

## BID ADVERTISEMENT FORM

Bid description	SERVICE PROVIDER TO CONDUCT FEASIBILITY STUDY FOR FIFTH (5 <sup>TH</sup> ) CASINO LICENCE IN THE NORTH WEST PROVINCE										
Bid number	NWGB 2022/2										
Name of institution	NORTH WEST GAMBLING BOARD										
The place where goods, works or services are required	MAFIKENG/MMABATHO										
Closing date and time	<b>Date</b>	0	7	0	9	2	0	2	2	<b>Time</b>	11H00 AM
Contact details	Postal address	PRIVATE BAG X34 MMABATHO 2735									
	Physical address	131 UNIVERSITY DRIVE MMABATHO 2735									
	Tel	018 384 3215									
	Fax	018 384 2290									
	email	<a href="mailto:ceo@nwgb.co.za">ceo@nwgb.co.za</a>									
	Contact person	MR. SIMON MOGAPI									
Where bids can be collected	131 UNIVERSITY DRIVE, MMABATHO, 2735										
Where bids should be delivered	131 UNIVERSITY DRIVE, MMABATHO, 2735										
Category ( <i>refer to annexure A</i> )	GENERAL										
Sector	PROFESSIONAL										
Region	NGAKA-MODIRI MOLEMA										
Compulsory briefing session/site visit	Date	NO BRIEFING SESSION									
	Time	NOT APPLICABLE									
	Venue	NOT APPLICABLE									

## ANNEXURE A: COMMODITY CATEGORIES

- ACCOMMODATION, Leasing of
- AUDIO VISUAL EQUIPMENT
- BUILDING MATERIAL
- CHEMICALS: Agricultural/Forestry/Laboratory/ Water Care
- CLOTHING/TEXTILES
- COMPUTER EQUIPMENT
- COMPUTER SOFTWARE
- ELECTRICAL EQUIPMENT
- ELECTRONIC EQUIPMENT
- FURNITURE
- GENERAL
- MEDICAL
- OFFICE EQUIPMENT: Labour-saving devices
- PERISHABLE PROVISIONS
- STATIONERY/PRINTING
- STEEL
- TIMBER
- VEHICLE (all types)
- WORKSHOP EQUIPMENT

### **SERVICES**

- BUILDING
- CIVIL
- ELECTRICAL
- FUNCTIONAL (including cleaning/security services)
- GENERAL
- MAINTENANCE (Electrical, mechanical equipment and plumbing)
- MECHANICAL
- PROFESSIONAL
- REPAIR AND MAINTENANCE OF VEHICLES
- TRANSPORT
- OTHER



**NORTH WEST  
GAMBLING BOARD**

Physical Address 131 University Drive, Mmabatho, 2735  
Postal Address Private Bag X34, Mmabatho, 2735  
Telephone +27 18 384 3215  
Facsimile +27 18 384 3290  
Email ceo@nwgb.co.za  
Website www.nwgb.co.za



**Bid No: NWGB 2022/2**

**Service provider to conduct feasibility study for fifth (5<sup>th</sup>) Casino in the North West Province.**

**A SEALED BID ENVELOPE TO BE DEPOSITED IN THE  
TENDER BOX SITUATED AT**

**131 University Drive  
Mmabatho,  
Mafikeng,  
2735**



**Board Members:**

Mr LW Vere (Chairperson), Ms LI Seepe (Deputy Chairperson),  
Mr TK Mathe, Adv O Dibetso-Bodibe, Dr M Lekota, Ms MR Moye

**Management**

Mr S Mogapi (Acting Chief Executive Officer), Mr RJ Montshioa (Board Secretariat)

INVITATION TO BID

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

BID NUMBER: ..... CLOSING DATE: ..... CLOSING TIME: 11:00

DESCRIPTION.....

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO:.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
.....

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(Failure to do so may result in your bid being disqualified)

NAME OF BIDDER .....
POSTAL ADDRESS .....
STREET ADDRESS .....
TELEPHONE NUMBER CODE..... NUMBER.....
CELLPHONE NUMBER .....
FACSIMILE NUMBER CODE..... NUMBER.....
E-MAIL ADDRESS .....
VAT REGISTRATION NUMBER .....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) .....
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR .....
A REGISTERED AUDITOR .....
[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....

