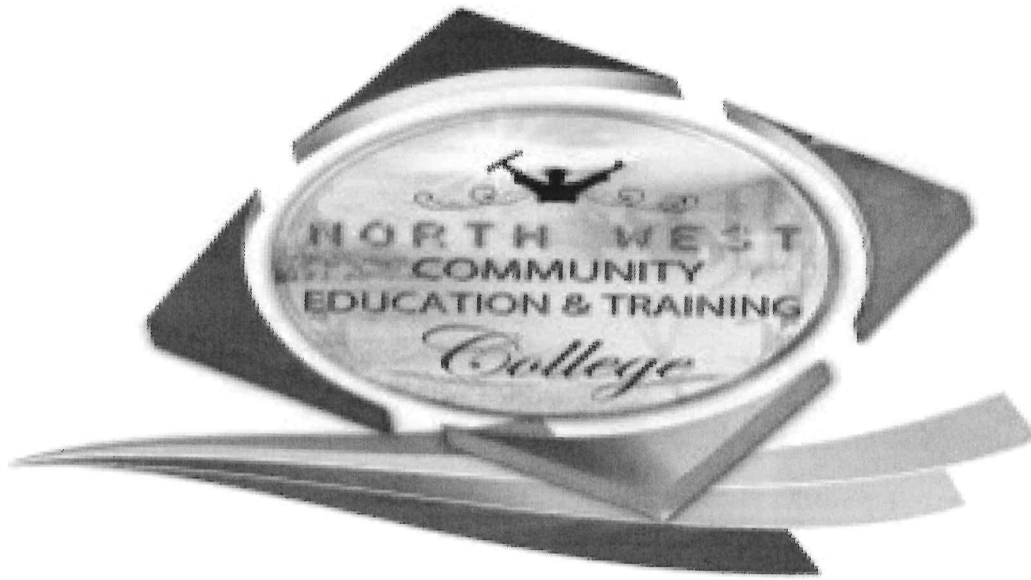




BID

Bid Notice: NWCETC 005/2026

CONTRACT FOR SUPPLY AND DELIVERY OF STATIONERY (CENTRE MANAGERS, LECTURERS AND LEARNER PACKS) FOR NW CET COLLEGE

Closing date: 03 November 2026

Time: 11H00 A.M

Purpose of the assignment

The purpose of the assignment is to appoint a Service Provider for the supply and delivery of stationery packs for lecturers, centre managers and learner packs.

Background

North West Community Education & Training College intends to have a service provider who will supply and deliver of stationery packs for lecturers, centre managers and learner packs.

Invitation to tender

The purpose of this invitation to tender is to invite potential service providers to submit bids that will allow the College to evaluate quotations for the supply and delivery of stationery packs for lecturers, centre managers and learner packs.

Based on the quality of the bids submitted, the College intends to select preferred service provider(s) with a view of concluding a Service Level Agreement (SLA) where applicable with such successful bidder. The bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA) No 5 of 2000 and Preferential Procurement Regulations (PPR) of 2011, using 80/20 preference point system.

A valid bid will constitute of the following documents:

- a) A properly completed tender offer and declarations form with the original signature/s of the appropriately delegated employee/s or owner of the bidding company;
- b) A bid submission explaining the full scope of the work tendered for in line with the Terms of reference;
- c) Prices must be all inclusive (including **VAT** for registered vendors only) and the proposed price must be signed with the original signature/s of the appropriately delegated employee/s or owner of the bidding company;
- d) A tax clearance certificate that will remain valid on the closing date of the tender; and
- e) Any documents that serve as supporting documents to the above (properly referenced to the information it supports).

Required documents which the bidders need to be familiar with and use to prepare their submissions:

Documents to be completed & submitted:	Completed & submitted (Yes/No)
Annexure A: SBD 1 – Invitation to bid	
Annexure B: SBD 3.3 – Pricing Schedule	
Annexure C: SBD 4 – Declaration of Interest	
Annexure D: SBD6.1 – Specific Goals	
Annexure F: SBD 8 - Declaration of Bidder's past supply chain management practices	
Annexure G: SBD 9 – Certificate of Independent Bid Determination	
Tax Compliance Certificate	
Company registration documents, (CIPC)	
Certified ID Copies of Directors/Shareholders	
Joint venture agreement and Power of attorney in case of joint ventures.	
Company profile	
Letter of good standing from the bank account	

1. Special Conditions of Tender

1.1. Closing time and date

- 1.1.1 The closing time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.
- 1.1.2 All bids must be submitted in a sealed envelope bearing the bid number and bid description.
- 1.1.3 All bids must be received before the closing time and date stipulated above and must be deposited in the bid box at the address indicated in this document.

