



**ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA**

INVITATION TO BID

BID REFERENCE NUMBER: RFP – GSEA/2021/005

**TERMS OF REFERENCE FOR GARDEN SERVICES FOR A PERIOD OF 3 YEARS
NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION**

Company Name	Supplier registration number	
		Main contractor
		Sub-contracted/ joint venture comp 1 Sub-contracted/ joint venture comp 1
		Sub-contracted/ joint venture comp 1 Sub-contracted/ joint venture comp 2

BRIEFING SESSION: No Briefing session

Estate Agency Affairs Board, 63 Wierda Road East, Wierda Valley , Sandton ,2196

CLOSING DATE OF THE BID: 22 December 2021 at 12h00

Any enquiries must be in writing and can be directed to:

Bidding enquiries contact Joseph.Setloboko on infotenders@eaab.org.za

Technical enquiries : Pamela Ngobeneni on infotenders@eaab.org.za

Bid No.:Name of
Bidder.....

DOCUMENTS IN TENDER DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following:

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Bid No.:Name of
Bidder.....

PART A : INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP- BBE/2021/06	CLOSING DATE:22 December 2021		CLOSING TIME:	12:00 PM
BID DESCRIPTION	Implementation of an Enterprise Resource Planning (ERP) solution for EAAB				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Estate Agency Affairs Board, 63 Wierda Road East, Wierda Valley, Sandton, 2196					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Joseph Setloboko		CONTACT PERSON	Lindani Tshabalala	
TELEPHONE NUMBER	(011) 731-2209		TELEPHONE NUMBER	011 731 2206	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	infotenders@eaab.org.za		E-MAIL ADDRESS	Lindani.Tshabalala@eaab.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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ 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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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.					

Bid No.:Name of
Bidder.....

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, 2017, 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:

Bid No.:Name of
Bidder.....

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:BID NO.:

CLOSING TIME 12:00 PM

CLOSING DATE:22 December 2021

OFFER TO BE VALID FOR ...180.....DAYS FROM THE CLOSING DATE OF BID.

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

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

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

R.....

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

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

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

R.....
R.....
R.....
R.....
R.....

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

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

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

R.....
R.....
R.....
R.....

..... days
..... days
..... days
..... days

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

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

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

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

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

R.....
R.....
R.....
R.....

TOTAL: R.....

Bid No.:Name of
Bidder.....

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

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

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

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

*[DELETE IF NOT APPLICABLE]

Bid No.:Name of
Bidder.....

SBD 4

DECLARATION OF INTEREST

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

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

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

Bid No.:Name of
Bidder.....

Position occupied in the state institution:

Any other particulars:

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

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9. 1If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**

Bid No.:Name of
Bidder.....

of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:
.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23
OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

1. THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

Bid No.:Name of
 Bidder.....

This document must be signed and submitted together with your bid

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

2.1. PILLARS OF THE PROGRAMME

- 2.1.1. The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million. or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million. or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million. or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 2.1.2. The NIP obligation applicable to suppliers in respect of sub-paragraphs 5.1.1 (a) to 5.1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 5.1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 2.1.3. To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 2.1.4. A period of seven years has been identified as the time frame within which to discharge the obligation.

2.2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.2.1. In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2.2. The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 5.1.1.(b) to 5.1.1. (d) above.

2.3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 2.3.1. Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

Bid No.:Name of
Bidder.....

2.3.2. In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 5.1.1 (b) to 5.1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

2.3.3. The information required in paragraph 5.3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

2.4. PROCESS TO SATISFY THE NIP OBLIGATION

2.4.1. Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a) the contractor and the DTI will determine the NIP obligation;
- b) the contractor and the DTI will sign the NIP obligation agreement;
- c) the contractor will submit a performance guarantee to the DTI;
- d) the contractor will submit a business concept for consideration and approval by the DTI;
- e) upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f) the contractor will implement the business plans; and
- g) the contractor will submit bi-annual progress reports on approved plans to the DTI.

2.4.2. The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number Closing date:

Name of bidder.....

Postal address

.....

Signature..... Name (in print).....

Date.....

Bid No.:Name of
Bidder.....

Bid No.:Name of
Bidder.....

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

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

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

1. GENERAL CONDITIONS

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

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

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

1.3 Points for this bid shall be awarded for:

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

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

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

Bid No.:Name of
Bidder.....

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

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

4. BID DECLARATION

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

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

- 5.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. SUB-CONTRACTING

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

(***Tick applicable box***)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- 6.1.1 If yes, indicate:

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

(***Tick applicable box***)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

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

Bid No.:Name of
Bidder.....

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

7. DECLARATION WITH REGARD TO COMPANY/FIRM

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

7.2 VAT registration number:.....

7.3 Company registration number:.....

7.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

7.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1

Bid No.:Name of
Bidder.....

of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....
 accept your bid under reference numberdated.....for the supply of goods/works
 indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the
 contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

7. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
8. The following documents shall be deemed to form and be read and construed as part of this agreement:
- (iv) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (v) General Conditions of Contract; and
 - (vi) Other (specify)
9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
12. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

4. I..... in my capacity as.....
 accept your bid under reference numberdated.....for the rendering of services
 indicated hereunder and/or further specified in the annexure(s).
5. An official order indicating service delivery instructions is forthcoming.
6. I undertake to make payment for the services rendered in accordance with the terms and conditions of the
 contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

Bid No.:Name of
 Bidder.....

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

Bid No.:Name of
Bidder.....

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

Bid No.:Name of
Bidder.....

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Bid No.:Name of
Bidder.....

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

PART 2 - TERMS OF REFERENCE (TOR)



**ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA**

TERMS OF REFERENCE FOR GARDEN SERVICES THE ESTATE AGENCY AFFAIRS BOARD

INTRODUCTION

EAAB MANDATE

The Estate Agency Affairs Board ('the Board') was established in 1977, pursuant to the provision of the Estate Agency Affairs Act, 112 of 1976 ("the Act"), with the mandate to regulate and control certain activities of estate agents in the public interest. The EAAB regulates the estate agency profession by ensuring that all persons carrying out the activities of an estate agent as a service to the public are registered with EAAB. A Fidelity Fund Certificate, which is to be renewed each year, is issued as evidence of such registration and confirmation that such person is legally entitled to carry out the activities of an estate agent.

The EAAB is a schedule 3A public entity in terms of the Public Finance Management Act, reporting to the Department of Human Settlements, Water and Sanitation (DHS) as its Executive Authority. The EAAB is therefore committed to Broad Based Black Economic Empowerment Act 55 of 2003 and the Codes of Good Practice.

The primary mandate of the EAAB is built on five key regulatory pillars, namely:

- a) Regulate, Maintain and promote the standard of conduct of estate agents having due regard to the public interest;
- b) Issue Fidelity Fund Certificates to qualifying applicants;
- c) Prescribe the standard of training of estate agents;
- d) Investigate complaints against and institute disciplinary proceedings against offending estate agents where required; and
- e) Manage and control the Estate Agents Fidelity Fund.

PURPOSE

The Estate Agency Affairs Board (EAAB) is seeking for a service provider for Garden services.

Specification 1

: Horticulturist a) The service provider must assign a qualified Horticulturist to this project and submit relevant proof of qualifications and a CV thereof. b) The Horticulturist must have at least a diploma/degree in Horticulture, landscaping, botany or related field. c) The Horticulturist must visit the EAAB once every month to assist with planning, management, and cultivation of the gardens and land. d) The Horticulturist must work out a maintenance program (Pruning, fertilizing, weeding and pest control) and share it with the EAAB. Bid Number : EAAB/RISA B&M/006/2018 Page 10 of 46 Ver. Standard 2018-6a e) The Horticulturist must ensure that the grass areas are free of any weeds and treated to avoid termites in the garden. f) The Horticulturist must submit a detailed report every month to the EAAB and the report must outline all the works undertaken, checks conducted, and an area specific report on the operation and maintenance of the irrigation system. 2.

Specification 2

: Gardeners a) Gardeners must be fully dressed in company uniform with safety boots and must have x2 sets of uniform. b) Gardeners must irrigate lawn and flower-beds not serviced by irrigation. c) Gardeners must irrigate and cultivate flower-beds in accordance with the service provider's zone plan. d) Hand weeding is to be carried out on a regular basis and all root-growth removed. e) Gardeners must cut-out dead plants leaves. f) Gardeners must remove all trees which have fallen over due to wind, old age etc. from the EAAB premises. g) Gardeners must relocate over-grown plants in flower-beds to new locations. h) Gardeners must sweep /blow paved and tarred areas two times a week, i.e. Mondays and Wednesdays. i) Once a month, on a Saturday, the gardeners must clean the parking areas properly and all

Bid No.:Name of
Bidder.....

carports roofs need to be cleared from leaves. j) Once a week, gardeners must prune flowers and trees and remove all the cuttings. k) Pest and weed control for normal insects, termites, plant diseases and weeds. l) The garden needs to be rolled with spikes twice a year m) All garden waste needs to be removed from the EAAB property once a week. n) All water drainage systems are to be kept clear from all grass growth. o) Gardeners working times will be as follows: • 07h30 – 16h00 • Tea times 10h00 – 10h15 • 30 min lunch from 13h00 to 13h30 3.

Specification 3

: Mowing Team a) A fully-equipped team must be on-site every week during the winter and summer seasons. b) They must be at the EAAB from 08h00 to 14h00. (excluding public holidays) c) Once a month, the grass outside the EAAB perimeter fence needs to be cut and all creepers removed on the fence and later picked up. d) Grass areas must be edged weekly. e) The original line of flower-beds must be maintained at all times. 4.

Specification 4

: Winter tasks a) Compost needs to be supplied and spread on the flower-beds and grass areas. b) Pruning of all trees that need to be pruned. Bid Number : EAAB/RISA B&M/006/2018 Page 11 of 46 Ver. Standard 2018-6a c) Leaves and other waste must be removed from the lawn on a daily basis. 5.

Specification 5

: Gardening Equipment on site All equipment for daily activities must be supplied by the service provider. The equipment must be checked on a monthly basis by the service provider's area manager and EAAB representative to check if they are fit for purpose. The equipment on-site include but not limited to the following: a) Irrigation Controllers All irrigation controllers are to be checked and a recommendation made to the EAAB should they require to be upgraded or repaired. b) Electronic Valves All valves must be checked to see if the electrical impulse response from the controller is working properly. The water supply to all valves is controlled by gate valves to allow access during operation. The service

Bid No.:Name of
Bidder.....

provider accompanied by the EAAB contract manager must conduct quarterly checks of the controllers, valves, and the irrigation lines. The valves must be checked for leaking and the valve-box cleaned to allow free access to the valve and surrounds. Lids must be reported should these be missing. c) Sprinkler lines All sprinklers must be checked during operation to ensure their proper operation. The arc settings must be checked and corrected. Nozzles must be cleaned monthly and replaced where necessary. The sprinklers must all be monthly stripped and flushed. The filters must be cleared of any sediment which might be present. The wiper seals must be replaced where leaking occurs. All PU sprinklers must be checked that they retract normally. Repair where necessary. All standpipes must be straightened and realigned. Standpipes must be raised or lowered as required to ensure proper cover at all times. d) Irrigation Mainline water supply The irrigation main lines must be checked and the irrigation valve & turf valve connections must be watertight at all times. Should a major malfunction occur, the service provider must report it immediately in writing (email) so that the EAAB representative can have the costs approved for procurement of replacement and/or repairs speedily implemented. Should the service provider fail to report such a malfunction and plants die as a result, the replacement costs shall be for his account. The Courtyard Pots and Veldt Grass areas must be hand-watered utilising the dragline or hosepipe. 6.

Specification 6:

Irrigation System Maintenance a) The service provider shall be responsible for monitoring the day-to-day running of the irrigation system and for carrying out all necessary adjustments. b) The service provider reports malfunctions immediately to the EAAB. Bid Number : EAAB/RISA B&M/006/2018 Page 12 of 46 Ver. Standard 2018-6a c) When the gardeners or mowing team damage the pipes, nozzles and sprayers, the service provider will replace the item and carry the costs. d) On a monthly basis, the service provider must send an accredited Landscape Irrigation Association (LIA) representative to service the irrigation system. A report / quote for any necessary repairs forwarded to the service provider and the EAAB for assessment and approval. 7.

Bid No.:Name of
Bidder.....

Specification 7

: Trees a) Trees are not to be heavily pruned or shaped but rather allowed to grow freely. b) Under no circumstances are line trimmers (weed-eaters) to be utilized around the base of trees in lawn areas, without a tree guard. NB: Any tree dying due to damage by line trimmer is to be replaced by the service provider at his own cost. c) All trees shall be checked once a week and after heavy storms to ensure that the stake is firm and that the tree is adequately tied at the top and bottom of the stake. d) Damages to trees caused by chafing on stakes and over-tight ties will not be permitted, ties shall be loosened or tightened as and when instructed by the Horticulturist. e) Stakes shall only be removed upon approval by the EAAB. If stakes have rotted or broken and are still required, the service provider must replace them.

8.

Specification 8

: Cultivating & Weeding a) Light cultivation must be done to remove weeds. b) Due care must be taken to avoid damage to plants as well as the irrigation system during cultivation. c) Weeds must be removed from terraces, parking decks and building lines. d) Care must be taken not to damage water-proofed surfaces within planters.

Specification 9

: Pruning a) General pruning is to be carried out throughout the year and the Horticulturist will identify which plants require pruning and determine when this is to be done. b) Once a year, the service provider must carry out selective thinning and pruning throughout the EAAB garden and these operations must be undertaken from July to September. c) The waste/ rubbish generated during pruning must be removed from the site at the end of each week during pruning. d) All plants on embankments are to be encouraged to thicken so that they can stabilize the soil and splits may be used to fill open gaps.

10.

Specification 10

Bid No.:Name of
Bidder.....

: Hard surfaces / Pots and Benches a) All roads, pathways and mowing strips are to be kept clear of leaf-litter, weeds, grass cuttings and mud wash. b) The emptying of litter bins and cleaning of planters and bin surfaces will be the responsibility of the service provider on a daily basis. c) Pots and Benches must be wiped down weekly with a cleaning agent and a damp cloth. d) All drip/overflow marks on the tiles or at the base of the pots must be regularly scrubbed and treated with a cleaning agent to avoid permanent marking on tiles. e) All pathways must be kept clear and clean of any algae/weeds. 11.

Specification 11

: Pests and Disease a) The service provider must control and monitor pests such as worms, ants, crickets, aphids, beetles and locusts, in all outdoor areas in planter beds, trees, shrubs and other foliage. Bid Number : EAAB/RISA B&M/006/2018 Page 13 of 46 Ver. Standard 2018-6a b) The service provider must treat diseases identified on plants timeously.

Proposals will be evaluated on the 80/10 preference points scoring system for the full 3-year period: that is, 80 points awarded will be based on price, and 20 points awarded will be based on B-BBEE codes

Phase 1: Compliance

BID NUMBER:			
BIDDER NAME:			
COMMODITY:	Appointment of a service provider to provide GARDEN SERVICES Services to the Estate Agency Affairs Board for a period of Three (3) years on the 80/20 PPPFA.		
CLOSING DATE OF BID:			
REQUIREMENT	COMPLIANT	NON-COMPLIANT	DETAILS / COMMENTS
SBD 1: Part A - Invitation to BID			

Bid No.:Name of
Bidder.....

SBD 2: Part B - Tax Clearance Certificate			Expiry Date :
SBD 3 Pricing Schedule/ Financial Proposal			Amount: R_____
SBD 4 Declaration of interests			
SBD 6.1 Preference points claim form in terms of the Preferential Procurement Regulations 2017			
SBD 7.2 Contract form (rendering of services)			
SBD 8 Declaration of Bidder's Past Supply Chain Management Practices*			
SBD 9 Certificate of independent bid determination			
B-BBEE Certificate issued by an accredited verification Agency or or SWORN AFFIDAVIT			Expiry Date : _____ Level: _____
CSD Registration no:			
Full Proposal in terms of the TORs			

Bidders who are non-compliant and do not submit the mandatory documentation will be disqualified and not proceed to Phase 2.

Phase 3: Price and BEE

All bidders who scored 80 points and above on Phase 2, will be evaluated on price and BBEE

The price / preference weighting applicable for BID are as follows:

Price / Preference	Weighting percentage
Price	80%
Preference Points	20%
Total	100%

Preference Point allocation – 80/20:

B-BBEE Level	Number of Points
1	20
2	18
3	14
4	12
5	8

Bid No.:Name of
Bidder.....

6	6
7	4
8	2
Non-Compliant contributor	0

14. Functional Evaluation Criteria

No	Technical Requirements	Weight/Points	
1	COMPANY REFERENCE • 1-3 letters: 10 points • 4-6 letters: 20 • 7 and above letters: 30 points • The bidder must provide proof, in the form of letters confirming that the bidder has performed security services. • The letter must contain the duration of the contract, contract value and must include a contact person and contact details (telephone number and email). Note: The reference letter(s) must be in the form of individual letter(s) from the respective previous and current clients.	30	
2	PROPOSED KEY PERSONNEL a. The proposed Supervisor for Gardening to be deployed on site must have at least 4 years' experience 6 points per Supervisors b. The proposed 1 permanent staff to be deployed on site must have a minimum of two (02) years gardening services experience. 2 yrs =4 points per Permanent Staff As proof thereof the bidder must provide CV's of staff who will be deployed on site	10	

