



**AIR TRAFFIC AND NAVIGATION SERVICES SOC. LTD  
REPUBLIC OF SOUTH AFRICA**



**APPOINTMENT OF A SERVICE PROVIDER TO RENDER BIOMETRIC SECURITY ACCESS CONTROL AND CCTV SYSTEMS INSTALLATION AND MAINTENANCE SERVICES AT ATNS OR TAMBO INTERNATIONAL AIRPORT AND ITS SITES FOR A PERIOD OF SIX (6) YEARS.**

**REQUEST FOR PROPOSAL: ATNS/FAOR/RFP058/22.23/ BIOMETRIC SYSTEM**

**APRIL 2023**

**VOLUME 1A**

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**APPOINTMENT OF A SERVICE PROVIDER TO RENDER BIOMETRIC SECURITY ACCESS CONTROL AND CCTV SYSTEMS INSTALLATION AND MAINTENANCE SERVICES AT ATNS OR TAMBO INTERNATIONAL AIRPORT AND ITS SITES FOR A PERIOD OF SIX (6) YEARS.**

<b>RFP REFERENCE NUMBER:</b>	ATNS/FAOR/RFP058/22.23/ BIOMETRIC SYSTEM
<b>CLOSING DATE OF TENDER / SUBMISSION OF BID:</b>	03 May 2023
<b>CLOSING TIME:</b>	14h00, CAT (no late, and facsimile responses will be accepted
<b>COMPULSORY SITE INSPECTION SESSION</b>	<b>Date: 18 April 2023</b> <b>Time: 10h00 to 11h00</b> <b>Venue: ATNS O.R. Tambo</b> <b>International Airport Control</b> <b>Tower Gate 14</b> <b>Bonaero Drive</b> <b>Bonaero Park</b> <b>1619</b>
<b>BID VALIDITY PERIOD:</b>	<ul style="list-style-type: none"> <li>• 120 days (Commencing from tender closing date)</li> </ul>
<b>RETURNABLE DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Valid SARS pin</li> <li>• Valid B-BBEE certificate (SANAS approved) or Sworn Affidavit.</li> <li>• Latest CSD report</li> <li>• Fully completed and signed SBD documents.</li> </ul>



<p><b>DESCRIPTION:</b></p>	<p><b>APPOINTMENT OF A SERVICE PROVIDER TO RENDER BIOMETRIC SECURITY ACCESS CONTROL AND CCTV SYSTEMS INSTALLATION AND MAINTENANCE SERVICES AT ATNS OR TAMBO INTERNATIONAL AIRPORT AND ITS SITES FOR A PERIOD OF SIX (6) YEARS.</b></p>
<p><b>DEPOSITED IN THE BID BOX SITUATED AT:</b></p>	<p>ATNS Company Limited, Eastgate Office Park, Block C, South Boulevard Road, Bruma, 2298</p> <p>OR</p> <p>Should a bidder require to submit their documents online, they must send an email requesting a link to <a href="mailto:olwethuf@atns.co.za">olwethuf@atns.co.za</a> and copy <a href="mailto:tenders@atns.co.za">tenders@atns.co.za</a> to express their interest to do so.</p> <p>On the email Bidders must specify on the subject line – the tender number and description.</p> <p><b>Deadline for requesting the link is two days before closing date, email sent after this deadline will not be attended to.</b></p>
<p><b>PROCUREMENT SPECIALIST:</b></p>	<p>Olwethu Fakude</p>



<b>TELEPHONE:</b>	(011) 607 1165
<b>E-MAIL:</b>	<a href="mailto:olwethuf@atns.co.za">olwethuf@atns.co.za</a>
<b>THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)</b>	

### BIDDING STRUCTURE

Indicate the type of Bidding/Biding Structure by marking with an 'X'	
Individual Bidder	
Joint Venture	
Consortium	
With Sub-Contractors	
Other	

If Individual:	
Name of Bidder	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Fax Number	
Cell Number(s)	



E-mail Address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the name/s of the partners:	
Company Name	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
E-mail Address	
Fax Number	
Postal Address	
Physical Address	

<b>HAS AN ORIGINAL VALID TAX COMPLIANCE REPORT AND PIN BEEN SUBMITTED FOR CONSORTIUM, JOINT VENTURE AND/OR SUB CONTRACTORS</b>	
<b>YES</b>	<b>NO</b>

<b>PLEASE INDICATE THE TYPE OF YOUR COMPANY E.G. PRIVATE COMPANY OR CLOSED CORPORATION OR OTHER</b>
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Indicate the Type of Company	
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**SIGNATURE OF BIDDER:**

..... DATE: .....

.....  
**CAPACITY UNDER WHICH THIS BID IS SIGNED:**



## IMPORTANT NOTICE

The information contained herein, is given without any liability whatsoever to Air Traffic & Navigation Services Company Limited (ATNS) and no representation or warranty, express or implied, is made as to the accuracy, completeness or thoroughness of the content of this Request for Proposal (RFP).

This RFP is for the confidential use of only those persons/companies who are participants of this RFP. Each recipient acknowledges that the contents of this RFP are confidential and agrees that it will not without the prior written consent of ATNS, reproduce, use or disclose such information in whole or in part, to any other party other than as required by law or other regulatory requirements.

The Bidder shall bear all costs incurred by him in connection with the preparation and submission of his Bid Response and for finalisation of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the Bidder for these costs.

The Company reserves the right to reject any or all Bids, to undertake discussions with one or more Bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.



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## 1 GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

### 1.1. Background and Introduction

The Air Traffic and Navigation Services (ATNS) Company of South Africa is the major provider of air traffic management, communication, surveillance, navigation and associated services (including training) within South Africa. ATNS manages 10% of the world's airspace.

Standing strong with over 1100 employees, ATNS strives to continuously provide safe airspace, orderly, expeditious and efficient management of Air Traffic Management services. The company operates at 21 aerodromes within the country, including OR Tambo, Cape Town and King Shaka International Airports.

In the rest of the African Continent, ATNS provides amongst others the Aeronautical Satellite Communication (VSAT) networks.

This service extends from Cape to Cairo interconnecting more than 33 states in Africa and Middle East. Other services include ATS and technical training, WGS 84 surveys, airspace design, AIP documentation, billing and consultancy services.

#### **Vision**

ATNS's Vision is to be the preferred supplier of air traffic management solutions and associated services to the African continent and selected international markets.

#### **Mission**

Our Mission is to provide safe, expeditious and efficient air traffic management solutions and associated services, whilst ensuring long-term economic, social and environmental sustainability.

