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**HIRING OF SEATED STANDS AND CANOPIES AS PER  
STATEMENT OF WORK FOR ARMED FORCES DAY 2023  
RICHARDS BAY KWA ZULU NATAL**

**SPSC-B-020-2022**

**CLOSING DATE AND TIME: 06 DECEMBER 2022**

**VALIDITY: 90 WORKING DAYS**



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NB: Bidders must confirm via email that they will be attending the  
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# **SECTION A:**

## **CONTACT INFORMATION**

### **Technical Information and Administration Information:**

#### **Technical Information**

Contact: Warrant Officer Class One T.S. Tsogang  
Email Address: spsctechsection@gmail.com  
Office Tel No: (021) 787 5207  
Office Fax No: (021) 787 5171

#### **Administration Information:**

Contact: Ms W. Cooper  
Office Tel No: (021) 787 5034

### **Email address for confirmation of Briefing Session attendance:**

Spscbidinvitation@gmail.com

### **Address for depositing of bid documents**

Street: Simon's Town Procurement Service Centre  
No. 2 Arsenal Road  
Simon's Town  
7995

## **BID SUBMISSIONS**

Closing period of bid: Minimum 21 working days

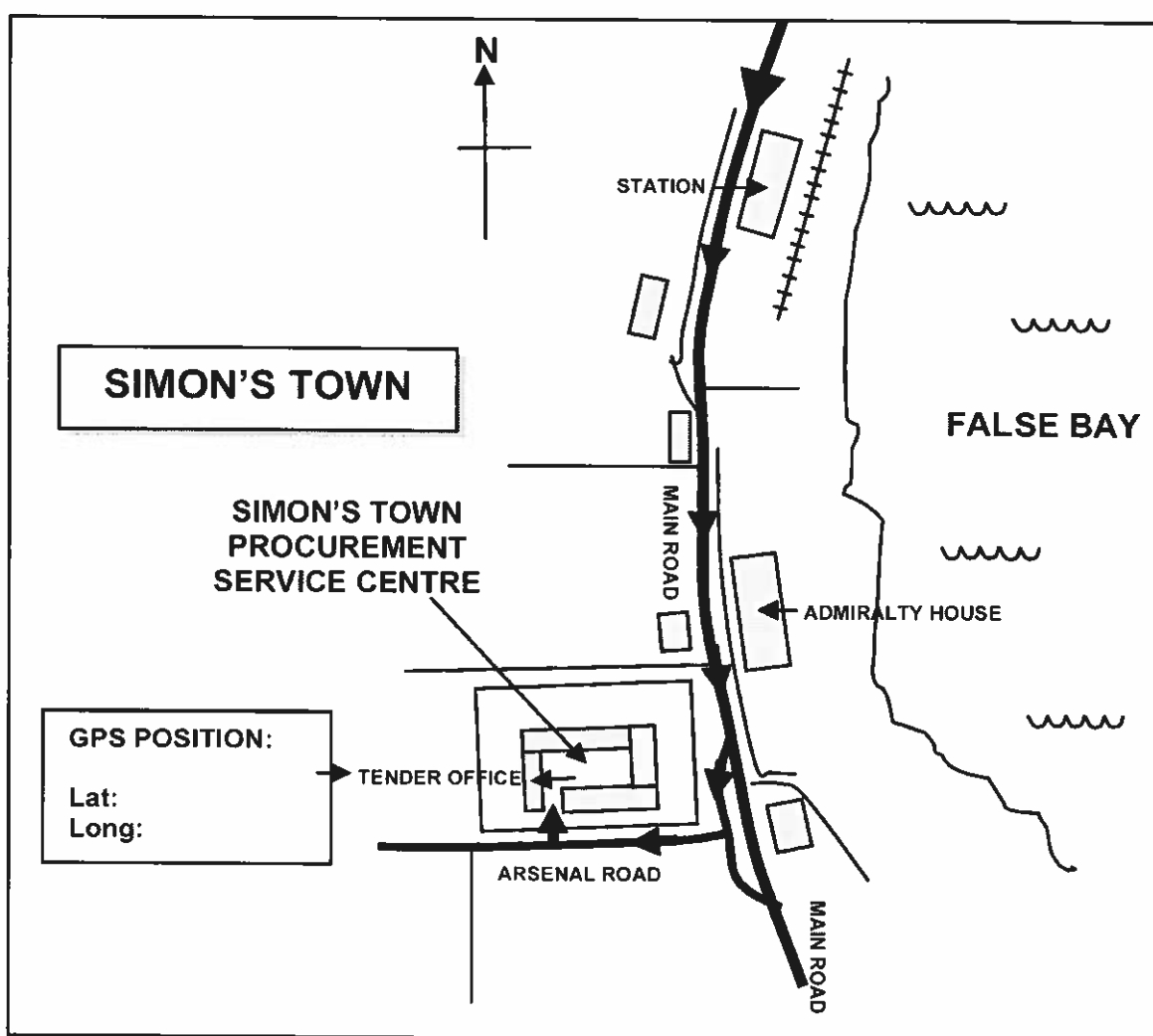
Validity of Bid: 90 working days



**GPS CO-ORDINATES TO SPSC BID BOX:**

**S 34° 11. 530'**

**E 18° 25. 591'**





# **SECTION A**

## **ADMINISTRATION EVALUATION CRITERIA**



## **BID EVALUATION INSTRUCTIONS**

1. All entries are to be completed in any **non-erasable ink** of your choice preferably **Blue** or **Black** ink. Amendments, scratching out, use of Tippex and omission to any documents will Invalidate the bid.
2. Except where otherwise indicated, all questions must be completed.
3. Any questions that are not completed will render such bids to be disregarded during the final calculations.
4. No bids received by telegram, telex, email, facsimile or similar medium will be considered. The original bid must be deposited at the entrance (green box) or handed in at the Bid receipt section at SPSC, 2 Arsenal Road, Simon's Town.
5. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document
6. All information regarding the evaluation process must be treated as confidential.
7. The 2 ENVELOPE system will be utilized. Bidders are required to submit two separate, properly sealed envelopes, both clearly marked with the Company Name, Bid Number and Closing Date.
  - a. Envelope 1: SBD3 / Pricing Schedule (it should contain SBD3/Pricing Schedule **only**)
  - b. Envelope 2: SBD documents, Statement of work and all other required documents.
8. The bids will be evaluated according to the following criteria:
  - a. Mandatory Criteria and Administration Criteria (Phase 1, Stage 1)
  - b. Technical evaluation (Phase 1, Stage 2)
  - c. Price (Phase 2) and B-BBEE Points (Phase 3)
9. Simon's Town Procurement Service Centre reserves the right to award this requirement as a case or per individual line.
10. Suppliers must be registered for the commodity/service required in the bid.
11. This requirement will be awarded using the 80/20 principal
12. No late bids will be accepted after closing date and time.
13. Bidders must confirm via email they will be attending the compulsory briefing session ([spscbidinvitation@gmail.com](mailto:spscbidinvitation@gmail.com))



## ADMINISTRATIVE EVALUATION CRITERIA

### 1. **Phase 1:** Bidders will be evaluated as follows:

**Phase 1 Stage 1:** Compliance to Mandatory and Administration Criteria, bidders that do not fully comply with the evaluation criteria will be eliminated/ excluded and **will not proceed to Phase 1 Stage 2.**

S/No	Criteria
	<b>A</b>
	<b>Phase 1, Stage 1</b>
	<b>Phase 1, Stage 1, Mandatory Criteria</b>
1.	<p><b><u>Pricing Schedule:</u></b> All fields on this document must be fully completed. Attention must be given to page 1, Bidder's Information, Lead time, Quantity Available, total Unit Cost, Total Cost and B-BBEE Level must be completed. The bid must be submitted in the Two (2) envelope systems as follows</p> <ul style="list-style-type: none"> <li>a. Envelope 1: SBD3 / Pricing Schedule (it should contain SBD 3/Pricing Schedule <b>ONLY</b>)</li> <li>b. Envelope 2: SBD documents, Statement of Work and all other required documents.</li> </ul> <p><b>Failure to submit these document as indicated above by the closing date and time will invalidate this offer. Appendix A</b></p>
2.	<p><b><u>SBD 4 (New) - Bidders Disclosure:</u></b> This document must be fully completed. Failure to submit the document as indicated by the closing date and time <b>will invalidate the bid. Appendix B</b></p>
3.	<p><b><u>SBD 6.1 Preference Points Claim Form:</u></b> This document must be fully completed. Failure to complete the document fully as indicated by the closing date and time <b>will forfeit your B-BBEE points. Appendix C</b></p>
4.	<p><b><u>Central Suppliers Database (CSD) Registration Report:</u></b> The CSD Registration Report (not older than 14 days) must be submitted. This report should contain, but not be limited to the following information:</p> <ul style="list-style-type: none"> <li>i. Tax Compliant status</li> <li>ii. Successfully verified bank details</li> <li>iii. The Suppliers must have a "Physical Address type"</li> </ul> <p><b>Failure to submit this CSD Registration Report will invalidate your offer. Appendix D</b></p>
5.	<p><b><u>Broad based Black Economic Empowerment (B-BBEE) status level certificate/ Sworn Affidavit:</u></b> Bidders are required to submit proof of B-BBEE status level verification certificate or sworn affidavit. Should there be a discrepancy between the B-BBEE Certificate or Sworn affidavit vs SBD 6.1 or failure to submit this document by closing date and time <b>will results with points being forfeited. Appendix E</b></p>



S/No	Criteria
	<b>A</b>
6.	<b><u>Compulsory briefing session certificate:</u></b> Failure to attend the compulsory briefing session and submit the completed and signed briefing session certificate by the closing date and time <b>will invalidate the bid. Appendix F</b>
7.	<b><u>Local Footprint:</u></b> Local footprint means an office, distribution point, facilities or depot within the KwaZulu Natal area. Bidders to submit a municipality bill as proof of address in the name of the bidding company. <b>Failure to submit this document will invalidate this bid. Appendix G</b>
	<b>Phase 1, Stage 1, Administration Evaluation Criteria</b>
8.	<b><u>SBD 1 / Invitation to Bid:</u></b> This document must be fully completed. Failure to submit this document as indicated by the closing date and time <b>may invalidate this bid. Appendix H</b>
9.	<b><u>SPSC Indemnity Agreement Form:</u></b> To be fully completed and submitted with bid. Failure to submit this document as indicated by the closing date and time <b>may invalidate this bid. Appendix I</b>
10.	<b><u>Certificate of Compliance by sub-contractor:</u></b> A certificate of compliance signed by the bidder and all sub - contractor/s to be submitted with the bid. Failure to submit this document as indicated by the closing date and time <b>may invalidate this bid. Appendix J</b>
11.	<b><u>Written Agreement wrt Occupational Health and Safety Agreement (OHASA):</u></b> The signed OHASA agreement amongst the DOD, bidder and sub – contractor/s (in the event of sub-contracting) should be returned with the bid documents. Failure to submit this document as indicated by the closing date and time <b>may invalidate this bid. Appendix K.</b>
12.	<b><u>SPSC Group Questionnaire:</u></b> To be fully completed and submitted with bid. Failure to submit this document as indicated by the closing date and time <b>may invalidate this bid. Appendix L</b>
13.	<b><u>Defence Intelligence Questionnaire (D.I.)</u></b> The DI Vetting form must be completed in full. Failure to submit the DI Vetting form and required documentation, by the closing date and time <b>may invalidate this bid. N.B. The short listed companies will be requested to submit thumb prints. Appendix M</b>





## TECHNICAL EVALUATION

**Phase 1 Stage 2:** Bidders must comply to Statement of Work. Bidders who do not will be invalidated/excluded and will not proceed to Phase 2.

