



Request for Proposals:

**PREFERRED SERVICE PROVIDERS FOR SERVICES
AT THE COEGA VULINDLELA ACCOMMODATION AND
CONFERENCE CENTRE AND BLUEWATER BAY SUNRISE HOTEL**

Report N^o

CDC-OPS-032-24

Contract No.

CDC/36/25 et el

14 March 2025



DOCUMENT INFORMATION SHEET

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Prepared by : *Seth Matroos*

Typed by : *Seth Matroos*

Business Unit : *Operations*

Prepared for : *Bid Specification Committee*

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PROJECT NAME : *PREFERRED SERVICE PROVIDERS FOR SERVICE PROVIDERS AT THE COEGA VULINDLELA ACCOMMODATION AND CONFERENCE CENTRE (VACC) AND CDC BLUEWATER BAY SUNRISE HOTEL (SH).*

DOCUMENT TITLE : *REQUEST FOR PROPOSALS*

DOCUMENT No. : *CDC-OPS-032-24*

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Date: 11 February 2025	Name: Seth Matroos Signature:  <small>Seth Matroos 2042e96c-cc3f-4492-bb8f-18aca250fb66 2025/02/19 10:57:49 AM</small>	Name: Ridwaan Davids Signature: <div style="border: 1px solid black; padding: 2px; font-size: 8px;"> Digitally Signed by: Ridwaan Davids Unit: Head of Real Estate Management 72b9b57c-3a97-49fd-bf2c-0c6a30822dbf IP Address: 10.0.10.182 Date: 2025/02/19 11:00:21 AM </div>	Name: Sadick Davids Signature: <div style="border: 1px solid black; padding: 2px; font-size: 8px;"> Digitally Signed by: Sadick Davids Head of Operations 8cab3a64-9272-4e29-aaa5-c755588fd66a IP Address: 10.0.56.155 Date: 2025/02/19 12:00:33 PM </div>
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1. INTRODUCTION

The Vulindlela Accommodation and Conference Centre (VACC) and Bluewater Bay Sunrise Hotel (SH) under the Operations Business Unit of the Coega Development Corporation (CDC), seeks to appoint preferred service providers for services for a period of two years with a renewable third year based on performance. The VACC and SH specialises in Hotel Management, Long and Short-term Accommodation, Conference and Events Management, Bed and Breakfast facilities as well as large scale Catering. Various service providers are therefore, required on a regular on-going basis, in order to maximise cost effectiveness and efficiencies.

The CDC also promotes the upliftment of the SMME's and would support these service providers by means of training and mentorship ensuring that their service levels are improved.

The services required by the VACC and SH are covered in this Request for Proposal (RFP) is listed below, in the scope of works.

2. INVITATION TO BID

The VACC and SH is inviting professional service providers and contractors to respond to the Request for Proposal (RFP) for the below mentioned services for VACC and SH sites. The scope of work encompasses the following service referred to in Scope of Works point 3.



Coega Development Corporation
 Operations VACC and BWBSH
 CDC-OPS-032-24

CDC-TPT-009-23

BIDDERS NAME: _____

Bidders are required to mark with an X next to the service being tendered for in the table below. Also, this table must be read and viewed in conjunction with the table on section 3 of this document (scope of work and criteria for assessment) especially in contracts recognitions and areas where service is required.

Contract No. CDC/36/25	Service	Mark with an X next to the Service (s) being tendered for	Nearest Office of Bidder
CDC/36/25 (A)	Printing Suppliers		
CDC/36/25 (B)	Draping & Décor for Functions		
CDC/36/25 (C)	Equipment Hire for Functions		
CDC/36/25 (D)	Kitchen Hygiene Auditors		
CDC/36/25 (E)	Halaal Caterers		
CDC/36/25 (F)	General Laundry Services		
CDC/36/25 (G)	Audio Visual Equipment Hire		
CDC/36/25 (H)	Transport		
CDC/36/25 (I)	Hygiene and Pest Control Services		
CDC/36/25 (J)	Aerial Installation		
CDC/36/25 (K)	Fire protection Equipment Services		
CDC/36/25 (L)	Gardening Services		
CDC/36/25 (M)	Guest Laundry And Dry-Cleaning Services		
CDC/36/25 (N)	Global Distribution System Service		
CDC/36/25 (O)	Carpet Cleaning Services		
CDC/36/25 (P)	Window Cleaning Services		
CDC/36/25 (Q)	Photography Services		
CDC/36/25 (R)	Videography Services		
CDC/36/25 (S)	Entertainment Services		
CDC/36/25 (T)	DJ Equipment		

Bidders Signature:_____

Date: _____

3. SCOPE OF WORK

The detailed requirements and scope of works are as set out below in Table 1, but not limited.

Table 1: SERVICES

CONTRACT NO.	SERVICE	SCOPE OF SERVICES	NO OF SERVICE PROVIDERS REQUIRED	CERTIFICATE
CDC/36/25 (A)	Printing Suppliers	Supply and Delivery of Printing Material – Refer to Page 18	3	N/A
CDC/36/25 (B)	Draping & Décor for Functions	Supply and Delivery of Draping & Décor for Functions – Refer to Page 19	3	N/A
CDC/36/25 (C)	Equipment Hire for Functions	Supply and Delivery of Equipment Hire for Functions - Refer to Page 21	3	N/A
CDC/36/25 (D)	Kitchen Hygiene Auditors	Supply of Hygiene Auditors - Refer to Page 22	3	Tertiary qualification related to food safety - microbiology, food science, or food technology or SANS 10049:2019 Certified Auditor qualification
CDC/36/25 (E)	Halaal Caterers	Supply of Halaal Caterers - Refer to Page 23	3	<ul style="list-style-type: none"> • Halaal Certificate • Certificate of Acceptability for Food Premises
CDC/36/25 (F)	General Laundry Services	Supply and Delivery of General Laundry Services - Refer to Page 24	3	Membership of the South African Textile Services Association for Laundry Services
CDC/36/25 (G)	Audio Visual Equipment Hiring Services	Supply and Delivery of Audio-Visual Equipment Hiring Services - Refer to Page 26	3	N/A
CDC/36/25 (H)	Transport Services	Supply of Transport Services - Refer to Page 27	3	Public Driving Permit for Vehicle & Driver