- Our business is driven through our embedded Values, being:
- Accountability
- Safety and customer service
- Continuous improvement and innovation



- Employee engagement and development
- Fairness and consistency
- Open and effective communication

The Air Traffic and Navigation Service Company Limited (ATNS) is a State-Owned Company (SOC), established in 1993 in terms of the ATNS Company Act (Act 45 of 1993) to provide air traffic management solutions and associated services on behalf of the State. These services accord with International Civil Aviation Organisation (ICAO) standards and recommended practices, and the South African Civil Aviation Regulations and Technical Standards. As an air navigation services provider (ANSP), ATNS is governed by the nation's legislative and administrative framework.

ATNS is also a commercialised ANSP operating on the “user pays” principle that relies on current revenues and debt funding for its operational and capital expenditure requirements.

Our business offerings are divided into Regulated and non-regulated activities:

### **Regulated Business**

At present 90% of ATNS's revenue is facilitated through its regulated business:

#### **Air navigation services and infrastructure**

The principal activities of ATNS's regulated business encompass the planning, operating and maintenance of safe and efficient air traffic management services in the airspace for which the State is responsible. Airspace infrastructure consists of the following main components:

- Communications, navigation and surveillance (CNS) infrastructure.
- Auxiliary aviation services, such as aeronautical information publications, flight procedure design and aeronautical surveys.
- Air traffic management.

ATNS's infrastructure development is informed by user expectations and regulatory requirements at a global level; as well as the needs of the air traffic management (ATM) community and new enabling technologies.



### Air traffic service charges

As a monopoly service provider, ATNS is regulated economically by the Economic Regulating Committee (RC) that is a statutory body formed and appointed by the Shareholder, the Department of Transport (DoT). The RC is empowered by the ATNS Company Act (Act 45 of 1993) to issue permission to ATNS. The permission regulates the increase in specified tariffs that ATNS can issue and lays down minimum service standards requirements for the regulated business. ATNS is, through the permission, authorized to levy air traffic service charges on users (aircraft operators) for the use of air navigation infrastructure and/or the provision of an air traffic service. The permission has a five-year life span.

### Training institution

ATNS runs a successful training institution as a division within the Company, namely: the Aviation Training Academy (ATA). The ATA provides a full range of air traffic services training, technical support training and related training to delegates in South Africa and the broader African continent in the disciplines of engineering, air traffic services and management. The ATA is an ISO9001:2000 accredited institution and has international cooperation agreements in place with partners, enabling the academy to maintain mutually beneficial partnerships in the presentation and accreditation of international courses in air traffic services (ATS). The ATA is a world-renowned academy, and in both 2012 and 2013 was formally recognized as the International Air Transport Association (IATA) Worldwide Top Regional Training Partner.

### Non-Regulated Business

ATNS's non-regulated business currently contributes 10% of the Company's revenue. The non-regulated business encompasses a long-term strategy to facilitate regional expansion through a subsidiary vehicle presently known as "ATNS International". ATNS International will enable the Company to take a more robust and agile stance in the non-regulated business market without posing undue risks to its regulated market and Shareholder. It will also enable ATNS to enter into joint ventures and partnerships with external suppliers so that the Company can harness more valuable market opportunities and extend its regional influence and reach.



Additional information is available on ATNS website – [www.atns.co.za](http://www.atns.co.za)

## **1.2. Purpose of the Bid**

- The appointment of a service provider to provide biometric security access control and CCTV systems installation and maintenance services at ATNS OR Tambo International Airport (FAOR) Control Tower and its sites for a period of six (6) years.
- The biometric security access control system installation and service function is to assist ATNS to accomplish its risk management objectives by ensuring the effectiveness of its biometric access control and CCTV systems within ATNS FAOR and Remote/local site.
- The objective of this bid is to appoint a suitable biometric security access control and CCTV system provider that can provide assurance to ATNS Management in discharging its responsibilities regarding biometric security access control and CCTV system. The bidder must demonstrate the capability to perform effective biometric security access control and CCTV system installation and maintenance services in accordance with all legal and statutory requirements.

## **1.3. Scope of Work**

- Service providers are herewith invited to submit proposal for biometric security access control and CCTV system Services:
  - Supply and Installations
  - Integrating the newly installed units with existing system (Jarrison time)
  - Yearly Jarrison time license renewal
  - Commissioning of the new installations and
  - Maintenance Services.



- The provision of additional biometric security access control, CCTV system and other security related services on **an AD-HOC** basis as required by ATNS OR Tambo management on a quotation basis. Bidders shall provide pricing rates over six (6) years.

## 1.4. Technical Specifications

### 1.4.1 Installations

- Installation of Biometric Access control readers, network cables, hardware and other related accessories required for successful commissioning of Biometric Security Access control and CCTV System to existing Biometric Access control System (All hardware must be compatible with Jarrison Time Software).

The successful service provider will be required to perform the following services:

Item Description	QTY
Internal MORPHOACCESS® SIGMA LITE+ BIOMETRIC READERS or equivalent	19
External MORPHOACCESS® SIGMA LITE+ BIOMETRIC READERS or equivalent	4
Power supplies for readers	23
Electro Magnetic Fire Rated Lock and brackets as required	16
Green Emergency Door Release Call Point (PLASTIC BREAK GLASS)	16
Motion Sensor exit button	4
Automatic door closers	16
24 Port Ethernet Switch	2
1000m CAT5 cable	1
Hikvision DS-2CD2147G2(-SU) 4 MP ColorVu Fixed Dome Network Camera	29
Hikvision DS-2CD2047G2-L(U) 4 MP ColorVu Fixed Mini Bullet Network Camera, Water and dust resistant (IP67) including all required sundries.	4
Hikvision 32-CHANNEL IP 1.5U 4K NVR with 12 TB storage.	1



#### 1.4.2 Maintenance Services

Execution and maintenance of the biometric security access control and CCTV system maintenance services:

- Yearly renewal of Jarison Time User License
- Perform quarterly checks/backups on the system and hardware.
- Perform repairs in case of breakdowns. Provide spares and all necessary items to restore services
- Perform unit/system replacement/upgrades in case of major failure or system being absolute or uneconomical to repair.
- Conduct all necessary Electrical installation and provide certificate of compliance when necessary.
- Commissioning of the new Biometric Security Access Control and CCTV System and provide site acceptance test documents.
- Provide a 12 Month maintenance and guarantee/warranty on all new installations.
- Attendance and reporting to the ATNS FAOR Management on an annual basis any significant findings identified.
- The performance of any other ADHOC requirement requested by management on quotation basis.



### 1.4.3 General

- Demonstrate experience and expertise in Biometric Security Access Control and CCTV System and compliance with applicable laws and regulations.
- The service provider must provide all equipment, materials, labour, and transport to comprehensively execute Biometric Security Access Control and CCTV System services.
- The Contractor will be responsible for providing staff which are sufficiently skilled and qualified for successful execution of the works.
- Provide quoted prices which is inclusive of all items (e.g.: preparation, material, labour, and transport costs).
- All Biometric Security Access Control and CCTV System Services reports and working papers shall remain the property of ATNS.
- The supplier must create and submit an OHS Safety file.

**In carrying out the work, the successful service provider must ensure that staff will obtain and maintain 24 months ACSA permanent access permits for access to airside. Access Permit cost R 340.00 per head.**

### 1.4.4 Deliveries

- Deliveries must take place within 7 working days of placing an official order, except in emergency circumstance; delivery must be immediate.
- The service provider shall always remain fully and solely responsible for the timeous delivery of service/goods to ATNS at O.R. Tambo International Airport, Gate 14, Bonaero Dr, Bonaero Park. 1619.



- Delivery of Biometric Security Access Control and CCTV System related items must include the off-loading thereof at the service provider's own risk and cost to the designated delivery addresses as indicated above.
- Service provider must supply and ensure their own labour for the discharging of the Biometric Security Access Control and CCTV System Services at the designated ATNS site.
- ATNS FAOR will place orders as and when required during the contract period.

#### **1.4.5 Quality**

##### **1.4.5.1 Quality Standards**

- The delivery of services to ATNS Shall be carried out with best quality and to a high class of workmanship
- Biometric Security Access Control and CCTV System products used at ATNS should be certified with SABS or equivalent, In the event where ATNS elects to accept an alternative product purported to be equal/similar by the tenderer, acceptance of the product(s) will be conditional on ATNS's inspection and testing after receipt.
- If, in the sole judgment of ATNS, the product is determined not to be equal/similar, the item shall be collected by the service provider and a correct item need to be delivered
- All work shall be carried out in accordance with prevailing industry norms and best practices.
- The Contractor shall maintain good housekeeping standards in the area where he is working for the duration of the contract.



#### 1.4.5.2 Quality Tests

- ATNS may from time to time test the quality of the products and services, non-compliance may result in the termination of the contract.

### 1.4.6 Contractors Responsibilities

#### 1.4.6.1 The Contractor shall:

- Maintain the clean and neat Biometric Security Access Control and CCTV System at ATNS Operations Complex and its remote sites as applicable in a sustainable manner while ensuring compliance to general safety and aviation related legislation.
- Be fully responsible for meeting all requirements in this document regarding the Works.
- Ensure that all work will be carried out to standards as required by the Original Equipment Manufacturer (OEM) as well as any applicable governing law and/or regulations. Where OEM standards differ from those required by this document the more stringent requirement shall apply.
- Conduct any other reasonable works required to successfully deliver the services to the Employer on time, on budget, at the accepted quality.
- Conform to all relevant SANS standards, OHS ACT regulations and all other legislation that might be relevant to this Contract and the execution thereof.
- Be fully responsible for obtaining (and keeping up to date with) said requirements above.



- Be responsible for providing staff which are sufficiently skilled and qualified for successful execution of the works.
- At all times remain responsible to ensure that the staff compliment is sufficient to maintain the service levels and system performance.
- Continuously ensure that all staff is suitable, able and competent for the duties required of them.
- Continuously ensure that all staff is knowledgeable and trustworthy.
- Further ensure that any staff member reasonably suspected of partaking in criminal activities is immediately removed from site and his permit returned and/or cancelled at the ACSA Permit Office.
- Ensure that all services are performed within the required Response Times as stipulated in Service Levels.
- Be responsible for holding all tools and/or special equipment that might be required for the execution of the works.
- Ensure that, unless a special arrangement is made with the Service Manager, all senior staff members and on-site support staff are always immediately reachable via cell phone.
- Ensure that all staff are issued with uniforms that will comply with a minimum requirement as agreed with the Service Manager from time to time. Current airport requirements are: safety shoes, ear protection equipment and a uniquely numbered retro reflective jacket (for easy identification via CCTV).
- Ensure that Safety equipment are used where applicable (e.g. safety, goggles, boots, harness, etc.) The Contractor, at his/her own expense shall provide such equipment,



for his/her employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.

- Ensure that his/her employees are familiar with the existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time.
- Ensure that No person shall perform an unsafe / unhygienic act or operation whilst on Company premises.
- Ensure that all relevant labour and safety legislation is adhered to in rostering staff.
- Ensure that no unsafe/dangerous equipment or tools may be brought onto or used on Company premises. The Company reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use, without any penalty to the Company and without affecting the terms of the Contract in any way.

#### 1.4.7 Sites Location

- The successful service provider will be required to perform security related activities on the sites listed below on an As and When required. The distance to site as listed below is measured from OR TAMBO Control Tower. The quote thereof would be from a distance from ATNS to the site. Travelling time will not be considered labour hours or overtime, all costs to be factored in in the rates.

LOCAL SITES	Province	Distance (Km)	Frequency
ATNS TOWER COMPLEX	GAUTENG	0	Quarterly
SYSTEM SUPPORT SUITE (SSS)	GAUTENG	0	Quarterly
VHF RECEIVER STATION	GAUTENG	0	Ad hoc



VHF TRANSMITTER STATION	GAUTENG	0	Ad hoc
FAOR JS VOR/DME	GAUTENG	0	Ad hoc
HF - BABSFONTEIN	GAUTENG	28	Ad hoc
HF - ISANDO	GAUTENG	13	Ad hoc
HF - DELMAS	GAUTENG	38	Ad hoc
ILS JS 03L	GAUTENG	1	Ad hoc
ILS JS 03R	GAUTENG	1	Ad hoc
ILS JS 21L	GAUTENG	1	Ad hoc
ILS JS 21R	GAUTENG	1	Ad hoc

VHF Sites	Province	Distance (Km)	Frequency
VHF ELLISRUS	LIMPOPO	350	Ad hoc
VHF GROOTHOEK	LIMPOPO	250	Ad hoc
VHF HARTBEEFONTEIN	NORTHWEST	250	Ad hoc
VHF JERICHO	MPUMALANGA	250	Ad hoc
VHF KAAPSEHOOP	MPUMALANGA	350	Ad hoc
VHF LEEUKOP	FREE STATE	220	Ad hoc
VHF LOUIS TRICHARDT	LIMPOPO	430	Ad hoc
VHF MAFIKENG FRS	NORTHWEST	340	Ad hoc
VHF MAUCHSBERG	MPUMALANGA	300	Ad hoc
VHF PHALABORWA	LIMPOPO	450	Ad hoc
VHF POTGIETERSRUST	LIMPOPO	280	Ad hoc
VHF RENOSTERKOP	FREE STATE	250	Ad hoc
VHF VRYBERG	NORTHWEST	450	Ad hoc