1.2 Submission of tenders

- 1.2.1 Proposals must be submitted in a sealed envelope; if a tender submission is not in an appropriately sealed envelope or package, it may invalidate the tender and lead to disqualification from the tender process.
- 1.2.2 All bids must be posted or hand delivered at the following address:

Physical Address:

**45 Van Velden Street
Brits,
0250**

- 1.2.3 **COMPULSORY BRIEFING SESSION
VENUE: NW CET COLLEGE BOARDROOM (45 VAN VELDEN STREET
BRITS)
DATE: 20 October 2026 AND TIME: (10H00 am)**

1.3 ENQUIRIES

No claim shall exist by any supplier/service provider, the Accounting Officer or the Tender Committee for any reason arising out of the tender including but not limited to, the decision taken by North West CET College in respect of its choice of supplier, the process followed.

Should any bidder have any enquiries relating to this invitation to bid, such inquiries may only be addressed to the person/s mentioned below:

General Enquiry and technical terms of Reference:

MR CW SETATI

Email: WSetati@NW.CETC.edu.za

Telephone Number: 012 110 4470

Closing date for enquiries:

1.4 Partial Submissions

Partial submissions will not be accepted as valid bids.

1.5 Payment Conditions (Advances)

- 1.5.1 Payments will only be made within thirty (30) days after the service has been successfully rendered and certified by the Deputy Principal Finance, Principal or his/her delegated Official and on the provision of a valid tax invoice by the supplier 30 (thirty) days after the date of delivery of goods/services.
- 1.5.2 No advance for/of payment will be allowed.

1.6 Contract period

- 1.6.1 The contract period will be from the date of appointment letter or Service Level Agreement.

1.7 Cancellation of Tender

- 1.7.1 The North West CET College retains its right to cancel any bid without notice or specifying reasons;
- 1.7.2 A bid may be cancelled and re-advertised should the committee direct so, due to inadequate responses or due to a major change in TOR or procurement procedure.

1.8 Status of Special Conditions of Tender and Tender Terms of Reference

- 1.8.1 If any of these special conditions or tender Terms of reference (TOR) in this invitation to bid document are in conflict with the "General Terms and Conditions of Tenders invited by the North West CETC College then these special conditions, and/or tender TOR, shall apply.

1.9 Validity

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **90 (ninety)** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

EVALUATION CRITERIA

NORTH WEST CET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

The following evaluation criteria will be utilized to determine a suitable service provider. All bid proposals will be evaluated in terms of Preferential Procurement Policy Framework.

There will be a three-stage evaluation process comprising of:

Stage 1) Prequalification evaluation, **Stage 2)** Risk assessment and **Stage 3)** 80/20 Preference Point Scoring System where 80 out of 100 allocated for price and 20 out of 100 will be for Specific goals.

The purpose of this prequalification evaluation is to determine which bid responses are compliant and noncompliant with the TOR issued. The following criteria shall apply:

Stage 1: Prequalification

- Bidding documents must be fully completed and signed; and
- Valid Tax Compliance Certificate.
- SBD 1, 3,3,4,8 & 9 fully completed and signed
- Company registration documents (CIPC)
- Certified ID Copies of Directors/ Shareholders
- Joint venture agreement and Power of attorney in case of joint ventures.
- Company profile
- Letter of good standing from the bank account

Stage 2: Risk Assessment:

The risk assessment is to identify the capabilities, performance and functionality of bidders in order to obtain the best quality services.

In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the NWCET College will adhere to its policy on the appointment of services provider. Functionality Proposals will be evaluated in terms of the following criteria:

- Experience on similar projects.
- Capacity of the Company (Team members)
- Resources of the Company
- Financial capacity of the Company

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than **60 points** on functionality will not be further evaluated beyond functionality.