DATE .....

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

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED .....

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**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

Department: .....

Contact Person: .....

Tel: .....

Fax: .....

E-mail address: .....

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

Contact Person: .....

Tel: .....

Fax: .....

E-mail address: .....

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FOR .....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

.....

.....

.....

.....

R.....	.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

.....

.....

.....

R.....	..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

.....

.....	.....	R.....

TOTAL: R.....

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Name of Bidder: .....

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

- 6. Period required for commencement with project after acceptance of bid .....  
.....
- 7. Estimated man-days for completion of project .....  
.....
- 8. Are the rates quoted firm for the full period of contract? .....  
\*YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....  
.....

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

## 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

2.2 Do you, or any person connected with the bidder, have a relationship

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<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.

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

<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.

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.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME 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

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

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



B-BBEE Status Level of Contributor	Number of points (10/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

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

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT registration  
 number:.....

8.3 Company registration  
 number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as  
 indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
------------------------------------------------

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
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INVITATION TO TENDER: SERVICE PROVIDER TO CONDUCT FEASIBILITY STUDY FOR THE FIFTH (05<sup>TH</sup>) CASINO LICENCE IN THE NORTH WEST PROVINCE.

BID NUMBER:	NWGB2022/2
DESCRIPTION	SERVICE PROVIDER TO CONDUCT FEASIBILITY FOR THE FIFTH (05 <sup>TH</sup> ) CASINO LICENCE IN THE NORTH WEST PROVINCE.
CLOSING DATE FOR QUESTIONS/QUERIES	DATE: 07 SEPTEMBER 2022 TIME: 10H00
CLOSING DATE FOR TENDER SUBMISSIONS	DATE: 07 SEPTEMBER 2022 TIME: 11H00 PLACE: 131 UNIVERSITY DRIVE, MMABATHO, MAFIKENG 2735
PUBLIC OPENING OF SUBMITTED TENDERS	DATE: 07 SEPTEMBER 2022 TIME: 11H00 PLACE: 131 UNIVERSITY DRIVE, MMABATHO, MAFIKENG 2735
TENDER DOCUMENT VALIDITY PERIOD	90 DAYS FROM THE CLOSING DATE

## **PART A**

### **1. INTRODUCTION**

#### **1.1. BACKGROUND**

- 1.1.1 The North West Gambling Board (the Board) is an entity of the of the Department of the North West Economic Development, Environment, Conservation and Tourism established in terms of section 3 of the North West Gambling, 2 of 2001, as amended, to regulate gambling and related activities in the North West Province.
- 1.1.2 The Board is by Law entitled to issue 5 Casino licences, and to date has issued 4 Casino licences, hence the need to conduct a feasibility study to determine whether or not there is a market for a 5<sup>th</sup> Casino licence in the province.

#### **1.2. PURPOSE**

- 1.2.1. To appoint a suitable service provider to conduct a feasibility study which will assist and guide the Board in making an informed decision regarding the roll-out of the fifth casino licence, finding suitable location for the placement of an integrated casino resort in the North West Province and produce a comprehensive feasibility study and analysis report within a period of three (3) months.

### **2. MINIMUM TECHNICAL REQUIREMENTS**

#### **2.1. The successful TENDERER must have the following:**

- 2.1.1. Proven experience in conducting a feasibility study/assessment.
- 2.1.2. Registration with relevant professional body specialising in research will be an added advantage.
- 2.1.3. Contactable references with documentary proof.

### 3. DELIVERABLES

3.1. Feasibility study report within 3 months (soft copy – Word and PDF and 12 hard copies) that covers the following:

- 3.1.1. Whether there is a demand for this particular venture in the market it seeks to serve.
- 3.1.2. Identification of a suitable location within the North West Province for the roll-out of the fifth casino licence.
- 3.1.3. The potential problems and circumstances that could lead to project delays or failures.

### 4. PARTICULARS OF THE TENDERER

4.1. Tenderers that are unincorporated consortia consisting of more than one legal entity must select a lead entity and furnish the details of the lead entity, unless otherwise specified.

