

## Request for Quotation

**To:** Prospective Bidders

**From:** Supply Chain Management

**Date:** Monday, 14 August 2023

**Subject:** **APPOINTMENT OF A SERVICE PROVIDER TO RENDER THE UPHOLSTERY SERVICES AT sefa RIVERSANDS STORAGE**

### TERMS OF REFERENCE

#### 1. PURPOSE OF THE SPECIFICATION

1.1. The purpose of this Request for Quotation (RFQ) is to request approval to appoint a service provider to render the upholstery services at **sefa** Riversands Storage.

#### 2. BACKGROUND

- 2.1 Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOC) Limited (**sefa**), was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, **samaf** and the IDC small business activities).
- 2.2 **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development, and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.



RFQ No.	2894
Issue Date	14 August 2023
Closing Date and Time	21 August 2023 at 11:00 am
Closing date for questions and answers	17 August 2023 at 16:00pm
Method of submission.	Responses should be submitted electronically to: <a href="mailto:procurement@sefa.org.za">procurement@sefa.org.za</a> <b>It is the Bidder's responsibility to ensure that the email is received on time by sefa.</b>



### 3. SCOPE OF WORK

- 3.1 Quotation is hereby requested to assist sefa with old chairs that needs to be covered with Leather material that is not breakable and can be easily wiped (re-upholstered). We therefore request to appoint an Upholstery Services Company to provide the services.
- 3.2 The successful Service Provider will be required to render the upholstery services which includes:
- The re-upholstery of Twenty-five (26) black high-back chairs.
  - The re-upholstery of Seventeen (17) black visitors chairs.
- 3.3 The Service Provider will be required to collect the chairs at **sefa** Riversands Incubation Hub, Block 3, 8 Incubation Drive, Riverside View, Extension 15, **Midrand**, 1685 and to be returned once done to our Head Office in **Centurion** on the below address:  
Bylsbridge Office Park, Building 14, Block D, 11 Byls Bridge Boulevard, Highveld Extension 73, Centurion, 0157.
- 3.4 **sefa** to conduct due diligence prior to appointment of service provider who will do the re-upholstery.
- 3.5 Only locally manufactured leather from local raw material will be considered.
- 3.6 If the raw material or input to be used for leather is not available locally, a bidder should obtain written authorisation from dti should there be a need to import such raw material and:
- 3.7 A copy of the autorisation letter must be submitted together with the bid document at the closing date and time for this RFQ. For further information, bidders may contact the Clothing, Textile, Footwear and Leather Unit within the dti at telephone 012 394 3717/1390.



NO	TYPE	QTY	REQUIREMENTS
01		17	Re-Upholstery of visitor's chairs.
02		26	Re-Upholstery of high back chairs.



## 5. EVALUATION CRITERIA

The proposal shall be evaluated in terms of the following process;

**5.1 STAGE 1: INITIAL SCREENING PROCESS:** During this phase, the bid response will be reviewed for purposes of assessing compliance with RFB requirements including the general bid conditions, which requirements include the following:

- Submission of valid Tax Clearance Certificate or *PIN* issued by SARS;
- Submission of original certified valid B-BBEE certificate;
- In the event of submission of the B-BBEE Sworn Affidavit, the bidder must ensure that the affidavit is stamped by the Commissioner of Oath and indicates the contribution level of the Bidding entity;
- Proof of registration report from National Treasury Central Supplier Database (CSD);
- Submission of bidder's Companies & Intellectual Property Commission (CIPC) Company Registration documents listing all Directors or Shareholders and original certified ID copies of Directors or Shareholders; and
- Completion of all Standard Bidding Documents (SBDs) and other requirements as reflected in the Special Conditions of Contract which covers the following:
  - **SBD 4:** Declaration of Interest
  - **SBD 6.1:** Preference Points Claim Form
  - **SBD 6.2:** Local Content

**All Standard Bidding Documents (SBDs) must be fully completed and duly signed.**

### 5.2 STAGE 2: MANDATORY REQUIREMENTS EVALUATION

No	Mandatory requirements	Comply / Not Comply
1	The bidder must have at least three (3) years of experience in conducting upholstery services. <b>(The bidder must provide a company profile that substantiates the number of years in service).</b>	
2	The bidder must provide at least three (3) contactable reference letters demonstrating their experience in relation to upholstery services in the past three (3) years. <b>sefa reserves the right to contact any of the references).</b>	



No	Mandatory requirements	Comply / Not Comply
	<i>Note: The reference/s letter must be on the company letterhead, have a description, be signed, and have contact details for the referrer.</i>	
3	The bidder/s must indicate a minimum threshold of 100% for the local content on office furniture <b>(refer to SBD 6.2 and annexures attached)</b> .	
4	The bidder must have an operating workshop in Centurion or Midrand. <b>(sefa to conduct due diligence to the prospective bidders)</b> <b>NOTE: DUE DILIGENCE WILL ONLY BE CONDUCTED TO THE BIDDERS THAT MET THE FIRST THREE MANDATORY REQUIREMENTS.</b>	

**Bidders that fail to comply with all the mandatory requirements will not be considered for further evaluation, and they will be automatically disqualified.**

### 5.3 STAGE 3: EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM

5.3.1 In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.

5.3.2 The applicable preference point system for this tender is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100 points</b>

Specific Goals for this tender and points that may be claimed are indicated per table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women Ownership	5
Any % of ownership by Black Designated Groups >0	3



Criteria	POINTS
	(80/20 system)
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
<b>Total Points</b>	<b>20</b>

Black ownership: 100% Black-owned entities will score the full 10 points and between 51% - 99% Black-owned entities will score 4 points.