S/No	Criteria
	<b>Stage 2</b>
1.	<p><b>STATEMENT OF WORK:</b> The bidder's compliance must be indicated with the word comply/do not comply, agree/do not agree, yes or no, or any other form of acceptance or non-acceptance on the statement of work, each paragraph and sub-paragraph must be acknowledged. No abbreviations will be accepted, for example, "c/nc for comply/not comply or y/n for yes/no etc".</p> <p>OR</p> <p><b>DESCRIPTION:</b> Bidders must confirm the offer conforms to description supplied</p> <p><b>Failure to comply will invalidate the bid. Appendix N</b></p>

**Phase 2:** Only bidders that qualified on Phase 1 will be evaluated on Phase 2 & 3. (Price and B-BBEE) in accordance with the PPPFA 05 of 2000.

<b>Phase 2</b>	Price. (Will be according to specific requirements)	<b>80/</b>
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**Phase 3:** Preferential points. (As per B-BBEE Act, 2003(Act No. 53 of 2003) requirement in the B-BBEE status Level Certificate accredited by the South Africa National Accreditation System (SANAS) or Sworn Affidavit attested by a commissioner of Oath.

<b>Phase 3</b>	<b>Preferential B-BBEE points</b>	<b>20/</b>																														
	<p><b>Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:</b></p> <table border="1"> <thead> <tr> <th>B-BBEE Status of Contributor</th><th>Number of Points (90/10 system)</th><th>Number of Points (80/20 system)</th></tr> </thead> <tbody> <tr><td>1</td><td>10</td><td>20</td></tr> <tr><td>2</td><td>9</td><td>18</td></tr> <tr><td>3</td><td>8</td><td>14</td></tr> <tr><td>4</td><td>5</td><td>12</td></tr> <tr><td>5</td><td>4</td><td>8</td></tr> <tr><td>6</td><td>3</td><td>6</td></tr> <tr><td>7</td><td>2</td><td>4</td></tr> <tr><td>8</td><td>1</td><td>2</td></tr> <tr><td>Non-compliant Contributor</td><td>0</td><td>0</td></tr> </tbody> </table>	B-BBEE Status of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)	1	10	20	2	9	18	3	8	14	4	5	12	5	4	8	6	3	6	7	2	4	8	1	2	Non-compliant Contributor	0	0	
B-BBEE Status of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)																														
1	10	20																														
2	9	18																														
3	8	14																														
4	5	12																														
5	4	8																														
6	3	6																														
7	2	4																														
8	1	2																														
Non-compliant Contributor	0	0																														



	<p>A bid must not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of ten (10) or twenty (20) points respectively for B-BBEE.</p>	
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	<p><b>Calculation of the total points scored for price and B-BBEE status level of contribution</b></p>	
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	<p>The points scored for price must be added to the points scored for B-BBEE status level contribution to obtain the bidder's total points scored out of 100.</p>	
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# **MANDATORY BID DOCUMENTATION**

1. The following standard documents and appendices must be fully completed in all aspects in clear legible manner, signed by the duly authorised representative of the bidder and attached in the following order by the closing date and time.

## **MANDATORY AND ADMINISTRATION EVALUATION CRITERIA**

### **SECTION A:**

#### **MANDATORY EVALUATION CRITERIA (STAGE 1)**

- Appendix A: Pricing Schedule
- Appendix B: SBD 4: Bidders Disclosure
- Appendix C: SBD 6.1: Preference Points Claim Form
- Appendix D: Central Suppliers Database (CSD) Registration Report
- Appendix E: (B-BBEE) status level certificate/ Sworn Affidavit
- Appendix F: Compulsory Briefing Session Certificate  
NB: Bidders must confirm via email that they will be attending the Compulsory Briefing session (spscbidinvitation@gmail.com)
- Appendix G: Local Footprint

#### **ADMINISTRATION EVALUATION CRITERIA (STAGE 1)**

- Appendix H: SBD 1: Invitation to bid
- Appendix I: SPSC Indemnity form
- Appendix J: Certificate of Compliance by Sub-Contractor
- Appendix K: Written Agreement wrt Occupational Health and Safety Agreement
- Appendix L: SPSC Group Questionnaire
- Appendix M: Defence Intelligence Questionnaire (D.I.).

### **SECTION B:**

#### **TECHNICAL**

- Appendix N: Statement of work

### **SECTION C:**

- Special Conditions of Contract



## PRICING SCHEDULE

**Pricing Schedule:** All fields on this document must be fully completed. The bid must be submitted in the Two (2) envelope systems as follows:

- a. Envelope 1: SBD3 / Pricing Schedule (it should contain SBD3/Pricing Schedule ONLY)
- b. Envelope 2: SBD documents, Statement of work and all other required documents.

**Failure to submit these document as indicated above by the closing date and time will invalidate this offer. Appendix A**

**Failure to submit these document as indicated above by the closing date and time will invalidate this offer. Appendix A**



## INTENDA PRICING SCHEDULE

Please ensure the following fields are completed on the Intenda Pricing Schedule

- a. Company Name
- b. Attention:
- c. Tel No:
- d. Fax No: (if no fax number indicate N/A)
- e. Cell No:
- f. Email:
- g. Lead Time
- h. Quantity Available
- i. Total Unit Cost
- j. Total Cost
- k. BBBEE level



the sandf

Department:  
Defence  
REPUBLIC OF SOUTH AFRICA

## Request for Bid : SPSC-B-020-2022

Author: Wendy Cooper  
Date: 11/01/2022 17:17:46

### PRICING SCHEDULE

Bid No. SPSC-B-020-2022  
Document No. 0000456156  
Description: HIRING OF SEATED STANDS AND CANOPIES AS PER STATEMENT OF WORK FOR ARMED FORCES DAY 2023  
Currency: ZAR  
Closing Date: 2022-12-06 11 00 00  
Status: Created  
Validity Days: 90 WORKING DAYS

Document Type Request for Bid Open  
Company Name:  
Attention:  
Tel No:  
Fax No:  
Cell No:  
Email:

No.

