



*in the footsteps* ...

NELSON MANDELA MUSEUM

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13 March 2023

**REQUEST FOR PROPOSALS: APPOINTMENT OF A SERVICE PROVIDER FOR WEBSITE RECONSTRUCTION AND MOBILE APP DEVELOPMENT FOR THE NELSON MANDELA MUSEUM**

**1. PURPOSE**

The purpose of the proposal is to source a company to reconstruct the Nelson Mandela Museum's website and develop a mobile app.

**2. INTRODUCTION**

The Nelson Mandela Museum (NMM) is a not-for-profit institution established by the government of South Africa as an agency of the National Department of Sports, Arts and Culture. It was established as part of a portfolio of legacy projects that seek to transform the heritage landscape from our apartheid past. At the same time, it is a resource for promoting economic development through tourism in an impoverished region of the country. The museum primarily houses collections of gifts to the nation given by Nelson Mandela to the museum to share his legacy with the nation.

The mandate of the Nelson Mandela Museum is to preserve and promote the legacy of Nelson Mandela, and one of its main strategic goals is to improve the museum's public profile and access. This mandate is executed through the museum's two main facilities, the Qunu Youth and Heritage Centre and the Bhunga Building in Mthatha CBD. The Bhunga Building doubles as the administrative office of the museum.

**3. BACKGROUND**

The Nelson Mandela Museum (NMM) needs a re-development of its website. The re-developed website must comprise attributes that enable dynamic content management of the website. WordPress is the content management systems (CMS) option that has been selected to revolutionize the requested website.

The composition of the content of the website to be redeveloped will be aligned with the current NMM website as a guideline. The NMM representatives will be involved during the content taxonomy if the need arises. The current website and domain are hosted by a 3rd party. The site is running on a dedicated server consisting of 44GB storage, 4GB RAM, and 8 x vCPU on a Linux platform using Drupal CMS.

#### **4. PROBLEM STATEMENT**

The following are the key issues with the current website namely:

- Outdated technologies and components on the website.
- Website security and privacy issues
- Unembedded files or content being referenced
- The website design is outdated.
- Incompatibility with the latest Content management technologies

#### **5. OBJECTIVE**

The high-level objectives include:

- Redevelopment and modernization of the NMM website.
- Improved browsing experience across device types.
- Improved look and feel including the embedding of files and media on web pages.
- Improved website security and meeting privacy compliance requirements (i.e., POPIA)
- Improve the current performance and capacity of the website
- Migration of current website content to the new site to enhance the website performance.

- Enable the use of a dynamic content management system on the website.
- Use of modern CMS and technology that can integrate easily with 3rd party plugins and platforms.
- Improved support and maintenance services.

## **6. SCOPE OF WORK**

### **6.1. Website Design**

- The service provider will have an experienced Graphic Designer to provide the NMM with the website design layout for approval before the website is developed.
- The graphic designer will design the new look and feel including creating of images and animations for the website.
- The design must be modern, interactive, professional and clean
- Services of the graphic designer will be required to design the website look and feel, and on an ad hoc basis to assist the NMM digital artwork.

### **6.2. Website Development**

The primary activities will include:

- Social Media integration (LinkedIn, WhatsApp, Twitter, etc.)
- Search Engine Optimization.
- Performance optimization, the site should load in the quickest possible time (not longer than 4 to 5 seconds).
- Browser compatibility – the site must be compatible with current versions of mainstream web browsers such as Google Chrome, Microsoft Edge, Safari & Firefox)
- Contact us form.
- Google analytics NMM to determine trends related to the site usage (e.g., amount of time a user spends on the site, the most browsed pages, usage peak times and geographical locations of users). Geolocation indicating the NMM address is nice to have.
- Integration or use of Office 365 to send emails from the website (e.g., emails from the Contact us form must go to a 365 NMM mailbox)

- All subscriptions registered for any of the website components must be registered in the NMM's name and the login credentials be shared with the NMM.
- The service provider will provide all the software applications required for the successful implementation of the website (excludes Office 365).

### **6.3. Skills transfer**

- The service provider must provide skills transfer in a form of over-the-shoulder training supported by training manuals to:
  - (i) Perform content updates (4 x identified end users).
  - (ii) Perform basic website maintenance.

### **6.4. Source Code**

- A source code must be provided to the NMM when the website goes live or after major changes to the structure and or look and feel of the website. The medium to be used for transferring the source code is to be agreed upon by both parties.

### **6.5. Information & Cyber Security**

- The website must be hosted on a platform where vulnerability testing is performed on a regular basis.
- Use of an SSL certificate is mandatory.
- Use of CAPTCHA on interactive forms to verify the user is a human being, not a machine.
- Role-based access (no sharing of user credentials)
- POPI Act consideration insofar as the security of personally identifiable information (e.g., database encryption).

### **6.6. Mobile Device Optimization**

- The site must automatically adjust to fit the end user's mobile device such as a mobile phone, tablet, IPAD, etc., without losing the interface quality or distorting the content.

### **6.7. Testing and Pre-Hosting**

- The service provider must be able to perform a demonstration to the NMM of all the functionality required prior to go-live.
- The NMM must be able to test the website in a testing environment for at least five (5) days prior to the go-live.

### **6.8. Project Management**

- The new service provider must provide a detailed project plan with a timeline and activities to ensure the new website is live timeously or facilitate the moving of the current website to its platform for a period not exceeding two months with the new website if being finalized.

## **7. TECHNOLOGY REQUIREMENTS**

Minimum technology requirements are:

- (i) WordPress and related Plug-ins and technology
- (ii) MySQL
- (iii) Minimum space allocation of 40 GB (ability to auto scale is required)
- (iv) SSL certificate to secure browsing
- (v) CAPTCHA
- (vi) Google Services
- (vii) Two Factor Authentication for backend access to the website (NMM ICT Personnel and end users uploading content)

## **8. FUNCTIONAL REQUIREMENTS**

- The NMM will rely on the experience and the creativity of the design team to align the website design to international best practice standards to improve the look and feel and the website performance.
- The layout, the wording and the figures referenced below contain what the NMM considers to be minimum consideration benchmarking it with the

international museum's website, but it is subject to change during the design phase.

- The service provider is expected to present at least three (3) designs for approval by the NMM before completing the development. **(For the website)**
- To this end the service provider will need to prove that they have experience developing apps on both operating systems by showing at least 2 of the same APP that are available on both operating systems. i.e. the same app should be available on Android and on IOS in the respective stores. This will be further proven by providing screenshots of the storefronts. **(For the APP)**

## **8.1 NMM Website requirements**

8.1.1 The NMM website should be based on the latest version of an applicable Web Content Management System (WordPress) or equivalent facility to update content by multiple users from anywhere through the browser-based administrative module using What-You-See-Is-What-You-Get (WYSIWYG) editing tools allowing non-technical users to create and edit content.

8.1.2 Separation of design and content – content should be stored in the database designed and be controlled by the use of cascading style sheet (CSS).

8.1.3 The web content management system (WCMS) software shall be able to include plug-ins or modules that can be easily installed (& updated) to extend the site's functionality (including online sales and tour booking forms).

8.1.4 WCMS system should support user groups/roles, allowing the administrator to control how registered users interact with the site. These groups/roles should be customisable to accommodate particular scenarios that might arise during the project.

8.1.5 WCMS software shall act as a collaboration platform, allowing content to be retrieved and worked on by one or many authorised users. Changes can be tracked and authorised for publication or ignored, reverting to old versions.

8.1.6 Automated templates should be provided and/or developed to accommodate specific content types needed by the NMM website (i.e. tenders, vacancies, news, etc.). These templates should be customisable.

8.1.7 Specific content types currently in use by NMM should be catered for in any designs.

8.1.8 The WCMS should cater for the easy export (in a secure fashion) of any content types (with associated sub-fields) on the site for use by NMM in other systems. Exports should support the following:

8.1.8.1 CSV/XML/PDF export file formats

8.1.8.2 Creation of rules to filter data Schedule exports to run automatically.

8.1.9 Admin sections must be protected by username and password and using salted MD5 encryption. At the database level password should be stored in an encrypted format. After consecutive wrong attempts, the password should be sent to the administrator through email and a user/host should be locked out for pre-defined periods (as per NMM ICT security policy).

8.1.10 The WCMS should support various content types (images, videos, documents, etc).

8.1.11 The WCMS should support Search Engine Optimisation activities. Specifically, the generation of a sitemap and metadata tags for content types and keywords.

8.1.12 Cross-browser & mobile responsiveness support: The pages must be viewable in all major web browsers as of the completion date and across major smartphone devices. (Internet Explorer, Edge, Chrome, Opera, Firefox and Safari)

8.1.13 Speed: Load times must be acceptable for users and should not materially decrease from current load times.

8.1.14 The WCMS should support the easy integration of Google Analytics (a successful service provider to ensure Google Analytics is utilised in generating reports for the site. Reports should be generated automatically and emailed to the NMM.

8.1.15 Menu Management –Ability to add, move, delete, and modify menus on the site.

8.1.16 The WCMS should support the unlimited creation of pages and/or posts.

8.1.17 Programming, Support & Database Features that should be available:

- Ability to perform daily website backups
- Perform daily security scans to check the websites for vulnerabilities

8.1.18 The WCMS should allow for the embedding of training material (videos, articles, etc.) in the administrator dashboard in the form of 'How to' videos/guides.

8.1.19 A spell checker must be built in the WYSIWYG module and must work across browsers.

8.1.20 The WCMS should allow for the following monthly reporting requirements for the website:

- a) Site maintenance performed (theme, plugin updates, etc)
- b) Site performance
- c) Site backup status
- d) Site Security status
- e) Site Uptime
- f) Site User Stats (Google Analytics)

8.1.21 The following hosting requirements are provided:

- a) The following domains are reserved for use:
  - [www.nelsonmandelamuseum.org.za](http://www.nelsonmandelamuseum.org.za) (already reserved and in use)
  - [www.mandelamuseum.org.za](http://www.mandelamuseum.org.za)
  - [www.nmm.org.za](http://www.nmm.org.za)
- b) Server with sufficient capacity to accommodate traffic growth (guideline technical provisions below):
  - i). 1 TB website traffic
  - ii). Intel Xeon Quad-Core 3.2GHz

- iii). 32 GB ECC RAM
- iv). 2 TB storage space
- v). 99.9% uptime guarantee
- vi). LAMP technology stack
- vii). 24/7 technical support
- viii). PHP 7 & MySQL
- ix). SSL certificate support
- x). DDoS protection & mitigation
- xi). Malware removal & scanning
- xii). Server Backups as per NMM policies.
- xiv). 24/7 monitoring

8.1.22 The website needs to be integrated with social media platforms but not limited to the following Facebook, Twitter, YouTube, LinkedIn and Instagram.

## **8.2. NMM Mobile APP Requirements**

This section defines the purpose of the mobile app project. It includes details on how the product should be built and supported to ensure that you and your team to build a successful product.

### **8.2.1 Introduction**

The New mobile app is a development of a multimedia-capable mobile app for the Android and IOS operating systems that will feature the museums' artefacts, exhibits and digital content. The app will house a growing library of digital content for the museum in tandem with the museum's digitization programs. The initial mobile app content will include audio, video and textual content from the current museum exhibits and grow from there. The app will be expected to deliver a mobile experience that will provide users with an alternative to physical museum visits without losing the spirit of the legacy of Nelson Mandela.

### **8.2.2 Objective**

The APP is to keep museum patrons notified of anything happening that surrounds the museum. It aims to be an information booth at your fingertips. The app is to be used for various purposes that include being an information source for individuals, researchers, university students, school children and all other museum stakeholders that need to be informed about the museum and its activities.

The success of the APP is to be measured by the downloads it gets and the people engaged by it.

### **8.2.3. Mobile App development.**

- **Mobile App**
  - Design and develop a mobile app that shows the museum's exhibits and artefacts with a user experience that captures the spirit of the museum.
  - The app must have the ability to social share on WhatsApp, Facebook and Twitter for each exhibit and artefact in a manner that allows users on those networks to completely consume said content. The app should be aimed at making museum exhibits go viral.
  - The app should be able to function on all mobile phones and tablets.
  - The mobile app should be available on the latest Android and IOS operating systems.
  - The APP should have bookings app
  - Contacts section
  - Interactive live chats feature

The appointed service provider will work with the museum's Public Relations Officer and report directly to the Senior Manager Public Engagement and Marketing Unit.

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### **RETURNABLE DOCUMENTS**

Service providers are required to submit all the returnable documents together with their proposals. Failure to provide all the Compulsory Returnable Documents at the closing date and time of this RFP will result in a respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Proposals. Failure to submit the Supporting documents for functionality scoring will result in a scoring of zero.

### **COMPULSORY RETURNABLE DOCUMENTS**

- Duly signed & completed SBD 1 Invitation to BID
- SBD 2 Tax Clearance Requirements
- Duly signed and completed SBD 3.3 Pricing Schedule
- Duly signed and completed SBD 4 Declaration of Interests form.
- Duly signed and completed SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- Duly signed and completed SBD 7.2 Contract Form (Rendering Services).
- General Conditions of Contract
- Duly signed and completed SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- Duly signed and completed Duly signed & completed SBD 9 Certificate of Independent Bid Determination.
- Proof of CSD registration

### **SUPPORTING RETURNABLE DOCUMENTS (FOR FUNCTIONALITY SCORING)**

- Signed reference letters, on the recommending company's letterhead. No purchase order or appointment letters will be accepted.
- Website mock-up:
- Mobile App mock-up:
- Link to 1 (one) Mobile App in the IOS store in the bidder's name:
- Link to 1 (one) Mobile App in the Android store in the bidder's name:
- Proof of company location
- Signed reference letters
- Project Methodology
- Proof of relevant qualifications

- Links to the active and recent websites developed and apps developed

**Essential Supporting Documents**

Verification documents listed on the applicable preference point system below must be submitted to the NMM on or before the closing date and time ***(failure to submit on or before the closing date will result in an automatic score of zero for preference***

**APPLICABLE PREFERENCE POINT SYSTEM**

(1) Points for this shall be awarded for:

(a) Price; and

(b) Specific Goals.

(c) Where 80 points will be allocated for price and 20 points allocated specific goals

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	OR Tambo supplier	5	CIPC Registration Certificate (CK) or Proof of residence
		Eastern Cape Supplier	4	
		Anywhere in South Africa	3	
		Non-South African	0	
	4	Black African Women	4	

Women-owned supplier		Non-Black African Women	2	CIPC Registration Certificate (CK) and CSD Report
Youth Owned Supplier	4	Youth Owned (< 35-year-old persons)	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Youth Ownership (> 35-year-old persons)	2	
People living with disabilities	3	People living with disabilities	3	CSD Report
Small Micro, Medium & Enterprises	4	SME – Owned by people with disability	4	CSD Report
		SME – Black owned	3	Sworn Affidavit (BBBEE Affidavit)
		SME – Other	2	

### **ESSENTIAL SUPPORTING DOCUMENTS**

Valid and certified copy of BBBEE certificate or affidavit on or before the closing date and time ***(failure to submit on or before the closing date will result in an automatic score of zero for preference)***

### **EVALUATION CRITERIA**

- Phase one:** Submission of the compulsory returnable documents of the RFQ and the compliance conditions of the RFQ. Failure to meet any of the

conditions of the RFQ will automatically disqualify your tender on this phase.

- **Phase two:** The RFQ will be evaluated using the 80/20 system (80 for Price and 20 for BBBEE). Functionality will be scored at a maximum of 100 points whereby the bidder must obtain a **minimum of 75 points** to qualify for the financial evaluation according to the criteria captured in the table below:

CRITERIA	VALUE	WEIGHT
<b>1. Methodology</b> A detailed methodology of how the website and the APP will be developed and the steps taken in the development process. study will be conducted, and how it will be interpreted.	Excellent Points= 30	
	Good Points= 20	
	Fair Points=10	
	Poor Points=3	
	Failure to submit Project Methodology= Points	
<b>2. Website and APP Reference Letters</b> Bidders must give NMM signed reference letters on the recommending company's letterhead not older than 3 years. No purchase orders and appointment letters will be accepted.	6-10 reference letters points = 30	
	3- 5 = 20	
	Less than 3 =10	
	No submission = 0 points	
<b>3. Qualifications and</b> Proof of relevant qualifications pertaining to the task at hand must be made available to the museum.	BTech/B Degree or National Diploma in IT= 15	
	Certification in web design or similar = 8 points	
	Crash Course= 3	
	No submission = 0 points	

<b>4. Experience</b> A detailed CV of the team leader who will be developing the website and the Mobile APP, detailing their experience must be furnished to the Museum	Development of 5 Websites= <b>10</b> points	
	Development of 3 Websites= <b>8</b>	
	Development of 1 website= <b>3</b>	
	No experience= <b>0</b>	
	Development of 5 APPs= <b>15</b>	
	Development of 3 APPs= <b>6</b>	
	Development of 1 APP= <b>3</b>	
	No experience= <b>0</b>	
	<i>(Links to the websites and the APPs not older than 5 years will be the POE)</i>	
<b>Total</b>		<b>100</b>

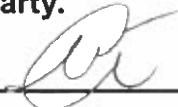
#### **QUOTATION SUBMISSIONS**

- All quotations and accompanying documents must be forwarded to: [supplychain@nelsonmandelamuseum.org.za](mailto:supplychain@nelsonmandelamuseum.org.za)
- NO FAXED OR HAND-DELIVERED QUOTATIONS SHALL BE ACCEPTED.
- Closing date for the submission of quotations is 3<sup>rd</sup> April 2023 at 12H00.

All communications and inquiries/requests for clarification relating to this proposal should be directed to the contact person:

<b>FOR BID ADMINISTRATION &amp; SERVICE PROVIDER SPECIFICATIONS</b>
<b>Ms M Mputa</b>
<b>Tel: 047 501 9504</b>
<b>Email: <a href="mailto:mihlali@nelsonmandelamuseum.org.za">mihlali@nelsonmandelamuseum.org.za</a></b>
<b>Supply Chain Specialist</b>
<i>Technical Enquiries:</i>
<b>Mr W Quzu</b>
<b>Tel: 047 501 9524</b>
<b>Email: <a href="mailto:Wandile@nelsonmandelamuseum.org.za">Wandile@nelsonmandelamuseum.org.za</a></b>
<b>ICT Specialist</b>

**NB: The NMM reserves the right to amend, modify or withdraw this RFQ at any time, without prior notice and without liability to compensate and/or reimburse any party.**

  
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**Dr Vuyani Boo**

**Chief Executive Officer**



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SBD 1

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NELSON MANDELA MUSEUM</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT <i>(STREET ADDRESS)</i>					
<b>CORNER NELSON MANDELA DRIVE &amp; OWEN STREET</b>					
<b>MTHATHA</b>					
<b>EASTERN CAPE</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
		<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>	

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

<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
<b>SIGNATURE OF BIDDER</b> .....	<b>DATE</b>		
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>			
<b>TOTAL NUMBER OF ITEMS OFFERED</b>	<b>TOTAL BID PRICE (ALL INCLUSIVE)</b>		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



*in the footsteps* ●●●

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a member of the  
Department of Arts and Culture

**SBD 3.3**

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....

BID NO.: .....

CLOSING TIME 12:00

CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL TAXES INCLUDED)
------------	-------------	---



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	RATE	AMOUNT

TOTAL: R.....

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

5.2 Other expenses, for example accommodation (specify, e.g. 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	RATE	AMOUNT

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]**





Full Name	Identity Number	Name of State institution

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.

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  
.....

---

<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.

Position

Name of bidder

**SBD4**



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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

**2. DEFINITIONS**

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

**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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- 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.

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



*in the footprints* ...

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in the footprints  
Department of Arts and Culture

**SBD 7.2**

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

**THIS FORM MUST BE FILLED 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 remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;

- Declaration of bidder's past SCM practices;
- Certificate of Independent Bid Determination;
- Special Conditions of Contract;
- (ii) General Conditions of Contract; and
- (iii) Other (specify)

3. 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.
4. 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 fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised 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 .....

OFFICIAL STAMP



WITNESSES

1 .....

-



*in the footsteps ...*

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SBD 8

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes  <input type="checkbox"/>	No  <input type="checkbox"/>

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....  
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW



*in the footsteps ...*

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**SBD 9**

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</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.

**SBD 9**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2