NAME OF TENDERER:				
POSTAL ADDRESS:				
STREET ADDRESS:				
PREFERRED ADDRESS OF SERVICE				
CONTACT PERSON (FULL NAME):				
EMAIL ADDRESS:				
TELEPHONE NUMBER:				
FAX NUMBER:				
TENDERER COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REGISTRATION NUMBER				
TENDERER VALUE ADDED TAX REGISTRATION NUMBER				
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED? [TICK APPLICABLE BOX]	YES		NO	



IF YES, PROVIDE THE NAME OF THE ISSUING ENTITY?				
REGISTERED WITH THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE(CSD)? [TICK APPLICABLE BOX]	YES		NO	
CENTRAL SUPPLIER DATABASE REGISTRATION NUMBER				
TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS				

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]
1. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	[IF YES ANSWER PART B:3 BELOW]
2. SIGNATURE OF TENDERER	.....
3. DATE	
4. FULL NAME OF AUTHORISED REPRESENTATIVE	
5. CAPACITY UNDER WHICH THIS TENDER IS SIGNED (Attach proof of authority to sign this TENDER; e.g., resolution of directors, etc.)	

## PART B

### 5. TERMS AND CONDITIONS FOR TENDERING

#### 5.1 GENERAL INSTRUCTIONS

- 5.1.1. TENDERS MUST BE HAND-DELIVERED AS PER THE TIMELINES STIPULATED AND BE PLACED IN THE TENDER BOX. LATE TENDERS WILL NOT BE ACCEPTED AND WILL BE CONSIDERED INVALID.
- 5.1.2. ALL TENDERS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED).
- 5.1.3. TENDERERS MUST BE REGISTERED 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) AND B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE.
- 5.1.4. THIS TENDER 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.  
This contract will be for period not exceeding 3 months of which deliverables specified in section 3 of this document must be submitted to the Board.

#### 5.2 TAX COMPLIANCE REQUIREMENTS

- 5.2.1 TENDERERS MUST BE TAX COMPLIANT AT THE TIME OF SUBMISSION OF THE TENDER.
- 5.2.2 TENDERERS 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/CSD REPORT.
- 5.2.3 TENDERERS MUST SUBMIT A PRINTED TAX COMPLIANCE STATUS (TCS) TOGETHER WITH THE TENDER/CSD REPORT.
- 5.2.4 IN TENDERS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. EACH MEMBER INVOLVED MUST BE INDICATED IN THE RELEVANT SECTION ABOVE. THIS WILL ALSO APPLY IN RESPECT OF UNREGISTERED CONSORTIA OR JOINT VENTURES.

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

**PART C**

**6. CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS**

Please adhere to the following instructions

- Tick in the relevant block below.
- Ensure that the following documents are completed and signed where applicable.
- Use the prescribed sequence in attaching the annexures that complete the tender document.

**NB: Failure to provide any of the following may render the TENDER as invalid.**

YES    NO

- |                          |                          |                                                                                                                       |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Part B: Documents as identified in 5.2 of Part B                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Part D: Completed and signed TENDER Specifications/Terms of Reference                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure A: Invitation to bid: Standard Bidding Document (SBD) 1                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure B: Pricing Schedule: SBD 3.3                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure C: Bidders Disclosure: SBD4                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure D: Preference Claim Form: SBD 6.1.                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure E: Certified Copies of All Relevant CIPC or Trust Deed Certificate or Sole Proprietor Registration Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure F: Supporting Documents to Responses to Pre-Qualifying Criteria and Evaluation Criteria.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure G: General Conditions of Contract.                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure H: Tax Compliant Status and CSD Registration Requirements                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure I: Company Details                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure J: Resolution for Signatory                                                                                  |

## 7. TENDER TECHNICAL AND GENERAL QUERIES

- 7.1. Technical Queries pertaining to this tender must be directed to: -  
The Manager: Investigations and Licensing  
Email: [mross@nwgb.co.za](mailto:mross@nwgb.co.za)
- 7.2. General Queries pertaining to this tender must be directed to:  
Supply Chain Manager:  
Email: [fkhomogwe@nwgb.co.za](mailto:fkhomogwe@nwgb.co.za)
- 7.3. Tender enquiries can only be made up to 07 September 2022, 10h00.
- 7.4. All enquiries must be made in writing to the relevant officials referred to above. No enquiries will be made or answered telephonically.