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
SPSC-B-020-2022	HIRING OF SEATED STANDS AND CANOPIES AS PER STATEMENT OF WORK FOR ARMED FORCES DAY 2023 (BULLION BOULEVARD)	FLEET COMMAND HEADQUARTERS	Richards Bay	Lot	
Line Comment					
NB DELIVERY TO TAKE PLACE AS PER STATEMENT OF WORK		Lead Time	Quantity Required	Quantity Available	
			1		
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					

2

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
SPSC-B-020-2022	HIRING OF SEATED STANDS AND CANOPIES AS PER STATEMENT OF WORK FOR ARMED FORCES DAY 2023 (ALKANSTRAD BEACH)	FLEET COMMAND HEADQUARTERS	Richards Bay	Lot	
Line Comment					
NB: DELIVERY TO TAKE PLACE AS PER STATEMENT OF WORK		Lead Time	Quantity Required	Quantity Available	
			1		
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
SPSC-B-020-2022	HIRING OF SEATED STANDS AND CANOPIES AS PER STATEMENT OF WORK FOR ARMED FORCES DAY 2023 (UMHLATHUZI SPORTS COMPLEX)	FLEET COMMAND HEADQUARTERS	Richards Bay	Lot	
Line Comment					
NB: DELIVERY TO TAKE PLACE AS PER STATEMENT OF WORK		Lead Time	Quantity Required	Quantity Available	
			1		
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
SPSC-B-020-2022	HIRING OF SEATED STANDS AND CANOPIES AS PER STATEMENT OF WORK FOR ARMED FORCES DAY 2023 (NAVAL ISLAND)	FLEET COMMAND HEADQUARTERS	Richards Bay	Lot	
Line Comment					
NB: DELIVERY TO TAKE PLACE AS PER STATEMENT OF WORK		Lead Time	Quantity Required	Quantity Available	
			1		
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					

TOTAL PRICE FOR LINES 1-4 = R

Questionnaires

Questionnaires / Evaluation Criteria

THE 80/20 QUESTIONNAIRE EVALUATION TEMPLATE V2

Question/2	Options
	LEVEL 1
	LEVEL 2
	LEVEL 3
	LEVEL 4
	LEVEL 5
	LEVEL 5
	LEVEL 7
	LEVEL 8
	NON-COMPLIANT

Please provide your BBEE level from the possible list provided in the dropdown

Attachment Description

Attachment File Name





## **SBD 4: BIDDERS DISCLOSURE**

**SBD 4 (New) - Bidders Disclosure:** This document must be fully completed. Failure to submit the document as indicated by the closing date and time **will invalidate the bid.** Appendix B

**Failure to submit the document as indicated by the closing date and time will invalidate the bid.**  
**Appendix B**

## 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 institution	State

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

<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.

with any person who is employed by the procuring institution? YES/NO

S=SD4

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
(name)..... in  
submitting the accompanying bid, do hereby make the following  
statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## **SBD 6.1: PREFERENCE POINTS CLAIM FORM**

**SBD 6.1 -Preference Points Claim Form:** This document must be fully completed. Failure to complete the document fully as indicated by the closing date and time **will** **forfeit your B-BBEE points. Appendix C**

**Failure to complete the document fully as indicated by the closing date and time will forfeit your B-BBEE points. Appendix C**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 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; or
- b) Either the 80/20 or ~~90/10~~ preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution 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 preferences, 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) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity 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;
- (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. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

**or**

**90/10**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:



Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name \_\_\_\_\_ of  
company/firm:.....

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 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 B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, 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 6.1, 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 .....

.....

.....



## **CENTRAL SUPPLIER DATA BASE (CSD)** **REGISTRATION REPORT**

**Central Suppliers Database (CSD) Registration Report:** The CSD Registration Report (not older than 14 days) must be submitted. This report should contain, but not be limited to the following information:

- i. Tax Compliant status
- ii. Successfully verified bank details
- iii. The Suppliers must have a "Physical Address type"

Failure to submit this CSD Registration Report **will invalidate your offer. Appendix D**

**Failure to submit this CSD Registration Report will  
invalidate your offer. Appendix D**



## **BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATE/SWORN AFFIDAVIT**

**Broad based Black Economic Empowerment (B-BBEE) status level certificate/ Sworn Affidavit:** Bidders are required to submit proof of B-BBEE status level verification certificate or sworn affidavit. Should there be a discrepancy between the B-BBEE Certificate or Sworn affidavit vs SBD 6.1 or failure to submit this document by closing date and time **will results with points being forfeited. Appendix E**

**Failure to submit this document by closing date and time will results with points being forfeited. Appendix E**



## **COMPULSORY BRIEFING SESSION CERTIFICATE**

**Compulsory briefing session certificate:** Bidders must confirm via email they will be attending the briefing session ([spscbidinvitation@gmail.com](mailto:spscbidinvitation@gmail.com)) Failure to attend the compulsory briefing session and submit the completed and signed briefing session certificate by the closing date and time **will invalidate the bid. Appendix F**

**Failure to attend the compulsory briefing session and submit the completed and signed briefing session certificate by the closing date and time will invalidate the bid. Appendix F**

## **BIDDERS INFORMATION BRIEFING SESSION CERTIFICATE**

**Briefing session date:** 17 NOVEMBER 2022

**Briefing session time:** 11:00 AM

**Venue:** RICHARDS BAY UNHLATHUZE MUNICIPALITY, VELDENVLEI COMMUNITY HALL, INTERSECTION OF WEIGELA AND CANTUA ROAD, RICHARDS BAY

**Bid No:** SPSC-B-020-2022

**Closing date and time of bid** 06 DECEMBER 2022

**Validity period:** 90 Working Days

The Information briefing session is **compulsory** and the original signed and stamped certificate must be submitted as appendix A as part of the Bid document.

It is hereby confirmed that:

\_\_\_\_\_ (Representative)

Of \_\_\_\_\_ (Legal Name of company)

Attended the official briefing session and cognisance has been taken of the information as per the presentation, bid document, the brochure/hand-out and all relevant documentation.

(\_\_\_\_\_) **SIGNATURE OF REPRESENTATIVE**

(\_\_\_\_\_) **CHIEF LOGISTICS: LIEUTENANT GENERAL**      **OFFICIAL DATE STAMP**

The time as stipulated in the Bid document for the briefing session and latecomers will under no circumstances be permitted to attend.

