functionality/Technical [required for evaluation /scoring]  | Technical evaluation criteria attached. |   | v |   |   |

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## 1.2. Tender Data

The Tender Data makes several references to the Standard Conditions of Tender and in those instances, the clause numbers are referenced hereunder. If the Standard Conditions of Tender are not attached to the enquiry, then tenderers are required to download this from [www.ntcsa.co.za](http://www.ntcsa.co.za). The “Tender Data” as detailed herein shall take precedence over the Standard Conditions of Tender in the event of any ambiguity or inconsistency between the two documents.

| Clause Number from Standard Conditions of Tender  | Tender Data  |
|---|--|
| 1.1 Parties                                       | <p>The <i>Employer</i> is <b>NTCSA SOC Ltd</b></p> <p>The NTCSA <i>Representative</i> is:<br/> Name: <b>Nomthandazo Khumalo</b><br/> Tel: <b>011 800 4709</b><br/> E-mail: <a href="mailto:ntinganb@ntcsa.co.za">ntinganb@ntcsa.co.za</a></p> <p>1st Escalation: Procurement Manager<br/> Name: <b>Jabu Nkgapele</b><br/> Email: <a href="mailto:nkgapejl@ntcsa.co.za">nkgapejl@ntcsa.co.za</a></p>  |
| 1.3 Enquiry documents                             | The Invitation to tender number is: <b>E2868NTCSAVOU.</b>  |
| 1.4 Type of enquiry                               | <p>This enquiry is:</p> <p><b>1.</b> An open invitation to tender</p>  |
| 1.6 NTCSA's rights to accept or reject any tender | <p>The tender shall be for the <b><i>whole or part</i></b> of the contract.</p> <ul style="list-style-type: none"> <li>• 1 x Eastern Cape and / or</li> <li>• 1 x Western Cape.</li> </ul>   |
| 2.1 Eligibility                                   | <p>Tenderers (whether a single company or an incorporated or unincorporated joint venture or consortium) must meet the eligibility criteria stated in the Tender Data. The tenderer, or any of its principals, must not be under any restriction to do business with NTCSA or State-Owned Companies.</p> <p><b><u>Tenderers are ineligible to submit a tender if:</u></b></p> <p><b>1.</b> Tenderers have the nationality of a country on any international sanctions list. A tenderer shall be found to have the nationality of a country if the tenderer is a national or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including related services.</p> |

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2. Tenderers submit more than one [tender/proposal] either individually or as a partner in a joint venture (JV) or consortium, except on an E-Tendering system where there is a limit size (The upload size per document is 500 megabytes and total submission is restricted to 4 gigabytes).
3. Tenders submitted by a joint venture or consortium where the JV/consortium agreement does not explicitly state that the parties of the JV or consortium shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
4. A Tenderer must not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Prima facie evidence that a tenderer has a conflict of interest with one or more parties in this [tendering/RFP] process is:
  - (a) they have a controlling partner or majority shareholder in common; or
  - (b) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the tender of another tenderer, or to influence the decisions of the Employer regarding this bidding process;
5. Tenders signed by non- authorised persons.
6. Any tenderer that is restricted by National Treasury.
7. Any tenderer on the Tender Defaulters list.
8. A tenderer that sub-contracts 100% of the Scope of Work.
9. Flagged suppliers.

**Ineligible of the flagged suppliers/tenderers will be due to the following reasons:**

- a) Those suppliers implicated in serious misconduct by the Zondo Report or the SIU pending the finalisation of supplier disciplinary measures against these suppliers; and
- b) Other suppliers implicated in serious misconduct and a breach of the Eskom Supplier Integrity Pact by a forensic report or other source of credible information, such as the SAPS, the NPA, the SIU or other related source.
- c) List of Restricted Suppliers and Defaulters as per PRECCA as issued by National Treasury

The implications of this “flag” are as follows:

- No new contracts or extension of existing contracts may be awarded to the supplier pending finalisation of supplier disciplinary processes against the supplier. Where as such, the supplier’s bid should be removed from any tender evaluation at the “eligibility” or “compliance” assessment stage of the evaluation.

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|  |   |
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|  | <b>NTCSA will disqualify tenderers that are found not to have met the eligibility criteria.</b>   |
| 2.2 -2.5 Tender Closing                      | <p>The deadline for tender submission is:<br/> <b>Date:</b> 11 June 2026<br/> <b>Time:</b> 10h00</p> <p><b>Tenders are uploaded via NTCSA Tender bulletin site on the Eskom E- tendering page <a href="https://eTendering.eskom.co.za">https://eTendering.eskom.co.za</a>.</b></p> <p><b>Late Tenders will not be accepted.</b></p>   |
|  | <p>For Electronic Tender Submissions.</p> <p>The tenderer must upload the tender via NTCSA Tender bulletin site on the Eskom E- tendering page. The documents need to be upload under the folder Technical, Commercial, Financial, and other.</p> <p>All documents need to be submitted in a PDF format (The upload size per document is 500 megabytes and total submission is restricted to 4 gigabytes). The price list needs to be submitted in PDF and a copy in excel format.</p> <p>No Zip/condense files can be uploaded.<br/> No hard copy will be accepted.</p> <p>If for some reason you resubmit your tender, then the latest version of the tender submitted will only be accepted and all previous submission/s will be null and void.</p> <p>Please ensure that the submission status is indicated as complete.</p> <p>Supplier Help Manual guide and video can be found on Eskom E-Tendering page.</p> |
| 2.12 Tender Validity Period                  | The tender validity period is <b>120 days</b> from tender closing.  |
| 2.15 Site visit and/or clarification meeting | <p>A Non-compulsory tender clarification meeting is set for:<br/> <b>Date:</b> 22 May 2026<br/> <b>Time:</b> 13:00pm<br/> <b>Venue:</b> MS Teams<br/> Use link to join the meeting:<br/> <a href="https://teams.microsoft.com/meet/318132375513616?p=YIZmb4DqBrLBCsY3X8">https://teams.microsoft.com/meet/318132375513616?p=YIZmb4DqBrLBCsY3X8</a></p>  |
| 2.16 Seeking clarification                   | The tenderer will notify NTCSA of any clarifications required before the closing time for clarification queries, which is <b>10</b> working days before the deadline for tender submission. This includes the requests for extension for tender closing date.   |

