



**Annexure 1: Bid Specification: Supply, Install Emergency Exit Doors and Fire Doors at SITA Tshwane buildings**

**TECHNICAL, PRICING AND PREFERENCE POINTS REQUIREMENTS**

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## 1. Introduction

The purpose of this RFB is to invite Suppliers (hereinafter referred to as “bidders”) to submit bids for “the supply, install Emergency Exit Doors and Fire Doors at SITA Tshwane buildings once-off.

### 1.1 Background

The currently installed emergency doors have a breakable glass system and for most doors the glasses are either damaged or missing. The emergency exit doors are also not compliant for the use of persons with disabilities.

## 2. Scope of Bid

### 2.1 Scope of Work

The work in this contract includes the following:

- (a) Removal of the currently installed 69 fire doors
- (b) Old fire doors not to be damaged during removal and removed doors to be handed to SITA
- (c) Supply and install 63 new locking mechanism with alarm and push bars to currently installed emergency exit door
- (d) Supply and install 69 x new fire doors at SITA Tshwane buildings

### 1. ERASMUSKLOOF BUILDING

Area	Size	Quantity	Activity
Server Room1 and Server Room 2	Length 8.1m and Height 239m	2	The service provider to remove currently installed doors, supply and install new fire doors
Server Room 3, Server Room 4 and Server Room 5	Length 166m and Height 2.3m This are double doors	6	The service provider to remove currently installed doors, supply and install new fire doors
Security Control Room	Length 81 and Height 203	1	The service provider to remove currently installed door, supply and install new fire door
Battery Room and UPS	Double door Length 91+91m and Height 239	2	The service provider to remove currently installed doors, supply and install new fire door
Emergency Exit Glass door	Length 82m and Height 208m	16	The service provider to supply and install new locking mechanism with alarm and push bars to currently installed emergency fire exit doors
Emergency Exit Wood door	Length 85m and Height 212m	18	The service provider to supply and install emergency exit doors with alarm and push bars

## 2. CENTURION BUILDING

Area	Size	Quantity	Activity
Emergency Doors	Length 85m and Height 198m	20	The service provider to supply and install emergency exit doors with alarm and push bars
Level -1 LDS Room	Length 91m and Height 197m	1	The service provider to remove currently installed doors, supply and install new fire door
Server rooms and switching centres at level -1	Length 91m and Height 197m	12	The service provider to remove currently installed doors, supply and install new fire door
Main frame at Level -2	Length 91m and Height 197m	17	The service provider to remove currently installed doors, supply and install new fire door
Battery & UPS room	Double door Length 91+91m and Height 239	4	The service provider to remove currently installed doors, supply and install new fire door
Kuni office next to boulevard at Level 2	Double door Length 91+91m and Height 239	1	The service provider to remove currently installed doors, supply and install new fire door

## 3. BETA BUILDING

Area	Size	Quantity	Activity
Server Room Double door	Length 7.7m Height 202m	2	The service provider to remove currently installed doors, supply and install new fire door
DR ROOM Double door	Length 81m and Height 227m	3	The service provider to remove currently installed doors, supply and install new fire door
DR ROOM Extended server room Double room	Length 77m and Height 270m	2	The service provider to remove currently installed doors, supply and install new fire door
Storeroom next to DR ROOM Double room	Length 93m and Height 227	2	The service provider to remove currently installed doors, supply and install new fire door

#### 4. NUMERUS BUILDING

Area	Size	Quantity	Activity
Security Control room	Length 74m and Height 199	1	The service provider to remove currently installed doors, supply and install new fire door
IJS Server room	Length 80m and Height 202m	1	The service provider to remove currently installed doors, supply and install new fire door
Computer Room	Length 80m and Height 202	11	The service provider to remove currently installed doors, supply and install new fire door
G40A Server room	Length 80m and Height 202	1	The service provider to remove currently installed doors, supply and install new fire door