Bid No.:Name of
Bidder.....

	including the site Supervisor together with their copies of qualifications.												
3	Proposed Methodology (Project Plan / Implementation on Plan / Standard Operating Procedure) The bidder must provide a detailed proposal of the methodology approach to be used carry out the scope of work outline. i. Readiness (Logistics, Tools, Uniform, etc.); and ii. Time frame required to take over the site. iii. The bidder must submit the health & safety work plan/methodology iv. The bidder must submit contingency plan (e.g. dealing with absenteeism during strikes), v. The bidder must provide a proposed Standard Operating Procedure for the site. <table><tr><td>The proposed methodology covers 1 Point one of the required tender scope</td><td>5</td></tr><tr><td>The proposed methodology that meet two requirements of the tender scope</td><td>10</td></tr><tr><td>The proposed methodology that meet three requirements of the tender scope</td><td>15</td></tr><tr><td>The proposed methodology that meet four requirements of the tender scope</td><td>20</td></tr><tr><td>The proposed methodology that meet the five requirements of the tender scope</td><td>30</td></tr></table>	The proposed methodology covers 1 Point one of the required tender scope	5	The proposed methodology that meet two requirements of the tender scope	10	The proposed methodology that meet three requirements of the tender scope	15	The proposed methodology that meet four requirements of the tender scope	20	The proposed methodology that meet the five requirements of the tender scope	30	30	
The proposed methodology covers 1 Point one of the required tender scope	5												
The proposed methodology that meet two requirements of the tender scope	10												
The proposed methodology that meet three requirements of the tender scope	15												
The proposed methodology that meet four requirements of the tender scope	20												
The proposed methodology that meet the five requirements of the tender scope	30												
	TOTAL	100											

All bids that score less than 75 out of 100 points on functionality will not be evaluated further.

Bid No.:Name of
Bidder.....

14.1 All bidders who score less than 75 points on functionality will be eliminated and will be regarded as having submitted a non-responsive bid and will be disqualified.

15 Stage 2: Price and Preference point system

15.1.1 Only bidders who score 75% or more in Stage 01 on functionality and 75 % or more on in stage 02 will be evaluated further in accordance with 80/20 preference point system.

15.1.2 Points will also be awarded to a bidder for attaining the B-BBEE status level of contribution as described in paragraph 7.1 above.

15.1.3 The points scored for price will be added to the points scored for B-BBEE status level of contribution to obtain the bidder's total points out of 100.

15.1.4 A contract will be awarded to the bidder who scored the highest total number of points in terms of preference points systems.

15.1.5 In exceptional circumstances the EAAB may, on reasonable and justifiable grounds, award the bid to a bidder that did not score the highest number of points.

15.1.6 In the event of equal points scored, the tender will be awarded to the tenderer scoring the highest on B-BBEE

16 BRIEFING SESSION

No briefing session will be held for this bid.

17 OTHER IMPORTANT CONDITIONS

17.1 **The closing date for submission of bids and proposals is 22 DECEMBER 2021 at 12h00. Please note that no late bids will be accepted.**

17.2 All bids must be submitted on the official forms (not to be retyped).

17.3 Bids are subject to the National Treasury General Conditions of Contract (GCC) and terms of reference as stipulated in this document.

17.4 Bids submitted that do not comply with the following may not be considered for evaluation:

- Bids that are not in the prescribed format.
- Bids without all of the required documents.
- Pricing schedules not in the required format.
- Bids not adhering to the required number of copies.

Bid No.:Name of
Bidder.....

17.5 EAAB reserves the right not to appoint any bidder who has submitted his/her proposal. Note that in the event EAAB selects a successful bidder the latter will be required to sign a service level agreement which is drafted by EAAB.

17.6 The successful bidder will be subjected to the EAAB's terms and conditions.

17.7 Enquiries regarding bidding procedures may be directed to Mr Joseph.Setloboko Procurement Officer at e-mail: infotenders@eaab.org.za

CONTRACT MANAGEMENT

The successful service provider must be prepared to enter into a service level agreement with the EAAB.

The duration of the contract is anticipated to run for a period of three (3) years starting from the date the contract is concluded between the 2 parties. The contract will however be subject to an annual evaluation of performance by the EAAB.