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|  | Any addenda or clarifications to the Invitation to Tender (ITT) will be posted on the e-tender portal and the Tender Bulletin. Tenderers must review these platforms for updates before finalizing their bid submissions. NTCSA will not be responsible for any disadvantages or disqualifications resulting from Tenderers not accessing the latest ITT information.  |        |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
|--|--|--------|----------|--------|----|---------------------|-----|----|----------------------|-----|----|-------------------------|-----|----------------|--|------|-------------------|--|-----|
| 2.22 Alternative tenders                   | Alternative tenders are not allowed.   |        |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| 2.33 Cataloguing                           | Not applicable.  |        |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| 2.34 Provision of Security for Performance | Not applicable.  |        |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| 3.4 Tender Opening                         | There will be no public opening of tenders. Tenders will be downloaded electronically.   |        |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| 3.5 Prices to be read out or not           | Prices will not be read out.   |        |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| 3.9 Basic Compliance                       | <p>Basic compliance with this enquiry requires a tenderer to meet all the following requirements:</p> <ol style="list-style-type: none"><li>1. Meet the eligibility criteria for a tenderer.</li><li>2. Submit a complete tender with commercial, financial and technical information.</li><li>3. Submission of the mandatory commercial tender returnables as at stipulated deadlines.</li></ol> <p>A tenderer's failure to have submitted/uploaded tender documents will render the tender non-responsive.</p>   |        |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| 3.10 Mandatory tender returnables          | A tenderer that does not submit mandatory documents or the complete information required in mandatory documents by the deadlines stipulated in the Tender Returnable section will be deemed non-responsive.  |        |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| 3.13 Functionality requirements            | <p>Functionality requirements are applicable.</p> <p>The following criteria will be applicable for this transaction under functionality criteria:</p> <table><tr><th>No.</th><th>Criteria</th><th>Weight</th></tr><tr><td>1.</td><td>Relevant Experience</td><td>45%</td></tr><tr><td>2.</td><td>Employees Experience</td><td>20%</td></tr><tr><td>3.</td><td>Transport and equipment</td><td>35%</td></tr><tr><td colspan="2">Overall weight</td><td>100%</td></tr><tr><td colspan="2">Minimum threshold</td><td>80%</td></tr></table> <p>A detailed evaluation criteria is attached under Technical folder of the enquiry documents.</p> | No.    | Criteria | Weight | 1. | Relevant Experience | 45% | 2. | Employees Experience | 20% | 3. | Transport and equipment | 35% | Overall weight |  | 100% | Minimum threshold |  | 80% |
| No.  | Criteria   | Weight |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| 1.   | Relevant Experience  | 45%    |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| 2.   | Employees Experience   | 20%    |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| 3.   | Transport and equipment  | 35%    |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| Overall weight                             |  | 100%   |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |
| Minimum threshold                          |  | 80%    |          |        |    |                     |     |    |                      |     |    |                         |     |                |  |      |                   |  |     |

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|                                    | Tenderers who do not meet the threshold for functionality scoring will be disqualified.  |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
|------------------------------------|--|------------------------------------|---------------------------------|---|----|---|----|---|----|---|----|---|----|---|---|---|---|---|---|----------------------------|---|
| 3.14 Evaluation of Price           | <p>Prices will be evaluated as follows:</p> <ol style="list-style-type: none"> <li>1. Inclusive of VAT;</li> <li>2. Corrected for arithmetical errors;</li> <li>3. Excluding contingencies in any bill of quantities or activity schedule;</li> <li>4. Adjusted for any other acceptable variations, deviations, or alternative tenders submitted; and</li> <li>5. Making a comparison of the Net Present Value of each adjusted tender based on the tendered programme; (if provided) and prices, on the estimated effect of Price Adjustment Factors and rate of exchange fluctuations (if applicable) and on other evaluation parameters relating to uncertainty and risk, where applicable.</li> <li>6. Unconditional discounts will be taken into account for evaluation purposes.</li> <li>7. Conditional discounts will not be taken into account for evaluation purposes but will be implemented when payment is effected.</li> </ol> <p>Prices will be scored out of 80 points.</p> |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| 3.18 Evaluation of Specific Goals  | <p>Specific goals will be scored out of <b>20</b> points in accordance with the PPPFA.</p> <table border="1"> <thead> <tr> <th>B-BBEE Status Level or Contributor</th><th>Number of Points (80/20 system)</th></tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>14</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>10</td></tr> <tr><td>6</td><td>8</td></tr> <tr><td>7</td><td>6</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td>Non-Compliant Contribution</td><td>0</td></tr> </tbody> </table> <p>If a tenderer fails to submit evidence of its points claim for a Specific Goal, it will not be disqualified. However, it will be awarded 0 points for that Specific Goal.</p>  | B-BBEE Status Level or Contributor | Number of Points (80/20 system) | 1 | 20 | 2 | 18 | 3 | 14 | 4 | 12 | 5 | 10 | 6 | 8 | 7 | 6 | 8 | 2 | Non-Compliant Contribution | 0 |
| B-BBEE Status Level or Contributor | Number of Points (80/20 system)  |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| 1                                  | 20   |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| 2                                  | 18   |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| 3                                  | 14   |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| 4                                  | 12   |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| 5                                  | 10   |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| 6                                  | 8  |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| 7                                  | 6  |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| 8                                  | 2  |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| Non-Compliant Contribution         | 0  |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |
| 3.19 Ranking of tenders            | Tenderers will be ranked by applying the preferential point scoring for the 80/20 system. NTCSA will add the score from Pricing and Specific Goals together and rank the suppliers from the highest to the lowest.   |                                    |                                 |   |    |   |    |   |    |   |    |   |    |   |   |   |   |   |   |                            |   |

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### 3.2 Objective Criteria

Objective criteria are ***applicable to this tender as follows:***

The inclusion of objective criteria is not mandatory but a condition for contract award. If the tenderer does not meet objective criteria, it may lead to the second-ranked tenderer being recommended for award.

#### 1. Transformation – BBEE Improvement or Retention Plan

Transformation remains an area of focus, where NTCSA continuously strives to align itself with national transformation imperatives to unlock growth, drive industrialization, create employment and contribute to skills development.

NTCSA encourages its suppliers to constantly strive to improve their B-BBEE rating. Whereas Tenderer/s will be allocated points in terms of a preference point system based on specific goals, NTCSA also requests that tenderer/s submits their B-BBEE improvement or retention plan within 30 days of signing the contract.

Tenderer/s are therefore requested to indicate the extent to which they will maintain (only if the respondent is a Level 1) or may improve/maintain their B-BBEE status over the contract period if their B-BBEE status is level 2 or 3. Tenderer/s with a B-BBEE status level 4 at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of B-BBEE Level 3 by the end of the first year of the contract and thereafter improve their B-BBEE status level or migrate by one level higher.