#### 2.2 Delivery address

Physical Address	GPS Coordinates (optional)
Erasmuskloof Head Office	459 Tsitsa Street, Pretoria
Centurion Data Centre	John Vorster Drive, Centurion, Pretoria
Numerus Data Centre	35 Hamilton Street, Pretoria
Beta Data Centre	222 Johannes Ramokhoase, Pretoria

### 3. Requirements

#### 3.1 Product / Service / Solution Requirements

- All material used shall be of approved quality, profiles and thickness;
- The service provider shall ensure that its team has relevant expertise and have necessary experience, equipment and tools to undertake the work;
- A comprehensive project plan must be supplied with the technical bid spec for approval indicating a clear proposed timeframe, project milestone and dependencies;
- All working areas must be kept clear from obstructive material and clean, and at all times. The activities should not hamper or endanger any SITA employees, Clients and Visitors;
- The service provider will be expected to issue a warranty certificate on the work done;
- The service provider must adhere to SA National Building and Occupational Health and Safety regulations and standards at all times.

#### 4. Bid Evaluation Stages

The bid evaluation process consists of four stages, according to the nature of the bid. A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are:

**Table 1: Bid Evaluation Stages**

Stage	Description	Applicable for this bid YES/NO
Stage 1	Administrative responsiveness	YES
Stage 2	Technical Mandatory responsiveness	YES
Stage 3	Special Conditions of Contract verification	YES
Stage 4	Cost and Preference points	YES

##### 4.1 Administrative responsiveness (Stage 1)

###### (1) Attendance of briefing session

- (b) A Compulsory site visit session will be held. The bidder must sign the site visit attendance register using the same information (bidder company name, bidder representative person name and contact details) as submitted in the bidder's response document. Any bidder who fails to attend the compulsory briefing session will be disqualified.

###### (2) Registered Supplier

- (a) Only responses from bidders who are registered as a Supplier on National Treasury's Central Supplier Database (CSD) in terms of National Treasury's Instruction Note 4A of 2016/17 will be considered for award on this RFB.
- (b) In the case of joint ventures or consortiums the bidder must demonstrate that at least one of the parties to the bid response attended the briefing session.

##### 4.2 Technical returnable documents

###### 1. Instruction and evaluation criteria

- (a) The bidder must comply with ALL the requirements as per the Technical Mandatory Requirements below by providing substantiating evidence in the form of documentation or information, failing which it will be regarded as "NOT COMPLY".
- (b) The bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.
- (c) The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid response to proceed to the next stage of the evaluation.

###### 2. Technical mandatory requirements (Stage 2)

**Table 2: Technical Mandatory Requirements**

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
<b>1. Bidder Certification/ Affiliation Requirements</b>		
<p>The bidder must be registered as an installer or service provider with fire accredited institutions:</p> <ul style="list-style-type: none"> <li>• SAQCC Fire OR</li> <li>• LGSETA.</li> </ul>	<p>The Bidder to attach to ANNEX A, a valid certificate of registration as an installer or service provider accredited with SAQCC or LGSETA.</p> <p><b>NOTE (1):</b> SITA reserves the right to verify information provided.</p>	<p>&lt;provide unique reference to locate substantiating evidence in the bid response – see Annex A, par 5.1&gt;</p>
<b>2. Bidder Experience and Capability Requirements</b>		
<p>The bidder must have provided at least two (2) projects of similar work in the past five years or currently executing) of supply and, install fire and emergency doors</p>	<p>Provide to Annex A references details from at least two (2) customers to whom projects of supply and, install fire and emergency doors.</p> <ul style="list-style-type: none"> <li>(a) Company name; and</li> <li>(b) Reference Person Name, Tel and/or email; and</li> <li>(c) Project Scope of Work; and</li> <li>(d) Project Start and End-date.</li> </ul> <p><b>NOTE (1):</b> SITA reserves the right to verify information provided.</p> <p><b>Note (2):</b> Failure to complete Table 6 fully as indicated above will result in disqualification.</p>	<p>&lt;provide unique reference to locate substantiating evidence in the bid response – see Annex A, par 5.2, table 6&gt;</p>



Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
<b>3. CIDB RATING</b>		
The bidder must be registered with Construction Industry Development Board (CIDB) with a minimum rating of SF4 or higher.	<p>Attach to ANNEX A signed ANNEX B to confirm that the Bidder is registered and active with the Construction Industry Development Board (CIDB) with a minimum rating of SF4 <b>or Higher</b></p> <p><b>Note: SITA reserves the right to verify the information provided.</b></p> <p><b>Note: SITA reserves the right to validate the certificate of registration prior to the award of the bid.</b></p>	provide unique reference to locate substantiating evidence in the bid response – see Annex A, section 5.3 and Annex B>

### 4.3 Special Conditions of Contract Verification (Stage 3)

- (a) The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
- (b) SITA reserves the right to:
  - (i) Negotiate the conditions; or
  - (ii) Automatically disqualify a bidder for not accepting these conditions; or
  - (iii) Award to multiple bidders
- (c) In the event that the bidder qualifies the proposal with own conditions and does not specifically withdraw such own conditions when called upon to do so, SITA will invoke the rights reserved in accordance with subsection 4.3. (b) above.

#### 4.3.1 Special Conditions of Contract

##### 1. Contracting Conditions

- (a) **Formal Contract** - The supplier must enter into a formal written contract (agreement) with SITA.
- (b) **Right to Audit** - SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.

##### 2. Delivery Address

- (a) The supplier must deliver the required products or services at as indicated in Section 2.2, Delivery Address

##### 3. Services and Performance Metrics

- (a) The bidder is responsible to provide the following services as specified below in the Service Breakdown Structure (SBS).

SBS	Service Element	Service Grade	Service Level
1.	<ul style="list-style-type: none"> <li>Removal of the currently installed 69 fire doors</li> <li>Supply and install 63 new locking mechanism with alarm and push bars to currently installed emergency exit door</li> <li>Supply and install 69 x new fire doors at SITA Tshwane buildings</li> </ul>	Professional and quality workmanship.	<ul style="list-style-type: none"> <li>Official SITA working hours are 08h00am – 16h30pm.</li> <li>All services to be done outside official SITA working hours must be communicated and approved in advance</li> </ul>

#### 4. Supplier Performance Reporting

- (a) The Supplier will report on a weekly basis to SITA/Client during the implementation phase of the project; weekly written reports are to be presented to the SITA/Client on the progress of the preceding week until installation process has been completed.

#### 5. Certification, Expertise and Qualification

- (a) The bidder certifies that:
- (i) it has the necessary expertise, skill, qualifications and ability to undertake the work required in terms of the Statement of Work or Service Definition
  - (ii) it is committed to provide the Products or Services; and
  - (iii) perform all obligations detailed herein without any interruption to the Customer
  - (iv) it has been certified for the Products and Services required
- (b) The bidder must provide the service in a good and workmanlike manner and in accordance with the practices and high professional standards used in well-managed operations performing services similar to the Services

#### 6. Logistical Conditions

- (a) **Hours of Work**
- (i) Office hours are defined as business working hours of the customer and is Monday to Friday between 07:30 and 16:00
  - (ii) After hours of the customer during week days are from 16:30pm to 07:30am
  - (iii) All mission critical sites will be managed on a 24 x 7 x 365 basis
- (b) **Client environment**
- (i) In the event that SITA grants the Supplier permission to access SITA's Environment including hardware, software, internet facilities, data, telecommunication facilities and/or network facilities remotely, the Supplier must adhere to SITA's relevant policies and procedures (which policy and procedures are available to the Supplier on request) or in the absence of such policy and procedures, in terms of, best industry practice
- (c) **Tools of Trade**
- (i) The bidder is expected to use its own resources (cell phone, laptops, etc.) to communicate with its own offices or outside of the SITA/Client buildings, including all tools and equipment to render the services effectively.
  - (ii) The bidder must bring their necessary tools in order for them to perform their duties adequately

