

INVITATION TO BID

REQUEST FOR BID DESCRIPTION:

SOURCING OF HEALTH CARE CONSULTING / MEDICAL AID SCHEME BROKERAGE, FUNERAL SCHEME BROKERAGE, EMPLOYEE AND FINANCIAL WELLNESS SERVICE PROVIDER

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NOTE:

Kindly register on the National Treasury's Central Supplier Database (CSD) via www.csd.gov.za

Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.

RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Designated sectors: Local production and content. (Where applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Originally certified copy of Identity Document for the Company representative	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Copy of latest audited financial statements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Bid conditions acceptance form on KD17 (Mandatory)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

Company registration: 1968/008611/06 Vat registration: 4500101169

REQUEST FOR BID: EHRD/2022/31

1. INSTRUCTIONS ON SUBMISSION OF BIDS

- 1.1 Bid Closing at **11:00 am on 12 April 2023 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:

The Manager: Supply Chain Management Department
Armscor SOC Ltd

Postal address: Armscor SOC Ltd
Private Bag X337
Pretoria
0001

Delivery address: Armscor Head Office
370 Nossob Street
Erasmuskloof Ext 4
Pretoria

- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

2. ENQUIRIES

- 2.1 All queries regarding this bid must be addressed in writing to SCM Department on aopts@armscor.co.za. Questions/enquiries relating to this RFB should be received three working days prior to the closing date. Queries received after this period will not be entertained.

3. BID VALIDITY PERIOD

Bid proposals to remain valid for acceptance for a period of **ONE HUNDRED AND TWENTY** days counted from the closing date.

NOTE: Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 5 dated 22 June 2022 as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at www.armscor.co.za.

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BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)

Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

NB: Submit with the bid the following documents:

Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country

Latest copies of all share certificates, in case of a company or any other form of a legal entity.

Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.

If Joint Venture or Consortium, indicate the following:

Name of Prime Contractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

NB: Submit with the bid the following documents:

Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country

Latest copies of all share certificates, in case of a company or any other form of a legal entity.

Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.

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If using subcontractors, indicate the following:	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
Subcontractor Details:	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents for both Prime and Sub-Contractors:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Other:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....
Name

.....
ID number

BID CONDITIONS ACCEPTANCE FORM**Bidders shall complete and sign this bid conditions acceptance form**

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the A-STD-0020 Issue 5 dated 22 June 2022 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 5 dated 22 June 2022, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

.....

(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:.....

AUTHORISED SIGNATURE

..... Date:

Name in block letters:

Capacity:

NB: FAILURE TO COMPLETE AND SIGN THIS PAGE SHALL INVALIDATE THE BID AND WILL BE DISQUALIFIED FROM FURTHER EVALUATION.

SUPPLIER REGISTRATION

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact:-

The Security Registration
Private Bag X337
PRETORIA
0001

E-mail:- register@armscor.co.za

ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
 - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
 - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
 - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
 - 2.4. indicate the prices quoted in the units shown and quote them per item;
 - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
 - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
 - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
 - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
 - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
 - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. Broad-Based Black Economic Empowerment Compliance:

- 5.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.

6. Advance payments:

Bidders shall furnish the price without advance payment.

7. Performance Guarantee:

Armcor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

8. Commissions:

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

9. Tax Compliance Requirements

It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25

- 9.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.
- 9.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
- 9.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armcor to use the PIN code for verification of tax compliance status of the supplier.
- 9.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.
- 9.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

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- 9.6 Tax compliance is done via e-filing on the SARS website www.sars.gov.za.
- 9.7 Original valid tax clearance certificates issued before 18 April 2016 are still valid until the expiry date or on replacement with SARS tax compliance PIN.

NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

10. Awarding of Bids

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 and Armscor Preference Point System of the Preferential Procurement Regulations, 2022.

The applicable points are:

Price: (Pp) 80 Points

Broad-Based Black Economic Empowerment: 20 Points

Total: 100 Points

The following formula will be used to calculate the points in respect of a bid up to a rand value of R50 000 000, 00 (all applicable taxes included).

(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

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

80/20

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

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

KD17

BID NUMBER : EHRD/2022/31

CLOSING AT 11:00 ON : 12 April 2023

VALIDITY PERIOD: 120 DAYS

NAME OF BIDDER :

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
	Health care Consulting/Medical aid scheme brokerage, Funeral scheme brokerage Employee and Financial Wellness service providers as detailed in the scope of work (Annexure C and Annexure C1 Compliance to Scope of work) Critical criteria and Functional criteria as per Annexure B.				
	TOTAL (excluding VAT)				
	VAT				
	TOTAL (including VAT)				

1. Delivery address: Armscor Head Office, 370 Nossob Street, Cnr Delmas & Rigel Avenue, Erasmuskloof X4, Pretoria.
 2. * Period required for commencement of delivery, after receipt of order:.....
 3. * Rate of delivery:
 4. * Period required for completion of order, after receipt thereof:.....
- * Must be completed by Bidder if not completed by Armscor.



**BID SPECIFICATION: APPOINTMENT OF A HEALTH CARE CONSULTING/MEDICAL
AID SCHEME BROKERAGE, FUNERAL SCHEME BROKERAGE, EMPLOYEE AND
FINANCIAL WELLNESS SERVICE PROVIDERS**

SUMMARY: THIS DOCUMENT IS AIMED AT DETAILING THE BID SPECIFICATION
FOR APPOINTMENT OF A HEALTH CARE CONSULTING/MEDICAL
AID SCHEME BROKERAGE, FUNERAL SCHEME BROKERAGE,
EMPLOYEE AND FINANCIAL WELLNESS SERVICE PROVIDERS

DATE OF APPROVAL OF THIS ISSUE:

**ANNEXURE B – BID SPECIFICATION - HEALTH CARE CONSULTING/MEDICAL AID
SCHEME BROKERAGE, FUNERAL SCHEME BROKERAGE, EMPLOYEE AND
FINANCIAL WELLNESS SERVICE PROVIDERS VALUE SYSTEM**

Failure by a bidder to comply with any one of the criteria listed in Paragraph 1 will result in immediate elimination from the evaluation process.

1 CRITICAL CRITERIA

Criteria No.	Criteria Description	Compliance Evidence
1.	The bidder shall be registered with the Financial Services Board (FSB) or the Financial Sector Conduct Authority (FSCA).	The bidder shall submit with the offer a copy of a valid Financial Advisory Intermediary Services (FAIS) license issued by the South African Financial Services Board (FSB) or the Financial Sector Conduct Authority (FSCA)
2.	The bidder shall supply Armscor with at least five resources of which at least one must be a Key individual and the remaining four either Key individuals or Representatives. NOTE: If there is a RE5 and RE1 for the same resource it will be seen as one resource.	The bidder shall submit with the bid copies of the RE5 certificate for Representatives and an RE1 certificate for Key Individual.
3.	The bidder shall have long-term experience of at least three years within the last five years for all the following services: a) Medical Aid Scheme Consulting/ Administration; b) Funeral Scheme Consulting; c) Financial Wellness Programmes; d) Employee Wellness Programmes NOTE 1: To be taken into account, the experience must include at least three years within the time period 2017 to March 2023. NOTE 2: Be specific in stating the service eg, for Funeral Scheme consulting, do not only indicate Group Scheme, short term insurance or risk, as this is too vague a description. For Financial Wellness the statement should include the provision of counselling to employees, e.g. debt management, budgeting, saving, retirement planning, etc.	The bidder shall submit proof that they have supplied all 4 services for a period of at least 3 years within the last 5 years. Proof can be either reference letters from clients or contracts signed by both parties. If all four services were not provided to a single client, additional letters must be provided to ensure proof of all services. Reference letter(s) must be on the client's letterhead and signed by a duly authorised official indicating the following: a) The name of the bidder; b) Period of service provided (must include the Month and Year the service was started and ended. If still ongoing, it must be clearly stated); and c) The type of service(s) provided. Armscor reserves the right to verify any of the information submitted with regards to this bid.

Criteria No.	Criteria Description	Compliance Evidence
4.	The bidder shall comply with the full Scope of Work detailed in Annexure C of the RFB. No partial bids will be considered	The bidder shall complete and sign the Compliance Matrix included in Annexure C1, indicating full compliance to the Scope of Work and submit with the Bid.
5	The bidder shall score at least 70 out of the 100 points in the evaluation of the Functional Criteria	See Paragraph 2 – Scoring for Functional Criteria