Tenderer/s with a B-BBEE recognition status of Level 5 to Level 8 or non-compliant at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of Level 4 by the end of the first year of the contract and thereafter improve at least one B-BBEE Level higher of each year from the second year of the contract.

Tenderer/s are requested to submit their B-BBEE Improvement Plan as an essential document within 30 days of signing the contract.

**NB:** A valid B-BBEE certificate or Sworn Affidavit is a condition for contract award, if your company's annual Total Revenue is R10 Million or less you qualify as an Exempted Micro-Enterprise therefore you can submit Sworn Affidavit. If your annual Total Revenue is R50 Million or less, you qualify as Qualifying Small Enterprise and must comply with all of the elements of QSE score card relevant to your sector unless an entity is at least 51% Black

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owned you are required to obtain a Sworn affidavit. If your Annual Total Revenue is above R50M you need to submit a Valid B-BBEE certificate.

- 2. Jobs-**Tenderers are required to submit proposals for the type and number of jobs that will be created and retained in South Africa as a direct result of being awarded a contract.

| Type of Jobs to be created  | Number of Jobs to be created  |
|-----------------------------|-------------------------------|
|                             |                               |
| Type of Jobs to be retained | Number of Jobs to be retained |
|                             |                               |

#### Skills Development

| NTCSA's Proposal                         | Tenderer's Proposal |
|--|---------------------|
| University of Technology student bursary |                     |

**\*For every R2 Million Invoiced the contracted supplier shall offer a University of technology or University bursary valued at R10 000 .00.**

Please note that Eskom may award the contract to a tenderer other than the highest scoring if objective criteria justify the award.

#### Section 3: SDL&I Retention and Performance Security

NTCSA will apply a retention of 2.5% of the invoice amount for failure to meet SDL&I obligations.

NTCSA will apply retention of 2.5% of the monthly invoice value for failure to meet SDL&I obligations.

For the duration of the contract, NTCSA will retain 2.5% of every invoice (excluding VAT) as security for the fulfilment of all SDL&I Obligations. The retained amounts shall only be released to the Contractor upon:

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|--|--|
|  | <p>NTCSA receives the SDL&amp;I progress report/s from the contractor.</p> <p>Fulfilment of all SDL&amp;I obligations by the contractor.</p> <p>Submission of an approved compliance report by SDL&amp;I Department.</p> <p><b>Section 4: Reporting and Monitoring</b></p> <ul style="list-style-type: none"> <li>• The suppliers shall on a quarterly basis submit a report to NTCSA in accordance with Data Collection Template on their compliance with the SDL&amp;I obligations described above.</li> <li>• NTCSA shall review the SDL&amp;I reports submitted by the suppliers within 30 (thirty) days of receipt of the reports and notify the suppliers in writing if their SDL&amp;I obligations have not been met.</li> <li>• Upon notification by NTCSA that the suppliers have not met their SDL&amp;I obligations, the suppliers shall be required to implement corrective measures to meet those SDL&amp;I obligations before the commencement of the following report, failing which Retention clauses shall be invoked.</li> <li>• Every contract shall be accompanied by the SDL&amp;I Implementation Schedule, which must be completed by the suppliers and returned to SDL&amp;I representative for acceptance 28 days after contract award. This will be used as a reference document for monitoring, measuring and reporting on the supplier's progress in delivering on their stated SDL&amp;I commitments.</li> </ul> <p><b>Section 6: General Information on Validity of Sworn Affidavits:</b></p> <p>The following must be considered when it comes to validity of Affidavits.</p> <p><b>Tenderers submitting B-BBEE Sworn Affidavits must ensure that the affidavits meet the following key pointers to ensure their validity:</b></p> <ul style="list-style-type: none"> <li>• Name/s of deponent as they appear in the identity document and the identity number.</li> <li>• Designation of the deponent as the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit. <u>(Mark the applicable option).</u></li> <li>• Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.</li> <li>• Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be</li> </ul> |
|--|--|

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|                          | <p>reflected. <u>(No blank spaces to be left).</u></p> <ul style="list-style-type: none"> <li>• Indicate total revenue for the year under review and whether it is based on audited financial statements or management account. (Mark the applicable option).</li> <li>• Financial year end as per the enterprise's registration documents, which was used to determine the total revenue. (Financial year end to be stipulated by day/month/year).</li> <li>• B-BBEE Status level. An enterprise can only have one status level. (Tick applicable level)</li> <li>• Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.</li> <li>• Date deponent signed and date of Commissioner of Oath must be the same. (The sworn affidavit must be signed in the presence of the Commissioner of Oath. Furthermore the Commissioner must also sign and stamp)</li> <li>• Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.</li> </ul> |
| 3.21 Reverse e-auction   | Reverse e-auction is <b>not applicable</b> .  |
| Contractual Requirements | <p><u>Mandatory Contractual Requirements that <b>must</b> be included in all tenders is the following:</u></p> <ul style="list-style-type: none"> <li>• Proof of CSD registration</li> </ul> <p><u>Additional Contractual Requirements that may be included if applicable:</u></p> <ul style="list-style-type: none"> <li>• <b>Environmental:</b> <ul style="list-style-type: none"> <li>➤ 240-180100154 Env Management Tender Returnable Contractors or Service Providers 2023_Rev7.</li> <li>➤ 240-180100129_ Environmental Requirements Proforma.</li> <li>➤ TPDMAN-ST-37.</li> </ul> </li> <li>• <b>Safety:</b> <ul style="list-style-type: none"> <li>➤ 32-95 rev 9.</li> <li>➤ 32-136 Contractor Health and Safety Requirement. 240-77471499 Annexure B.</li> <li>➤ AM OHS Contractor Baseline risk assessment.</li> <li>➤ Contract and Contractor OHS Management.</li> <li>➤ Western Cape Office moves OHS Tender Evaluation. SHE specification for provision of office move.</li> <li>➤ SHEQ Policy.</li> </ul> </li> </ul>   |