## **7. Regulatory, Quality and Standards**

- (a) Fire Brigade Services Act, 1987 (Act No. 99 of 1987) (FBSA)
- (b) SABS, SANS 10400: Part T Fire Protection
- (c) Occupational Health and Safety Act
- (d) The Service provider must for the duration of the contract ensure compliance with SANS standards

## **8. Personnel Security Clearance**

- (a) Company security screening: The supplier may be required to undergo a company security screening conducted by the State Security Agency (SSA). Should the SSA find the supplier not suitable after the conduct of the security screening, the business relationship will be terminated. The following documentation will be required for the company security screening process to be conducted:
  - (i) Copy of company registration documentation;
  - (ii) Copy(ies) of identity documentation of Director(s), Member(s) or Trustee(s);
  - (iii) Copy of valid tax clearance certificate.
- (b) Security suitability check for individuals: SITA may, at its own discretion and in line with its policies and procedures, require employees of the supplier to be subjected to a security suitability check before commencement of a project or delivering of a service. The security suitability check is conducted by SITA in order to ensure that individuals meet the minimum security requirements and also to verify personal information. The supplier will be required to replace any employee(s) who is found to be not suitable after the conduct of the security screening. The following documentation will be required for the security suitability check:
  - (i) Copy of identity document;
  - (ii) Copy(ies) of qualification(s) if SITA requires verification thereof;
  - (iii) Fingerprints – will be taken electronically;
  - (iv) Signed consent form for the conduct of background checks.
- (c) Security clearance: A security clearance, issued by either the SSA or Defence Intelligence (DI) is required if any employee of the supplier will have or may gain access to classified information throughout the duration of the project or in the process of delivering a service. The level of security clearance required – Confidential, Secret or Top Secret, will be determined at the sole discretion of SITA. The supplier will have to replace any employee who do not qualify for a security clearance or is found not suitable by the SSA or DI. The following documentation will be required for the security clearance process:
  - (i) Completed Z204 or DD1057 security clearance application form;
  - (ii) Fingerprints;
- (d) Personal documentation of the applicant, including but not limited to, identity document, passport, marriage certificate (if applicable), divorce order (if applicable), qualifications, salary advice and bank statements

## 9. Confidentiality and non -disclosure conditions

- (a) The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information
- (b) Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:
  - (i) the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000);
  - (ii) being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract;
  - (iii) being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality;
  - (iv) being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party;
  - (v) being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person;
  - (vi) being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party;
  - (vii) being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
  - (viii) being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
  - (ix) information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;
- (c) Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure;
- (d) Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute;

- (e) Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

## **10. Guarantee and warranties**

- (a) The supplier confirms that:
  - (i) The warranty of goods supplied under this contract remains valid for the duration of the contract after the goods were delivered, installed and commissioned with a sign off, including the client's signature
  - (ii) as at Commencement Date, it has the rights, title and interest in and to the Product or Services to deliver such Product or Services in terms of the Contract and that such rights are free from any encumbrances whatsoever;
  - (iii) the Product is in good working order, free from Defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period;

## **11. Intellectual Property Rights**

- (a) SITA retains all Intellectual Property Rights in and to SITA's Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of SITA's Intellectual Property for the sole purpose of providing the Products or Services to SITA pursuant to this Contract; provided that the Supplier must not be permitted to use SITA's Intellectual Property for the benefit of any entities other than SITA without the written consent of SITA, which consent may be withheld in SITA's sole and absolute discretion. Except as otherwise requested or approved by SITA, which approval is in SITA's sole and absolute discretion, the Supplier must cease all use of SITA's Intellectual Property, at of the earliest of:
  - (i) termination or expiration date of this Contract;
  - (ii) the date of completion of the Services; and
  - (iii) the date of rendering of the last of the Deliverables
- (b) If so required by SITA, the Supplier must certify in writing to SITA that it has either returned all SITA Intellectual Property to SITA or destroyed or deleted all other SITA Intellectual Property in its possession or under its control
- (c) SITA, at all times, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.
- (d) Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier's pre-existing Intellectual Property that is used or supplied in connection with the Products or Services
- (e) Provide SITA with the compliant Occupational Health and Safety File (required on site for period of installation and proof of compliance).

## **12. Counter Conditions**

- (a) Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

## **13. Fronting**

- (a) The SITA supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting

themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the SITA will not condone any form of fronting.

- (b) The SITA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / service provider to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder/service provider to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies SITA may have against the bidder/service provider concerned.

#### **14. Business Continuity and Disaster Recovery Plans**

- (a) The bidder confirms that they have written business continuity and disaster recovery plans that define the roles, responsibilities and procedures necessary to ensure that the required services under this bid specification is in place and will be maintained continuously in the event of a disruption to the bidder's operations, regardless of the cause of the disruption.

#### **15. Supplier Due Diligence**

- (a) SITA reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced / non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

#### **16. Preference Goal Requirements conditions**

- (a) The Bidder's commitment for the Preference Goal Requirements in this tender will be legally binding and the Bidder needs to perform against their commitment for the duration of the contract which will form part of the Contractual Agreement.
- (b) The Bidder must sustain, or improve the company's BBBEE Level for the duration of the contract which will form part of the Contractual Agreement.
- (c) Performance of Preference Goal Requirements will be determined annually. Bidders must submit their Preference status report indicating progress against the Bidder's Preferential commitments within 30 days of the yearly anniversary of the contract.
- (d) Bidders need to keep auditable substantive records / evidence and upon request by SITA/Department must be made available for audit and, or due diligence purposes.
- (e) SITA reserves the right to require from a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by SITA.
- (f) SITA reserves the right to verify information / evidence provided by the Bidder.
- (g) SITA/Department reserves the right to introduce a **penalty of 1%** of the overall annual year spent by SITA/Department for the prior year if the Bidder fails to comply to **paragraphs (a), (b) and (c) above**.

MMM

## 17. Declaration of compliance and acceptance SCC

I (we), the bidder hereby declares that I (we) accept ALL the Special Conditions of Contract as specified in par 4.3.1 above and shall comply with all stated obligations:

Name of Bidder: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 4.4 Price and Preference Points Evaluation (Stage 4)

### 4.4.1 Costing and Preference Evaluation

- (1) In terms of the SITA Preferential Procurement Policy (PPP), the following preference point system is applicable to all Bids:
  - (a) the 80/20 system (80 Price, 20 B-BBEE) for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); or
  - (b) the 90/10 system (90 Price and 10 B-BBEE) for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- (2) The Applicable Preference Point system for this tender is the **80/20** preference point system.
- (3) Points for this tender shall be awarded for:
  - (a) Price; and
  - (b) Preference points for specific goals.
- (4) The maximum points for this tender will be allocated as follows, subject to par.2.

**Table 3: Points allocation**

Description	Points
Price	<b>80</b>
Preference points for specific goals	<b>20</b>
Total points for Price and preference points for specific goals	100

### 4.4.2 Costing and Pricing Conditions

1. **South African Pricing** - The total price must be VAT inclusive and be quoted in South African Rand (ZAR).
2. **Total Price**
  - (i) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
  - (ii) All additional costs as well as cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
  - (iii) All services, accessories, upgrades and options required by the solution or specified by the client must be included in the quoted price. If not included, suppliers will be required to supply these accessories at no cost to the client.

- (iv) SITA reserves the right to negotiate pricing with the successful bidder prior to the award as well as envisaged quantities

**3. Time and Material**

- (i) Time and Material Quotations will not form part of the total bid price. It will be based on an ad-hoc basis as and when required by the client.

4. These conditions will form part of the Contract between SITA and the bidder. However, SITA reserves the right to include or waive the condition in the Contract.

5. The bidder must complete the declaration of acceptance as per **par 4.5** below by marking with an "X" either "ACCEPT ALL", or "DO NOT ACCEPT ALL", failing which the declaration will be regarded as "DO NOT ACCEPT ALL" and the bid will be disqualified.

**6. Bid Pricing Schedule**

Bidders must complete the bid pricing schedule in the Excel spreadsheet format provided and include this as part their submission.

#### 4.5 Declaration of Acceptance

	ACCEPT ALL	DO NOT ACCEPT ALL
1. The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in <b>par 4.4.2</b> above by indicating with an "X" in the "ACCEPT ALL" column, or		
2. The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in <b>par 4.4.2</b> above by -		
(a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;		
(b) Provide reason and proposal for each of the condition not accepted.		
<b>Comments by bidder:</b> Provide the condition reference, the reasons for not accepting the condition.		

#### 4.6 Preference Requirements

- (1) The bidder must complete in full all the PREFERENCE requirements.
- (2) **Allocation of points per requirements:** The point's allocation of bidders' responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
- (3) Points will be allocated for each **PREFERENCE requirement** as per the criteria set in each section in the **table 4** below.
- (4) **The bidder must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response, as "NOT COMPLY". The evidence needs to be attached to **ANNEX B**.
- (5) **Preference Goal Requirements:**



- (d) The applicable Preference Point system for this tender and points claimed is **80/20**.
- (e) The specific Preferential Goal Requirements for this tender is indicated in **table 4** below.
- (f) The Bidder **must** complete 80/20 **preference point system** and submit proof or documentation required in terms of this tender.
- (g) The Bidder **must indicate their commitment** to claim points for each of the preference points by signing at par 4.5 in the Invitation to Bid document.
- (h) Failure on the part of a bidder to submit proof or documentation required or to comply to paragraph (d) above in terms of this tender to claim preference points for the **Preference Goal Requirements** for this tender, will be interpreted to mean that preference points are not claimed.
- (i) The Bidder's **commitment** for the **Preference Goal Requirements** in this tender will be **legally binding** and the Bidder needs to **perform against their commitment** for the duration of the contract which will form part of the Contractual Agreement.
- (j) The Bidder **must sustain, or improve** the company's **BBBEE Level** for the duration of the contract which will form part of the Contractual Agreement.
- (k) Performance of Preference Goal Requirements will be determined annually. Bidders must submit their Preference status report to SITA indicating progress against the Bidder's Preferential commitments within 30 days after each quarter from the commencement date of the contract.
- (l) Bidders need to keep auditable substantive records / evidence and upon request by **SITA** must be made available for audit and, or due diligence purposes.
- (m) **SITA reserves the right to** require from a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by SITA.
- (n) **SITA reserves the right to** verify information / evidence provided by the Bidder.
- (o) **SITA reserves the right to** introduce a **penalty of 1%** of the overall annual year spent by **SITA** for the prior year if the Bidder fails to comply to **paragraphs (f), (g) and (h) above**.

Table 4: Preference Goal Requirements

Preferential Goal Requirements	Preferential Goal Requirements for (80/20) system		
Preferential Goal Requirements allocated for this tender	Number of points allocated (80/20) system (To be completed by the organ of state)	Substantiating evidence and evidence reference to be completed by bidder. Evaluation per requirement: Each requirement indicated in the table below must be completed and points will be allocated based on the evidence required below for the (80/20) system	Evidence reference for the (80/20) system
<b>B-BBEE Requirements</b>			
The allocation of points for bidders that meet a certain <b>B-BBEE level</b> as defined in the Broad-Based Black Economic Empowerment Act;	20,0	<p><b>Evidence:</b> The Bidder must provide a copy of relevant proof of B-BBEE status level of contributor level as defined in the Broad-Based Black Economic Empowerment Act.</p> <p><b>Points allocation:</b> Points will be allocated in line with the BBBEE table 4 in section 4.6</p>	<provide unique reference to locate (80/20) system substantiating evidence in the bid response – Annex A, section 5>
<b>Total Point Allocation:</b>	<b>20,0</b>		