2 FUNCTIONAL CRITERIA

Criteria No	Criteria Description	Compliance Evidence Requirements															
1.	<p>HEALTH AND WELLNESS PROGRAM</p> <p>The bidder has submitted reference letter(s) on a signed company letterhead or a contract signed by both parties, demonstrating long term experience of at least 3 years within the last five years for the following services:</p> <ul style="list-style-type: none">a) Medical Aid Scheme consulting/administrationb) Funeral scheme consulting /administrationc) Wellness days, employee wellness/assistance programmesd) Financial Counselling (e.g. debt management, budgeting, saving, retirement planning, etc.) <p>SCORING [0-30]:</p> <table><tr><th>PROOF</th><th>POINTS</th></tr><tr><td>Reference letter lists Service (a) 1 point per different client letter</td><td>1-5</td></tr><tr><td>Reference letter lists Service (b) 1 point per different client letter</td><td>1-5</td></tr><tr><td>Reference letter lists Service (c) 1 point per different client letter</td><td>1-5</td></tr><tr><td>Reference letter lists Service (d) 1 point per different client letter</td><td>1-5</td></tr><tr><td>BONUS POINTS</td><td>Max 10 for the following:</td></tr><tr><td>All 4 services listed in a letter 6 points per different client letter</td><td rowspan="2">4-10</td></tr><tr><td>Only 3 services listed in a letter 4 point per different client letter</td></tr></table>	PROOF	POINTS	Reference letter lists Service (a) 1 point per different client letter	1-5	Reference letter lists Service (b) 1 point per different client letter	1-5	Reference letter lists Service (c) 1 point per different client letter	1-5	Reference letter lists Service (d) 1 point per different client letter	1-5	BONUS POINTS	Max 10 for the following:	All 4 services listed in a letter 6 points per different client letter	4-10	Only 3 services listed in a letter 4 point per different client letter	<p>Reference letters from clients on signed company letterheads or contracts signed by both parties, demonstrating long term experience of at least 3 years within the last five years for the 4 services</p> <p>NOTE: To be taken into account, the experience must include at least three years within the time period 2017 to March 2023.</p>
PROOF	POINTS																
Reference letter lists Service (a) 1 point per different client letter	1-5																
Reference letter lists Service (b) 1 point per different client letter	1-5																
Reference letter lists Service (c) 1 point per different client letter	1-5																
Reference letter lists Service (d) 1 point per different client letter	1-5																
BONUS POINTS	Max 10 for the following:																
All 4 services listed in a letter 6 points per different client letter	4-10																
Only 3 services listed in a letter 4 point per different client letter																	

Criteria No	Criteria Description	Compliance Evidence Requirements																
2.	<p>BILLING SERVICES</p> <p>The bidder has submitted Proof of Billing Services:</p> <p>Reference letters stating the size of the client's company for whom billing was done</p> <p>SCORING [0-20 points]</p> <table><tr><th>PROOF</th><th>POINTS</th></tr><tr><td>Proof of billing provided (1500 or more employees)</td><td>20</td></tr><tr><td>Proof of billing provided (1000 to 1499 employees)</td><td>10</td></tr><tr><td>Proof of billing provided (Less than 1000 employees)</td><td>5</td></tr><tr><td>No proof</td><td>0</td></tr></table>	PROOF	POINTS	Proof of billing provided (1500 or more employees)	20	Proof of billing provided (1000 to 1499 employees)	10	Proof of billing provided (Less than 1000 employees)	5	No proof	0	<p>Reference letters specifying the number of employees in the client's company where billing services were provided.</p>						
PROOF	POINTS																	
Proof of billing provided (1500 or more employees)	20																	
Proof of billing provided (1000 to 1499 employees)	10																	
Proof of billing provided (Less than 1000 employees)	5																	
No proof	0																	
3.	<p>HOSTING AND MANAGING WELLNESS CAMPAIGNS</p> <p>The bidder has submitted Proof of Hosting and Managing Wellness campaigns and wellness days which includes the following:</p> <p>a) Wellness assistance programmes</p> <p>b) Financial Wellness</p> <p>c) Face-to-face / virtual counselling related to wellness outcome</p> <p>SCORING [0-30 points]</p> <table><tr><th>PROOF</th><th>POINTS</th></tr><tr><td>Promotional material listing (a)</td><td>6</td></tr><tr><td>Promotional material listing (b)</td><td>6</td></tr><tr><td>Promotional material listing (c)</td><td>6</td></tr><tr><td>Photos of (a)</td><td>6</td></tr><tr><td>Photos of (b)</td><td>6</td></tr><tr><td>No proof</td><td>0</td></tr><tr><td>TOTAL (Added up)</td><td>0-30</td></tr></table>	PROOF	POINTS	Promotional material listing (a)	6	Promotional material listing (b)	6	Promotional material listing (c)	6	Photos of (a)	6	Photos of (b)	6	No proof	0	TOTAL (Added up)	0-30	<p>Proof of hosting and managing wellness campaigns and wellness days.</p> <p>Proof includes promotional material sent to employees of client companies inviting them to programmes or promotional days, listing what will be provided on the day, and/or photos of actual campaigns / days.</p>
PROOF	POINTS																	
Promotional material listing (a)	6																	
Promotional material listing (b)	6																	
Promotional material listing (c)	6																	
Photos of (a)	6																	
Photos of (b)	6																	
No proof	0																	
TOTAL (Added up)	0-30																	
4.	<p>COMMUNICATION</p> <p>The bidder has provided Proof of communication to their client's company employees.</p> <p>SCORING [0-10 points]</p> <table><tr><th>PROOF</th><th>POINTS</th></tr><tr><td>Proof of communication to the company</td><td>10</td></tr><tr><td>No proof</td><td>0</td></tr></table>	PROOF	POINTS	Proof of communication to the company	10	No proof	0	<p>Proof of communication with the client's employees, such as newsletters, broadcasters, flyers, information sessions on changes in fee structures, clarification of services included, explanation of services, etc.</p> <p>NOTE: e-mails sent to individuals, such as responses to queries, will not be seen as proof</p>										
PROOF	POINTS																	
Proof of communication to the company	10																	
No proof	0																	