**NB: Bidders must provide B-BBEE certificate and Companies & Intellectual Property Commission (CIPC) Company Registration documents.**

## 6 COMMUNICATION

- 6.3 **sefa** may communicate with bidders where clarity is sought after the closing date of the bid and before the award of the contract, or to extend the validity period of the bid, if necessary.
- 6.4 Any communication to any **sefa** official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid by the bidder is discouraged
- 6.5 All communication between the bidder and the Supply Chain Management office must be done in writing.

## 7 ENQUIRIES

- 7.1 For the duration of this BID until the eventual appointment of the service provider and Contracting, ALL enquiries regarding this tender MUST be addressed to Supply Chain Office per below:

## 8 CONTACT DETAILS

- **Email:** [procurement@sefa.org.za](mailto:procurement@sefa.org.za)
- **Telephone Number:** 012 748 9600



## 9 ENQUIRES

For the duration of this RFQ until the eventual appointment of the service provider and Contracting, **ALL** enquiries regarding this RFQ **MUST** be addressed to Supply Chain Office at [tamsangam@sefa.org.za](mailto:tamsangam@sefa.org.za)

### Please note:

1. Quotations should be emailed to reach **sefa** by no later than **11:00 am** on **21 August 2023**.
2. Quotation should be valid for at least **60 days**.
3. Please indicate your delivery period: \_\_\_\_\_
4. Is the delivery period firm for the duration of the contract?

Yes	No	N/a
-----	----	-----
5. Is/are the price(s) firm for the duration of the 

Yes	No	N/a
-----	----	-----

 contract?
6. Is the offer strictly to specification?

Yes	No	N/a
-----	----	-----
7. If not to specification, state deviation(s); \_
8. All Prices must be **VAT inclusive if the Service Provider is VAT vendor**, if no indication is given, prices will be evaluated as inclusive;
9. **No quotations received after the closing time and date will be accepted.**
10. It is the responsibility of the **tenderer to verify the receipt** of any email forwarded to this office.
11. If you are unable to quote, please email this page back to the sender and state the reason below  
Reason for no quote: \_\_\_\_\_
12. This quotation is subject to the general conditions of contract, unless otherwise stated by issuer

**I / we agree that the offer herein shall remain binding upon me / us and open for acceptance by sefa during the validity period indicated and calculated from the closing time stated above.**

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Name and Capacity

\_\_\_\_\_  
Date

**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

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





#### 4 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.**

.....	.....
<b>Signature</b>	<b>Date</b>
-----	-----
<b>Position</b>	<b>Name of bidder</b>

<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.



## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

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

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

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

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

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**Directors** • Dr MJ Qobo (Interim Chairperson) • Ms N Makanda • Adv NG Khumalo • Ms TV Tobias • Ms C Motale •  
Mr MM Mfuleni • Ms ZF Ngcobo • Ms H Tsoadi • Mr MD Matshamba (Chief Executive Officer)  
• Ms B Ndlovu (Company Secretary)



## 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 PREFERENCE POINT SYSTEMS

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

##### 80/20

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

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 points is allocated for price on the following basis:

##### 80/20

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

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Ownership	10	
30% Black women ownership	5	
Any % of ownership by Black Designated Group >0	3	
Reconstruction Development Programme Objective: Promotion of SMEs (Entities that are EME or QSE)	2	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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



- ☐ Close corporation
  - ☐ Public Company
  - ☐ Personal Liability Company
  - ☐ (Pty) Limited
  - ☐ Non-Profit Company
  - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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



## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrial development/ip.jsp> at no cost.**

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**Directors** • Dr MJ Qobo (Interim Chairperson) • Ms N Makanda • Adv NG Khumalo • Ms TV Tobias • Ms C Motale •  
Mr MM Mfuleni • Ms ZF Ngcobo • Ms H Tsoadi • Mr MD Matshamba (Chief Executive Officer)  
• Ms B Ndlovu (Company Secretary)



1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
  - 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
  - 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
  - 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
  - 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
  - 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
  - 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
  - 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
  - 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**





Description of services, works or goods

Stipulated minimum threshold

\_\_\_\_\_ %  
\_\_\_\_\_ %  
\_\_\_\_\_ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

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

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

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

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....  
(b) Practice number: .....  
(c) Telephone and cell number: .....  
(d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)





6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):

.....  
NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:



Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

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

**WITNESS No. 1** \_\_\_\_\_

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

**WITNESS No. 2** \_\_\_\_\_

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



## Dear Prospective Bidders

**sefa** takes a zero-tolerance approach to fraud, corruption and bribery.

**sefa** is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFQ or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding suppliers and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on 0800 000 663

**FRAUD ALERT!**

**sefa** warns the public of a scam on social media (LinkedIn) in which some individual claims to be a representative of **sefa**.

Please note that **sefa** does not charge any admin fee for application and we wont conduct business on social media.

PLEASE REPORT ANY SUSPICIOUS ACTIVITY TO **sefa** 0800 000 663

**sefa**