**Table 5: B-BBEE Points as part of the Preference Goal requirements.**

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
<b>Max # Points allocated for BBBEE as part of Total Points allocated</b>	<b>20</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## Annex A: Bidder substantiating evidence

### 5. Technical Mandatory Requirement Evidence

#### 5.1. Bidder Certification / Affiliation Requirements

The Bidder to attach a valid certificate of registration as an installer or service provider accredited with SAQCC or LGSETA.

**NOTE (1):**

**SITA reserves the right to verify information provided.**

#### 5.2 Bidder Experience and Capability Requirements

Complete table below, noting that:

- (1) Provide references details from at least two (2) customers to whom projects of supply and, install fire and emergency doors were provided.
  - (a) Company name; **and**
  - (b) Reference Person Name, Tel and/or email; **and**
  - (c) Project Scope of Work; **and**
  - (d) Project Start and End-date.
- (2) Scope of work must be related.

**Table 6: References**

No	Company Name	Reference Person Name, Tel and/or email	Project Scope of Work	Project start and end date
1	<Company name>	<Person Name> <Tel> <email>	Provide scope details of a project from a customer to whom the supply and, install fire and emergency doors.	Start Date: End Date:
2	<Company name>	<Person Name> <Tel> <email>	Provide scope details of a project from a customer to whom supply and, install fire and emergency doors	Start Date: End Date:

**NOTE (1):**

**SITA reserves the right to verify information provided.**

**Note (2):**

**Failure to complete Table 6 fully as indicated above will result in disqualification.**

#### 5.3 CIDB RATING REQUIREMENTS

The Bidder must attach a completed and signed Annex B documents as evidence to confirm that the bidder is registered and active with the Construction Industry Development Board (CIDB) with a minimum rating of SF4 or higher of here

## 5.4 Preference Points Preferential Goals Evidence

The Bidder **must**:

- (a) **Preference Goal Requirements: (80/20 system)**
  - (i) Provide a copy of relevant proof of B-BBEE status level of contributor as defined in the Broad-Based Black Economic Empowerment Act as set out in **table 4** in section 4.6 and **attach it here.**

**and,**
- (b) Indicate their **commitment** to claim points for each of the preference points **by signing at par 4.5 in the Invitation to Bid document.**

**NOTE (1):**

**Failure on the part of a bidder to comply to paragraphs (a) and (b) above, will be interpreted to mean that preference points are not claimed.**

## Annex B: CIDB REGISTRATION REQUIREMENT

The Bidder needs to complete and sign ANNEX B as evidence that the bidder, or subcontractor is registered with the CIDB with a minimum rating of SF4 **or Higher**.

- 1) The Bidder needs to indicate their CIDB rating by ticking next to the relevant CIDB rating in the table below:

Service and Support (Milestones)	CIDB Rating	Indicate the CIDB rating here by ticking next to the appropriate rating	Bidder to Indicate the Bidder CIDB rating here
CIDB Rating	SF4		
	Higher		

- (2) The Bidder needs to provide the Bidder, or subcontractor's CRS number in the space in the table below:

Requirement	Bidder CRS Number
Bidder CRS number relating to the minimum rating of SF4	
Bidder CRS number relating to the CIDB grading Higher than SF4 rating.	

I, the Supplier (Full names) ..... representing (company name) ..... hereby confirm that the Bidder is registered with Construction Industry Development Board (CIDB) and understand that it will form part of the contract and is legally binding.

Thus done and signed at ..... On this.....day of.....20....

\_\_\_\_\_  
Signature

Designation: