

OFFICE OF THE SUPPLY CHAIN MANAGEMENT

1.1 DESCRIPTION OF SERVICE: RELOCATION SERVICE OF HOME FURNITURE FROM RUSTENBURG TO PRETORIA

DESCRIPTION OF SERVICE: We seeks to appoint competent service provider for the relocation of home furniture and equipment from Agricultural Research Council Facilities - **Kroondal Rustenburg to ELANDSPOORT Pretoria**, these are the items to be transported

SPECIFICATION	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
Bedroom 1 -Main bedroom Bed - Queen size bed Bed frame/base – not covered 15x Small Boxes with items inside (Pots, plates, photo canvas and etc) 1X Side pedestral - not covered Washing basket Bedroom 2 Bed – double bed size Washing basket Bedroom 3 x14 refusal plastic bags with blankets and pillows Chest of draw – Not wrapped Washing basket TV – Not wrapped Sitting room/Dining room x1 L shape Couch - Not wrapped X2 TV Stands - Not wrapped 1x Carpet – Not wrapped 2X Boxes with books inside Kitchen Fridge – Not wrapped Microwave – Not wrapped Washing machine – Not wrapped Patio Storage box with fragile plates, cups			

SPECIFICATION	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
Exact Address will be provided to the successful Supplier			
GENERAL CONDITIONS FOR THE PURCHASE ORDER AGREEMENT			
Fuel for Rental			
Packaging and removal			
Supplier liable for damages of property			

1.2 PRICING SCHEDULE RELOCATION SERVICE OF HOME FURNITURE FROM RUSTENBURG TO PRETORIA

Item description	QTY	Unit price	Total Price
1. Relocation – Pick-up and Drop-off			
2. Packaging			
3.			
SUBTOTAL			
VAT			
GRANDTOTAL			

SUPPLIER'S DETAILS:

Company Name:

Contact person:

Contact number & Email:

Date & Signature:

EVALUATION PROCESS & CRITERIA STAGE ONE FOR : RELOCATION SERVICE OF HOME FURNITURE FROM RUSTENBURG TO PRETORIA
ADMINISTRATIVE COMPLIANCE EVALUATION OF ALL PROPOSALS

	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
EVALUATION PROCESS: NB: It must be noted that ARC reserve the rights to request for clarification if all the below questions are not answered properly.			
<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>			
<p>All suppliers are duly lodged will be examined to determine compliance with quoting requirements and conditions. Quotes with obvious deviations from the requirements/conditions, will be eliminated or disqualified from further adjudication.</p> <p>(a) Mandatory</p> <p>Quotes will only be compliant if supplier has submitted the following documents:</p>			
<p><i>Administrative documents</i></p> <p>1. According to National Treasury SCM Instruction number 4 of 2016/2017, only suppliers who are registered on Central Supplier Database (CSD) may be appointed. Suppliers is therefore encouraged to register their entities on CSD, www.csd.gov.za and such information will be verified through Central Supply Database (CSD);</p>			
2. All SBD documents must be submitted and completed;			
3. The supplier must comply with all the specification			
4. Valid Tax Pin certificate			
<p>(b) Non-Mandatory</p> <ul style="list-style-type: none"> Valid B-BBEE certificate or sworn affidavit certify by commissioner of oaths. 			



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 interest¹ 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

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

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

2.2.1 If so, furnish particulars:

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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 consortium² 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

² 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.

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.

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Signature	Date
.....
Position	Name of bidder

November 2011