**Failure to attend the briefing session and provide this completed certificate with the Bid document by the closing date and time will invalidate your Bid**



## **LOCAL FOOTPRINT**

Local footprint means an office, distribution point, facilities or depot within the KwaZulu Natal area. Bidders to submit a municipality bill as proof of address in the name of the bidding company. **Failure to submit this document will invalidate this bid. Appendix G**

**Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix G**



## **SBD 1: INVITATION TO BID**

**SBD 1 / Invitation to Bid:** This document must be fully completed. Failure to submit this document as indicated by the closing date and time **may invalidate this bid.**  
**Appendix H**

**Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix H**



## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER: SPSC-020-2022		CLOSING DATE: 06 DECEMBER 2022		CLOSING TIME: 11:00	
DESCRIPTION: HIRING OF SEATED STANDS AND CANOPIES AS PER STATEMENT OF WORK FOR ARMED FORCES DAY 2023 RICHARDS BAY KWAZULU NATAL					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>					
<b>Simon's Town Procurement Service Centre. No 2 Arsenal Road, Simon's Town or handed in at the Bid Reception</b>					
<b>Section, No 2 Arsenal Road, Simon's Town (Directions to the above address are available with the Bid Document)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MS W. COOPER		CONTACT PERSON	WO1 T.TSOGANG	
TELEPHONE NUMBER	021 787 5131		TELEPHONE NUMBER	021 787 5207	
FACSIMILE NUMBER	021 787 5171		FACSIMILE NUMBER		
E-MAIL ADDRESS	spscbidinvitation@gmail.com		E-MAIL ADDRESS	spsctechsection@gmail.com	
<b>SUPPLIER INFORMATION</b>					
LEGAL NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B TERMS AND CONDITIONS FOR BIDDING

<p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. 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 SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>	<p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>
---	--

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



## **SPSC INDEMNITY AGREEMENT FORM**

**SPSC Indemnity Agreement Form:** To be fully completed and submitted with bid. Failure to submit this document as indicated by the closing date and time may invalidate this bid. **Appendix I**

**Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix I**

**logistics division**

Department:  
Defence  
REPUBLIC OF SOUTH AFRICA

**RELEASE OF INDEMNITY AGREEMENT FROM BIDDER:** \_\_\_\_\_

---

**IN RESPECT OF SPSC / B / \_\_\_\_\_ /20**

**INDEMNITY**

1. I agree that the Department of Defence, its agents, Officers, employees, volunteers and representatives (hereafter referred to as "DOD") are indemnified from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, illness, injuries or disability of any such person(s), or the damage to the property of mine or any other person(s) that may result from or be related to the execution of this contract.

2. The DOD and its employees will not be held responsible for any claim or injury to my personnel or the personnel of my sub contractors, if and when applicable, whilst on DOD property or in the execution of their tasks on DOD property.

**DAMAGE COMPENSATION**

3. I will be held liable for any damage or theft that may be caused, to the premises or content by me or my employees or be due to our neglect whether in the normal execution of our duties or otherwise and a claim for indemnification can accordingly be imposed by the DOD against me.

4. In the case of damages to premises or content resulting from the work done, I undertake to rectify the damage immediately to the satisfaction of the DOD. If I fail to act immediately after notification, the DOD will rectify the damage at will and the cost thereof will be recovered from any monies outstanding to me.

**WAIVER**

5. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of right, power or privilege.

RELEASE OF INDEMNITY AGREEMENT FROM BIDDER: \_\_\_\_\_

IN RESPECT OF SPSC / \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**ACKNOWLEDGEMENT**

I acknowledge that I have read and understood this agreement, that I have executed this agreement voluntarily and that this agreement is binding to myself. I accept that the DOD may reject the offer and/or act against me if I contravene this agreement.

\_\_\_\_\_  
**Full Name and Signature of Bidder's Duly Authorised Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Full Name and Signature of Witness**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Full Name and Signature of Witness**

\_\_\_\_\_  
**Date**





## **CERTIFICATE OF COMPLIANCE BY SUB-CONTRACTOR/SUPPLIER**

**Certificate of Compliance by sub-contractor:** A certificate of compliance signed by the bidder and all sub - contractor/s to be submitted with the bid. Failure to submit this document as indicated by the closing date and time **may invalidate this bid.**  
**Appendix J**

**Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix J**

**CERTIFICATE OF COMPLIANCE BY SUB-CONTRACTOR / SUPPLIER**

THIS CERTIFICATE MUST BE SUBMITTED WITH THE COMPLETED BID (IN THE ORIGINAL FORMAT) BY THE BIDDER

**CONTRACTORS NAME:** \_\_\_\_\_

**SUB-CONTRACTORS NAME:** \_\_\_\_\_  
(Delete whichever is not applicable)

I/we am/are fully aware of the Bid Requirements and am/are capable of supplying the required item(s)/service(s) strictly according to the Bid Conditions, Special Conditions and Specifications supplied by the Department of Defence. I/we hereby certify that \_\_\_\_\_ will submit quotations/bids to

Supply the item(s)/service(s) listed in Bid no: \_\_\_\_\_

Section(s) \_\_\_\_\_

I/we further certify that I/we have the necessary infrastructure at my/our disposal to execute the Bid.

I/we, the Sub-contractor(s) am/are willing to allow the Department of Defence's Officials access to my/our premises for inspection purposes.

Sub-Contractor's Contact Person: \_\_\_\_\_

Address of Sub-Contractor: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SUB-CONTRACTOR

**WITNESSES:**

1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_



## **WRITTEN AGREEMENT WRT OCCUPATIONAL HEALTH AND SAFETY AGREEMENT (OHASA)**

The signed OHASA agreement amongst the DOD, bidder and sub – contractor/s (in the event of sub-contracting) should be returned with the bid documents. Failure to submit this document as indicated by the closing date and time **may invalidate this bid. Appendix K.**

**Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix K**





**WRITTEN AGREEMENT TO COMPLETE AN OCCUPATIONAL HEALTH AND SAFETY  
AGREEMENT FOR THE COMPLETION OF A CONTRACT ENTERED INTO BETWEEN**

**THE DEPARTMENT OF DEFENCE AND \_\_\_\_\_**

\_\_\_\_\_(Herein after referred to as the contractor)

AS ENVISAGED BY SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY  
ACT NO 85 OF 1993 AS AMENDED

**WORKMAN COMPENSATION NUMBER: \_\_\_\_\_**

1, I, (full names) \_\_\_\_\_ (Identity  
Number \_\_\_\_\_) being fully authorised to represent the Contractor,

do hereby confirm that the supplier is an employer on its own right with duties as prescribed in the Occupational Health and Safety Act 85 of 1993 as amended and agree to ensure that all work will be performed or plant and machinery will be used in accordance with the provision of the said Act.