VHF WAKKERSTROOM	MPUMALANGA	350	Ad hoc
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VOR Sites	Province	Distance (Km)	Frequency
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VOR WONDERBOOM	GAUTENG	66	Ad hoc
VOR GRASMERE	GAUTENG	120	Ad hoc
VOR GREESFWALDT	LIMPOPO	540	Ad hoc
VOR HEIDELBURG	GAUTENG	120	Ad hoc
VOR WARDEN	FREE STATE	250	Ad hoc
VOR LANSERIA	GAUTENG	80	Ad hoc
VOR MAFIKENG	NORTHWEST	340	Ad hoc
VOR PHALABORWA	LIMPOPO	520	Ad hoc
VOR KRUGER	MPUMALANGA	350	Ad hoc
VOR PILANESBURG	NORTHWEST	220	Ad hoc
VOR STANDERTON	MPUMALANGA	180	Ad hoc
NDB MAFIKENG	NORTHWEST	340	Ad hoc

Regional Airports (VDF)	Province	Distance (Km)	Frequency
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POLOKWANE AIRPORT - FAPP	LIMPOPO	308	Ad hoc
KRUGER AIRPORT - FAKN	MPUMALANGA	350	Ad hoc
LANSERIA AIRPORT - FALA	GAUTENG	80	Ad hoc
MAFIKENG AIRPORT - FAMM	NORTHWEST	340	Ad hoc



PILANESBURG AIRPORT - FAPN	NORTHWEST	200	Ad hoc
WONDERBOOM AIRPORT - FAWB	GAUTENG	66	Ad hoc
RAND AIRPORT - FAGM	GAUTENG	30	Ad hoc

Radar Sites	Province	Distance (Km)	Frequency
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RADAR KRUGER SSR	MPUMALANGA	350	Ad hoc
RADAR POTGIETERSRUST	LIMPOPO	280	Ad hoc
RADAR WAKKERSTROOM	MPUMALANGA	350	Ad hoc

## 1.4.8 Management

### 1.4.8.1 Planning and programming

- All maintenance work shall be scheduled, and a roster presented to the Service Manager at the end of the preceding month. Work shall be scheduled in a manner as not to interfere with any normal operations.
- Normal operational hours shall be from 07:30 to 16:00 Weekdays.
- Non-scheduled maintenance and breakdown maintenance will be handled separately.

### 1.4.8.2 Methods and procedures



ATNS might require the following from time to time:

- Pointing out services to consultants or other contractors.
- Providing of system data and/or statistics to ATNS.
- Recommending improvements on operational procedures relating to the Biometric Security Access Control and CCTV System Services.

**Note: The ATNS Service Manager may instruct operational and works procedures to the Contractor as might be required from time to time. The Contractor will instruct his/her staff accordingly and implement measures to ensure that these procedures are strictly adhered to.**

#### **1.4.8.3 Environment**

- The Contractor will keep noise and dust levels to a minimum. At no time shall his/her work result in nuisance, interference or danger to ATNS employees.

**At no time shall the Contractor:**

- allow any pollutants or toxic substance to be released into the air or storm water systems
- interfere with, or put at risk, the functionality of any system or service
- cause a fire or safety hazard

#### **1.4.8.4 Management meetings**



- The Contractor will be expected to attend meetings relating to maintenance, operations, contract management and other issues that may arise from time to time. As far as is practicable, the Contractor will make all required persons available for these meetings. The Contractor shall not submit claims for payment for staff attending any of these meetings.

#### **1.4.8.5 Format of communications**

- Work instructions, daily check sheets, monthly maintenance reports, breakdown reports, exception reports, etc. will all be in a format as agreed with the Service Manager.

#### **1.4.8.6 ACSA Access Permits**

- The Contractor shall not be compensated for costs relating to ACSA required permits, nor for labour/time spent in obtaining it.
- The Contractor must ensure that he/she is, at all times, familiar with ACSA's safety and security requirements relating to permits in order for no work to be delayed as a result thereof. This will include the permit application process.

#### **1.4.8.7 Health and safety requirements and procedures**

- The Contractor shall be fully responsible for compliance to the Occupational Health and Safety Act for all persons, equipment and installations relating to this Contract. The Contractor is expected to sign the undertaking in this regard.
- All persons on company premises shall obey all health and safety rules, procedures and practices. A copy of the Safety Rules booklet is available on request from ATNS.



- All the applicable requirements of the Occupational Health and Safety Act (1993) and Regulations and any amendments thereto, shall be met. Where the OHS Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided to the Service Manager.
- The contractor's Workmen's Compensation fees must be up to date. A copy of the Contractor's WCA registration shall be produced.

1.4.8.8 The following areas in the company are declared as "HOT WORKS PERMIT" areas:

- All basement areas
- ATC Hall
- Equipment Room
- Tower
- All enclosed areas

**NOTE: Any process in the above-mentioned areas involving open flames, sparks, or heat shall be authorized by the issue of a permit to work - obtainable from the ACSA Safety department. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.**

#### 1.4.8.9 Protection of ATNS Employees

- The Company reserves the right to act in any way to ensure the safety/security of any persons, equipment or goods on its premises and will not be liable for any cost or loss evoked by the action. This includes the right to search all vehicles and persons entering, leaving or on the premises and to inspect any parcel, package, handbag, and pockets. Persons who are not willing to permit such searches may not bring any such items or vehicles onto the premises.



- The Contractor shall take special care in order not to harm or endanger ATNS employees in any way. Work shall be sufficiently hoarded and guarded in order to safeguard ATNS employees from injury relating to machinery, work or other.
- At no time must the Contractor interfere with, or put at risk, the functionality of any fire prevention system. Care must also be taken so as to prevent fire hazards.

#### **1.4.8.10 Barricades and lighting**

- Where hoarding, barricades or lighting is required in the execution of the Works, the Contractor shall provide same at his/her own expense. Hoarding, barricades and lighting shall comply with industry accepted norms and standards and may not be used for purposes of advertising or any other purpose than safeguarding the Works.

#### **1.4.8.11 Operational hours**

- Normal operational hours shall be from **07:30 to 16:00** weekdays.

#### **1.4.8.12 Account Manager**

- The bidder must be able to provide the ATNS with an experienced dedicated Account Manager that will support the ATNS operations.

### **1.4.9 Service Levels**

The following service levels are the minimum service levels acceptable to ATNS, service providers must be able to match or better the service levels.