Criteria No	Criteria Description	Compliance Evidence Requirements										
5.	<p>REPORT-BACK ON MEDICAL SCHEMES AND WELNESS CAMPAIGNS</p> <p>The bidder has submitted proof of Reporting services. [0-10 points]</p> <p>SCORING [0-10 points]</p> <table><tr><th>PROOF</th><th>POINTS</th></tr><tr><td>Proof of Medical Aid Report-back</td><td>5</td></tr><tr><td>Proof of Wellnes Day Feedback</td><td>5</td></tr><tr><td>No proof</td><td>0</td></tr><tr><td>TOTAL (added up)</td><td>0-10</td></tr></table>	PROOF	POINTS	Proof of Medical Aid Report-back	5	Proof of Wellnes Day Feedback	5	No proof	0	TOTAL (added up)	0-10	<p>Proof of feedback reports on medical aid claims and wellness day results.</p> <p>NOTE: The proof should be in the form of either a client report or an example providing a breakdown of the content of such report, indicating types of graphs and conclusions.</p>
PROOF	POINTS											
Proof of Medical Aid Report-back	5											
Proof of Wellnes Day Feedback	5											
No proof	0											
TOTAL (added up)	0-10											

3 SPECIAL CONTRACTUAL REQUIREMENTS

- 3.1** The bidder shall submit copies of signed statutorily audited/ independently reviewed Financial Statements for their last two financial years.
- 3.2** The bidder shall not be under business rescue process; bankrupt; in the process of being wound up; nor subject of legal proceedings relating to business rescue process; bankrupt, relating to the foregoing. The bidder shall be in a sound financial state.
- 3.3** The bidder shall have professional indemnity insurance. The contractor is, amongst others, solely responsible for and indemnifies Armscor and holds Armscor harmless against any losses, expenses, costs, damages, demands or claims arising from or in connection with illness or injury to or the death of any person or employee (including employees of the contractor, employees of subcontractors or employees, agents and representatives of Armscor) and/or damage to the property of any or all such persons, suffered or allegedly suffered in connection with or by reason of the execution of the order/contract, unless such loss, expense, cost, damage, demand or claim was caused by negligence on the part of Armscor, its employees, agents or representatives.



SCOPE OF WORK – ANNEXURE C

HEALTH CARE CONSULTING / MEDICAL AID SCHEME BROKERAGE, FUNERAL SCHEME BROKERAGE, EMPLOYEE AND FINANCIAL WELLNESS SERVICE PROVIDER

1 BACKGROUND

1.1 Scope

Arm Scor requires the services of Health Care Consulting which includes Medical Aid Scheme Brokerage, Funeral Scheme Brokerage, Employee and Financial Wellness Service Provider for a Three Year Contract. This Scope of Work (SOW) describes the requirements for the service being sourced.