CRITERIA FOR EVALUATING FUNCTIONALITY		WEIGHT
Past Experience: This refers to the experience of the tenderer to undertake the scope of work involved in this tender. The tenderer is required to provide details of previously undertaken work related to the services required (A brief description of the scope and scale of current and past projects undertaken, including traceable references and testimonial letters) Track record (Attach at least five letters – Eight (8) points per testimonial letter)		40
5 Letters +	40	
4 Letters	32	
3 Letters	24	
2 Letters	16	
1 Letter	8	

Capacity of Company (Team members) This refers to the competency of the bidder's team members to undertake the scope of work involved in the tender. Qualifications Five of team members (Provide proof of qualification) - Office Administration Qualification Diploma or Equivalent 5 Team member 10 4 Team member 08 3 Team member 06 2 Team Member 04 1 Team member 02 Experience of team members (Provide Comprehensive CV's) 5 years+ 05 4 years 04 3 years 03 2 years 02 1 Year 01 0 Year 00	15
Attractiveness of methodology: This refers to the bidder's capacity to respond to request and ability to provide the College with excellent service (a detailed proposal on methodology with designs and processes must be submitted)	15
Financial Capacity of the Company - Audited Financial Statements (Recent) 10 - Bank credit rating letter (not older than three months) 10	20
Manufacturer/supplier In the event of the bidder not being the actual manufacturer and will be sourcing the products from another company, a signed letter from that company or supplier confirming supply arrangements including lead time.	10
TOTAL	100

Bids that fail to score a minimum of 60 points out of a possible 100 points for functionality will not be eligible for further consideration.

Stage 3

80/20 Preference point system

- Price 80
- Specific goals 20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, NW CET College will adhere to its policy on the appointment of service providers.

Preference point system

Table 7

SPECIFIC GOALS	NUMBER OF POINTS TO BE ALLOCATED 90/10
Women	5
People with disability	5
Youth (35 and below)	5
Location of enterprise (Province)	2
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3
Total points for SPECIFIC GOALS	20

2. Specification / Terms of reference: Please refer to the specifications attached separately

NB: The quantities indicated in the specification attached are for quoting purposes only; North West CET College reserves the right to amend the quantity according to its needs.



45 Van Velden Street, Brits, 0250 • North West Region
Tel: (012) 110 4452 • E-mail: Mohlamonyane.D@dhet.gov.za

NGAKA MODIRI MOLEMA	
Items	Quantity
LEVEL 1	
1. 3 x 32 Page exercise book	33
2. 3 x 72 pages exercise book	33
3. 1 x Drawing book	11
4. 1 x Packet crayons	11 packets
5. 4 x 2HB Pencil	44
6. 4 x Black/blue pens	44
7. 1 x Ruler	11
8. 1 x Eraser	11
9. 1 x Sharper	11
10. 3 x 20 pages pocket files	33
LEVEL 2	
11. 3 x 32 Page exercise book	129
12. 3 x 72 pages exercise book	129
13. 1 x Drawing book	43
14. 1 x Packet crayons	43 packets
15. 4 x 2HB Pencil	172
16. 4 x Black/blue pens	172
17. 1 x Ruler	43
18. 1 x Eraser	43
19. 1 x Sharper	43
20. 3 x 20 pages pocket files	129
LEVEL 3	
21. 3 x 32 Page exercise book	180
22. 3 x 72 pages exercise book	180
23. 1 x Drawing book	60
24. 1 x 2 quire note book	60
25. 1 x Packet crayons	60 packets
26. 4 x 2HB Pencil	240
27. 4 x Black/blue pens	240
28. 1 x Ruler	60
29. 1 x Eraser	60
30. 1 x Sharper	60
31. 3 x 20 pages pocket files	180
LEVEL 4	

32. 7 x 72 Page exercise book	10 850
33. 1 x Drawing book	1550
34. 1 x 2 quire note book	1550
35. 1 x Packet crayons	1550 packets
36. 4 x 2HB Pencil	6200
37. 4 x Black/blue pens	6200
38. 1 x Ruler	1550
39. 6 x 50 pages pocket files	9300
NSC	
40. 1 x 2 quire note book	937
41. 3 x 72 exercise book	2811
42. 1 x Ruler	937
43. 4 x Black/blue pens	3748

LECTURES	
44. 1 x Exam pad	210
45. 2 x 2 Quire Notebook	420
46. 2 x Pens (Black Red)	420
47. 1 x Pritt	210
48. 1x Ruler*	210
49. 4 x 1 White board makers	210
50. Pencil	210
51. Rubber	210
CENTRES MANAGERS	
52. 1 x Exam Pad (100 pages)	63
53. 2 x 2 Quire Notebook	126
54. 2 x Pens (Blue, Black and Red)	126
55. Box of staples	63
56. 1 x Pritt Glue stick (40g)	63
57. 1 x Prestik	63
58. 1 x Box of white chalk	63
59. 4 x White board makers	252
60. File divider (100 pages coloured papers)	63
61. Printing paper - Blue (500 sheets)	63
62. Box of rubber bands	63
63. 1 x Rubber	63
64. 1 x Pencil	63
65. 1 x Ruler	63
66. 1 x50 Pocket file	63

Approved by: MP Legodi

Signature: 

Date: 04 June 2026



45 Van Velden Street, Brits, 0250• North West Region
Tel: (012) 110 4452 • E-mail: Mohlamonyane.D@dhet.gov.za

DR RUTH SEGOMOTSO MOMPATI	
Items	Quantity
LEVEL 1	
1. 3 x 32 Page exercise book	93
2. 3 x 72 pages exercise book	93
3. 1 x Drawing book	31
4. 1 x Packet crayons	31 packets
5. 4 x 2HB Pencil	124
6. 4 x Black/blue pens	124
7. 1 x Ruler	31
8. 1 x Eraser	31
9. 1 x Sharper	31
10. 3 x 20 pages pocket files	93
LEVEL 2	
11. 3 x 32 Page exercise book	99
12. 3 x 72 pages exercise book	99
13. 1 x Drawing book	33
14. 1 x Packet crayons	33 packets
15. 4 x 2HB Pencil	132
16. 4 x Black/blue pens	132
17. 1 x Ruler	33
18. 1 x Eraser	33
19. 1 x Sharper	33
20. 3 x 20 pages pocket files	99
LEVEL 3	
21. 3 x 32 Page exercise book	186
22. 3 x 72 pages exercise book	186
23. 1 x Drawing book	62
24. 1 x 2 quire note book	62
25. 1 x Packet crayons	62 packets
26. 4 x 2HB Pencil	248
27. 4 x Black/blue pens	248
28. 1 x Ruler	62
29. 1 x Eraser	62
30. 1 x Sharper	62
31. 3 x 20 pages pocket files	186
LEVEL 4	

32. 7 x 72 Page exercise book	6027
33. 1 x Drawing book	861
34. 1 x 2 quire note book	861
35. 1 x Packet crayons	861 packets
36. 4 x 2HB Pencil	3444
37. 4 x Black/blue pens	3444
38. 1 x Ruler	861
39. 6 x 50 pages pocket files	5166
NSC	
40. 1 x 2 quire note book	92
41. 3 x 72 exercise book	276
42. 1 x Ruler	92
43. 4 x Black/blue pens	368

LECTURES	
44. 1 x Exam pad	96
45. 2 x 2 Quire Notebook	192
46. 2 x Pens (Black Red)	192
47. 1 x Pritt	96
48. 1x Ruler*	96
49. 4 x 1 White board makers	96
50. Pencil	96
51. Rubber	96
CENTRES MANAGERS	
52. 1 x Exam Pad (100 pages)	38
53. 2 x 2 Quire Notebook	76
54. 2 x Pens (Blue, Black and Red)	76
55. Box of staples	38
56. 1 x Pritt Glue stick (40g)	38
57. 1 x Prestik	38
58. 1 x Box of white chalk	38
59. 4 x White board makers	152
60. File divider (100 pages coloured papers)	38
61. Printing paper - Blue (500 sheets)	38
62. Box of rubber bands	38
63. 1 x Rubber	38
64. 1 x Pencil	38
65. 1 x Ruler	38
66. 1 x50 Pocket file	38

Approved by: MP Legodi

Signature: 

Date: 04 June 2026



45 Van Velden Street, Brits, 0250• North West Region
Tel: (012) 110 4452 • E-mail: Mohlamonyane.D@dhet.gov.za

DR KENNETH KAUNDA	
Items	Quantity
LEVEL 1	
1. 3 x 32 Page exercise book	105
2. 3 x 72 pages exercise book	105
3. 1 x Drawing book	35
4. 1 x Packet crayons	35 packets
5. 4 x 2HB Pencil	140
6. 4 x Black/blue pens	140
7. 1 x Ruler	35
8. 1 x Eraser	35
9. 1 x Sharper	35
10. 3 x 20 pages pocket files	105
LEVEL 2	
11. 3 x 32 Page exercise book	270
12. 3 x 72 pages exercise book	270
13. 1 x Drawing book	90
14. 1 x Packet crayons	90 packets
15. 4 x 2HB Pencil	360
16. 4 x Black/blue pens	360
17. 1 x Ruler	90
18. 1 x Eraser	90
19. 1 x Sharper	90
20. 3 x 20 pages pocket files	270
LEVEL 3	
21. 3 x 32 Page exercise book	828
22. 3 x 72 pages exercise book	828
23. 1 x Drawing book	276
24. 1 x 2 quire note book	276
25. 1 x Packet crayons	276 packets
26. 4 x 2HB Pencil	1104
27. 4 x Black/blue pens	1104
28. 1 x Ruler	276
29. 1 x Eraser	276
30. 1 x Sharper	276
31. 3 x 20 pages pocket files	828
LEVEL 4	

32. 7 x 72 Page exercise book	8092
33. 1 x Drawing book	1156
34. 1 x 2 quire note book	1156
35. 1 x Packet crayons	1156 packets
36. 4 x 2HB Pencil	4624
37. 4 x Black/blue pens	4624
38. 1 x Ruler	1156
39. 6 x 50 pages pocket files	6936
NSC	
40. 1 x 2 quire note book	544
41. 3 x 72 exercise book	1632
42. 1 x Ruler	544
43. 4 x Black/blue pens	2176

LECTURES	
44. 1 x Exam pad	96
45. 2 x 2 Quire Notebook	192
46. 2 x Pens (Black Red)	192
47. 1 x Pritt	96
48. 1x Ruler*	96
49. 4 x 1 White board makers	96
50. Pencil	96
51. Rubber	96
CENTRES MANAGERS	
52. 1 x Exam Pad (100 pages)	21
53. 2 x 2 Quire Notebook	42
54. 2 x Pens (Blue, Black and Red)	42
55. Box of staples	21
56. 1 x Pritt Glue stick (40g)	21
57. 1 x Prestik	21
58. 1 x Box of white chalk	21
59. 4 x White board makers	84
60. File divider (100 pages coloured papers)	21
61. Printing paper - Blue (500 sheets)	21
62. Box of rubber bands	21
63. 1 x Rubber	21
64. 1 x Pencil	21
65. 1 x Ruler	21
66. 1 x50 Pocket file	21

Approved by: MP Legodi

Signature: 

Date: 04 June 2026



45 Van Velden Street, Brits, 0250 • North West Region
Tel: (012) 110 4452 • E-mail: Mohlamonyane.D@dhet.gov.za

BOJANALA	
Items	Quantity
LEVEL 1	
1. 3 x 32 Page exercise book	126
2. 3 x 72 pages exercise book	126
3. 1 x Drawing book	42
4. 1 x Packet crayons	42 packets
5. 4 x 2HB Pencil	168
6. 4 x Black/blue pens	168
7. 1 x Ruler	42
8. 1 x Eraser	42
9. 1 x Sharper	42
10. 3 x 20 pages pocket files	126
LEVEL 2	
11. 3 x 32 Page exercise book	309
12. 3 x 72 pages exercise book	309
13. 1 x Drawing book	103
14. 1 x Packet crayons	103 packets
15. 4 x 2HB Pencil	412
16. 4 x Black/blue pens	412
17. 1 x Ruler	103
18. 1 x Eraser	103
19. 1 x Sharper	103
20. 3 x 20 pages pocket files	309
LEVEL 3	
21. 3 x 32 Page exercise book	822
22. 3 x 72 pages exercise book	822
23. 1 x Drawing book	274
24. 1 x 2 quire note book	274
25. 1 x Packet crayons	274 packets
26. 4 x 2HB Pencil	1096
27. 4 x Black/blue pens	1096
28. 1 x Ruler	274
29. 1 x Eraser	274
30. 1 x Sharper	274
31. 3 x 20 pages pocket files	822
LEVEL 4	

32. 7 x 72 Page exercise book	19614
33. 1 x Drawing book	2802
34. 1 x 2 quire note book	2802
35. 1 x Packet crayons	2802 packets
36. 4 x 2HB Pencil	11208
37. 4 x Black/blue pens	11208
38. 1 x Ruler	2802
39. 6 x 50 pages pocket files	16812
NSC	
40. 1 x 2 quire note book	353
41. 3 x 72 exercise book	1059
42. 1 x Ruler	353
43. 4 x Black/blue pens	1412

LECTURES	
44. 1 x Exam pad	232
45. 2 x 2 Quire Notebook	464
46. 2 x Pens (Black Red)	464
47. 1 x Pritt	232
48. 1x Ruler*	232
49. 4 x 1 White board makers	232
50. Pencil	232
51. Rubber	232
CENTRES MANAGERS	
52. 1 x Exam Pad (100 pages)	71
53. 2 x 2 Quire Notebook	142
54. 2 x Pens (Blue, Black and Red)	142
55. Box of staples	71
56. 1 x Pritt Glue stick (40g)	71
57. 1 x Prestik	71
58. 1 x Box of white chalk	71
59. 4 x White board makers	284
60. File divider (100 pages coloured papers)	71
61. Printing paper - Blue (500 sheets)	71
62. Box of rubber bands	71
63. 1 x Rubber	71
64. 1 x Pencil	71
65. 1 x Ruler	71
66. 1 x50 Pocket file	71

Approved by: MP Legodi

Signature: 

Date: 04 June 2026

NGAKA MODIRI MOLEMA

	AREA OFFICE	Ramotshere Moila	Mahikeng	Ditsobotla	Greater Delareyville
	Delivery Address	POOE CLC, DINOKANA MIDDLE SCHOOL, DINOKANA VILLAGE	REABETSWE CLC RAMAINE HIGH SCHOOL, MAGOGOE VILLAGE	LICHTENBURG CLC, GAETSHO HS, 89 MAKGALE STREET' BOIKHUTSO LOCATION	LODIRILE CLC' FORMER JS MAISI PRIMARY SCHOOL' ATAMELANG
	CONTACT PERSON AND DETAILS	KGAMPHO: 073 623 1397	SEOPOSENGWE: 073 458 1007	NAKEDI KM: 083 620 8523	TSHAKANE KJP: 0833493838
LEVEL 1	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x packet crayons 4 x 2 hb pencil 4 x Black/blue pen 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	9	1	1	0
LEVEL 2	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper	17	18	7	1

	3 x 20 pages pocket files				
LEVEL 3	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	4	36	14	6
LEVEL 4	7 x 72 Pages exercise book 1 x Drawing book 1 x 2 Quire note book 1 x Packet crayons 4 x 2HB Pencil 4 x Black/Blue pens 1 x Ruler 6 x 30 Pages pocket files	289	546	378	337
NSC	1 x 2 Quire note book 3 x 72 Pages exercise book 1 x Ruler 4 x Black/Blue pens	11	760	7	159

CENTRE MANAGERS PACK	1 x Exam Pad (100 pages) 2 x 2 Quire Notebook 2 x Pens (Blue, Black and Red) Box of staples 1 x Pritt Glue stick (40 g) 1 x Prestik 1 x Box of white chalk 4 x 1 White board makers File divider (100 pages coloured papers) Printing paper- Blue (500 sheets) Box of rubber bands 1 x pencil, rubber, ruler 1 X 50 Pocket files	15	22	14	12
LECTURERS PACK	1 x Exam pad 2 x 2 Quire Notebook 2 x Pens (Black and Red) 1 x Pritt Pencil Rubber 4 x 1 White board maker	35	85	47	43

DR RUTH SEGOMOTSO MOMPATI

	AREA OFFICE	Taledi	Greater Taung	Kagisano Molopo
	Delivery Address	TSHIPIDI CLC, EDSC/THUTO-LESEDI, HUHUDI, VRYBURG	KGATELOPELE CLC, BOARENG MIDDLE SCHOOL, LEKALENG VILLAGE, TAUNG	NEOETSILE CLC, SEBETWANE HS, TLHAKGAMENG VILLAGE
	CONTACT PERSON AND DETAILS	Afrika MC: 0622630413	PALAGANGWE C: 065 972 8247	SEGOPOLLO BL: 0637507454
LEVEL 1	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	0	18	13

LEVEL 2	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	7	14	12
LEVEL 3	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	23	29	10
LEVEL 4	7 x 72 Pages exercise book 1 x Drawing book 1 x 2 Quire note book 1 x Packet crayons 4 x 2HB Pencil 4 x Black/Blue pens 1 x Ruler 6 x 50 Pages pocket files	295	399	167

NSC	1 x 2 Quire note book 3 x 72 Pages exercise book 1 x Ruler 4 x Black/Blue pens	35	57	0
CENTRE MANAGERS PACK	1 x Exam Pad (100 pages) 2 x 2 Quire Notebook 2 x Pens (Blue, Black and Red) Box of staples 1 x Pritt Glue stick (40 g) 1 x Prestik 1 x Box of white chalk 4 x 1 White board makers File divider (100 pages coloured papers) Printing paper- Pink (500 sheets) Box of rubber bands, pencil, rubber, ruler 1 x 50 Pocket files	8	18	12
LECTURERS PACK	1 x Exam pad 2 x 2 Quire Notebook 2 x Pens (Black and Red) 1 x Pritt Pencil Rubber 4 x 1 White board makers	26	55	15

BOJANALA

AREA OFFICE	LETLHABILE	RUSTENBURG	MORETELE	MADIBENG	MOSES KOTANE EAST	MOSES KOTANE WEST	KGETLENG
Delivery Address	GOOD SHEPHERD CLC, / MADIDI CLINIC ROMAN CATHOLIC CHURCH, 2024 BLOCK B	IPHATLHOSE CLC, REATILE MS, 1100 KGABO STREET, TLHABANE	SEKITLA CLC, 4434 RAMPEPE SECTION, MATHIBESTAD	MMAKAU CLC,2396 ROMA ROAD, MMAKAU 0194	DINALEDI CLC, MOGWASE MS, 696 KUBU STREET UNIT 2	LEGATELLE CLC, MABESKRAAL PS, GOPANYANE SECTION,60042 MORULA PARK	RAPHEPHE CLC, SEWAGODIMO HIGH SCHOOL, PHELLA
CONTACT PERSON AND DETAILS	KEKAE S: 074 920 3268	MELALETSA BS: 083 996 9489	MASWABELA S: 065 722 9888	MOLOPE JK: 079 986 1315	RAMULONDI G: 082 672 7782	MOSIME NS: 076 042 6078	NTSHOKOMA: 072 135 2960
LEVEL 1	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	0	23	0	11	0	8

LEVEL 2	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	17	59	0	27	0	0	0
LEVEL 3	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	34	98	44	98	0	0	0

LEVEL 4	7 x 72 Pages exercise book 1 x Drawing book 1 x 2 Quire note book 1 x Packet crayons 4 x 2HB Pencil 4 x Black/Blue pens 1 x Ruler 6 x 50 Pages pocket files	468	769	536	593	262	68	106
NSC	1 x 2 Quire note book 3 x 72 Pages exercise book 1 x Ruler 4 x Black/Blue pens	128	20	111	66	17	3	8
LECTURE RS PACK	1 x Exam pad 2 x 2 Quire Notebook 2 x Pens (Black and Red) 1 x Pritt Pencil Rubber 4 x 1 White board makers	48	37	77	40	14	7	9

CENTRE MANAGE RS PACK	1 x Exam Pad (100 pages)	6	18	17	11	9	4	6
	2 x 2 Quire Notebook 2 x Pens (Blue, Black and Red) Box of staples 1 x Pritt Glue stick (40 g) 1 x Prestik 1 x Box of white chalk 5 x White board makers File divider (100 pages coloured papers) Printing paper- light green (500 sheets) Box of rubber bands, pencil, rubber, ruler 4 x 1 White board makers 1 x 50 Pocket file							

KENNETH KAUNDA

	AREA OFFICE	TLOKWE	MAQUASSI HILLS	MATLOSANA
	Delivery Address	IKAGENG CLC, OLD BASUPI SCHOOL,01 MOKGOBO STREET, IKAGENG, POTCHEFSTROOM	BOIKHUTSONG CLC, RAGOGANG PRIMARY AND MAITEMOGELO COMPREHENSIVE, 70 C/N KWENA & POTSANE STREET, TWELELANG, WOLMARANSTAD	IKAHENG CLC, 1460 ELKEN STREET, KANANA, ORKNEY
	CONTACT PERSON AND DETAILS	MOKOENA MM: 082 741 4780	KALI LT: 078 936 2425	MHLAKAZE J: 073 253 2772
LEVEL 1	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharper 3 x 20 pages pocket files	0	0	35

LEVEL 2	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharpener 3 x 20 pages pocket files	12	0	78
LEVEL 3	3 x 32 Page Exercise book 3 x 72 Pages exercise book 1 x Drawing book 1 x 2 quire note book 1 x packet crayons 4 x 2hb pencil 4 x Black/blue pens 1 x Ruler 1 x Eraser 1 x Sharpener 3 x 20 pages pocket files	88	0	188

LEVEL 4	7 x 72 Pages exercise book 1 x Drawing book 1 x 2 Quire note book 1 x Packet crayons 4 x 2HB Pencil 4 x Black/Blue pens 1 x Ruler 6 x 50 Pages pocket files	395	0	761
NSC	1 x 2 Quire note book 3 x 72 Pages exercise book 1 x Ruler 4 x Black/Blue pens	231	0	313
CENTRE MANAGERS PACK	1 x Exam Pad (100 pages) 2 x 2 Quire Notebook 2 x Pens (Blue, Black and Red) Box of staples 1 x Pritt Glue stick (40 g) 1 x Prestik 1 x Box of white chalk 4 x 1 White board makers File divider (100 pages coloured papers) Printing paper- Yellow (500 sheets) Box of rubber bands, pencil, rubber, ruler 1 x 50 Pocket file	5	0	16

LECTURERS PACK	1 x Exam pad 2 x 2 Quire Notebook 2 x Pens (Black and Red) 1 x Pritt Rubber 4 x 1 White board makers	73	0	23
-----------------------	---	----	---	----

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:		CLOSING DATE:	
DESCRIPTION			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS)

SUPPLIER INFORMATION			
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]	☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ 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	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	☐	A REGISTERED AUDITOR	
	☐	NAME:	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]
---	--	--	---

SIGNATURE OF BIDDER	DATE
---------------------	------

CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	
--	--

TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE (ALL INCLUSIVE)
-------------------------------	---------------------------------

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 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.

2. TAX COMPLIANCE REQUIREMENTS

- 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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES ☐ NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ NO |

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.

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

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

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

1. The accompanying information must be used for the formulation of proposals.

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

R.....

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

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

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

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

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

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

TOTAL: R.....

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

Name of Bidder:

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

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

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

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

- Identity Number:.....
- Position occupied in the Company (director, trustee, shareholder², member):
.....
- Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
- Tax Reference Number:
.....
- VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;

- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

- If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

- If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

- If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

- If no, furnish reasons for non-submission of such proof:

.....

.....

.....

- Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

- If so, furnish particulars:

.....

.....

.....

- Do you, or any person connected with the bidder, have **YES / NO**

2.9.1 If so, furnish particulars.

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

- **Full details of directors / trustees / members / shareholders.**

[illegible]

--	--	--	--

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

SPECIFIC GOALS

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS AND DEFINITIONS

1. GENERAL CONDITIONS

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

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

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20 preference point system** shall be applicable

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific goals must not exceed	100

1.5 Failure on the part of a bidder to submit the required documents to substantiate the points claimed with the bid, will be interpreted to mean that points for specific goals are not claimed.

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

2. DEFINITIONS

(a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.

(b) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development

Programme as published in *Government Gazette* No. 16085 dated 23 November 1994

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE (the 80/20 or 90/10 preference point systems)

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

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:

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{max} = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 3 (1) an organ of state must, in the tender documents, stipulate the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

SPECIFIC GOAL	MAXIMUM NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)	NUMBER OF POINTS (90/10 PREFERENCE SYSTEM)
Small business development 5 points: EME (Turnover less than R10 million 3 points: QSE (Turnover higher than R10 million less than R50million)	5	N/A
Ownership 5 points :100% black owned. 4 points: At least 51% black owned	5	N/A
Women ownership 4 points: 100% women owned. 3 points: At least 51% women owned. 2 points: Less than 51% women owned.	4	N/A
Youth ownership 4 points: 100% youth owned.	4	N/A

3 points: At least 51% of youth owned.		
2 points: Less than 51% youth owned		
Ownership by Persons with Disabilities	2	N/A
2 points: Any ownership by persons with disabilities		

5. BID DECLARATION

5.1 Bidders who claim points in respect of specific goals must complete the following:

SPECIFIC GOAL	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)	NUMBER OF POINTS (90/10 PREFERENCE SYSTEM)
Small business development 5 points: EME (Turnover less than R10 million 3 points: QSE (Turnover higher than R10 million less than R50million		N/A
Ownership 5 points :100% black owned. 4 points: At least 51% black owned		N/A
Women ownership 4 points: 100% women owned. 3 points: At least 51% women owned. 2 points: Less than 51% women owned.		N/A
Youth ownership 4 points: 100% youth owned. 3 points: At least 51% of youth owned. 2 points: Less than 51% youth owned		N/A
Ownership by Persons with Disabilities 2 points: Any ownership by persons with disabilities		N/A

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 3.1

6.1 Specific goals: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 3.1 and must be substantiated by submitting the required documents.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of
company/firm:.....

7.2 VAT registration
number:.....

7.3 Company registration
number:.....

7.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

7.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals indicated in paragraphs 1.4 and 5.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
 SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

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	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). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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 (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² Collusive bidding is a *pe 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

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 consortium³ 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.

³ 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