CDC/36/25 (I)	Hygiene and Pest Control Services	Supply and Delivery of Hygiene and Pest Control Services – Refer to Page 28	1	Certificate of Registration with South African Pest Control association (SAPCA)
CDC/36/25 (J)	Aerial Installation Services	Supply and Delivery of Aerial Installation Services - Refer to Page 30	3	DSTV Installer Accreditation
CDC/36/25 (K)	Fire protection Equipment Services	Supply and Delivery of Fire Protection Equipment Services - Refer to Page 31	3	SABS Approved Technicians must be SAQCC Approved
CDC/36/25 (L)	Gardening Services	Supply of Gardening Services - Refer to Page 32	1	N/A
CDC/36/25 (M)	Guest Laundry and Dry Clean Services	Supply and Delivery of Dry-Cleaning Services - Refer to Page 34	3	Membership of the South African Textile Services Association for Laundry Services
CDC/36/25 (N)	Global Distribution System Service	Supply of Global Distribution System Service - Refer to Page 35	3	N/A
CDC/36/25 (O)	Carpet Cleaning Services	Supply of Cleaning Services - Refer to Page 36	3	N/A
CDC/36/25 (P)	Window Cleaning Services	Supply of Window Cleaning Services - Refer to Page 37	3	N/A
CDC/36/25 (Q)	Photography Services	Supply of Photography Services - Refer to Page 38	3	N/A
CDC/36/25 (R)	Videography Services	Supply of Videography Services - Refer to Page 39	3	N/A
CDC/36/25 (S)	Entertainment Services	Supply of Entertainment Services - Refer to Page 40	3	N/A
CDC/36/25 (T)	DJ Equipment	Supply of DJ Equipment - Refer to Page 41	3	N/A

4. TENDER CONDITIONS

- (a) Respondents must comply with the CDC's Procurement Policy & Procedures.
- (b) The following legislation shall apply:
- (i) Public Finance Management Act (PFMA) (Act No. 1 of 1999);
 - (ii) Preferential Procurement Policy Framework Act (PPPFA), 2000;
 - (iii) The Preferential Procurement Regulations 2022. The following scores will be applied:
 - Price - 80
 - Specific Points - 20

This is a rate-based appointment. The sum of the rates will be used for quantitative evaluation purposes. National Treasury Regulations.

- (iv) The National Qualifications Framework Act (Act No. 67 of 2008);
 - (v) The National Qualifications Framework Amendment Act (Act No. 12 of 2019);
 - (vi) Occupational Health and Safety Act and Regulations Act (Act No. 85 of 1993);
 - (vii) Compensation for Occupational injuries and disease Act (Act No.130 of 1993);
 - (viii) National Environmental Management Act, NEMA (Act No. 107 of 1998);
 - (ix) Disaster Management Act (Act No. 57 of 2002);
 - (x) Board-Based Black Economic Empowerment (BBBEE) Act (Act No. 53 of 2003), as amended by Act No. 46 of 2013);
 - (xi) Competition Act (Act No. 89 of 1998);
 - (xii) Protection of Personal Information Act (Act No. 4 of 2013); and
 - (xiii) Any other applicable legislation.
- (c) Bidders must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses.
- (d) As per amended Generic sector codes, generic entities as well as Qualifying Small Enterprises (QSE) with less than 51% black shareholding are to submit a valid SANAS Accredited B-BBEE Verification Certificate. All Exempted Micro Enterprises (EME) and Qualifying Small Enterprises (QSE) with more than 51% black shareholding are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template.

- (e) Proof of registration with Treasury's Centralized Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0...
- (f) The preferred bidder is required to have a footprint in the Nelson Mandela Bay Municipality area.
- (g) The CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders will be verified through CSD and South African Revenue Services (SARS) website. Prospective bidders must ensure that they are Tax Compliant throughout the validity period of the bid in review.
- (h) Bidders must be Value Added Tax (VAT) registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the SARS as VAT vendors. The award of contract would be conditional pending the successful Bidder submitting proof of registration as a VAT vendor with SARS.
- (i) The empowerment and development objectives (33% SMME Involvement) will be controlled and implemented where the bidder in terms of the Amended BBBEE Codes is a Generic Entity (Turnover of over R50mil).
- (j) The CDC requires appointing a minimum of three (3) Service Providers in order to mitigate supply risks, with the exception of CDC/36/25(L) - Gardening services and CDC/36/25(I) - Hygiene and Pest control services where (1) service provider will be appointed. The intention is to spread the work on a rotational basis when a need arises.
- (k) The CDC will not award more than five (5) active contracts to one bidder, unless one contract has reached 80% completion stage and beyond. If a bidder is successful in more than five contracts, the contracts will then be awarded according to the highest values. Capacity assessment may be conducted in an event that the recommended Bidder is the only responsive service provider and has already been awarded five (5) contracts.
- (l) Joint Venture & Consortiums will not be accepted due to the nature of goods and services that require a single entity appointment.
- (m) Bidders must complete and sign the POPI Act Consent Form.
- (n) Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and Bidders will be disqualified should they be found to be in contravention with the Regulations. If the Bidder has been granted permission by Treasury, the letter must be provided with the bid document.
- (o) The successful Bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993), Compensation for Occupational Injuries and Disease Act (Act No. 130 of 1993), National Environmental Management Act (Act No. 107 of 1998) and Disaster

Management Act (Act No. 57 of 2002) and, all relevant legislations throughout the duration of the contract. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems in compliance to the CDC Norms and Standards.