2. I hereby confirm that I will ensure that all our employees or Subcontractors workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act 1993, which cover shall remain in force whilst any such workmen are working with or on Department of Defence (DOD) property for the duration of the contract period.

3. I furthermore confirm that we and / or our Subcontractor(s) are in possession of a valid "Certificate of good standing" issued by the Workman Compensation Commissioner.

4. I furthermore confirm and agree that I and / or our Subcontractor(s) will sign a written agreement on occupational health and safety responsibilities for completion of a contract entered into between the Department of Defence **within 10 days** of the award of the contract should we be successful bidder. I acknowledge that should I fail to sign the OHAS agreement within this period; the contract will be terminated with immediate effect with no recourse on my behalf.

**WRITTEN AGREEMENT TO COMPLETE AN OCCUPATIONAL HEALTH AND SAFETY  
AGREEMENT FOR THE COMPLETION OF A CONTRACT ENTERED INTO BETWEEN**

\_\_\_\_\_ Signed By Contractors Authorised Representative

\_\_\_\_\_ Full Name of Contractors Authorised Representative

Witnesses    1. \_\_\_\_\_  
                  2. \_\_\_\_\_

Signed and entered into at \_\_\_\_\_ On \_\_\_\_\_ 2022



## SPSC GROUP QUESTIONNAIRE

SPSC Group Questionnaire: To be fully completed and submitted with bid. Failure to submit this document as indicated by the closing date and time **may invalidate this bid.** Appendix L

**Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix L**

**SIMON'S TOWN PROCUREMENT SERVICE CENTRE**

**CLOSING DATE OF BID** 06 DECEMBER 2022  
**CLOSING TIME OF BID** 11H00

**BID NUMBER:** SPSC-B-020-2022  
**VALIDITY:** 90 WORKING DAYS

---

GROUP QUESTIONNAIRE

---

Circle applicable response and delete not applicable response.

Required in various areas in KwaZulu Natal as per Statement of Work

Do you confirm compliance to 90 working days validity period? YES / NO

Is your price firm for the validity period of 90 working days? YES / NO

Do you comply with delivery periods are required in the Statement of Work YES / NO

If not, state reason/s.....

Copies of General bid Conditions are available from the National Treasury Website

([www.treasury.gov.za](http://www.treasury.gov.za))

Do you confirm compliance to the Special Conditions of Contract YES / NO

Do you confirm that you may sign a SBD 7.1 on award, YES / NO

General Information

Bid Documents: have you made/kept a copy of completed Bid documents for reference purposes:

YES / NO

Clarification of Information: It has been noted and confirmed that the DOD may request clarification on any information regarding any aspect included in the bid document. The bidder is to supply the requested information within the requested time span. Failing may result in the bid being disqualified.

**ADMINISTRATION**

**Bidders are requested to number each page of the Bid Document submitted. Pages are to be numbered from the bottom page to the top page (top right hand corner)**

NB: SPSC RESERVES THE RIGHT TO RECALL THE BIDDER/S TO COMPLY WITH THE ABOVE  
ADMINISTRATION INSTRUCTION

I/WE HEREBY CONFIRM THAT I/WE HAVE COMPLIED WITH ALL OF THE ABOVE  
REQUIREMENTS

WITNESS 1: ..... DATE: .....

WITNESS 2: ..... DATE: .....

BIDDER NAME: .....

SIGNATURE..... DATE:.....

Capacity under which this bid is signed .....



## **DEFENCE INTELLIGENCE QUESTIONNAIRE (D.I.)**

**Defence Intelligence Questionnaire (D.I.)** The DI Vetting form must be completed in full. Failure to submit the DI Vetting form and required documentation, by the closing date and time **may invalidate this bid.**

**N.B. The short listed companies will be requested to submit thumb prints. Appendix M**

**Failure to submit the DI Vetting form and required documentation, by the closing date and time may invalidate this bid.**

**N.B. The short listed companies will be requested to submit thumb prints. Appendix M**

# DEPARTMENT OF DEFENCE INTELLIGENCE (DI) VETTING

TO DI SEC INSTR/01/2014

## QUESTIONNAIRE:

## MAIN CONTRACTOR

Company Name: .....

Company Registration Number: .....

DOD Supplier Code (if already registered with the DOD): .....

Personal particulars of Company Director(s) (Include copy of RSA Identification and passport document):

.....  
.....  
.....  
.....  
.....

Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation)

.....  
.....  
.....  
.....  
.....

Company Physical Address: .....

.....  
.....  
.....  
.....

Company Postal Address:

.....  
.....  
.....  
.....  
.....

Company Core Business:

.....  
.....  
.....  
.....

---

## **SECTION B**

### **SUB CONTRACTORS DETAILS**

Personal particulars of sub-contractors if any (Include copy of RSA Identification and passport documents):

.....  
.....  
.....  
.....  
.....

Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation)

.....  
.....  
.....

**Sub Contractors Company Physical Address:**

.....

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.....

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**Sub Contractors Company Postal Address:**

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.....

.....

**Sub Contractors Company Core Business:**

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.....

.....



## **SECTION C**

### **MAIN CONTRACTOR**

1. When did the company begin with its operations?

Answer: .....

2. Does the company have a valid SARS tax clearance certificate? If yes, provide the tax clearance certificate number and the certified copy of the certificate.

Answer: .....

3. Is the company registered with the Company and Intellectual Property Commission (CIPC)? If yes, provide the registration number and attach a certified copy of the registration certificate.

Answer: .....

4. Who are the shareholders of the company and what percentage of shares do they each possess?

Answer: .....

.....

.....

5. List the services that will be rendered by the company to the SANDF?

Answer: .....

.....

.....

6. Which DOD installations/unit and specific area/section does the company required access to?

Answer: .....

.....

.....

7. Name list and copies of RSA ID's / passports of all employees entering the DOD installation.

Answer: .....  
.....  
.....

8. Does the company provide services to other RSA state departments? If yes, provide the names of the departments and the period/s during which service was provided.

Answer: .....  
.....  
.....

9. Does the company provide services to foreign governments and/or companies? If so, provide details.

Answer: .....  
.....  
.....

10. Has the company been implicated in any fraudulent activities? If yes, provide details.

Answer: .....  
.....  
.....

11. Has the company been implicated in any corrupt practices? If yes, provide details.

Answer: .....  
.....  
.....

12. Has the company been implicated in any other criminal activity? If yes, provide details.

Answer: .....  
.....  
.....

13. Does the company have the Employment Equity Plan? If yes, provide the Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans)

Answer: .....

.....

.....

.....

.....

14. What is the track record and achievements of the company? Provide details.

Answer: .....

.....

.....

.....

15. Is the company under investigation by any government security agency? If yes, provide details.

Answer: .....

.....

.....

.....

.....

.....

16. What known factor could possibly prevent this company from entering into contract with the Department of Defence and Military Veterans or any component thereof and why?

Answer: .....

.....

.....

**Compiled by:**

**Name:** .....

**Identification Number:** .....

**Position in Company:** .....

**Signature:** .....

**Date:** .....

**NB: Important; The following documentation is Mandatory and is to be included in the DI vetting declaration**

- *The profiles of the Director(s) of the Main Contractor and Sub- Contractors as well as their RSA Identification and passport documents.*
- *The current Financial Statement(s) of the company.*
- *The current and valid SARS Tax Clearance Certificate.*
- *The current and valid SARS Personal Tax Clearance Certificate and or IRP6 of all Directors, Shareholders and Members (Sub-Contractor/s included).*
- *The registration number and attach a certified copy of the registration certificate with the Company and Intellectual Property Commission (CIPC).*
- *Central Data Base registration report with MAAA and Unique number.*
- *Name list and RSA IDs of all personnel entering DOD premises.*
- *Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation).*
- *Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans).*



# **SECTION B**

## **TECHNICAL**



## TECHNICAL EVALUATION

**STATEMENT OF WORK:** The bidder's compliance must be indicated with the word comply/do not comply, agree/do not agree, yes or no, or any other form of acceptance or non-acceptance on the statement of work, each paragraph and sub-paragraph must be acknowledged. No abbreviations will be accepted, for example, "c/nc for comply/not comply or y/n for yes/no etc".

OR

**DESCRIPTION:** Bidders must confirm the offer conforms to description supplied.

Failure to comply will invalidate the bid. Appendix N

**Failure to comply will invalidate the bid.  
Appendix N**

STATEMENT OF WORK FOR HIRING OF SEATED STANDS AND CANOPIES FOR ARMED FORCES DAY 2023 KWAZULU NATAL RICHARDS BAY FOR PARADE AT BULLION BOULEVARD, ALKANSTRAD, UMHLATHIZI SPORTS COMPLEX AND NAVAL ISLAND FROM 15-21 FEBRUARY 2023		COMPLY YES/NO
1.	<b><u>CONTRACTOR TO QUOTE FOR:</u></b>	
1.1	This specification calls for a hiring service seated stands at Richards Bay (Bullion Boulevard, Alkanstrad, Umhlathuzi Sports Complex and Naval Island for the period stipulated above.	.....
2.	<b><u>SCOPE OF WORK</u></b>	
2.1	Supply seated stand at Richards Bay (Bullion Boulevard) on 21 February 2023 to accommodate 500 X 2 in total 1000 guests. (Installation on the 20 Feb 2023).	.....
2.2.	Supply seated stands at Richards Bay (Alkanstrad Beach) on 19 till 20 February 2023 to accommodate 500 guests. 1 x Media stand 400mm to 500mm height 10 Rows. Length 5m -7m for approximately 20 members.(Installation on the 18 Feb 2023)	.....
2.3.	Supply seated stands at Richards Bay Umhlathuzi Sports Complex on 15 till 19 February 2023 to accommodate a total 3000 guests.(Installation on the 14 Feb 2023)	.....
2.4.	Supply seated stand at <b>Naval Island</b> on 18 February 2023 to accommodate 1 500 guests. (Installation 17 February 2023). <b>The Contractor to take note Main Stand at Naval Island:</b> Length 80m. Breadth/Width 5m-6m. 10Rows Height. 400mm to 500mm height in breadth. 160 members in row seated (1 600 members total capacity) 1 x Media Stand 400mm to 500mm height 10 Rows. Length 5m -7m for approximately 20 members.	.....
2.5.	Supplier to quote for a roof dome arch on each of the stands. These roof dome arches must be weatherproof.	.....
3.	<b><u>SPECIFICATIONS</u></b>	
3.1	Seated stand to be installed on 14 February 2023 to be able to seat a total of 3000 guests.	.....
3.2	Seated stand to be installed on 17 February 2023 Length 80m. Breadth/Width 5m-6m. Height 400mm to 500mm. 10 Rows, 160 seats per row. 1600 total capacity of stand. 1 x Media stand 400mm to 500mm height. Length 5m to 7m. 10 Rows for approximately 20 persons.	.....
3.3	Seated stand to be installed on 18 February 2023 be able to seat 500 guests. 1 x Media stand Height 400mm to 500mm Length 5m to 7m for approximately 20 persons in 10 rows.	.....
3.4	Installation of seated stands on 20 February 2023 to be able to accommodate 500 x 2. Total 100 guests.	.....