## 8. SUBMISSION OF TENDERS

### 8.1. DELIVERY

- 8.1.1. All TENDERS must be hand-delivered at 131 University Drive, Mmabatho on or before the closing date and time and be physically placed in the TENDER box by the tenderer. No posted or emailed tenders will be accepted.
- 8.1.2. Hand-delivered documents must be in a sealed envelope, with only the TENDER Number and TENDER Description eligibly written on one side of the envelope.
- 8.1.3. The person delivering the documents must complete a register on site at the security desk.
- 8.1.4. No TENDERS will be accepted after the indicated closing date and time.

### 8.2. RULES GOVERNING THIS TENDER DOCUMENT AND THE TENDERING PROCESS

- 8.2.1 All tenderers shall be deemed to have accepted the rules, terms and conditions contained in this TENDER document.
- 8.2.2 The rules contained in this TENDER document apply to:
  - 8.2.2.1. The TENDER document and any other information given, received or made available in connection with this TENDER document, and any revisions or annexures;
  - 8.2.2.2. The Tendering Process; and
  - 8.2.2.3. Any communication (including any briefings, presentations, meetings, and negotiations) relating to the TENDER DOCUMENT or the Tendering Process.

## 9. INDEMNITY AND DISCLAIMER

### 9.1.1. STATUS OF REQUEST FOR TENDERS

9.1.1.1. This TENDER DOCUMENT must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the BOARD and any Tenderer unless and until the BOARD has executed a formal written contract with the successful Tenderer.

### 9.1.2. ACCURACY OF INFORMATION

9.1.2.1. Whilst all due care has been taken in connection with the preparation of this TENDER DOCUMENT, the BOARD makes no representations or warranties that the content in this TENDER DOCUMENT or any information communicated to or provided to Tenderers during the Tendering Process is, or will be, accurate, current or complete. THE BOARD, and its officers, employees and directors will not be liable with respect to any information communicated which is not accurate, current or complete.

9.1.2.2. If a Tenderer finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this TENDER document or any other information provided by the BOARD (other than minor clerical matters), the Tenderer must promptly notify the BOARD in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the BOARD an opportunity to consider what corrective action is necessary (if any). Any discrepancy, ambiguity, error or inconsistency unless or otherwise determined by the BOARD, shall not invalidate this TENDER document.

9.1.2.3. Any actual discrepancy, ambiguity, error or inconsistency in this TENDER document or any other information provided by the board will, if possible, be corrected and provided to all Tenderers without attribution to the Tenderer who provided the written notice.

## 10. ADDITIONS AND AMENDMENTS

10.1. The BOARD reserves the right where necessary to change any information in, or to issue any addendum to this TENDER DOCUMENT before the closing date and time. The BOARD and its officers, employees and directors will not be liable in connection with either the exercise of, or failure to exercise this right.

10.2. If the BOARD exercises its right to change information in terms of clause 10.1, it may seek approval from all Tenderers.

## **11. NO OBLIGATION TO ENTER INTO CONTRACT, RIGHT TO TERMINATION AND REJECTION OF TENDERS**

11.1 The BOARD is under no obligation to appoint any Tenderer or Tenderers (as the case may be), or to enter into a contract with any Tenderer or any other person, if it is unable to identify a TENDER that complies in all relevant respects with the requirements of the BOARD, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the BOARD will be free to proceed via any alternative process.

11.2 Notwithstanding anything else in this TENDER DOCUMENT, and without limiting its rights at law or otherwise The Board reserves the right to cancel this request for TENDERS at any time at its own discretion, reject any TENDER that does not comply with the mandatory requirements for Tendering and or is submitted after the closing date and time.

## **12. REPRESENTATIONS**

12.1. No representations made by or on behalf of the BOARD in relation to this TENDER document will be binding on the board unless that representation is expressly incorporated into the contract ultimately entered between the BOARD and the successful Tenderer.

## **13. REQUEST FOR CLARIFICATION OR FURTHER INFORMATION**

13.1. All communication, questions or requests for further information or clarification of this TENDER DOCUMENT or any other document issued in connection with the Tendering Process must be directed to the BOARD officials as indicated in clause above.

13.2. Any communication by a Tenderer to the BOARD will be effective upon receipt by the designated Official of the BOARD (provided such communication is in the required format).

13.3. Except where the BOARD is of the opinion that issues raised apply only to an individual Tenderer, questions submitted and answers provided will be made available to all Tenderers by e-mail, as well as on the BOARD's website without identifying the person or organisation which submitted the question.

13.4. In all other instances, the BOARD may directly provide any written notification or response to a Tenderer by email to the address of the Tenderer (as notified by the Tenderer to the BOARD).

13.5. A Tenderer may, by notifying the designated Official of the BOARD in writing, withdraw a question submitted.

#### 14. COMPLAINTS ABOUT THE TENDERING PROCESS

14.1. Any complaint about the TENDER document, the Tendering Process and/or conduct of an employee or director of the BOARD must be submitted to the Office of the CEO in writing, by email, post or hand delivery, immediately upon the cause of the complaint arising or becoming known to the Tenderer to:

Email: [ceo@nwgb.co.za](mailto:ceo@nwgb.co.za)  
Physical Address: 131 University Drive  
Mmabatho  
2735

14.2. The written complaint must set out:

- The basis for the complaint, specifying the issues involved;
- How the subject of the complaint affects the organisation or person making the complaint;
- Any relevant background information; and
- The outcome desired by the person or organisation making the complaint.

#### 15.1. TENDERER'S RESPONSIBILITIES

Tenderers are responsible for:

- 15.1.1. Examining this TENDER document and any documents referenced or attached to this TENDER document and any other information made or to be made available by the BOARD to Tenderers in connection with this TENDER document;
- 15.1.2. Fully informing themselves in relation to all matters arising from this TENDER document, including all matters regarding the BOARD's requirements for the provision of the services;
- 15.1.3. Ensuring that their TENDERS are accurate and complete;
- 15.1.4. Making their own enquiries and assessing all risks regarding this TENDER document, and fully considering and incorporating the impact of any known and unknown risks into their TENDER;
- 15.1.5. Ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazettes; and
- 15.1.6. Submitting all compulsory documents;
- 15.1.7. Tenderers who are Exempted Micro Enterprises (EMEs) or Qualifying Small Enterprises (QSEs) in terms of the B-BBEE Act must submit a sworn affidavit indicating their BBBEE status level;

- 15.1.8. Tenderers other than EMEs and QSEs must submit their original and valid B-BBEE status level verification certificate or a certified copy, substantiating their B-BBEE status.
- 15.1.9. The BOARD 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 preference points, in any manner required by the BOARD.
- 15.1.10. The Tenderers participation or involvement in any stage of the Tendering Process is at the Tenderers sole risk, cost and expense. The BOARD will not be held responsible for, or pay for any expense or loss that may be incurred by Tenderers in relation to the preparation or lodgement of their TENDERS.

## 15.2. PREPARATION OF TENDERS

- 15.2.1. Tenderers must ensure that their TENDER is submitted in the required format as stipulated in this TENDER document; and all the required information fields in the TENDER are completed in full and contain the information requested by the BOARD.
- 15.2.2. The BOARD may in its absolute discretion reject a TENDER that does not include the information requested or is not in the format required.
- 15.2.3. Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.
- 15.2.4. Where the Tenderer is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the TENDER or be included in a general statement of the Tenderers usual operating conditions.
- 15.2.5. An incomplete TENDER will be disqualified or assessed solely on the information completed or received with the TENDER.

## 15.3. TREATMENT OF TENDER SUBMISSIONS AFTER SUBMISSION

- 15.3.1. Once submitted, the tenderer response and all its documents shall not be opened and shall remain inside tender box the way they were submitted and will be opened only during opening of all tenders on the closing day.