- (p) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the Request for Proposal (RFP) Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realized. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- (q) Prices will be adjusted annually according to Consumer Price Index (CPI), and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract. The consumer price index (CPI) is the official measure of inflation in South Africa.
- (r) The bids will be evaluated as follows:
 - (i) Stage 1: Responsiveness Assessment
 - (ii) Stage 2: Quantitative Assessment
 - (iii) Stage 3: Qualitative Assessment
- (s) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission.
- (t) The bid validity period shall be **twenty-four (24) weeks** from the RFP closing date.
- (u) The Tender documents can be downloaded from the CDC website: www.coega.com and e-tender portal from **10h00 on Friday, 21 February 2025** at no cost. No tender documents will be available on site.
- (v) The RFP documents will be available for download from the CDC Website www.coega.co.za , e-tender portal and Eastern Cape (EC) Provincial tender portal from **Friday, 21 February 2025** from **10:00**, at no cost. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.
- (w) The RFP Document can be downloaded on E-Tender Portal at no cost. It is the bidder's responsibility to ensure the document is downloaded correctly and submitted as per the original document sequence as CDC will not be responsible for any inconsistencies on the tender document which may lead to the disqualification of the bidder.
- (x) There will be a **compulsory briefing meeting** to be held on **Friday, 28 February 2025 at 10h00 for CDC/36/25 et el**, where representatives from the Coega Development Corporation will meet the prospective Bidders to share vital information for the tender requirements. At the following address:

Coega Vulindlela Accommodation and Conference Centre

Addo Road,
Markman,
Gqeberha
6001

- (y) One original document shall be placed in a sealed envelope clearly marked: **CDC/36/25 et el - PREFERRED SERVICE PROVIDERS FOR SERVICES AT THE VULINDLELA ACCOMMODATION AND CONFERENCE CENTRE (VACC) AND CDC SUNRISE HOTEL (SH)**. The bidder must place all bids in one sealed envelope and clearly indicate the services being tendered for.
- (z) The **closing date** and time for the receipt of completed proposals is **12h00 on Friday, 14 March 2025** at the reception desk of the CDC main office Coega Business Centre, Cnr Alcyon Road and Zibuko Street, Zone 1, Coega SEZ, Gqeberha. Late proposals will not be considered. Bids will not be opened in public.
- (aa) No form of communication with any other CDC member of staff relating to this request for bid will be permitted, other than the contact person reflected below. Failure to do so may lead to disqualification of the Bid/Bidder.
- (bb) Queries relating to this RFP may be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management strictly via e-mail: tenderscdc3625@coega.co.za between the period of **21 February 2025 to 7 March 2025**. No new queries received after **07 March 2025** will be considered.

5. ASSESSMENT CRITERIA

Table 2: Stages and areas of Assessment of Bidders' Submissions to this RFP.

Stage of Assessment	Area of Assessment	Requirements
Stage 1	Timeous Submission	<ul style="list-style-type: none"> All the submissions must be received on time before the closing date and time reflected on the RFP Invitation (First page of this RFP Document). Bids must be submitted in a sealed envelope clearly marked and bid document securely packed. <p>Refer to Section 5.1</p>
Stage 2	Responsiveness Assessment	<p>Submissions will be considered as being non-responsive if the required documentation/information has:</p> <ul style="list-style-type: none"> Not been provided or submitted partially complete; Been altered and not initialled by the duly authorised person; Correcting fluid used to alter some information; Not meeting the mandatory requirements of this RFP Document; Has not been signed by the duly authorised Bidder(s)' Representative. <p>Refer to Section 5.2</p>
Stage 3	Quantitative Assessment	<p>This is aimed at assessing if the Bidder(s) that have gone through the Responsiveness Assessment in Stage 2; and will be further evaluated on Price and Specific Goals. 80/20 preference point system will be applied, whereby the points for price will be 80 for all Bidder(s). Site visits will form part of the Assessment.</p> <p>Refer to Section 5.3</p>

5.1 Responsiveness Assessment

The following criteria in Table 2 and table 3 below will be used in assessing the responsiveness of the bids: - Kindly indicate the items that is applicable to your specific industry in the table below.

Table 3 – Mandatory Requirements

NO.	DESCRIPTION	APPLICABLE CONTRACTS	YES	NO
(1)	Completed and signed Invitation to Bid Form (SBD 1) – ANNEXURE A	ALL		
(2)	Completed and signed pricing Schedule – ANNEXURE F	ALL		
(3)	Completed and signed Bidders Disclosure Form (SBD 4) – ANNEXURE B	ALL		
(4)	Completed and Signed Certificate of Authority of Signatory to be signed by all bidders. Proof of authority to sign may be submitted in a form of company resolution – ANNEXURE C	ALL		
(5)	Attendance Register at the mandatory briefing meeting to be completed in the name of the bidding entity. One person cannot represent more than one company. Failure to attend the Compulsory Briefing Meeting will lead to the Bidder's elimination and the submission will not be evaluated further.	ALL		
(6)	Tertiary qualification related to food safety - microbiology, food science, or food technology or SANS 10049:2019 Certified Auditor qualification	CDC/36/25 (D)		
(7)	Membership of the South African Textile Services Association for Laundry Services	CDC/36/25 (F, M)		
(8)	Certificate of Registration with South African Pest Control association (SAPCA), Letter of Good Standing from Department of labour for Compensation for Occupational injuries and diseases Act, and Public liability Insurance for Hygiene and Pest Control Services	CDC/36/25 (I)		
(9)	SABS Approved and technicians must be SAQCC approved for Fire protection Equipment Services	CDC/36/25 (K)		
(10)	Halaal Certificate applicable only for Halaal Caterers	CDC/36/25 (E)		
(11)	Public Driving Permit for Vehicle and Driver, and Public Insurance applicable only to Transport	CDC/36/25 (H)		
(12)	DSTV Accreditation applicable only to Aerial Installation Services:	CDC/36/25 (J)		
(13)	Bidders must submit valid proof of office space within the Nelson Mandela Bay Metropolitan Municipal Area, such as a lease agreement, title deed, or municipal statement (not older	ALL (Except for Discipline S, R and N)		

NO.	DESCRIPTION	APPLICABLE CONTRACTS	YES	NO
	than 3 months) in the bidder's name. Landlord letters must be signed and include contact details. Failure to provide sufficient proof will render the bid non-responsive.			
(14)	<p>The bidder is required to submit contactable reference letter(s) as proof of having successfully provided equivalent services within the past seven (7) years. These reference letter(s) should be issued by previous clients or organizations that have directly engaged the bidder for equivalent services.</p> <ol style="list-style-type: none"> 1. Be on an official letterhead, 2. clearly describe the scope of services provided, 3. Include the contract duration, 4. provide contact details of the reference, 5. State the performance and satisfaction level <p>Failure to provide valid, contactable reference letters that meet the above criteria may result in the bidder being deemed non-compliant with this requirement.</p>	ALL		

Failure to submit and complete all Mandatory requirements will result in submission being deemed null and void and shall be considered “non- responsive” and will not be evaluated further.

Table 4- Additional information

NO.	DESCRIPTION
(1)	Bidders with less than 51% black shareholding (QSEs) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE Codes of Good Practice
(2)	Bidders must submit completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) – ANNEXURE D
(3)	Bidders must submit a completed and signed POPIA Consent Form - ANNEXURE F
(4)	Companies should provide proof of registration of the company with the CIPC.
(5)	Provide a list of at least one (1) similar project(s) completed with contactable references.
(6)	The preferred bidder is required to have a footprint in the Nelson Mandela Bay Municipality area

5.2 Quantitative Assessment

Bids that pass the responsiveness assessment Stage will be further evaluated on Price and Specific Goal. Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022. 80/20 preferential point system will be used to evaluate Price and Specific Goal.

Table 6: Preferential Scoring System

Area of Adjudication	Maximum Points
Tendered Price (S_P)	80.00
Specific Goals (S_E)	20.00
Total Points (S)	100.00

PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price using the formula below:

Where:

PS = Points scored for comparative price of tender or offer under consideration;

Pt = Comparative price of tender or offer under consideration; and

Pmin = Comparative price of lowest acceptable tender or offer.

5.3 Qualitative Assessment

- (a) Qualitative Assessment will be conducted on the highest scoring bidders to determine the three (3) acceptable lowest tender price and to ascertain other possible commercial risks pertaining to the bidder's capacity, past performance and other risks.
- (b) The prices will be scrutinized to check for arithmetic errors to communicate with the bidders to acknowledge and decide if their bottom-line price still stands.
- (c) Rates offers will be compared against the cost estimate as well as the market average to confirm if the rates are market-related with no risks around the pricing.
- (d) The bidders will be assessed on their procurement integrity to establish whether the bidder or any of its directors been convicted of a corrupt or fraudulent act in competing for or executing

any contract, whether the bidder or any of its directors is currently government employees and whether there is conflict of interests and/or collusion.

- (e) The bidders will also be checked if they do not appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.
- (f) Assessment of all the risks associated with project execution and completion of the project.
- (g) Site visits will be conducted for all successful recommended bidders.

6. DISQUALIFICATION CRITERIA

Potential bidders will be disqualified immediately during the tendering stage or during the tender evaluation and adjudication stage if after the contract has been awarded, they are found to have conducted or committed any of the following:

- (a) Bidder's and bidders' representatives, associates nor shareholders that sought to influence the adjudication process of this tender or outcomes of the adjudication process, directly or indirectly;
- (b) Collusion among bidders;
- (c) Misrepresentation of information;
- (d) Any bidder or its principals (or both) who have engaged in corrupt and fraudulent practices, not only with the CDC but anywhere else;
- (e) Bidders who has a pending liquidation, bankrupt/insolvent (actually or commercially);
- (f) Poor past performance (the focus is on gross poor performance and a clear trend of poor performance needs to be established); and
- (g) Bidders appearing on the National Treasury blacklist.

7. COPYRIGHT

Copyright of this Document is vested in the CDC. It cannot be copied, in whole or in part, in any form or in any format without the prior written consent of the CDC.

8. CONFIDENTIALITY AND MEDIA PROTOCOL

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. The CDC reserves the right to announce the names of successful bidder in the media.

In submitting the RFP, a Service Provider shall not be entitled to any information disclosed by another applicant to the CDC, which the CDC has determined to be confidential.

The content and details of the evaluation of submissions will remain confidential to the CDC.

9. LIST OF ANNEXURES

- (a) Annexure A - SBD 1
- (b) Annexure B – SDB4
- (c) Annexure C – Authority of Signature Form
- (d) Annexure D – SBD 6.1
- (e) Annexure E – Pricing Schedule
- (f) Annexure F – BBBEE Sworn Affidavit
- (g) Annexure G – POPIA Form

ANNEXURE A: INVITATION TO BID

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CDC/36/25 et el	CLOSING DATE:	14 March 2025	CLOSING TIME:	12H00
DESCRIPTION	PREFERRED SERVICE PROVIDERS FOR SERVICES AT THE COEGA VULINDLELA ACCOMMODATION AND CONFERENCE CENTRE and BWB SUNRISE HOTEL.				
BID RESPONSE DOCUMENTS MUST BE EMAILED TO:					
tenderscdc3625@coega.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Zine Mtanda		CONTACT PERSON	Zine Mtanda	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenderscdc3625@coega.co.za		E-MAIL ADDRESS	tenderscdc3625@coega.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 [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
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.					

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, 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 PIN 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:

ANNEXURE B:

SBD 4

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

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.

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.
- 1.4 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
- 1.5 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.
- 1.6 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

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.

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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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.

.....
Signature	Date
.....
Position	Name of bidder

ANNEXURE C – AUTHORITY OF SIGNATORY FORM

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for Company

I,, chairperson

of the board of,

hereby confirm that by resolution of the board (copy attached) taken on

..... 20....., Mr/Ms

acting in the capacity of, was authorised to sign all documents in connection with this tender for Contract Number. **CDC/36/25** and any contract resulting from it on behalf of the company.

As witnesses:

1.

Chairman:

2.

Date:

B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as

....., hereby authorise

Mr/Ms
 acting in the capacity of

....., to sign all documents in connection with this tender for

Contract No **CDC/424/24** and any contract resulting from it on our behalf.

Name	Address	Signature	Date

Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture (Continue)

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise

Mr/Ms, authorised signatory of the company

....., acting in the capacity of lead

partner, to sign all documents in connection with this tender for Contract No **CDC/36/25** and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Name of Firm	Address	Authorising Name and Capacity	Authorising Signature

D. Certificate for Sole Proprietor

I,, hereby confirm that I am

the sole owner of the business trading as

As witnesses:

1. Sole Owner:

2. Date:

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as

.....
 hereby authorise Mr/Ms

acting in the capacity of, to
 sign all to sign all documents in connection with this tender for Contract No **CDC/36/25** and any contract
 resulting from it on our behalf.

Name	Address	Signature	Date

Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.

ANNEXURE D:

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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:

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

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)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Level One Contributor	20	
Level Two Contributor	18	
Level Three Contributor	14	
Level Four Contributor	12	
Level Five Contributor	8	
Level Six Contributor	6	
Level Seven Contributor	4	
Level Eight Contributor	2	
Non-Complaints Contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

PRICING SCHEDULE REQUIREMENTS

All pricing / rates must be inclusive of operational costs. This ensures that the total cost presented accounts for all expenses related to the operation, including but not limited to utilities, maintenance, staffing, administrative overheads, and any other associated costs necessary for service delivery.

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (A) – PRINTING SUPPLIERS

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: NA

Schedule of Rates Table (To be completed in full)

No.	Description of Items / Goods	Quantity	Price (Excluding VAT)
1.	Weekly Meal Cards 1.35mm x 80mm Tokai print chart	1 x (pack of 250)	
2.	Monthly Meal Cards 1.35mm x 80mm Tokai print chart	1 x (pack of 250)	
<u>Vat @ 15%</u>			
<u>Total(incl VAT)</u>			



Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

BiddersSignature:.....Date:

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (B) - DRAPING & DÉCOR FOR FUNCTIONS

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

<u>No</u>	<u>Resource Type</u>	<u>Frequency</u>	<u>Rental Price Exc. VAT</u>
1.	Draping of Conference Centre, Full Roof with fairy lights into the stage Size of Hall: 118 running meter (Sides),4m (H), Roof Height: 7metre	Daily Rate	
2.	Draping of Conference Centre, Striped Roof with fairy lights into the stage Size of Hall: 118 running meter (Sides),4 m (H), Roof Height 7metre	Daily Rate	
3.	Draping of Conference Centre into the stage. No Roof with fairy lights	Daily Rate	
4.	Draping of Half of the Conference Centre into the stage, Full Roof with fairy lights Size of Hall: 18.5 Running meter x 4m (H) x Roof Height 7 meter	Daily Rate	
5.	Draping of Half the Conference Centre into the stage, striped roof with fairy lights.	Daily Rate	
6.	Draping of Half of the Conference Centre into the stage, No Roof with fairy lights.	Daily Rate	
7.	Draping of Mthawelanga Hall sides & pillars with fairy lights. No roof.	Daily Rate	

	Size: 2.7m (H), 15.5m(W),19.2(L)		
8.	Draping of Foyer Size of Wall – 4.2m(H)x 10m (W)	Daily Rate	
9.	1 x Basic Flower Arrangements: Posie for Table Centerpiece 30cm(L)x15cm(H), Roses, Greenery, Babies Breath	Daily Rate	
10.	Centerpieces: 1 x Silver Candelabra with 5 glass Oil lamps	Daily Rate	
11.	1 x Tablecloths Round – Silver 3.3 m diameter	Daily Rate	
12.	1 x Tablecloths Trestle: White 3.3m (L) x 2.45m (W)	Daily Rate	
13.	1 x Underplates – Silver stainless steel	Daily Rate	
	<u>VAT. @ 15%</u>		
	<u>Total incl VAT</u>		

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature: Date:

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (C) - EQUIPMENT HIRE FOR FUNCTIONS

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

<u>No.</u>	<u>Resource Type</u>	<u>Frequency</u>	<u>Quantity</u>	<u>Rental Price excl. VAT</u>
1.	Steel Folding Trestle Table Size: 1890 W x 760 D	Daily Rate	1	
2.	Veneer Oak Folding Banqueting Round Table Size: 1.9m diameter	Daily Rate	1	
3.	High back Armless Plastic Chair 905mm H, 438mm L, 410 mm W	Daily Rate	1	
4.(a)	Dinner Knife	Daily Rate	1	
(b)	Dinner Fork	Daily Rate	1	
(c)	Fish Knife	Daily Rate	1	
(d)	Dessert Spoon	Daily Rate	1	
(e)	Butter Knife	Daily Rate	1	
(f)	Fish Fork	Daily Rate	1	
5.	White Crockery:	N/A	N/A	N/A
	Dinner Plate	Daily Rate	1	
	Side Plate	Daily Rate	1	
	Pudding Bowl	Daily Rate	1	
6.	Wineglass 30ml, H197mm W133mm	Daily Rate	1	
	Champagne Flute 160 ml, H196mm W116mm	Daily Rate	1	
	Hi Ball, 310 ml, H155mm, W60mm	Daily Rate	1	
	<u>VAT. @ 15%</u>			
	<u>Total incl VAT</u>			

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature: Date:

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (D) - KITCHEN HYGIENE AUDITORS

CERTIFICATION: Adhere to Regulation R962, SANS 10049 & Industry Norms & Practices

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

<u>Resource Type</u>	<u>Description</u>	<u>Quantity</u>	<u>Price excl. VAT</u>
Hygiene Kitchen Audit	To conduct 3rd Party Hygiene and Food Safety Audits at the Food Premises VACC and SH	12 audits	
	<u>VAT. @ 15%</u>		
	<u>Total incl VAT</u>		