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|--|---|
|  | <ul style="list-style-type: none"> <li>• <b>Due Diligence (Financial statements analysis):</b><br/><br/>Audited Financial Statements of the tenderer for the previous 18 months, or to the extent that such statements are not available, for the last year. In the case of a joint venture or special purpose vehicle (SPV) specially formed for this tender, audited financial statements for each participant in the JV / SPV must be submitted. Start-up enterprises formed within the last 12 months are not required to submit audited financial statements, but if successful in this enquiry; will be required to furnish statements for the first year once available.</li> <li>• <b>Security screening:</b><br/><br/>It should be noted that the successful supplier will be subjected to security screening by SSA (State Security Agency) wherein the Company profile, CIPC documents, CSD report and Director's/ Owner's ID copies need to be submitted.</li> </ul> <p><b>Contractual Requirements are not evaluation criteria. They will be assessed after the evaluation and ranking of the tenders. Proof that the tenderer recommended for award has met the stipulated contractual requirements must be submitted prior to contract award.</b></p> <p><b>Failure to meet stipulated Contractual Requirements by the stipulated deadlines may result in the tenderer being regarded as non-responsive and ineligible for contract award.</b></p> |
| Payment Terms  | <p><b>Tenderers are requested to bear in mind NTCSA's standard payment terms as stipulated hereunder when submitting tenders and concluding contracts with NTCSA:</b></p> <p><u>For contracts valued below R50 000 000 (Fifty Million Rand) including VAT, NTCSA is committed to paying Suppliers within 30 days of receipt of undisputed invoices.</u></p> <p><u>For contracts valued above R50 000 000 (Fifty Million Rand) including VAT, NTCSA is committed to paying suppliers within 60 days of receipt of undisputed invoices.</u></p>   |
| 2.29-2.30 Contract Skills Development Goal (CSDG) and Contract Participation Goals (CPG)   | CSDG are <b>not applicable</b> .  |
| 2.28 CIDB Requirements (where applicable for Engineering and Construction Works Contracts) | CIDB Requirements are <b>not applicable</b> .   |
| 3.24 Sign Form of Agreement  | The conditions of contract will be the <b>NEC Term Service Contract (TSC3)</b> .  |

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**Please note:**

Tenderers are requested to bear in mind NTCSA's standard payment terms as stipulated hereunder when submitting tenders and concluding contracts with NTCSA:

For contracts valued below R50 000 000 (Fifty Million Rand) including VAT, NTCSA is committed to paying Suppliers within 30 days of receipt of undisputed invoices.

For contracts valued above R50 000 000 (Fifty Million Rand) including VAT, NTCSA is committed to paying suppliers within 60 days of receipt of undisputed invoices.

NTCSA reserves the right to negotiate with preferred bidders after a competitive bidding process or price quotations should the tendered prices not be market-related.

Main contractors/ suppliers are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a main contractor subcontracts with a subsidiary, this must be declared in its tender documents.

A report containing a list of potential sub-contractors may be drawn by accessing the following link: [www.csd.gov.za](http://www.csd.gov.za)

“proof of B-BBEE status level of contributor” means-

- (a) the B-BBEE status level certificate issued by an authorised body or person; or
- (b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- (c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act

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## **ANNEXURE A**

### **AUTHORISATION FORM**

Indicate the status of the *tenderer* by ticking the appropriate box below.

| <b>A<br/>COMPANY</b> | <b>B<br/>CLOSE<br/>CORPORATION</b> | <b>C<br/>PARTNERSHIP</b> | <b>D<br/>JOINT<br/>VENTURE</b> | <b>E<br/>SOLE<br/>PROPRIETOR</b> |
|----------------------|------------------------------------|--------------------------|--------------------------------|----------------------------------|
|                      |                                    |                          |                                |                                  |

The *tenderer* must complete the appropriate certificate set out below for its category of organisation. If the *tenderer* is a company, close corporation or joint venture, the *tenderer* must attach a certified copy the document that is proof of the contents of the certificate (resolution of the board of directors of a company, members' resolution of a close corporation, or power of attorney in the case of a joint venture).

Note further that the authorised representative of the *tenderer* will in addition be required to sign the form at the end in addition to the relevant certificate for category of organisation.

#### **A. Certificate for company**

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_  
of the board of directors of \_\_\_\_\_  
\_, hereby confirm that by resolution of the board taken on \_\_\_\_\_ (date), Mr/Ms \_\_\_\_\_  
\_\_\_\_\_, acting in his/her capacity of \_\_\_\_\_  
\_\_\_\_\_, is authorised to submit this tender on behalf of the company, and to sign  
all documents in connection with this tender and any contract that may result from it on behalf  
of the company. The resolution of the board is annexed to this Form.

|                |                  |
|----------------|------------------|
| <b>Signed:</b> | <b>Date:</b>     |
| <b>Name:</b>   | <b>Position:</b> |

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## B. Certificate for close corporation

I, \_\_\_\_\_, in my capacity as member of \_\_\_\_\_, hereby confirm that by majority vote of the members taken on \_\_\_\_\_ (date), Mr/Ms \_\_\_\_\_, acting in his/her capacity of \_\_\_\_\_, is authorised to submit this tender on behalf of the close corporation, and to sign all documents in connection with this tender and any contract that may result from it on behalf of the close corporation. The members' resolution is annexed to this Form.

|                |                              |
|----------------|------------------------------|
| <b>Signed:</b> | <b>Date:</b>                 |
| <b>Name:</b>   | <b>Position:</b><br>(Member) |

## C. Certificate for partnership

We, the undersigned, being the **key partners** in the business trading as \_\_\_\_\_ hereby authorise Mr/Ms \_\_\_\_\_, acting in his/her capacity of \_\_\_\_\_, to submit this tender on our behalf, and to sign all documents in connection with the tender and any contract that may result from it on our behalf.

| Name | Address | Signature | Date |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |

**NOTE: This certificate is required to be completed and signed by the full number of Partners necessary to commit the Partnership. Attach additional pages if more space is required.**

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#### D. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms \_\_\_\_\_, an authorised signatory of the company \_\_\_\_\_, being the lead member in the Joint Venture, to sign all documents in connection with the tender and any contract that may result from it on behalf of all the members in the Joint Venture.

This authorisation is evidenced by the attached power of attorney signed by the legally authorised signatories of all the members in the Joint Venture.