STATEMENT OF WORK FOR HIRING OF SEATED STANDS AND CANOPIES FOR ARMED FORCES DAY 2023 KWAZULU NATAL RICHARDS BAY FOR PARADE AT BULLION BOULEVARD, ALKANSTRAD, UMHLATHIZI SPORTS COMPLEX AND NAVAL ISLAND FROM 15-21 FEBRUARY 2023			COMPLY YES/NO
4.	<b><u>ACCEPTANCE</u></b>		
	4.1 Acceptance shall be carried out in accordance with this specification and adherence to the statement of work.	.....	
5.	<b><u>SAFETY CODES AND ACTS</u></b>		
	5.1 The SANS 1169:2008 Edition 1.1 is to be the standard used for constructing all stands.	.....	
6.	<b><u>LIABILITY</u></b>		
	6.1 The contractor accepts full responsibility and accountability for the Statement of Work at hand.	.....	
	6.2 Successful bidder will required to submit copies of vehicle registration numbers of vehicles that will be used on site for security purposes.	.....	
	6.3 Bidders are to take note of the Special Conditions of Contract attached to this bid	.....	
7.	<b><u>NOTE:</u></b>		
	7.1 Attendance of site meeting is compulsory.	.....	
	7.2 No additional work shall be undertaken without receipt of a letter from Simons Town Procurement Service Centre.	.....	
8.	<b><u>QUERIES</u></b>		
	8.1 The Contractors quote is to include all services required to satisfy the requirements of the end user.		
	.....	.....	.....
	CONTRACTOR	SIGNATURE	DATE
	8.2 Any queries can be directed to Warrant Officer T.S. Tsogang 021 787 5207 and /or email to <a href="mailto:spsctechsection@gmail.com">spsctechsection@gmail.com</a> during office hours (0830B to 1500B).		





# SECTION C

Special Conditions of Contract

**DEPARTMENT OF DEFENCE**

**SPECIAL CONDITIONS OF CONTRACT**  
**(SCCs)**

**TABLE OF CLAUSES**

1. Changed Requirement
2. Co-ordinated activities
3. Contractor's Personnel
4. Value Added Tax (VAT)
5. Damage Compensation
6. Waiver
7. Severability
8. Sub-contracting

## **SPECIAL CONDITIONS OF CONTRACT**

### **CHANGED REQUIREMENT**

1. If Department of Defence institutions participating in this contract are disbanded or relocated or for reasons unknown at the time of concluding the contract, the Department of Defence reserves the right to cancel the contract or parts thereof on written notice of 90 days sent to the contractor at the address appearing in the contract.

### **CO-ORDINATED ACTIVITIES**

2. Whilst on Department of Defence premises, personnel of the contractor will have access to all areas, subject to other stipulations in the relevant contract, to render the services. If the contractor's service is not rendered in a specific area at a given time, access to that area is forbidden.
3. The work to be executed must under no circumstances disrupt the routine activities taking place in the institution or on the premises where the service is to be provided.

### **CONTRACTOR'S PERSONNEL**

4. Identification. To identify the contractor's personnel on the premises of the Department of Defence, the personnel will comply with the following, with any costs for the account of the contractor:
  - a. Personnel will wear company identification cards with an employee photograph on it, conspicuously on his/her person at all times;
  - b. Personnel will wear identifiable uniforms whilst on duty.
5. Attitude towards Safety, Health, Security and Service Delivery. Without prejudice to the contractor's responsibility and right to select and appoint his/her own personnel, the Department of Defence will at all times have the right to identify personnel of the contractor whom are considered to be safety and/or health and/or security risk and/or personnel whom are undesirable. In such case the contractor will be requested not to utilise such person(s) any longer to honour his/her obligations in terms of this contract. The contractor will immediately comply with the request and he/she will not, as a result of such a request, be entitled to institute any claim against the Department of Defence for any loss or otherwise suffered as a result of such a request. The contractor therefore indemnifies the Department of Defence against any claim whatsoever from the employee concerned.
6. Name List. The contractor must submit a complete name list of all personnel to be employed on Department of Defence premises to provide the service according to the contract, to the Department of Defence official at the institution or on the premises where the service is to be provided, who will arrange for entry permits for the contractor. Any changes to the personnel must be communicated to the designated official without delay.
7. Personnel on Site. The contractor must ensure that the total number of personnel offered for the execution of this contract is on duty on a daily basis. Provision must therefore be

made for temporary or stand-in personnel for cases where personnel are on leave or sick leave.

#### **VALUE ADDED TAX (VAT)**

8. All monies paid in terms of this bid is subject to value added tax calculated at the appropriate tariff from time to time as provided for in the Value Added Tax Act, Act 89 of 1991, the schedules thereto and Rulings as issued by the South African Revenue Services in regard to value added tax.

#### **DAMAGE COMPENSATION**

9. The contractor herewith indemnifies the Department of Defence from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, injuries or disability of any such person(s), or the damage to property of the contractor or any other person(s) that may result from or be related to the execution of this contract.
10. The contractor will be held responsible for any damage or theft that may be caused, to the premises or content by him or his employees or be due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by the Department of Defence against the contractor.
11. In the case of damages to premises or content resulting from the work done, the contractor will undertake to rectify the damage immediately to the satisfaction of the Department of Defence. If the contractor fails to act immediately after notification, the Department of Defence will rectify the damage at will and the cost thereof will be recovered from any moneys outstanding.
12. The Department of Defence and its employees will not be held responsible for any claim or injury to the contractor's personnel whilst on Department of Defence property or in the execution of their tasks on Department of Defence property.

#### **WAIVER**

13. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any such waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

#### **SEVERABILITY**

14. Should any of the terms and conditions of the Contract be held to be invalid or unlawful, such terms and conditions will be severable from the remaining terms and conditions, which will continue to be valid and enforceable.

## **SUB-CONTRACTING**

15. In the event that sub-contractors are used to execute the contract or part thereof, the following shall apply:
- a. Prior Approval. Once the contract has been concluded, the contractor shall obtain prior approval from the Department of Defence before the appointment of any sub-contractor.
  - b. Payment. The contractor shall remain liable to reimburse the sub-contractors for goods delivered or services rendered to the Department of Defence.