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (E) - HALAAL CATERERS

CERTIFICATION: HALAAL CERTIFICATE AND FOOD PREMISE ACCEPTIBILITY CERTIFICATE

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

No.	Resource Type	Quantity	Price excl. VAT
1.	Breakfast per person: 1 x Hot Porridge -Oats, 1 x Cereal-All Bran Flakes, 2 x Vienna's, 2 x Fried Eggs, 4 Slices of White Bread, 20g Lettuce,20g Cucumber,20g Tomato, 2 x Butter Pads,2 x Jam pads,1 x 350ml 100% Fruit Juice,1 x 175ml Yogurt, Tea, Coffee, Milk	<u>1</u>	
2.	Lunch per person: 100g Rice,140g x 2 Vegetables,350g Chicken Leg Quarter, 350g Mutton Stew, 1 x 330ml can of soft drink	<u>1</u>	
3.	Supper per person: 100g Rice, 140 g x 2 Vegetables,350g Lamb Chop, 350g Chicken Curry, 1 x 330ml can of soft drink	<u>1</u>	
4.	Packed Lunch: 90g x 2 Beef Burgers,1 x 500ml,1x A grade Fruit, 1 x 55g Chocolate,1x 36g Chips, 330ml can of soft drink	<u>1</u>	
5.	Delivery charges per meal to the VACC and SH.	<u>1</u>	
	<u>VAT. @ 15%</u>		
	<u>Total incl. VAT</u>		

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (F) – GENERAL LAUNDRY SERVICES

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: Membership of the South African Textile Services Association for Laundry Services

Schedule of Rates Table (To be completed in full)

No.	Description of Items / Goods	Quantity	Rate per Item Exl VAT
1.	White Flat Sheet double bed	1	
2.	White Fitted Sheet double bed	1	
3.	White Base Cover double bed	1	
4.	White Night Frill double bed	1	
5.	White Mattress Protector double bed	1	
6.	White Duvet Cover double bed	1	
7.	White Duvet Inner queen bed	1	
8.	White Standard Pillowcase	1	
9.	Assorted colours Comforter queen bed	1	
10.	Bath Towel (white)	1	

11.	Hand Towel (white)	1	
12.	Blanket double bed	1	
13.	Fleece standard throw over	1	
14.	Teflon coated Shower Curtain	1	
15.	Curtain Lined Lindt, type lights out and Duck egg color (115x200cm)	1	
16.	Curtain Unlined Lindt, type lights out and Duck egg color (115x200cm)	1	
17.	Fluffy Bathmat with rubber underneath	1	
18.	Lounge Rug (1.2m x 1.8m)	1	
19.	Bedside Mat (60cm x 90cm)	1	
	<u>VAT. @ 15%</u>		
	<u>Total incl. VAT</u>		

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature: Date:

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (G) - AUDIO VISUAL EQUIPMENT HIRE SERVICES

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

No.	Resource Type	Quantity	Daily Rental Price excl. VAT
1.	10' x 7.5' Screens	1	
2.	1 x Lapel Microphone	1	
3.	1 x Handheld Microphone & Stand	1	
4.	1 x Projector, LX700	1	
5.	EV ELX15 Powered Speakers or similar	6	
6.	Turbo sound B118 Powered subs or similar	2	
7.	Aluminum Black Lectern	1	
	VAT. @ 15%		
	Total incl. VAT		

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature: _____ Date: _____

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (H) - TRANSPORT SERVICES FROM VACC TO TOWNSHIPS/SUBURBS
CERTIFICATION: LIABILITY INSURANCE, PUBLIC DRIVERS PERMIT FOR DRIVERS AND VEHICLES
PROFESSIONAL AFFILIATION: N/A

Route from: (Outward)

Coega (VACC) to Wells Estate to Motherwell to Kwadwezi to Soweto on Sea to Zwide to Bethelsdorp to Kwazakhele to New Brighton

Route from: (Inward)

New Brighton to Kwazakhele to Bethelsdorp to Zwide to Soweto on Sea to Kwadwezi to Motherwell, to Wells Estate to Coega (VACC).

Schedule of Rates Table (To be completed in full)

No.	Resource Type	Description	Quantity	Price excl. VAT
1.	03h00 am Inward & 11h00 am Outward	16-Seater Taxi	1	
2.	07h00 am Inward & 15h00 am Outward	16-Seater Taxi	1	
3.	13h00 am Inward & 21h00 pm Outward	16-Seater Taxi	1	
	<u>VAT. @ 15%</u>			
	<u>Total Incl. VAT</u>			

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (I) – HYGIENE AND PEST CONTROL SERVICES

CERTIFICATION: SOUTH AFRICAN PEST CONTROL ASSOCIATION

PROFESSIONAL AFFILIATION: REGISTRY FOR THE FOOD SAFETY PROFESSION

CERTIFICATE

Treatment of cockroaches, flies, ants, rodents, bed lice and all crawling insects

Schedule of Rates Table (To be completed in full)

<u>No.</u>	<u>Description of Items / Goods</u>	<u>Quantity</u>	<u>Price excl. VAT</u>
1.	Wall mounted toilet roll dispenser (holds 3 toilet rolls) installation and monthly rental	1	
2.	Wall mounted hand towel dispenser installation and monthly rental	1	
3.	Wall mounted hand liquid soap Dispenser installation, monthly rental and monthly service	1	
4.	Wall mounted hand sanitizer Dispenser installation, monthly rental and monthly service	1	
5.	Wall mounted sanitary bin installation, monthly rental and monthly service	1	
Units to be Treated and Bird Proofed			
6.	Wells Kitchen	1	
7.	Central Production Unit	1	
8.	Mthawelanga Hall	1	
9.	Nzululwazi Hall	1	
10.	3 Bedroom unit	1	

11.	2 Bedroom unit	1	
12.	1 Bedroom unit	1	
	<u>VAT. @ 15%</u>		
	<u>Total incl. VAT</u>		