Furthermore we attach to this Form a copy of the Joint Venture Agreement which incorporates a statement that all members in the Joint Venture are liable jointly and severally for the execution of the contract, a term that indicates the member that will be the lead member, and terms that indicate the ratios according to which work and payment will be divided amongst the members.

| Name of JV member | Address | Authorised signature, name and capacity |
|-------------------|---------|---|
| Lead partner      |         |   |
|                   |         |   |
|                   |         |   |
|                   |         |   |

#### E. Certificate for sole proprietor

I, \_\_\_\_\_, hereby confirm that I am the sole proprietor of the business trading as \_\_\_\_\_

|                |  |
|----------------|--|
| <b>Signed:</b> | <b>Date:</b>                                 |
| <b>Name:</b>   | <b>Position:</b><br><b>(Sole Proprietor)</b> |

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**NOTE:** The table hereunder to also be fully completed by all *tenderers* irrespective of the category of organisation selected and completed above.

|  |  |
|--|--|
| <b>Name of tenderer:</b>                   |  |
| <b>Full names of authorised signatory:</b> |  |
| <b>Designation and capacity:</b>           |  |
| <b>Signature of authorised signatory</b>   |  |
| <b>Date of signature:</b>                  |  |

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## **ANNEXURE B**

### **ACKNOWLEDGEMENT FORM**

We are in receipt of the Invitation to Tender/Proposal from NTCSA SOC Ltd and the following addenda issued by NTCSA:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

We confirm that the documentation received by us is: **(Indicate by ticking the box)**

Correct as stated in the Invitation to Tender / RFP Content List, and that each document is complete. ☐

Or: Incorrect or incomplete for the following reasons: ☐

---



---



---

### **Cataloguing Acknowledgement:**

**Please select the relevant statement by ticking the appropriate box below:**

1. We agree to provide the cataloguing information as described in the enquiry ☐
2. We have already supplied NTCSA with the cataloguing information pertaining to this enquiry in a previous contract/order [**insert previous contract/order number**] ☐
3. We do not intend to provide the required cataloguing information for the reasons stated hereunder: ☐

---



---



---

4. We are a Distributor/Importer/Agent and our Principal, being the Original Equipment Manufacturer (OEM), is or is not [**delete whichever is not applicable**] in the position to supply cataloguing information for items. We attach the letter from the OEM confirming its position. ☐

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Invitation to Tender/Request for Proposal No: \_\_\_\_\_

Name of Tenderer: \_\_\_\_\_

Country of registration: \_\_\_\_\_

Full names of contact person: \_\_\_\_\_

Contact details:

|                 |
|-----------------|
| Tel (landline): |
| Cell phone:     |
| e-mail address: |

|  |  |
|--|--|
| <b>Name of tenderer:</b>                   |  |
| <b>Full names of authorised signatory:</b> |  |
| <b>Signature:</b>                          |  |
| <b>Designation and capacity:</b>           |  |
| <b>Date:</b>                               |  |

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## **ANNEXURE C**

### **TENDERER'S PARTICULARS**

The tenderer must furnish the following particulars where applicable:

| Indicate the type of tendering structure by marking with an 'X' (where applicable provide registration number): |  |
|---|--|
| Individual tenderer   |  |
| Unincorporated Joint venture (registration number for each member of the JV)                                    |  |
| Incorporated JV   |  |
| Other   |  |

Please complete the following:

|   |  |
|---|--|
| Name of lead partner/member in case of JV   |  |
| CIPC Registration Number or CIPC disclosure certificate (for individual companies and each JV member)   |  |
| VAT registration number (for individual companies and each JV member)   |  |
| CIDB registration number (for individual companies and each JV member), contractor grading designation (for individual companies and each JV member) and combined cidb contractor grading designation (for JVs) |  |
| Contact person  |  |
| Telephone number  |  |
| E-mail address  |  |
| Postal address (also of each member in the case of a JV)  |  |
| Physical address (also of each member in the case of a JV)  |  |

If subcontractors are to be used, indicate the following for the main sub-contractor(s). Add to the list of applicable.

|  |  |
|--|--|
| Name of contractor   |  |
| CIPC Registration number or CIPC disclosure certificate  |  |
| VAT registration number  |  |
| CIDB Registration number (if applicable) and CIDB grade specified for the sub-contractor as may be stipulated in the Tender Data |  |

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|   |  |
|---|--|
| Proposed Scope of work to be done by sub-contractor |  |
| Contact person                                      |  |
| Telephone number                                    |  |
| Fax number  |  |
| E-mail address                                      |  |
| Postal address                                      |  |
| Physical address                                    |  |

1. If you are currently registered as a vendor with NTCSA, please provide your Vendor registration number with NTCSA. \_\_\_\_\_
2. If you are currently registered as a vendor on the National Treasury's Central Supplier Database (CSD), please provide your supplier registration number with Treasury \_\_\_\_\_
3. Please note that it is not mandatory for you to be registered on National Treasury's CSD at the time of responding to this tender. It is, however, a mandatory requirement that you be registered on CSD prior to award.
4. You may register online at National Treasury website on [www.treasury.gov.za](http://www.treasury.gov.za)
5. If you are registered on SARS E-filing system, please provide your PIN number in order to verify your tax compliance status \_\_\_\_\_
6. If you are required to be tax compliant as per SBD 1 but are not registered on CSD (foreign suppliers) or have not provided your SARS E-filing PIN, please confirm that you have attached or will furnish a copy of a current valid tax compliance certificate as a tender returnable by contract award stage.

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|     |  |    |  |

7. **If sub-contracting is prescribed in the enquiry, tenderers must complete 7.1 to 7.9.**

#### 7.1 Confirm if you intend sub-contracting

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|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

7.2 What percentage will you be sub-contracting? \_\_\_\_\_%

7.3 To whom do you intend sub-contracting? \_\_\_\_\_

7.4 Is the said sub-contractor registered on CSD?

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

7.5 If yes to 7.4, please provide CSD number. \_\_\_\_\_

7.6 Please confirm B-BBEE level of said sub-contractor \_\_\_\_\_

7.7 Please confirm that you have attached your signed intention to sub-contract document.

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

|  |  |
|--|--|
| <b>Name of tenderer:</b>                   |  |
| <b>Full names of authorised signatory:</b> |  |
| <b>Signature:</b>                          |  |
| <b>Designation and capacity:</b>           |  |
| <b>Date:</b>                               |  |

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## **ANNEXURE D**

### **INTEGRITY DECLARATION FORM**

***Note: This returnable is required to be fully completed, signed and submitted by tenderers at the stipulated deadlines.***

#### **1 DECLARATION OF INTEREST**

I/We understand that an employee of the State as defined in the Public Service Act of 1994 is prohibited from conducting business with any organ of state and from being a director of a public or private company that conducts business with an organ of state.