#### **1.4.9.1 Response Times**



- It will be expected of the contractor to be available 24 hours a day, 7 days a week, 365 days a year to attend to all Biometric Security Access Control and CCTV System Services. When not on site the contractor has to ensure that they can still meet the specified service levels as stated in this contract.
- 100% of all calls must be responded to within 25min during normal working hours as per contract. 100% of all calls after hours must be responded to within 45 min when required on site. Response time shall be measured as the time taken from reporting the call to the maintenance contractor.
- 100% of all calls must be completed in 4 hours. Special arrangements will be made for all project related work and completion dates fixed at negotiation stages.
- ATNS will hold the Contractor liable for any costs incurred by any party as a result of negligence or unreasonable poor performance by the Contractor including excessive time taken to provide services.

#### **1.4.9.2 Resource Proposal**

- The Tenderer shall include a detailed resource proposal. This shall, as a minimum, include the quantity of staff and how/where they will be deployed and utilised under this contract.

## **2 GENERAL BID INSTRUCTIONS AND ADMINISTRATIVE REQUIREMENTS**

### **2.1 Correspondence during Bid Period**

All correspondence, in the “Form of Questionnaire” with the Company during the Bidding period in connection with the Bid Documents, shall be made as follows:

#### **2.1.1 All correspondence to ATNS shall be in writing and addressed to:**



Procurement Specialist: Olwethu Fakude – [olwethuf@atns.co.za](mailto:olwethuf@atns.co.za) and copy [tenders@atns.co.za](mailto:tenders@atns.co.za).

ATNS Company Limited,  
Eastgate Office Park, Block C,  
South Boulevard Road,  
Bruma  
2298  
South Africa

**2.1.2** All correspondence shall be made as follows:

Ref No: **ATNS/FAOR/RFP058/FY22.23/BIOMETRIC SYSTEM**  
Date : Day Month Year:  
To : ATNS Company Ltd:  
From : Name of Bidder:  
Subject: **ATNS/FAOR/RFP058/FY22.23/BIOMETRIC SYSTEM**

All correspondence may be sent by email to [olwethuf@atns.co.za](mailto:olwethuf@atns.co.za) and copy [tenders@atns.co.za](mailto:tenders@atns.co.za)

**2.1.3** Preparation of Bid

The Bid shall be delivered as a complete submission, which shall comprise of:

- **Parcel A - Commercial Proposal; Financials and Price Structure (Response to Volume 1A, and 1C); and**
- **Parcel B - Technical Proposal (Response to Technical Mandatory Specifications)**



Parcel A - Commercial Proposal; Financials and Price Structure. - labelled and tabbed as per index.

Reference	Requirement	Comply	Do not comply
<b>Volume 1 A</b>	<ul style="list-style-type: none"> <li>• South African companies should submit original or certified copies of valid B-BBEE Status Level Verification Certificates from SANAS/EME Sworn Affidavit</li> <li>• Partnership/JV agreement (Where applicable)</li> <li>• Work share split between the parties. (Where applicable)</li> </ul>		
<b>Volume 1 A</b>	Bidders shall submit a complete and comprehensive response on all aspects of the tender issued in order to provide ATNS with a solution required.		
<b>Volume 1 A</b>	South African companies shall submit their central supplier database summary reports, Valid Tax PIN, ID copies, Banking Details and company registration docs		
<b>Volume 1 C</b>	Pricing Schedule (on a separate envelope)		
<b>Parcel B</b>	Response to the Technical Mandatory Requirements		



## **2.2 Fraud And Corruption**

**2.2.1** All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

## **2.3 Clarifications/ Queries**

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing by completing Form of Questionnaire and email to [Olwethuf@atns.co.za](mailto:Olwethuf@atns.co.za) at: [olwethuf@atns.co.za](mailto:olwethuf@atns.co.za) and [tenders@atns.co.za](mailto:tenders@atns.co.za) not later than 12:00 CAT on the 26<sup>th</sup> of April 2023. A reply will be published on the ATNS website [www.atns.co.za](http://www.atns.co.za) under the Tenders section. The bid reference number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.



## 2.4 Submitting Bids

- 2.4.1** Bidders are now permitted to submit their documents either online or hard copies. Should a bidder require to submit their documents online, they must send an email to [tenders@atns.co.za](mailto:tenders@atns.co.za) and [copy\\_olwethuf@atns.co.za](mailto:copy_olwethuf@atns.co.za) to express their interest to do so. A link will be shared with the supplier for uploading the documents on a secure online portal. On the email Bidders must specify on the subject line – the tender number and description. In case submitting hard copies, Bids shall be submitted in two separate Parcels. Parcel A shall be Response to Volume 1A, and 1C. Each parcel shall contain; 1 (one) original hardcopy, one (1) copy hardcopy, and soft copy (PDF format) on a movable storage medium (USB disk), each sealed and addressed in accordance with the following requirements, The name and address of the Bidder; and the Bid Number.
- 2.4.2** The closing date of the Bid indicated on the envelope.
- 2.4.3** A Cover Letter, signed by the authorized representative of each member of the Bidding Entity, Consortium or Joint Venture, which shall contain:
- 2.4.4** List of Bid Proposal Documents and an Index of the contents therein;
- 2.4.5** Particular points to which the Bidder wishes to draw the Company's attention in his Commercial Proposal and Technical Proposal.
- 2.4.6** The parcels shall not contain documents relating to any Bid other than that shown on the envelope.
- 2.4.7** Within each parcel, each document shall be individually packaged in a sealed envelope, assigned an identification number and clearly marked with either the designation "Original" or "Copy", as applicable. When referencing another related document this identification number shall be indicated. Each document which is a copy shall be marked and numbered as "Copy 1/2".
- 2.4.8** All Bid Response documents to be submitted shall be hand delivered to the Company not later than the time and date specified on this document.
- 2.4.9** No Bids forwarded by telegram, telex, facsimile will be considered. Pricing must be submitted in a separate sealed envelope in Parcel A as Volume 1C.
- 2.4.10** The original copy **MUST BE SIGNED IN BLACK INK** by an authorized employee, agent or representative of the Bidder and initialized on each and every page of the Bid Response.



## **2.5 Submission Of Bid:**

### **2.5.1** The Bid Documents shall be hand delivered to:

ATNS Company Limited,  
Eastgate Office Park, Block C,  
South Boulevard Road,  
Bruma,  
2298  
South Africa;

### **2.5.2** No later than 14h00 CAT on the 03<sup>rd</sup> of May 2023, Central African Time at which time the Bid Proposals will be collected.

### **2.5.3** Bidders should allow time to access the premises due to security arrangements that need to be observed.

### **2.5.4** Should a bidder require to submit their documents online, they must send an email to [olwethuf@atns.co.za](mailto:olwethuf@atns.co.za) and [tenders@atns.co.za](mailto:tenders@atns.co.za) to express their interest to do so. On the email Bidders must specify on the subject line – the tender number and description. A link will be shared with the supplier for uploading the documents on a secure online portal. The deadline for requesting the link is two days prior to closing date and time, should you fail to request the link on time. This will not be attended to.

## **2.6 Late Bids**

### **2.6.1** Bids received late shall not be considered. A bid will be considered late if it arrived even one second after closing time or any time thereafter. The tender (bid) box shall be locked at exactly 14:00 CAT and bids arriving late will not be attended to under any circumstances.

### **2.6.2** Bids uploaded after closing date and time online will not be considered.



## **2.7 Negotiation and Contracting**

- 2.7.1** ATNS have the right to enter into negotiation with one or more bidders regarding any terms and conditions, including price(s), of a proposed contract.
- 2.7.2** ATNS shall not be obliged to accept the lowest of any quotation, offer or proposal.
- 2.7.3** Under no circumstances will negotiation with any bidders constitute an award or promise / undertaking to award the contract.

## **2.8 Reasons For Rejection**

- 2.8.1** ATNS shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 2.8.2** ATNS may disregard the bid of any bidder if that bidder, or any of its directors:
- 2.8.3** Have abused the SCM system of ATNS.
- 2.8.4** Have committed proven fraud or any other improper conduct in relation to such system.
- 2.8.5** Have failed to perform on any previous contract and the proof exists.
- 2.8.6** Such actions shall be communicated to the National Treasury.



## **2.9 Cancellation of Procurement Process**

**2.9.1** This procurement process can be postponed or cancelled at any stage

## **2.10 Contract Terms**

**2.10.1** Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representation made. Bidder should accept that their Bid response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document although variation is not anticipated at this time. If any variation does take place Bidder will be advised as soon as possible.

**2.10.2** The successful Bidder will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given in Volume 1B. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the Bidder to have adequate professional indemnity insurance. All Bidders must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.

**2.10.3** All documentations will be the property of ATNS.

## **2.11 Disclaimer**

**2.11.1** The Bidder shall bear all costs incurred by him in connection with the preparation and submission of his Bid Response and for finalization of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the Bidder for these costs.

**2.11.2** The Company reserves the right to reject any or all Bids, to undertake discussions with one or more Bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

**BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED**



### 3 EVALUATION PROCESS

#### 3.1 Compliance With Minimum Requirements Criteria

**3.1.1** All bids duly lodged as specified in this Request for Bid will be examined to determine compliance with bidding requirements and conditions. Bids with deviations from the requirements / conditions, will be eliminated from further consideration.

#### 3.2 Technical mandatory requirements, Price and points system

**3.2.1** All bids will be evaluated as follows:

**3.2.2 The First stage**, Bids will be evaluated first for administrative pre-qualification requirements.

**3.2.3 The Second stage**, Bids will be evaluated for **mandatory Technical Requirements**. During this stage, Tender response documentation will be evaluated against compliance to the Mandatory documents required. Failure to submit Mandatory documents will result in disqualification.

**3.2.4 The Third stage**, bids will be evaluated in terms of the ATNS' Procurement Policies and Procedures using the 80/90:20/10-point system. 80/20 points will be awarded for **price** and 20/10 points for **ATNS specific goals claimed**.

**3.2.5** Evaluation for Price and ATNS specific goals, Tender will be evaluated in terms of the ATNS' Procurement Policies and Procedures using the 80/90:20/10-point system. 80 points will be awarded for price and 20/10 points for ATNS specific goals claimed.

<b>PRICE</b>	<b>80/90</b>
<b>ATNS SPECIFIC GOALS</b>	<b>20/10</b>

B-BBEE rating certificates are applicable, and points will be allocated in terms of the ATNS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates, requested declarations, utility statements and any other supporting information that may be required to claim ATNS specific goals.

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system in the provided SBD 6.1 attached.**



The specific goals allocated points in terms of this tender	Number of points allocated (80/20 or 90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 or 90/10 system)
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	20/10	(To be completed by the tenderer in SBD 6.1 attached)

This This RFP will be evaluated according to the above on ATNS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim ATNS specific goals in the provided **SBD 6.1** attached.

### 3.3 Bid Response Evaluation

**3.3.1** The evaluation of responsive Bids shall be conducted by a panel appointed by the Company following a three-stage process as follows:

#### **3.3.2 First Stage: Initial Screening (Pre-Qualification Criteria).**

3.3.2.1 During this stage Bid response documents will be reviewed to assess adherence to submission instructions.

#### **3.3.3 Second Stage: Technical Mandatory Requirements**

During this stage Bid response documentation will be evaluated against compliance to the Technical Specifications. The Technical Mandatory Requirements are listed below, it is important that you submit all the documentation requested below or you will be disqualified. FAILURE TO SUBMIT ANY OF THE BELOW MANDATORY DOCUMENTS WILL RESULT IN A DISQUALIFICATION AND BIDDER WILL NOT BE EVALUATED FURTHER.



Mandatory Criteria	Proof Required
Provide five (5) letters of proof of Previous Relevant experience on biometric security access control and CCTV system installation and maintenance services. References must be in the form of a signed letters on a client's business letterhead stating the scope and description of the services rendered, with contactable references, contract duration, with contact name, Contact number and position of the referee. Reference letters must not be older than 5 years by closing date of this RFP	5 Letters
Eligible service provider must be Registered with Private Security Industry Regulation Act (PSIRA) supported by a valid certificate or document confirming such registration.	Certificate
One Qualified (Registered) Licensed Installation Electrician with a minimum of 5 years' experience as installation Electrician supported by a valid certificate.	Qualified electrician
Compliance with COID (Compensation for Occupational Injuries and Diseases) and provide certificates (Letter of Good standing)	COID certificate
The Service Provider must have a footprint in Gauteng, service provider, to support this by providing a utility bill/lease agreement that is in the supplier's name.  NB: ATNS shall validate this by means of a site Inspection at the supplier's offices.	utility bill/lease agreement

### 3.3.4 Third Stage – Price and Specific Goals

- 3.3.4.1 Bidders who provide all the required documentation listed on Functional, will be evaluated in terms of the 80/20 point system, where a maximum of 80 points are allocated for price and a maximum of 20 points are allocated in respect of the ATNS Specific goals claimed as stated on paragraph 3.2.5



## PRICING SCHEDULE TO USED (SUPPLIERS TO USE THEIR LETTER HEAD USING THE BELOW SAMPLE TEMPLATE)

### PRICING SCHEDULES (All Prices must be VAT Inclusive).

#### Biometric Security Access Control and CCTV System Services Costing

The service provider shall provide a detailed cost proposal factoring in all expenses. Costs must be quoted on an all-inclusive rate for the different levels of the proposed resources/equipment/supplies to be utilized.