## 15.4. DISCLOSURE OF TENDER CONTENTS AND TENDER INFORMATION

- 15.4.1. All TENDERS received by the BOARD will be treated as confidential. The BOARD will not disclose contents of any TENDER and TENDER information, except:
  - 15.4.1.1. as required by law;
  - 15.4.1.2. for the purpose of investigations by other government authorities having relevant jurisdiction;

- 15.4.1.3. to external consultants and advisors of the BOARD engaged to assist with the Tendering Process;
- 15.4.1.4. or for the general information of Tenderers required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

### 15.5. USE OF TENDERS

- 15.5.1. Upon submission in accordance with the requirements relating to the submission of TENDERS, all TENDERS submitted become the property of the BOARD. Tenderers will retain all ownership rights in any intellectual property contained in the TENDERS.
- 15.5.2. Each Tenderer, by submission of their TENDER, is deemed to have authorised the BOARD to reproduce the whole, or any portion, of their TENDER for the sole purposes of enabling the BOARD to evaluate the TENDER.

### 15.6. ADMINISTRATIVE COMPLIANCE

	Documentation Required	Attached (Yes/No)
1	Original or certified copy of B-BBEE Contribution Level Certificate or sworn affidavit in case of EMEs or QSEs,	
2	Tax Clearance Certificate/PIN/CSD report showing the tax compliance status	
3	Proof of Registration on Central Supplier Database	

- 15.6.1. Tenderers will be given seven (07) days to submit these documents in the event that the documents are not immediately available to the Tenderer at the closing date and time, otherwise the TENDER will be considered non-responsive after seven (07) days and be considered invalid or in the case BBBEE a non-compliant contributor.

## 16. EVALUATION CRITERIA AND PROCESS

### 16.1. FIRST STAGE - FUNCTIONALITY EVALUATION CRITERIA

16.1.1. Tenderers must achieve a minimum score of 60% from functionality criteria in Table 1 in order to proceed to the next stage of evaluation.

Table 1. Functionality Criteria

Item No	Evaluation Criteria	Compliance	Points Allocation	Maximum Points
1	Years of experience in conducting feasibility study and market research/analysis. (Attach company profile including proof of company years of experience in conducting feasibility study and market research or analysis)	Above 11 years	40	40
		9 - 11 years	35	
		6 - 8 years	30	
		3 - 5 years	25	
		1 - 2 years	20	
		None	0	
2	Team members registered to a professional body that specialises in research or analysis. (Attach proof of currently active status of membership)	Over 10	20	20
		4 - 10	15	
		1 - 3	10	
		None	0	
3	Company contactable references where similar services were rendered (Attach reference letters)	Above 10	20	20
		5 - 10	15	
		1 - 5	10	
		None	0	
4	Average years of experience of team members. (Attach curriculum vitae)	Above 10 years	20	20
		4 - 10 years	15	
		1 - 3 years	10	
		None	0	
			<b>Total points</b>	<b>100</b>

## 16.2. SECOND STAGE: PRICE AND BBBEE EVALUATION CRITERIA

16.2.1 The second stage of evaluation of the TENDERS will be in respect of price only.

### 16.2.1.1. Price points

The following formula will be used to calculate the points for price:

$$P_s = 80(1 - (P_t - P_{min}) / P_{min})$$

Where:

$P_s$  = Points scored for comparative price of tender or offer under consideration;

$P_t$  = Comparative price of tender or offer under consideration; and

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

### 16.2.1.2. B-BBEE points

The points for the BBBEE will be allocated as follows:

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

### 16.2.1.3. Total points

- (a) The total points scored by each Tenderer will be calculated by adding the points scored for price and B-BBEE.
- (b) The successful Tenderer will be the Tenderer which has the highest total points (out of 100) for both price and B-BBEE unless there is a basis for selecting a different successful Tenderer.

## PART D

### **ANNEXURE A**

INVITATION TO BID: STANDARD BIDDING DOCUMENT (SBD) 1

### **ANNEXURE B**

PRICING SCHEDULE: SBD 3.3

### **ANNEXURE C**

BIDDERS DISCLOSURE: SBD 4

### **ANNEXURE D**

PREFERENCE CLAIM FORM: SBD 6.1.

### **ANNEXURE E**

CERTIFIED COPIES OF ALL RELEVANT CIPC OR TRUST DEED CERTIFICATE OR SOLE PROPRIETOR REGISTRATION DOCUMENTS.

Tenderers are required to include, as Annexure F to their TENDERS, certified copies of all relevant CIPC or Trust Deed Certificate or Sole Proprietor registration documents listing all members and shareholders with percentages.