I/We understand that any natural/legal person, including any natural legal person related to an NTCSA employee/director as per the definition of “related” set out hereunder, may submit a tender to NTCSA. However, in order to establish whether a conflict of interest exists tenderers are required to declare such interest/relationships where:-

1. the *tenderer/s* employees/directors are also employees/contractors/consultants/ directors of NTCSA.
2. the *tenderer/s* employees/directors are also employees/contractors/consultants or directors in another entity together with NTCSA employees/consultants/contractors/ directors.
3. the *legal entity including its employees/contractors/ directors / shareholders /members /partners / owners* on whose behalf the tender documents are signed, is/are in some other way related to an NTCSA employee/contractor/consultant/director involved in the tender specification/ tender evaluation/tender adjudication/negotiation.
4. the tenderer/s and one or more other tenderers in this tendering/RFP process have a controlling partner in common, or have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence over the tender/proposal of another tenderer, or influence over the decisions of NTCSA regarding the bidding process;

#### **Related:**

(1) When used in respect of two persons, means persons who are connected to one another in any manner contemplated below:

- (a) an individual is related to another individual if they-
  - (i) are married, or live together in a relationship similar to a marriage; or
  - (ii) are separated by no more than two degrees of natural or adopted consanguinity or affinity;

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- (b) an individual is related to a juristic person if the individual directly or indirectly controls the juristic person, as determined in accordance with the definition of control as set out in subsection (2) below; and
- (c) a juristic person is related to another juristic person if-
  - (i) either of them directly or indirectly controls the other, or the business of the other, as determined in accordance with subsection (2) below;
  - (ii) either is a subsidiary of the other; or
  - (iii) a person directly or indirectly controls each of them, or the business of each of them, as determined in accordance with subsection (2) below.

“related person”, when used in reference to a directors/shareholders/members/partners/owners, has the meaning set out in 3.3.16, but also includes a second company of which the directors/shareholders/members/partners/owners or a related person is also a director directors/shareholders/members/partners/owners, or a close corporation of which the director or a related person is a member.

#### **Control:**

- (2) For the purpose of subsection (1) above, a person controls a juristic person, or its business, if-
  - (a) in the case of a juristic person that is a company-
    - (i) that juristic person is a subsidiary of that first person, as determined in accordance with the Companies Act<sup>1</sup>; or
    - (ii) that first person together with any related or inter-related person, is-
      - (aa) directly or indirectly able to exercise or control the exercise of a majority of the voting rights associated with securities of that company, whether pursuant to a shareholder agreement or otherwise; or
      - (bb) has the right to appoint or elect, or control the appointment or election of, directors of that company who control a majority of the votes at a meeting of the board;
  - (b) in the case of a juristic person that is a close corporation, that first person owns the majority of the members’ interest, or controls directly, or has the right to control, the majority of members’ votes in the close corporation;

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- (c) in the case of a juristic person that is a trust, that first person has the ability to control the majority of the votes of the trustees or to appoint the majority of the trustees, or to appoint or change the majority of the beneficiaries of the trust; or
- (d) that first person has the ability to materially influence the policy of the juristic person in a manner comparable to a person who, in ordinary commercial practice, would be able to exercise an element of control referred to in paragraph (a), (b) or (c) of subsection (2).

“To give effect to the provisions above, please complete the table hereunder with all required information.

| Full Name & Capacity/<br>Position within tenderer (e.g.<br>employee/Director/member/<br>owner/shareholder) | Identity<br>Number | Confirm and provide<br>details (including<br>employee number) if<br>you are an<br>employee/consultant/<br>contractor and/or<br>director of a<br>State/State owned<br>entity. | Full Names &<br>Capacity/Position of<br>NTCSA employee/<br>consultant/contractor<br>and/or director<br>details of the<br>relationship or<br>interest (marital/<br>familial/personal/<br>financial etc.) | To your<br>knowledge<br>is this<br>person<br>involved in<br>the<br>specification/<br>evaluation/<br>adjudication/<br>negotiation<br>of tenders? |
|--|--------------------|--|---|---|
|  |                    |  |   |   |
|  |                    |  |   |   |

If any employee/director/member/shareholder/owner of the tenderer/s is also currently employed by NTCSA, state whether this has been declared and whether there is authorisation to undertake remunerative work outside public sector employment and attach proof to this declaration. \_\_\_\_\_

[Yes/No]

Do the tenderer/s and any other tenderer/s in this tendering/RFP process share a controlling partner or have any relationship with each other, directly or through common third parties? \_\_\_\_\_(

[Yes/No]

If Yes, attach proof.

## 2 DECLARATION OF FAIR TENDERING PRACTICES

The tenderer declares that it has taken all reasonable steps to address and prevent the exploitation of the procurement process and the use of any unfair tendering practices.

A tender/proposal will be disqualified if the tenderer/s, or any of its directors have:

1. abused NTCSA's procurement process (e.g. bid rigging/collusion); or
2. committed fraud or any other improper conduct in relation to such procurement process.

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Please complete the declaration with an 'X' under YES or NO

| Item  | Question   | Yes | No |
|-------|--|-----|----|
| 1.1   | Is the tenderer/s or any of its shareholders/directors/members/partners/owners listed on National Treasury's Database of Restricted Suppliers as companies/persons prohibited from doing business with the public sector.<br><br>The Database of Restricted Suppliers can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ).   |     |    |
| 1.2   | Is the tenderer/s or any of its shareholders/directors/members/partners/owners listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combatting of Corrupt Activities Act (No 12 of 2004)<br><br>The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ). |     |    |
| 1.3   | Was the tenderer/s or any of its shareholders/directors/members/partners/owners convicted by a court of law (including a court outside South Africa) of fraud and/or corruption in respect of any procurement/tendering processes/procedures during the past five years?   |     |    |
| 1.3.1 | If "Yes", provide details including a case number and a copy of the judgement.   |     |    |
| 1.4   | Was the tenderer/s or any of its shareholders/directors/members/partners/owners prohibited from doing business with any International Financial/Lending Institution or Development/Funding Agency?   |     |    |
| 1.5   | Is there any history/record of the tenderer/s or any of its shareholders/directors/members/partners/owners failing to meet their contractual obligation with the State or any State owned entity?  |     |    |
| 1.5.1 | If "Yes", provide details  |     |    |

### 3. DECLARATION OF SHAREHOLDING INFORMATION

I, the undersigned \_\_\_\_\_ [Full names and Position] \_\_\_\_\_

hereby declare that I am the duly authorised representative of \_\_\_\_\_ [Name of Tenderer].