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Quantity	Basic Specification	Comply with specs with Y/N	Total (Once off charge)
1	H&S Provisions		

The cost for the Health & Safety Provisions is once off. This will not form part of the evaluation. H&S costs shall be discussed and negotiated at a later stage with the appointed preferred service provider/s

Bidders Signature:_____ Date: _____

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (J): AERIAL INSTALLATION SERVICES

CERTIFICATION: DSTV CERTIFIED INSTALLER

PROFESSIONAL AFFILIATION: DSTV ACCREDITATION

Schedule of Rates Table (To be completed in full)

No.	Resource Type	Description	Labour Rate per hour	Total excl VAT
1.	Labour:	Normal Hours		
		<u>After Hours</u> <u>17h00- 06h00</u>		
		<u>Saturday</u>		
		<u>Sunday and Public holidays</u>		
<u>2.</u>	<u>Transport</u>	<u>Rate/km</u>		
	<u>VAT. @ 15%</u>			
	Total incl VAT			

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE E: PRICING SCHEDULE FOR SERVICES

BIDDERS NAME: _____

CDC/36/25 (K): FIRE PROTECTION EQUIPMENT SERVICES

CERTIFICATION: SABS APPROVED

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

No.	Resource Type	Description	Quantity	Price excl. VAT
1.	Nitrogen on 4,5kg DCP	Annual Service	1	
2.	Pressure Test & Recharge Rings on 2kg & 5kg DCP	Annual Service	1	
3.	Recharging 4,5 DCP with CO2	Annual Service	1	
4.	Hydrant Hose service	Annual Service	1	
5.	Hose Reel Service	Annual Service	1	
6.	Fire Hydrant Service	Annual Service	1	
7.	4,5kg DCP CO2 Service of extinguishers	Annual Service	1	
8.	4,5kg DCP Service & Pressure Test Extinguishers	Annual Service	1	
	<u>VAT. @ 15%</u>			
	Total incl. VAT			

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Quantity	Basic Specification	Comply with specs with Y/N	Total (Once off charge)
1	H&S Provisions		

The cost for the Health & Safety Provisions is once off. This will not form part of the evaluation. H&S costs shall be discussed and negotiated at a later stage with the appointed preferred service provider/s

Bidders Signature:_____ Date: _____

ANNEXURE E: PRICING SCHEDULE

BIDDERS NAME: _____

CDC/36/25 (L): GARDENING SERVICES

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

SITE: VULINDLELA ACCOMMODATION AND CONFERENCE CENTRE & BWBSH

Monthly Schedule of Rates Table (To be completed in full)

No.	Service Type	VACC Amount	BWBSH Amount
1.	Maintenance all flower beds, grass surfaces, shrubs and trees.		
2.	Cutting of all grass/lawns as and when required. Grass/Lawns length should not exceed 30mm at any given time.		
3.	Provision of fertilizers where necessary		
4.	Provision of topsoil where necessary		
5.	Removal of all weeds from all prepared and landscaped areas including lawns.		
6.	Removal of all stones, rocks and pebbles from all prepared and landscaped areas including lawns.		
7.	Removal of litter and debris from grounds (entire site).		
8.	Watering and maintaining of all indoor plants.		
9.	Sweeping of all roads, car parks, sidewalks and paved areas on a bi-weekly basis.		
10.	Removal of all weeds from the perimeter fence (1m either side of fence) as required – this includes spraying.		
11.	Removal of all weeds from all paved and tarred surfaces.		
12.	Provision of refuse bins in the form of refuse skips.		
13.	All edges where lawns meet landscaped gardens are to cut straight with a weed eater to clearly define the boundary. This is to be a straight edge.		
14.	Removal of garden refuse from site.		
15.	Garden Pest control		
	MONTHLY SUB-TOTAL (EX. VAT)		
	VAT @15%		

MONTHLY TOTAL (INCL. VAT)		
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TOTAL FOR VACC AND BWBSH INCL VAT	
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Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Quantity	Basic Specification	Comply with specs with Y/N	Total (Once off charge)
1	H&S Provisions		

The cost for the Health & Safety Provisions is once off. This will not form part of the evaluation. H&S costs shall be discussed and negotiated at a later stage with the appointed preferred service provider/s

Bidders Signature:_____ Date: _____

ANNEXURE E: PRICING SCHEDULE

BIDDERS NAME: _____

CDC/36/25 (M): GUEST LAUNDRY AND DRY-CLEANING SERVICES

CERTIFICATION: N/A

**PROFESSIONAL AFFILIATION: Membership of the South African Textile Services Association
 for Laundry Services**

Schedule of Rates Table (To be completed in full)

<u>No.</u>	<u>Service Type</u>	<u>Quantity</u>	<u>Rate per item</u>
1.	Undervest	1	
2.	T-shirt - Short Sleeved	1	
3.	T-shirt - Long Sleeved	1	
4.	Golf Shirt	1	
5.	Lounge/Formal Shirt	1	
6.	Dress	1	
7.	Blouse	1	
8.	Jeans - long	1	
9.	Jeans - Skirt	1	
10.	Jean - Shorts	1	
11.	Tights/ Leggings	1	
12.	Brassiere	1	
13.	Handkerchief	1	
14.	Nightdress	1	
15.	Nightgown	1	
16.	Panties	1	
17.	Underpants	1	
18.	Pyjamas	1	
19.	Sarong	1	

20	Bikini / Swimwear	1	
21	Caps	1	
22	Shorts	1	
23	Socks	1	
24	Full Tracksuit	1	
25	Tracksuit Pants	1	
26	Tracksuit Top	1	
27	Hoodie	1	
28	Jacket	1	
29	Baby Clothes (Infant) per item	1	
30	Men's 2-piece Suit	1	
31	Men's 3-piece Suit	1	
32	Dress	1	
33	Dress Evening	1	
34	Waist Coat	1	
35	Jacket/Blazer	1	
36	Jersey	1	
37	Ladies Suit	1	
38	Overcoat	1	
39	Skirt	1	
40	Slax Suit	1	
41	Ties	1	
42	Trouser Jeans	1	
43	Tuxedo	1	
44	Charge for Express Services	1	
	VAT @15%		
	TOTAL (INCL. VAT)		