### **ANNEXURE F**

SUPPORTING DOCUMENTS TO THE PRE-QUALIFYING CRITERIA AND EVALUATION CRITERIA

TENDERERS are required to include, as Annexure I to their TENDERS, supporting documents to their responses to the Pre- Qualifying Criteria and Evaluation Criteria. Where the supporting document is the profile of a member of the TENDERER's proposed team, this should be indicated.

### **ANNEXURE G**

GENERAL CONDITIONS OF CONTRACT

PLEASE NOTE THAT ALL TENDERERS ARE REQUIRED TO READ THROUGH THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY THE NATIONAL TREASURY. SUCH GENERAL CONDITIONS OF CONTRACT CAN BE ACCESSED ON THE NATIONAL TREASURY WEBSITE.

PLEASE NOTE FURTHER THAT ALL TENDERERS MUST ENSURE THAT THEY ARE WELL ACQUAINTED WITH THE RIGHTS AND OBLIGATIONS OF ALL PARTIES INVOLVED IN DOING BUSINESS WITH GOVERNMENT.

NOTE: All Tenderers are required to confirm (*Tick applicable box*) below:

Item	YES	NO
Is the Tenderer familiar with the General Conditions of Contract prescribed by the National Treasury?		

**ANNEXURE H**

**TAX COMPLIANT STATUS AND CSD REGISTRATION REQUIREMENTS**

ALL PROSPECTIVE TENDERERS MUST HAVE A TAX COMPLIANT STATUS EITHER ON THE CENTRAL SUPPLIER DATABASE (CSD) OF THE NATIONAL TREASURY OR SARS E-FILING PRIOR TO APPOINTMENT/AWARD OF THE TENDER.

REGISTRATION ON THE CSD SITE OF THE NATIONAL TREASURY IS A COMPULSORY REQUIREMENT FOR A TENDERER TO BE APPOINTED TO CONDUCT BUSINESS WITH THE BOARD. THE ONUS IS ON THE SUCCESSFUL TENDERER TO REGISTER ON THE CSD SITE AND PROVIDE PROOF OF SUCH REGISTRATION PRIOR TO APPOINTMENT/AWARD OF THE TENDER.

CSD Registration Number:	
--------------------------	--

**ANNEXURE I**

**COMPANY DETAILS**

The following company details schedule must be completed to ensure that the prerequisite requirements to Tendering are met.

Registered Company Name: .....

.....

.....

Company Registration Number:

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VAT Number:

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Bank Name and Branch:

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Bank Account Number:

.....

Professional Registration Details:

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Professional Indemnity Details:

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**ANNEXURE J**  
**RESOLUTION FOR SIGNATORY**

**A. CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on \_\_\_\_\_

Mr/Ms \_\_\_\_\_, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for

\_\_\_\_\_

Contract No. \_\_\_\_\_  
and any Contract which may arise there from on behalf of (Block Capitals)

-----  
-----

SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

IN HIS/HER CAPACITY AS: \_\_\_\_\_

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

SIGNATURE OF SIGNATORY: \_\_\_\_\_

WITNESSES: \_\_\_\_\_

1. \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

2. \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**IMPORTANT NOTICE: RESOLUTION TO SIGN**

1. In the event that a resolution to sign is not completed by all directors/ shareholders of the enterprise, the signature of any one of the directors or shareholders to this TENDER document will bind all the directors/ shareholders of the enterprise and will therefore render the TENDER document valid.
2. In the event that a non-shareholder/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the quotation.
3. In the case of a joint venture or consortium, at least one director/ shareholder of each of the parties need to sign the joint venture or consortium agreement.
4. Furthermore, in the case of a joint venture or consortium at least one director/ shareholder of each party to the joint venture or consortium must give consent to give authorisation for signatory to this TENDER.

**DECLARATION**

I, THE UNDERSIGNED

NAME: .....

CERTIFY THAT THE INFORMATION FURNISHED IN THIS DOCUMENT, ANNEXURES AND ALL OTHER ATTACHMENTS, PRESENTATION AND ANY OTHER FORM OF COMMUNICATION, IS CORRECT.

I ACCEPT THAT THE PRINCIPAL MAY 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 TENDERER