I further declare that the following individuals and/or entities listed hereunder are Shareholders in \_\_\_\_\_ [Name of Tenderer]:

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**Note that the information in the table below must be completed in full for each tenderer including incorporated JVs. If the tenderer is an unincorporated JV, the tables must be completed for each JV member. Please add additional rows if required.**

**Individuals:**

| Full Name | Identity Number | Shareholding Percentage |
|-----------|-----------------|-------------------------|
|           |                 |                         |
|           |                 |                         |
|           |                 |                         |
|           |                 |                         |
|           |                 |                         |
|           |                 |                         |

**Other Entities\*:**

| Full Legal / Trading Name | Entity Registration Number/Trust Number | Shareholding Percentage | Full name and surname of the /shareholders/ directors/ trustees/ beneficiaries of the shareholding entity | Identification Numbers of the shareholders/directors/ trustees/beneficiaries of the shareholding entity |
|---------------------------|---|-------------------------|---|---|
|                           |   |                         |   |   |
|                           |   |                         |   |   |
|                           |   |                         |   |   |
|                           |   |                         |   |   |

**I declare that I have read and understood the provisions of the Supplier Integrity Pact, that all information furnished herein is true and correct, that it is understood that the tenderer's tender/proposal may be rejected, and that NTCSA will act against the tenderer should any aspect of this declaration prove to be false, and**

**I give my consent for this information to be used for the purpose as described in this Integrity Declaration Form and/or in relation to the Supplier Integrity Pact, and**

**I further consent that information provided in terms of this Integrity Declaration Form may be processed for verification of conflicts of interest and other ancillary purposes by NTCSA. Such processing may include the sharing of the information with third parties.**

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|  |  |
|--|--|
| <b>Name of Tenderer:</b>                   |  |
| <b>Full names of authorised signatory:</b> |  |
| <b>Signature:</b>                          |  |
| <b>Designation and capacity:</b>           |  |
| <b>Date:</b>                               |  |

### Joint Ventures

I declare that I have read and understood the provisions of the Supplier Integrity Pact, that all information furnished herein is true and correct that it is understood that the JV's tender/proposal may be rejected, and that NTCSA will act against the JV should any aspect of this declaration prove to be false; and

I give my consent for this information to be used for the purposes described in this Integrity Declaration Form and/or in relation to the Supplier Integrity Pact, and

I further consent that information provided in terms of this Integrity Declaration Form may be processed for verification of conflicts of interest and other ancillary purposes by NTCSA. Such processing may include the sharing of the information with third parties.

|  |  |
|--|--|
| <b>Name of Tenderer:</b>                   |  |
| <b>Full names of authorised signatory:</b> |  |
| <b>Signature:</b>                          |  |
| <b>Designation and capacity:</b>           |  |
| <b>Date:</b>                               |  |

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## **ANNEXURE E**

### **CONTRACT PRICE ADJUSTMENT (CPA) REQUIREMENTS FOR LOCAL GOODS AND SERVICES.**

#### **The application of contract price adjustment (CPA) to tender submissions**

**Note:** This Section will not be applicable to Professional services contracts (See relevant section hereunder for guidelines on this).

#### **1. Application of CPA**

- CPA conditions may apply if the contractual duration is to be longer than 12 months.
- If the contractual duration will be less than or equal to 12 months, a fixed priced offer must be submitted.
- For contracts with a duration more than twelve (12) months, CPA will not be applicable for the first year. CPA will then only be applied from sixteen (16) months from the base date onwards.
- Failure to propose contract price adjustment, or submit a CPA formula with the tender submission, will result in the pricing being considered fixed and firm and the contract price will be treated as fixed for the duration of the contract.
- NTCSA will not accept Rate of Exchange adjustment to be included in any CPA formula.
- Local indices may not be used for CPA purposes for any imported component.
- There must be separate CPA formulae for local and foreign CPA. Local and foreign escalation may not be combined into one formula.

#### **2. Tender Submissions**

##### **NTCSA Proposed CPA breakdown for Local Goods and Service**

| <b>Formula A</b>       |  |                             |   |                                  |                            |                                     |
|------------------------|--|-----------------------------|---|----------------------------------|----------------------------|-------------------------------------|
| <b>Index Reference</b> | <b>Proposed portions/Weights of each index</b> | <b>Description of Index</b> | <b>Full Title of Index as published</b> | <b>Source Publisher of Index</b> | <b>Base Month</b>          | <b>Base Price/Base Index Figure</b> |
| <b>A1</b>              | 65%  | C3                          | labour                                  | SEIFSA                           | 1 Month prior closing date | N/A                                 |
| <b>A2</b>              | 15%  | L2                          | Transport                               | SEIFSA                           | 1 Month prior closing date | N/A                                 |
| <b>A3</b>              | 5%   | CPI                         | Consumer Price Index                    | SEIFSA                           | 1 Month prior              | N/A                                 |

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|              |             |   |  |  |                     |  |
|--------------|-------------|---|--|--|---------------------|--|
|              |             |   |  |  | <i>closing date</i> |  |
|              | <b>15%</b>  | <b>Fixed portion not subject to CPA</b> |  |  |                     |  |
| <b>Total</b> | <b>100%</b> |   |  |  |                     |  |

**Note:** Tenderers to take note that, if the NTCSA proposed CPA breakdown is not populated, they are required to refer to the Pricing Schedule in the NEC or other Contract or standalone Pricing Schedule for NTCSA's proposed CPA breakdown.

### **NTCSA CPA Conditions/Requirements**

- Tenderers are required to submit CPA that is aligned to NTCSA's proposed CPA breakdown in this Tender; or Tenderers may submit an alternative CPA proposal from NTCSA's CPA proposal, and this will be considered if deemed acceptable to NTCSA;
- Note that for contracts exceeding a duration of 12 months if there is no CPA catered for by the tenderer; then prices will be deemed to be fixed, and the contract price will be deemed as fixed for the duration of the contract.
- A minimum of 15% of the total agreement value is to be fixed when a CPA formula is applied,
- Each CPA formula must add up to a final total of 100.
- Only official published CPA indices that are in the public domain must be used.
- No in-house indices may be used for CPA.
- There may be more than 1 CPA formula (Formula A, B, C etc) or a combination of all the cost components into 1 Formula (depending on how the pricing is to be submitted).
- If there are specific line items for Labour and Transport, individual Formulae might be used.

**Note:** NTCSA reserves the right to negotiate CPA terms and conditions during negotiations held with tenderers.

### **3. BASE DATE AND BASE PRICE**

- In instances of indices or other references published monthly, the Base Date is to be the month before the month in which the Enquiry closes.
- In instances where the reference figures, e.g. market prices, are published daily or at intervals more than once a month; then the average for the month before the month in which the Enquiry closes should be used as the Base Price.

### **4. CPA FOR PROFESSIONAL SERVICES**

- The preferred index to be used for adjusting these agreements is the country specific CPI Headline index.

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- The price adjustment factor will be effective from each contractual anniversary of the contract date. This must be the average of the country specific CPI Headline index figures published for the last twelve-month period (cycle) ending before the contract anniversary date.

|  |  |
|--|--|
| <b>Closing date of tender:</b>             |  |
| <b>Name of tenderer:</b>                   |  |
| <b>Full names of authorised signatory:</b> |  |
| <b>Signature:</b>                          |  |
| <b>Date of signature:</b>                  |  |

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## **ANNEXURE G1**

SBD 6.2

### **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed by the dtic, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### **1. General Conditions**

- 1.1. DTIC makes provision for the promotion of local production and content.
- 1.2. DTIC prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.4. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where:

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

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1.5. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted at the stipulated deadlines.

2. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold</u> |
|--|-------------------------------------|
| _____  | _____ %                             |
| _____  | _____ %                             |
| _____  | _____ %                             |

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| <b>Currency</b> | <b>Rates of exchange</b> |
|-----------------|--------------------------|
| US Dollar       |                          |
| Pound Sterling  |                          |
| Euro            |                          |
| Yen             |                          |
| Other           |                          |

**NB:** Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

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**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):

.....  
NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content is accessible on [http://www.thdti.gov.za/industrial\\_development/ip.jsp](http://www.thdti.gov.za/industrial_development/ip.jsp).
- 3 Local Content Declaration Templates (Annex C, D and E) is attached to this enquiry and must be submitted at the stipulated deadline.
- 4 Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted at the stipulated deadline of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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|  |   |
|--|---|
| Bid price, excluding VAT (y)                                       | R |
| Imported content (x), as calculated in terms of SATS 1286:2011     | R |
| Stipulated minimum threshold for local content (paragraph 3 above) |   |
| Local content %, as calculated in terms of SATS 1286:2011          |   |

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 9.1 of the Preferential Procurement Regulations, 2022 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

#### **Annexure G2- \_Local content Declaration-Summary Schedule (annex C)**



Adobe Acrobat  
Document

#### **Annexure G3 - Imports Declaration-Supporting schedule to Annex C (annex D)**



Adobe Acrobat  
Document

#### **Annexure G4 - Local Content Declaration-Supporting Schedule to Annex C (annex E)**



Adobe Acrobat  
Document

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## ANNEXURE H

SBD 1

### PART A INVITATION TO BID

|  |   |  |  |               |  |
|--|---|--|--|---------------|--|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>   |   |  |  |               |  |
| BID NUMBER:  |   | CLOSING DATE:  |  | CLOSING TIME: |  |
| DESCRIPTION  |   |  |  |               |  |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>  |   |  |  |               |  |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)  |   |  |  |               |  |
|  |   |  |  |               |  |
|  |   |  |  |               |  |
|  |   |  |  |               |  |
|  |   |  |  |               |  |
| <b>SUPPLIER INFORMATION</b>  |   |  |  |               |  |
| 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<br><br><input type="checkbox"/> No |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT<br><br><input type="checkbox"/> Yes<br><br><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:  |  |               |  |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |   |  |  |               |  |

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|  |  |  |   |
|--|--|--|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                            | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[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)  |   |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>   |  | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                         |   |
| DEPARTMENT/ PUBLIC ENTITY  |  | CONTACT PERSON   |   |
| CONTACT PERSON   |  | TELEPHONE NUMBER   |   |
| TELEPHONE NUMBER   |  | FACSIMILE NUMBER   |   |
| FACSIMILE NUMBER   |  | E-MAIL ADDRESS   |   |
| E-MAIL ADDRESS   |  |  |   |

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## PART B TERMS AND CONDITIONS FOR BIDDING

|  |   |
|--|---|
| <b>1.</b>  | <b>BID SUBMISSION:</b>  |
| 1.   | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 2.   | ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE   |
| 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. |
| 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.                              |
| 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.   |
| <b>2.</b>  | <b>TAX COMPLIANCE REQUIREMENTS</b>  |
| 1.   | BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.  |
| 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.   |
| 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.  |
| 4.   | BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.  |
| 5.   | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.   |
| 6.   | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.   |
| <b>7.</b>  | <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>   |
| 1.   | IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/></span><br>YES <input type="checkbox"/> NO  |
| 2.   | DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>   |
| 3.   | DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>  |
| 4.   | DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/></span><br>YES <input type="checkbox"/> NO  |
| <b>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.</b> |   |

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

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## **ANNEXURE I**

## **SBD 6.1**

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

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#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| <b>PRICE</b>                                     |            |
| <b>SPECIFIC GOALS</b>                            |            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which

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states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

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- ☐ Close corporation  
☐ Public Company  
☐ Personal Liability Company  
☐ (Pty) Limited  
☐ Non-Profit Company  
☐ State Owned Company  
 [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

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.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

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## **ANNEXURE J**

## **SBD 4**

### **TENDERER'S DISCLOSURE**

#### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to tender / request for proposal. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, NTCSA requires the tenderer to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the tender process.

#### **2. TENDERER'S DECLARATION**

- 2.1 Is the tenderer or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

**[YES/NO]**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

| <b>Full Name</b> | <b>Identity Number</b> | <b>Name of State Institution</b> |
|------------------|------------------------|----------------------------------|
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |

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2.2 Do you, or any person connected with the tenderer, have a relationship with any person who is employed by the procuring institution?

[YES/NO]

If so, furnish particulars:

.....  
.....

2.3 Does the tenderer or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

[YES/NO]

If so, furnish particulars:

.....  
.....

**3. DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying tender, do hereby make the following statements that I certify to be true and complete in every respect:-

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying tender will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The tenderer has arrived at the accompanying tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4 There have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the tender, tendering with the intention not to win

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the tender and conditions or delivery particulars of the products or services to which this tender invitation relates.

- 3.5 The terms of the accompanying tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the tenderer with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the tender submitted where so required by the institution, and the tenderer was not involved in the drafting of the specifications or terms of reference for this tender.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, tenders 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 the tenderer maybe 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE TENDER OR ACT AGAINST THE TENDERER IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

|           |                |
|-----------|----------------|
| .....     | .....          |
| Signature | Date           |
| .....     | .....          |
| Position  | Name of bidder |

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