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE E: PRICING SCHEDULE

BIDDERS NAME: _____

CDC/36/25 (N): GLOBAL DISTRIBUTION SYSTEM SERVICES

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

Monthly Schedule of Rates Table (To be completed in full)

No.	Service Type	Amount
1.	Loading BWBSH on Global Distribution Network	
	VAT @15%	
	TOTAL (INCL. VAT)	

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE F: PRICING SCHEDULE

BIDDERS NAME: _____

CDC/36/25 (O): CARPET CLEANING SERVICES

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

No.	Service Type	Amount
1.	Rate per square meter	
	VAT @15%	
	TOTAL(INCL. VAT)	

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE F: PRICING SCHEDULE

BIDDERS NAME: _____

CDC/36/25 (P): WINDOW CLEANING SERVICES

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

No.	Service Type	Amount
1.	Rate per square meter	
	VAT @15%	
	TOTAL (INCL. VAT)	

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE F: PRICING SCHEDULE

BIDDERS NAME: _____

CDC/36/25 (Q): PHOTOGRAPHY SERVICES

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

No.	Service Type	Amount
1.	Rate per hour	
	VAT @15%	
	TOTAL (INCL. VAT)	

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE F: PRICING SCHEDULE

BIDDERS NAME: _____

CDC/36/25 (R): VIDEOGRAPHY SERVICES

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

No.	Service Type	Amount
1.	Rate per hour	
	VAT @15%	
	TOTAL(INCL. VAT)	

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE F: PRICING SCHEDULE

BIDDERS NAME: _____

CDC/36/25 (S): ENTERTAINMENT MANAGEMENT SERVICES

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates

No.	Service Type	Percentage Fee
1.	Markup Percentage fee	

E.g. Event Speaker, Event DJ, Poet, 5-piece Live Jazz Band, Singer, One Man Band, Traditional Dancers, Drummers/ Marimba Band.

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE F: PRICING SCHEDULE

BIDDERS NAME: _____

CDC/36/25 (T): DJ EQUIPMENT HIRING SERVICES

CERTIFICATION: N/A

PROFESSIONAL AFFILIATION: N/A

Schedule of Rates Table (To be completed in full)

No.	Service Type	Rate Per Hour
1.	1x 900 MK2 CDJs	
2.	1x DJM750 MK2 Mixer or Similar	
3.	1x Wireless Microphone	
4.	1x PRX 915 K Speaker or similar	
5.	1 x EON 718 S Speaker or similar	
	VAT @15%	
	MONTHLY TOTAL(INCL. VAT)	

Prices will be adjusted annually according to CPI, and this will be addressed when signing the Service level agreement (SLA). Prices should be current pricing for the first year of the contract.

Bidders Signature:_____ Date: _____

ANNEXURE F – BBBEE SWORN AFFIDAVITS

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

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 (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Trading Name (If	
Enterprise Physical Address:	
Type of Entity (CC, (Pty)	
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> <ul style="list-style-type: none"> (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- <ul style="list-style-type: none"> 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
Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> (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

1. I hereby declare under Oath that:

- ✓ The Enterprise is _____% Black Owned using the flow-through principle 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 is _____% 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 is _____% Black Designated Group 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,
- ✓ Black Designated Group Owned % Breakdown as per the definition stated above:
 - ✓ Black Youth % = _____%
 - ✓ Black Disabled % = _____%
 - ✓ Black Unemployed % = _____%
 - ✓ Black People living in Rural areas % = _____%
 - ✓ Black Military Veterans % = _____%
- ✓ Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and 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	<input type="checkbox"/>	Level One (125% B-BBEE procurement recognition level)	<input type="checkbox"/>
At Least 51% black owned	<input type="checkbox"/>	Level Two (125% B-BBEE procurement recognition level)	<input type="checkbox"/>

2. 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.
3. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

 Commissioner of Oaths
 Signature & stamp

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

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 (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Trading Name (If	
Enterprise Physical Address:	
Type of Entity (CC, (Pty)	
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> <ul style="list-style-type: none"> (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- <ul style="list-style-type: none"> 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
Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> (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

1. I hereby declare under Oath that:

- ✓ The Enterprise is _____% Black Owned using the flow-through principle 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 is _____% 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 is _____% Black Designated Group 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,
- ✓ Black Designated Group Owned % Breakdown as per the definition stated above:
 - ✓ Black Youth % = _____%
 - ✓ Black Disabled % = _____%
 - ✓ Black Unemployed % = _____%
 - ✓ Black People living in Rural areas % = _____%
 - ✓ Black Military Veterans % = _____%
- ✓ Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- ✓ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

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

2. 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.
3. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

 Commissioner of Oaths
 Signature & stamp

ANNEXURE G

PROTECTION OF PERSONAL INFORMATION: CONSENT FORM

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Coega Development Corporation (CDC) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the CDC from time to time. The CDC confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

In order to comply with procurement principles, set out in Section 217 of the Constitution and national procurement legislative prescripts, the names of all entities that submitted a bid, the tendered price thereof and the subsequent award will be made public.

The CDC hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Unless directed to do so by an order of court, the CDC does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and will be seized with information of a personal nature pertaining to the CDC. Some of the information may, because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the CDC requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

AGREEMENT

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
 - (a) They process the information only for the express purpose for which it was obtained.
 - (b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.

-
- (c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
 - (d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
 - (e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
 - (f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organisation.
3. Bidder's Obligations:
- a) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorised access or unlawful use of any of the CDC's personal information.
 - b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
 - c) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
 - d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CD

On behalf of the Bidder:

..... Signature Date
..... Position Name of the Bidder

On behalf of the Client:

..... Signature Date
--------------------	---------------



.....

Position

.....

Name of Client Representative