**NOTE: The scheduled costs must be inclusive of travel costs from and to sites, travel time will not be considered as labour.**

#### 1.1. Installations Costing

Item Description	QTY	Unit Price	Total Cost
Internal MORPHOACCESS® SIGMA LITE+ BIOMETRIC READERS or equivalent	19	R -	R -
External MORPHOACCESS® SIGMA LITE+ BIOMETRIC READERS or equivalent	4	R -	R -
Power supplies for readers	23	R -	R -
Electro Magnetic Fire Rated Lock and brackets as required	16	R -	R -
Green Emergency Door Release Call Point (PLASTIC BREAK GLASS)	16	R -	R -



Motion Sensor exit button	4	R	-	R	-
Automatic door closers	16	R	-	R	-
24 Port Ethernet Switch	2	R	-	R	-
1000m CAT5 cable	1	R	-	R	-
Hikvision DS-2CD2147G2(-SU) 4 MP ColorVu Fixed Dome Network Camera	29	R	-	R	-
Hikvision DS-2CD2047G2-L(U) 4 MP ColorVu Fixed Mini Bullet Network Camera, Water, and dust resistant (IP67) including all required sundries.	4	R	-	R	-
Hikvision 32-CHANNEL IP 1.5U 4K NVR with 12 TB storage.	1	R	-	R	-
Peripherals and Sundries		R	-	R	-
Other Costs		R	-	R	-
Labour		R	-	R	-
<b>TOTAL VAT Inclusive</b>		R	-		

## 1.2. Maintenance Services Costing

### a. Maintenance Services

Item Description	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Year 1: - Routine Checks/backups on the system and hardware	R -	R -	R -	R -
Year 2: - Routine Checks/backups on the system and hardware	R -	R -	R -	R -



<b>4</b> Year 3: - Routine Checks/backups on the system and hardware	R -	R -	R -	R -
Year 4: - Routine Checks/backups on the system and hardware	R -	R -	R -	R -
Year 5: - Routine Checks/backups on the system and hardware	R -	R -	R -	R -
Year 6: - Routine Checks/backups on the system and hardware	R -	R -	R -	R -
<b>Total Costs including VAT</b>	R -	R -	R -	R -
<b>Overall Total Over 6 Years (Including VAT)</b>			R -	

**b. Yearly Jarison Time User Licence Renewal**

<b>Yearly Jarison Time User Licence</b>	<b>Total Cost</b>
Year 1 Jarison Time User Licence including VAT:	R -
Year 2 Jarison Time User Licence including VAT:	R -
Year 3 Jarison Time User Licence including VAT:	R -
Year 4 Jarison Time User Licence including VAT:	R -
Year 5 Jarison Time User Licence including VAT:	R -
Year 6 Jarison Time User Licence including VAT:	R -
<b>Overall Total Over 6 Years (Including VAT)</b>	R -



### 1.3. Overall Total Over 6 Years

<b>Total Installations Costs (Including VAT)</b>	<b>R</b>	<b>-</b>
<b>Total Maintenance Services Costs Over 6 years (Including VAT)</b>	<b>R</b>	<b>-</b>
<b>Jarison Time User License Costs Over 6 years (Including VAT)</b>	<b>R</b>	<b>-</b>
<b>OVERALL TOTAL COSTS OVER 6 YEARS (Including VAT)</b>	<b>R</b>	<b>-</b>

### 1.4. AD-HOC Costing

<b>ITEMS</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
<b>Normal Hours</b>	All hours within Normal Time (Labour Hourly Rate) 07:30 - 16:00 (VAT Inclusive)	R	R	R	R	R	R
<b>After Hours (Overtime)</b>	All hours outside Normal Time (Labour Hourly Rate) After 16:00 (VAT Inclusive)	R	R	R	R	R	R
<b>Saturdays</b>	All hours outside Normal Time (Labour Hourly Rate) (VAT Inclusive)	R	R	R	R	R	R



<b>Holidays/ Sundays</b>	All hours outside Normal Time (Labour Hourly Rate) (VAT Inclusive)	R	R	R	R	R	R
------------------------------	--	---	---	---	---	---	---

<b>Travelling Rates</b>	The cost of all travelling (Rate/Kilometer)	R	R	R	R	R	R
-----------------------------	---	---	---	---	---	---	---

<b>Accommodation Rates</b>	Accommodation rates for outside Gauteng (Rate per night)	R	R	R	R	R	R
--------------------------------	--	---	---	---	---	---	---

<b>Mark up Rate</b>	Mark up Rate (Consumable/Assets) (%)	%	%	%	%	%	%
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## PART A

### INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
-------------	--	---------------	--	---------------	--

DESCRIPTION

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

**SUPPLIER INFORMATION**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE

NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER

CODE

NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

SUPPLIER COMPLIANCE STATUS

TAX COMPLIANCE SYSTEM PIN:

OR

CENTRAL SUPPLIER DATABASE

No:

MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE

TICK APPLICABLE BOX]

☐ Yes ☐ No

B-BBEE STATUS LEVEL SWORN AFFIDAVIT

☐ Yes ☐ No

[TICK APPLICABLE BOX]

☐ Yes ☐ No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

<p><b>1.1.1.1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><b>1.1.1.2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
--	---	---	---

<p><b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b></p>	
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p><b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b></p>	



## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

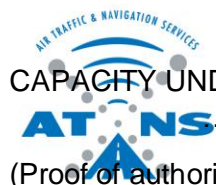
#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....



CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....  
(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



## CHECKLIST OF BIDDING DOCUMENTATION BEFORE SUBMITTING

**NB!! PLEASE TAKE NOTE THAT ALL STANDARD BIDDING (SBD) FORMS MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE YOUR BID**

<b>NB: Has the following forms been completed, signed and submitted with your proposal?</b>		
<b>Documentation</b>	<b>Checked by Bidder</b>	<b>Checked by Procurement Specialist</b>
Invitation to Bid- SBD 1		
Declaration of interest – SBD 4		
Preference point claim – SBD 6.1		
Contract Form (rendering of services) – SBD 7.1		
ID Documents of Directors/Shareholders		
Central Supplier Database Summary Report		
Company Profile		
Submitted One (1) original, one (1) hard copies and one (1) electronic copy (USB) in PDF format.		



## ATNS FORM D

### DISCLOSURE OF GROUP/COMPANY STRUCTURE

1. In view of possible allegations of favouritism, it is required by ATNS that the bidder or his/her authorised representative declare the group structures if any and submit information of group directors / members / shareholders / trustees or subsidiary companies and positions held in the group /companies.

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

2.1 Full Name of bidder or his or her representative:  
.....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

**3. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, must be indicated in paragraph 3.1 below.**



### 3.1 Full details of Group / directors / trustees / members / shareholders.

Name of Group / Company / Trust	Full Name and Surname	Identity Number	Personal Tax Reference Number

### 3DECLARATION

I, THE UNDERSIGNED

(NAME).....

Declare that the information furnished in paragraphs two (2) and three (3) above is correct. I accept that ATNS may reject the bid or act against me in terms of paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

.....

Signature

.....

Date



.....

Position

.....

Name of bidder

March 2023

## **1 PROTECTION OF PERSONAL INFORMATION**



- 1.1 The Service Provider shall ensure that its employees, representatives and officers, comply with the provisions of the Protection of Personal Information Act, 2013 (“**POPIA**”) and all other applicable data protection laws and, without limitation to the foregoing, shall ensure the security and confidentiality of all Personal Information processed by that Party is in accordance with POPIA and all other applicable data protection laws.
- 1.2 The Service Provider must only process personal information of the Company and third parties on behalf of the Company, with the Company’s knowledge or authorisation, treat such information which comes to their knowledge as confidential and must not disclose it unless required by law or in the course of the proper performance of the Service Provider’s duties. The Service Provider must comply with the responsible party’s obligations in clause section 19 of POPIA.
- 1.3 Where the Service Provider, its agents, subcontractors, officers, directors, shareholders, representatives, or employees has/have access to any Personal Information held by the Company for any reason in connection with this Agreement or is/are supplied with or otherwise provided with Personal Information by the Company or on behalf of the Company for any purpose, or are supplied with or otherwise provided with Personal Information relating to the Services, the Service Provider shall:
  - 1.3.1 process such Personal Information only for purposes of performing its/their obligations under this Agreement and shall not otherwise modify, amend or alter the contents of such Personal Information or disclose or permit the disclosure of such Personal Information to any third party, unless specifically authorised to do so by the Company or as required by law or any regulatory authority, and shall take all such steps as may be necessary to protect and safeguard such Personal Information;
  - 1.3.2 without prejudice to the generality of the foregoing, ensure that appropriate, reasonable technical and organisational measures shall be taken by it/them to



prevent –

- 1.3.2.1 the unauthorised or unlawful processing of such Personal Information; and
  - 1.3.2.2 the accidental loss or destruction of, or damage to, such Personal Information; and
  - 1.3.2.3 promptly notify the Company when it becomes aware of any unauthorised, unlawful or dishonest conduct or activities, or any breach of the terms of this Agreement relating to Personal Information.
- 1.4 The Service Provider shall be liable for all claims, demands, actions, costs, expenses (including but not limited to reasonable legal costs and disbursements), fines, losses and damages arising from or incurred by reason of any wrongful processing of any Personal Information by the Service Provider (including its agents, subcontractors, officers, representatives or employees) for any breach of its obligations or warranties in terms of clause **Error! Reference source not found.**
- 1.5 Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.
- 1.6 The Service Provider must notify the Company immediately where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person (Data Breach) and must assist the Company, at its own cost: a) with any investigation or notice to the Regulator or data subjects that the Company may make in relation to a Data Breach; and b) in responding to any directions by the Regulator to publicise the Data Breach, including assisting the Company to make public announcements if required.
- 1.7 The Service Provider indemnifies the Company against any civil or criminal action or administrative fine or other penalty or loss as a result of the Service Provider's



breach of this clause.

## **1. POPIA CONSENT**

1.1 The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:

1.1.1 The information is voluntarily supplied, without undue influence from any party;  
and

1.1.2 The information is necessary for the purposes of the engagement with ATNS.

1.2 The tenderer acknowledges that he /she is aware of his/her right to:

1.2.1 Access the information at any reasonable time for the purposes of rectification thereof;

1.2.2 Object to the processing of the information;

1.2.3 Lodge a complaint with the Information Regulator.



## SBD 4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. 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, it is required for the bidder 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 bid process.

#### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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 table below.

Full Name	Identity Number	Name of State institution

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.2


Do you,  
or any  
person

connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder 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**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name).....  
in submitting the accompanying bid, 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 bid will be disqualified if this disclosure is found  
not to be true and complete in every respect;



- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, 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 bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder 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 bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

a. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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



## 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**

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

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10-point** system.
- b) The applicable preference point system for this tender is the **80/20** point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES



### 3.1. POINTS AWARDED FOR PRICE

### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_S = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } P_S = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

$$P_{min} = \text{Price of lowest acceptable tender}$$

### 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 or 90 points is allocated for price on the following basis:

$$P_S = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

$P_{max}$  = 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 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 90/10 or 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.)***

	POINTS
PRICE	80/90
SPECIFIC GOALS	20/10
Total points for Price and SPECIFIC GOALS	100

#### 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
- ☐ 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.

<p>..... <b>SIGNATURE(S) OF TENDERER(S)</b></p>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

## SBD 7.1

### CONTRACT FORM - RENDERING OF SERVICES



**THIS FORM MUST BE COMPLETED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
1. The following documents shall be deemed to form and be read and construed as part of this agreement
  - 1.1 Bidding documents, viz
    - 1.1.1 Invitation to bid;
    - 1.1.2 Tax clearance certificate;
    - 1.1.3 Pricing schedule(s);
    - 1.1.4 Filled in task directive/proposal;
    - 1.1.5 Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - 1.1.6 Declaration of interest;
    - 1.1.7 Declaration of bidder's past SCM practices;
    - 1.1.8 Certificate of Independent Bid Determination;
  - 1.2 General Conditions of Contract and
  - 1.3 Other (specify)



2. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
3. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid
5. I confirm that I am duly authorized to sign this contract.

NAME .....  
 (PRINT)  
 CAPACITY .....  
 SIGNATURE .....  
 NAME OF .....  
 FIRM  
 DATE .....

WITNESSES	
1.....	
2.....	



## **SBD 7.2**

### **CONTRACT FORM - RENDERING OF SERVICES**

#### **PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.



DESCRIPTION OF SERVICE	PRICE  (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....

ON

.....

NAME .....

(PRINT) ...

SIGNATURE .....

E ...

WITNESSES

1.....

2.....

DATE.....

...

OFFICIAL STAMP