1.2 Service Required

The Health Care Consulting service must include the following:

- a) As per Bid specification Document (See paragraph 8)
- b) Management/Administration of Arm Scor Medical Aid Schemes and Funeral Scheme, including billing services, for an estimated 1 500 employees;
- c) Hosting and managing wellness days;
- d) Holistic employee wellness/assistance programme;
- e) Financial counselling;
- f) Face-to-face / virtual counselling related to result of health tests;
- g) Communication services;
- h) Reporting services.

Arm Scor will not be responsible for any financial liabilities that will occur.

2 MEDICAL AID SCHEMES CONSULTING SERVICES

2.1 Consulting/Administration

Arm Scor requires the service of one (1) consultant onsite to advise employees on the benefits of the approved medical aid schemes and to address any medical cover related queries.

The onsite consultant service must be available as follows:

- a) One (1) competent consultant at Arm Scor Head Office from Monday to Friday from 08:00 to 14:00. Arm Scor will provide an office and telephone.
- b) One (1) competent consultant once a month, on the agreed day, at Alkantpan (Northern Cape), Dockyard (Simon's Town), IMT (Simon's Town), Gerotek (West of Pretoria) and Technopark (Centurion). A suitable space will be provided.

Armcor requires the following services:

- a) Medical Aid Board Attendance;
- b) A detailed billing schedule must be provided to Human Resources (HR) and Payroll by the 4th of every month for monthly payments of medical premiums;
- c) Provision of medical aid certificates concerning all changes in employee status during the month;
- d) Advising on and implementation of a GAP cover scheme as an addition to the medical aid schemes as approved by Armcor Management; and
- e) Administration of monthly billing of the Vitality scheme or similar programme as part of the approved medical aid scheme.

3 FUNERAL SCHEME CONSULTING SERVICES

3.1 Consulting

Armcor requires consultants to provide the following services:

- a) Acting as a link between employees and the approved funeral scheme;
- b) Administrative service for all changes that employees make to the funeral scheme;
- c) Advising employees on the benefits of the approved funeral scheme; and
- d) Provision of a detailed billing schedule by the 4th of every month to HR and Payroll for monthly payments of the funeral scheme premiums.

4 EMPLOYEE ASSISTANCE PROGRAMME/EMPLOYEE WELLNESS PROGRAMME

4.1 Consultation

Armcor requires a comprehensive consultation service whereby the potential Service Provider will consult with the client in order to design an effective annual Employee Wellness Programme (EWP).

The Service Provider shall play an active role in managing the EWP, advising on proactive health intervention and continuously monitoring the effectiveness and relevance and providing recommendations for improvement of the EWP.

4.2 Employee Wellness

4.2.1 Wellness Campaign

4.2.1.1 Armcor requires one wellness campaign per financial year to render the following services to all Armcor employees:

- a) Blood pressure measurement;
- b) Cholesterol measurement;

- c) Glucose measurement;
- d) Measurement and calculation of biometrics:
 - i) Height;
 - ii) Weight;
 - iii) Body Mass Index.
- e) Voluntary counselling and Testing for HIV;
- f) Eye Testing; and
- g) Dietician advice.

Additional services may be agreed upon between all parties.

4.2.1.2 For each service rendered, feedback must be provided to employees, including recommended interventions.

4.2.1.3 Provision of promotional material as follows:

- a) Ten (10) pull up banners;
- b) 15 A3 promotional posters; and
- c) Preparation of a Broadcast email for promoting the campaign.

4.2.2 **Wellness Drives**

Provision of promotional material for wellness drives (e.g. Woman's day, AIDS, Cancer).

4.2.3 Compliance to legal health requirements, such as COVID-19 precautions shall be ensured.

4.3 **Financial Wellness**

Armcor employees must be able to access the personal financial support and advice service by telephone and in person during business hours.

The financial expert/ specialist must be available on request to provide services in the following areas at all the Armcor sites:

4.3.1 **Financial planning**

- a) Savings and planning for the future;
- b) Best way to finance a house, car, etc.; and
- c) Drafting a will.

4.3.2 **Financial Health and Budgeting:**

Advise and support employees on the following issues:

- a) Exercises and tips on how to budget;
- b) Identifying what you spend your money on; and

- c) Learning to prioritise wants and needs.

4.3.3 Taking Control of Debt

- a) Why debt can be dangerous;
- b) Avoiding debt where possible;
- c) Tips for using credit cards;
- d) Explaining 'black listing', credit scores and their impact; and
- e) Managing over-indebtedness without resorting to debt counselling.

