

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICE					
BID NUMBER:	RFQ020-2023	CLOSING DATE: 30 JUNE 2023		CLOSING TIME:	16h00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND CONDUCT OFFICE PARTITIONING FOR THE HEAD OFFICE IN CENTURION.				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW (EMAIL ADDRESS)					
quotations@csos.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Jabulile Sithole		CONTACT PERSON	Lindi Sibiya	
TELEPHONE NUMBER	066 302 5937 /(010) 593 0533		TELEPHONE NUMBER	066 302 5975 /(010)593 0533	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	jabulile.sithole@csos.org.za		E-MAIL ADDRESS	Lindi.Sibiya@csos.org.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 DETIALED CSD REPORT REFLECTING EME OR QSE 51% OR MORE BLACK OWNERSHIP FOR AT LEAST ONE OF THE DESIGNATED GROUPS MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS]					
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 PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ 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

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, 2022 THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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:



REQUEST FOR QUOTATION

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND CONDUCT OFFICE
PARTITIONING FOR THE HEAD OFFICE IN CENTURION.

JUNE 2023

1. TERMS AND CONDITIONS

This proposal has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which bidders are deemed to acknowledge and accept:

- 1.1. A bid submitted in response to this proposal will constitute a binding offer that will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the CSOS.
- 1.2. Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 1.3. The CSOS reserves the right to amend, modify, withdraw, or terminate this RFQ or any of the requirements set out herein at any time (and from time to time), without prior notice, and liability to compensate or reimburse any Bidder or person.
- 1.4. Should this RFQ be amended, the CSOS undertakes to publicise or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.5. It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.6. The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.7. The CSOS reserves the right to conduct site inspections or call for supporting documentation to confirm any information provided by a Bidder in its response to this Bid.
- 1.8. This RFQ is not intended to form the basis of a decision to enter any transaction with the CSOS and does not constitute an offer or recommendation to enter such transaction, or an intention to enter any legal relationship with any person.
- 1.9. Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives, or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFQ.
- 1.10. No entity may be involved in more than one bid in response to this RFQ, whether directly or indirectly. Failure to comply with this requirement may, within the sole discretion of the CSOS, result in disqualification of the relevant entity.

- 1.11. Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid shall be brought to the attention of the CSOS Supply Chain Management (“SCM”) Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 1.12. Any requirement set out in this RFQ which stipulates the form and/or content of any aspect of a Bid is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.13. The CSOS and its advisors shall rely on a Bid as being accurate and complete about the Bidders’ information and proposals.
- 1.14. All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals in confidence.
- 1.15. A Bid submitted by the Bidder shall be considered irregular if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to waive any irregularities and to make an award in the best interest of the organization.
- 1.16. The CSOS reserves the right to accept or reject in part or whole any Bid submitted, and to waive any technicalities if this is in the best interest of the organization.
- 1.17. The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFQ at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.
- 1.18. In this RFQ, the words “service provider”, and “supplier” will be used interchangeably to refer to the Bidder.
- 1.19. All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 1.20. All Bids must be formulated and submitted by the requirements of this RFP.
- 1.21. Bids received after the closing date and time as specified in this RFQ shall be rejected.

2. CSOS BACKGROUND

2.1 The Community Schemes Ombud Service is established in terms of the Community Scheme Ombud Service Act, 2011 [Act 9 of 2011) to regulate parties' conduct within community schemes and ensure their good governance. To deliver on its mandate, key amongst the priorities of the organization are:

- To regulate all community schemes in South Africa and part of our regulatory function entails the provision of dispute resolution services.
- To promote good governance of community schemes by developing and implementing appropriate guidelines to enhance stability and harmonious relations amongst the parties.
- To conduct educational campaigns to educate and train stakeholders within community schemes and the public at large.
- To enhance community schemes tenure as an alternative tenure option.
- To develop and implement appropriate organisational systems, controls, and measures to enhance financial, economic, and organisational efficiency.

3. PROJECT PURPOSE

3.1 The purpose of this bid is to invite proposals from suitable, qualified, experienced, and reputable contractor for office partitioning at the CSOS Head Office, Berkley Office Park; 8 Bauhinia Street, Centurion.

4. SCOPE OF WORK

4.1 The successful bidder must partition the walls to create seven (7) offices and fit new doors at the CSOS Head Office, Berkley Office Park; 8 Bauhinia Street, Centurion, as indicated in Annexure A of this document.

Detailed services required:

Building 2 (4 offices)

Supply & install Demountable Partitioning 3000mm high

Drywalls:

BPB Gypsum GypRoc Standard - 40 db (½ hour fire rating) Ultrasteel Stud Drywall consisting of stud and track system with 51mm Drywall Ultrasteel studs positioned at 600mm centres fixed into 51mm wide top and bottom track clad on both sides with 12,5mm thick taper edged Rhino board fixed with 25mm Drywall screws at 220mm centres and all corners fixed with Drywall Corner beads and all joints to be taped and jointed as per manufacture's specifications. Ceiling height from floor is 3000mm. Include all consumables and accessories.

Partitioning 3000mm high with bottom track plugged and top track fixed to suspended ceiling tees.
Extra over partition 3000mm high for vertical abutment
Supply & Install Wallpaper onto Partitioning (to match existing)
Supply & install Complete Doors (incl frames, veneer semi-solid door, door handles, hinges etc) <u>Doors</u> Extra over partition for 40mm semi-solid flush door 762 x 2032mm high with commercial veneer on both sides and hardwood edge strips to vertical edges hung to and including standard natural anodised aluminium door frame with one pair of 100mm nylon washers aluminium hinges and additional studding, trimming, etc Paint Doors (to match existing) Door Handles (Brass plated Georgian) with 3 Lever Lock per door
Supply & Install Glass viewing panes (sidelights) - 2080X1080mm
Supply & install 80mm Aluminium Bar Skirting
Insulation- 75mm Thick "Isotherm" thermal insulation blanket in cavity of partitioning - m ²
Building 4 (3 offices)
Supply & install Demountable Partitioning 3000mm high <u>Drywalls:</u> BPB Gypsum GypRoc Standard - 40 db (½ hour fire rating) Ultrasteel Stud Drywall consisting of stud and track system with 51mm Drywall Ultrasteel studs positioned at 600mm centres fixed into 51mm wide top and bottom track clad on both sides with 12,5mm thick taper edged Rhino board fixed with 25mm Drywall screws at 220mm centres and all corners fixed with Drywall Corner beads and all joints to be taped and jointed as per manufacture's specifications. Ceiling height from floor is 3000mm. Include all consumables and accessories.
Partitioning 3000mm high with bottom track plugged and top track fixed to suspended ceiling tees.
Extra over partition 3000mm high for vertical abutment
Supply & Install Wallpaper onto Partitioning (to match existing)
Supply & install Complete Doors (incl frames, veneer semi-solid door, door handles, hinges etc) <u>Doors</u>

Extra over partition for 40mm semi-solid flush door 762 x 2032mm high with commercial veneer on both sides and hardwood edge strips to vertical edges hung to and including standard natural anodised aluminium door frame with one pair of 100mm nylon washers aluminium hinges and additional studding, trimming, etc Paint Doors (to match existing) Door Handles (Brass plated) with 3 Lever Lock per door
Supply & Install Glass viewing panes (sidelights) - 2080X1080mm
Supply & install 80mm Aluminium Bar Skirting
Insulation- 75mm Thick "Isotherm" thermal insulation blanket in cavity of partitioning - m²

- Supply, deliver and install partitioning walls and doors as specified in this document.
 - Ensure that the installation is done by qualified personnel.
 - Ensure that the work is delivered within 3 weeks and in good quality.
 - All after-sales support (i.e., variations, queries, telephone calls, and correspondence) should be attended to promptly.
 - Ensure that the work is completed within the budget, and no additional funds will be made available.
- 4.2 The procurement process is a cost-effective benefit to CSOS, ensuring that the procurement of the office furniture is based on quality, pricing, and compliance with the local production and content requirements.

5. PROJECT TIME FRAME

- 5.1 The delivery time will be 3 weeks after the appointment.

6. SCM COMPLIANCE DOCUMENTS

- 6.1 Bidders should submit the documents below:

Documents required	Submitted Y/N

Valid B-BBEE certificate issued by an accredited SANAS verification agency /Sworn Affidavit signed by the EME/QSE representative and attested by a Commissioner of Oath/B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).	
Proof of registration on the National Treasury Central Supplier Database (provide a full CSD report or CSD number)	
Valid tax PIN/Tax compliance letter	
Fully completed SBD forms SDB 1, 3.3, 4 and 6.1	

7. MANDATORY DOCUMENTS

7.1 Bidders must submit ALL the below documents, to be evaluated further on pricing and specific goals. Failure to meet ALL the below requirements will result in the disqualification of a bidder.

	DELIVERABLE	COMPLIANCE
1.	Complete all applicable SBD forms (must be dated & signed)	Comply/Not Comply
2.	Qualifications & Experience: <ul style="list-style-type: none"> • Carpentry or Ceiling and Partitioning Erection Qualification accredited by SETA . • Minimum 3 years' experience (attached CV of Carpenter) 	Comply / Not Comply
3.	Provide 2 reference letters of similar work completed on a client's letter head with contact details	Comply/Not Comply

8. PROJECT EVALUATION CRITERIA

8.1 The proposals will be evaluated in two (2) phases. The first phase of evaluation will be the Mandatory Requirements, the second phase will be on pricing and specific goals. Should the

requirements from the first phase not be met, the bidder will be disqualified and not further evaluated on Price and Specific goals.

9. EVALUATION CRITERIA

9.1 To facilitate a transparent selection process that allows equal opportunity to all bidders, CSOS has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to CSOS and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and Specific goals as per the PPPFA and CSOS Preferential Procurement Policy.

Criteria	Sub Criteria	SUBSTANTIATION	Weighting/Points
Price	Detailed budget breakdown	Attach quotation on the company letterhead as per pricing schedule	80
Specific Goals	<p>CSD report reflecting that company is at least 51% black owned by the below designated groups:</p> <ul style="list-style-type: none"> • Women and/or • Youth and/or • People living with disability and/or • Black people who are military veterans. 	Detailed (Full Registration) CSD Report	20
Total Points for Price and Specific Goals			100

All partitioning material including accessories and extras must be SAB standards.

Below is a description of the items required:

The bidder must provide pricing for the following specifications:

Item	Description	Unit	Qty	Rate	Amount
Building 2 (4 Offices)					
A1	Supply & install Demountable Partitioning 3000mm high	m	20		R -
	Insulation- 75mm Thick "Isotherm" thermal insulation blanket in cavity of partitioning - m ²	m ²			
A2	Supply & Install Wallpaper onto Partitioning (to match existing)	m2	120		R -
A3	Supply & install Complete Doors (incl frames, veneer semi-solid door, door handles, hinges etc) Door Handles (Brass plated Georgian) with 3 Lever Lock per door	no	4		R -
A4	Supply & Install Glass viewing panes (sidelights) - 2080X1080mm	no	4		R -
A5	Paint Doors (to match existing)	no	4		R -
A6	Supply & install 80mm Aluminium Skirting	m	40		R -
	Aircon to the Landlord (match existing)	prov			
Building 4 (3 Offices)					
A7	Supply & Install Drywall Partitioning 3000mm high	m	25		R -
A8	Insulation- 75mm Thick "Isotherm" thermal insulation blanket in cavity of partitioning -	m ²			
A9	Supply & Install Wallpaper onto Partitioning (to match existing)	m2	150		R -

A10	Supply & install Complete Doors (incl frames, veneer semi-solid door, door handles, hinges etc)	no	3		R	-
A11	Paint Doors (to match existing)	no	3		R	-
A12	Supply & Install Glass viewing panes (sidelights) - 2000X1000mm	no	3		R	-
A13	Supply & install 80mm Aluminium Skirting	m	50		R	-
A14	Aircon to the Landlord (match existing)	prov	1		R	-

Section A		R	-
		Subtotal 1	R -
		Contingency @ 7%	R -
		Subtotal 2	R -
		VAT @ 15%	R -
		Total Amount incl VAT and contingencies	R -

10. PROPOSAL SUBMISSION REQUIREMENTS

10.1 Bidders are requested to submit a proposal/quotation that details the entire project scope.

Bidders to refer to the attached SBD 3.3 for the detailed pricing schedule.

11. REPORTING REQUIREMENTS

11.1 The Successful bidder must advise the CSOS immediately when unforeseeable circumstances will adversely affect the execution of the project. Full particulars of such circumstances, as well as the period of delay, must be furnished.

11.2 The successful bidder will report directly to the Project Manager **Ms Lindi Sibiya and the delegated task team to this project**, as and when required. Qualitative management of the service and performance must be overseen by the service provider.

12. DISCLAIMER

12.1 **The successful bidder must visit CSOS Centurion Office for the actual measurements and must re-draw layout plan to be agreed upon with Facilities unit.**

13. CONTACT DETAILS

13.1 There will be no briefing session for this request for quotation. For technical enquiries please contact Ms Lindi Sibiya, email: Lindi.Sibiya@csos.org.za, Tel: 010 593 0533. / 066 302 5975

13.2 SCM enquiries please contact Ms Jabulile Sithole, email: Jabulile.Sithole@csos.org.za, Tel: (010) 593 0533/0663025937

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID**
NO: RFQ020-2023: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND CONDUCT OFFICE
PARTITIONING FOR THE HEAD OFFICE IN CENTURION.

CLOSING DATE : 30 JUNE 2023

CLOSING TIME 16h00

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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DESCRIPTION: : APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND CONDUCT OFFICE PARTITIONING FOR THE HEAD OFFICE IN CENTURION.

1. Services must be quoted in accordance with the attached terms of reference.

Total cost of the assignment (R inclusive VAT

R.....

PRICING SCHEDULE

Item	Description	Unit	Qty	Rate	Amount
Building 2 (4 Offices)					
A1	Supply & install Demountable Partitioning 3000mm high	m	20		R -
	Insulation- 75mm Thick "Isotherm" thermal insulation blanket in cavity of partitioning - m ²	m ²			
A2	Supply & Install Wallpaper onto Partitioning (to match existing)	m2	120		R -
A3	Supply & install Complete Doors (incl frames, veneer semi-solid door, door handles, hinges etc) Door Handles (Brass plated Georgian) with 3 Lever Lock per door	no	4		R -
A4	Supply & Install Glass viewing panes (sidelights) - 2080X1080mm	no	4		R -
A5	Paint Doors (to match existing)	no	4		R -
A6	Supply & install 80mm Aluminium Skirting	m	40		R -
	Aircon to the Landlord (match existing)	prov			
Building 4 (3 Offices)					

A7	Supply & Install Drywall Partitioning 3000mm high	m	25		R -
A8	Insulation- 75mm Thick "Isotherm" thermal insulation blanket in cavity of partitioning -	m²			
A9	Supply & Install Wallpaper onto Partitioning (to match existing)	m2	150		R -
A10	Supply & install Complete Doors (incl frames, veneer semi-solid door, door handles, hinges etc)	no	3		R -
A11	Paint Doors (to match existing)	no	3		R -
A12	Supply & Install Glass viewing panes (sidelights) - 2000X1000mm	no	3		R -
A13	Supply & install 80mm Aluminium Skirting	m	50		R -
A14	Aircon to the Landlord (match existing)	prov	1		R -

Section A		R -
	Subtotal 1	R -
	Contingency @ 7%	R -
	Subtotal 2	R -
	VAT @ 15%	R -
	Total Amount incl	R

	VAT and contingencies	-
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Signature (Bidder)

Date

The financial proposal for this assignment should cover for all assignment activities as per terms of reference

2. Period required for commencement with project after acceptance of bid_____
- 3 Are the rates quoted firm for the full period? Yes/No
4. If not firm for the full period, provide details of the basis on which
Adjustments will be applied for, for example consumer price index.

Technical enquiries regarding bidding procedures may be directed to:

Lindi Sibiya

Tel: (010) 593 0533

Cell: **066 302 5975**

E-mail address: Lindi.Sibiya@csos.org.za

Supply Chain queries may be directed to:

Jabulile Sithole

Cell: 066 302 5937

Email: jabulile.sithole@csos.org.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

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 State institution

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

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.

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 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

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.

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

		POINTS
PRICE		80
SPECIFIC GOALS	Detailed (Full Registration) CSD Report	20
Total points for Price and SPECIFIC GOALS		100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
EME OR QSE which is at least 51% black owned by: <ul style="list-style-type: none"> • Women and/or; • Youth and/or • People living with disabilities, and/or • Military veterans 	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