4.3.4 Retirement Planning

Counselling, explaining the importance of retirement savings:

- a) Giving employees a sense of how much they will need for retirement; and
- b) Determining what current savings are required to meet their desired income per month.

4.3.5 Debt and the Law

Advice and support in the event an employee faces legal consequences for a debt default and procedure involved. This includes:

- a) What to do when received a letter of demand or summons;
- b) Verify legitimacy and steps to be taken when garnishee orders are received and how to remove them;
- c) How to approach the court litigation process; and
- d) Debt counselling in accordance with the National Credit Act.

5 COMMUNICATION

A communication service is required that will provide the following:

- a) A comprehensive communication plan.
- b) Communication of all services provided to employees.
- c) Communication of all changes regarding medical aid scheme and GAP cover scheme benefits. Information roadshows to be conducted at Armscor sites in order to introduce the product and procedure to the whole organisation using promotion material.
- d) Communication of all changes regarding the funeral scheme benefits.

6 REPORTING

The following reports shall be required:

6.1 Quarterly Reports:

A quarterly report shall be generated that shall contain a comprehensive overview report, inclusive of executive summary, overview of usage, trends, range of activity details and recommendations based on key findings. The report shall be provided within 30 days of close of quarter.

6.2 Annual Reports:

An annual report shall be generated that will contain comprehensive overview information for the 12 month period, inclusive of executive summary, overview of usage, trends, range of activity details and recommendations based on key findings. The report shall be provided within 45 days of close of the year.

6.3 Computer-Based Tracking System

A computer based information tracking system that will enable Armscor to access timely information about their wellness program. The report must provide a comprehensive and customised management report which will provide a comprehensive overview of service utilisation and management information based on trends identified during the reporting period.

ANNEXURE C1

"COMPLIANCE TO SCOPE OF WORK - COMPLIANCE MATRIX" FOR:

HEALTH CARE CONSULTING / MEDICAL AID SCHEME BROKERAGE, FUNERAL
SCHEME BROKERAGE, EMPLOYEE AND FINANCIAL WELLNESS SERVICE PROVIDER

Chapter	Scope of Work Element Description	Comply	Not Comply
1	Background		
1.1	Scope		
1.2	Services required		
2	Medical Aids Schemes Consulting Services		
2.1	Consulting/Administration		
3	Funeral Scheme Consulting Services		
3.1	Consulting		
4	Employee Assistance Programme/Employee Wellness Programme		
4.1	Consultation		
4.2	Employee Wellness		
4.2.1	Wellness Campaign		
4.2.2	Wellness Drives		
4.3	Financial Wellness (paragraphs 4.3.1 to 4.3.5)		
5	Communication		
6	Reporting		
6.1	Quarterly Reports		
6.2	Annual Reports		
6.3	Computer-based Tracking System		

The Bidder shall complete and sign the Compliance Matrix indicating full compliance to the Scope of Work and submit with the Bid.

Bidders Name:.....

Bidders Signature:.....

ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)

QUESTIONNAIRE

REPLIES

1 What is the request for bid number?

2 If applicable: Price basis of bid
(if not delivered into store)

3 Indicate which of the following applies:

3.1 The prices are fixed.

☐

3.2 The prices are not fixed (NB:

☐

4 The delivery period shall be fixed

.....
.....

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.

5 Foreign content:

5.1 What amount in foreign currency must be remitted overseas?

5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....

SA Rand and the date on which this is based? Date

6 Statutory costs:

6.1 Are the goods quoted on subject to customs duty,
ad valorem customs or surcharge?

6.2 If so, what is the amount payable in respect of

a) Customs duty?

b) Ad valorem customs duty?

PRICE BREAKDOWN

7. The following particulars must be furnished, failure of which may invalidate the bids.

- 7.1 FOB/FCA cost of item
- 7.2 Sea/Air freight
- 7.3 Insurance charges
- 7.4 Clearance charges
- 7.5 Customs duties
- 7.6 Ad valorem customs duties
- 7.7 Delivery costs from port/airport to your premises
- 7.8 Local content (excluding (10.10)
- 7.9 Delivery costs from your premises into store
- 7.10 Balance (detail to be submitted)

TOTAL

AMOUNT	% OF TOTAL PRICE

BROAD-BASED BLACK ECONOMIC EMPOWERMENT

ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off The Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off The Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

1. MANDATORY REQUIREMENTS IN TERMS OF THE 2019 DEFENCE SECTOR CODE

- 1.1 Bidders, excluding exempted entities, must comply with a minimum black equity ownership target of 35%) in line with the Defence Sector Code, where applicable.
- 1.2 Mandatory requirements in terms of the defence sector code are applicable to all Department of Defence/Armcor requirements and all entities as envisaged in the Defence Sector Code.

NB: Failure by the bidder to comply with the B-BBEE Mandatory Requirements as stated herein above will lead to disqualification.

2. PREFERENCE POINTS FOR BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- 2.1 The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022.
- 2.2 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)
- 2.3 Preference points for this bid shall be awarded for:
- | | |
|---------------------------------------------------|------------|
| PRICE | 80 |
| B-BBEE STATUS | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |
- 2.4 Bidders who do not submit a valid proof of B-BBEE status will score zero (0) for preference points.

3. ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS

- 3.1 The preference points for specific goals are to be claimed and allocated according to the table below for acquisition of services, works or goods with a value of up to R50 000 000, 00 and must be substantiated by means of a valid proof of B-BBEE.

(Specific Goals) B-BBEE status level	Points Allocated
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant	0

- 3.2 The Armscor BBE Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the B-BBEE status of the bidder and/or its sub-contractor(s).

4. PRINCIPLES

4.1 Valid proof of B-BBEE status is either of the following:

4.1.1 A B-BBEE Sworn Affidavit fully completed and

- 4.1.1.1** Deposed and signed in the presence of the Commissioner of Oaths
- 4.1.1.2** Does not contradict itself (% black ownership matches compliance level)
- 4.1.1.3** Commissioner of Oaths credentials and signature are reflected.

4.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency

4.1.3 An unincorporated Joint Venture / Consortium must submit a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.

4.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.

4.2 Sub-Contracting

4.2.1 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.2.2 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.

B-BBEE DECLARATION**1. Confirmation of the Bidder's Turnover**

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover	R	Starting (Day, Month, Year)	
(As at the latest financial year end)		Ending (Day, Month, Year)	

2. Confirmation of Subcontractors involved in the execution of the order:

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.

3. Confirmation of Suppliers involved in the execution of the order:

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

AUTHORISED SIGNATURE : Date:

Name in block letters :

Capacity :

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/NO
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

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

- 2.2.1 If so, furnish particulars:

.....

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

- 2.3.1 If so, furnish particulars:

.....

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

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other 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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

ANNEXURE 1 TO KD25

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :					
ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. A.L Mmbengwa		CONTACT PERSON	Mr. A.L Mmbengwa	
TELEPHONE NUMBER	012 428 3610		TELEPHONE NUMBER	012 428 3610	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	scmbids@armscor.co.za		E-MAIL ADDRESS	scmbids@armscor.co.za	
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					
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
[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?	<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
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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.					

ANNEXURE 1 TO KD25

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 202, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER 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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / 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.
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."

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:

.....

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED
(ARMSCOR)**

INTELLECTUAL PROPERTY REQUIREMENTS

1 INTRODUCTION

1.1 What is Intellectual Property?

Intellectual Property (or "IP") means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a "recipe".

1.2 How is IP manifested?

IP is typically manifested and embodied in Data Items or Documents.

"Data items or Documents" means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

NOTE:

- ☐ The document itself is not IP
- ☐ The contents of a document represent IP
- ☐ The document becomes the tangible and recordable carrier of IP

1.3 What is Background IP?

For definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Background IP" belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

1.4 What is Historic IP?

“Historic IP” is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

1.5 What is Foreground IP?

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Foreground IP” is new intellectual property that is created during the execution of the order.

1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Shared” or “Jointly Owned” or “Co-owned” IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
 - Order Number on which Historic IP was generated
 - Master record index (MRI) reference
 - Original Supplier
 - Cost of Establishment
 - Percentage Ownership (DOD)
 - Associated Milestone / Line item on the order under which the IP was established

2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

Note 1: The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to properly manage such IP;

Note 2: To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site.

After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

3. SAFEGUARDING OF IP

3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website (www.armscor.co.za/Downloads/Download.asp) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- “Background IP” provides a form to capture all background IP information
- “Historic IP” provides a form to capture all historic IP information.
- “Foreground IP” provides a form to capture all foreground IP information.

4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.

WITNESSES:

1

2

SIGNATURES OF BIDDER(S)

DATE:

ADDRESS: