

Matters Arising: ARC

Author: O.M.A

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**REQUEST FOR QUOTATION**

 **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE FURNITURE**

 **(CABINETS & CHAIRS) AT NRCS PORT ELIZABETH OFFICE**

**(RFQ NO.197 /2022)**

**CLOSING DATE AND TIME: 26 APRIL 2023 AT 11H00**

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# PART A Invitation to bid SBD 1

PART A

INVITATION TO BID

|  |
| --- |
| **YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS** |
| BID NUMBER: | **RFQ No.197/2022** | CLOSING DATE: | **26 APRIL 2023** | CLOSING TIME: | **11H00** |
| DESCRIPTION | **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE FURNITURE**  **(CABINETS & CHAIRS) AT NRCS PORT ELIZABETH OFFICE**  |
| **BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*** |
| **NRCS, SABS CAMPUS, 1 DR. LATEGAN ROAD, GROENKLOOF, PRETORIA** |
|  |
| **DUE TO COVID 19 NRCS REQUEST THAT QUOTATION BE E-MAILED**  |
|  |
| **BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO** | **TECHNICAL ENQUIRIES MAY BE DIRECTED TO:** |
| CONTACT PERSON | **Ms. Glenda Mathane** | CONTACT PERSON | **Nomvuyiseko Mlamla**  |
| TELEPHONE NUMBER | **012 482 8765** | TELEPHONE NUMBER | **021 526 3442** |
| FACSIMILE NUMBER | **N/A** | FACSIMILE NUMBER | **N/A** |
| E-MAIL ADDRESS | **Glenda.mathane@nrcs.org.za** | E-MAIL ADDRESS | **Nomvuyiseko.Mlamla@nrcs.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 [ ]  NODOES THE ENTITY HAVE A BRANCH IN THE RSA? [ ]  YES [ ]  NODOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? [ ]  YES [ ]  NODOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? [ ]  YES [ ]  NOIS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? [ ]  YES [ ]  NO **IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**  |

PART B

TERMS AND CONDITIONS FOR BIDDING

|  |
| --- |
| 1. **BID SUBMISSION:**
 |
| * 1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
	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.**
	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.
	4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
 |
| 1. **TAX COMPLIANCE REQUIREMENTS**
 |
| 1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
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.
3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://www.sars.gov.za).
4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
6. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
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: ……………………

1. **PRICING SCHEDULE**

 **SBD 3.1**

**PRICING SCHEDULE – FIRM PRICES**

**(PURCHASES)**

**NOTE:** **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

 **IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

|  |
| --- |
| Name of bidder…………………………………… Bid number **RFQ 197/2022**Closing Time **11:00** Closing date: **26 APRIL 2023** |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY

NO. \*\* (ALL APPLICABLE TAXES INCLUDED)

**NB: SERVICES PROVIDED MUST BE IN ACCORDANCE WITH THE TERMS OF REFERENCE. BIDDERS ARE ALSO ADVISED TO INDICATE A TOTAL COST BREAKDOWN FOR THIS ASSIGNMENT.**

**OWN PRICING SCHEDULE CAN BE COMPILED TO COVER COSTS AS PER SPECIFICATIONS/SCOPE OF WORK.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **Description** | **Quantity** | **Unit Price** | **Amount** |
|  |
| 1 | Oak Hinge 2 doors cabinet with 4 shelves (900X500 X1800mm) – See Annexure A | 2 |  |  |
| 2 | Black High Back Chairs- Swivel & Tilt – See Annexure B | 2 |  |  |
|  |  |  |  |  |
|  | Other Specify |  |  |  |
|  |  **Subtotal** |  |
|  |  **VAT @ 15%** |  |
|  |  **Total Including VAT** |  |

* Required by: ………………………………….

- At: ………………………………….

…………………………………

- Does the offer comply with the specification(s)? \*YES/NO

* If not to specification, indicate deviation(s) ………………………………….

* Period required for delivery ………………………………….

 \*Delivery: Firm/not firm

* Delivery basis ……………………………………

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable

 **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.

1. **Bidder’s declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[[1]](#footnote-1) 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**

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**

* + 1. If so, furnish particulars:

…………………………………………………………………………….

…………………………………………………………………………….

1. **DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[[2]](#footnote-2) will not be construed as collusive bidding.

3.4In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

……………………………… ..……………………………………………

 Signature Date

……………………………… ………………………………………………

 Position Name of bidder

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM 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. The following preference point systems are applicable to invitations to tender:
* the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
* the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
	1. **To be completed by the organ of state**
1. The applicable preference point system for this tender is the 80/20 preference point system.
	1. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
2. Price; and
3. Specific Goals.
	1. **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  |  |
| --- | --- |
|  | **POINTS** |
| **PRICE** |  80 |
| **SPECIFIC GOALS (B-BBEE Status Level of contributor)** |  |
| **B-BBEE Level 1** | 20 |
| **B-BBEE Level 2** | 18 |
| **B-BBEE Level 3** | 14 |
| **B-BBEE Level 4** | 12 |
| **B-BBEE Level 5** | 8 |
| **B-BBEE Level 6** | 6 |
| **B-BBEE Level 7** | 4 |
| **B-BBEE Level 8** | 2 |
| **Non-compliant contributor** | 0 |
| **Total points for Price and SPECIFIC GOALS**  | **100** |

* 1. 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.
	2. 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.
1. **DEFINITIONS**
2. **“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;
3. **“price”** means an amount of money tendered for goods or services, andincludes all applicable taxes less all unconditional discounts;
4. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
5. **“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
6. **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
7. **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**
	1. **POINTS AWARDED FOR PRICE**

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

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

**80/20 or 90/10**

or

 Where

 Ps = Points scored for price of tender under consideration

 Pt = Price of tender under consideration

 Pmin = Price of lowest acceptable tender

* 1. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**
		1. **POINTS AWARDED FOR PRICE**

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

**80/20 or 90/10**

or

Where

 Ps = Points scored for price of tender under consideration

 Pt = Price of tender under consideration

 Pmax = Price of highest acceptable tender

1. **POINTS AWARDED FOR SPECIFIC GOALS**
	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:
	2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
2. an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

1. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

|  |  |  |
| --- | --- | --- |
| **The specific goals allocated points in terms of this tender** | **Number of points****allocated****(80/20 system)****(To be completed by the organ of state)** | **Number of points claimed (80/20 system)****(To be completed by the tenderer)** |
| B-BBEE Level 1 | 20 |  |
|  Level 2 | 18 |  |
|  Level 3 | 14 |  |
|  Level 4 | 12 |  |
|  Level 5 | 8 |  |
|  Level 6 | 6 |  |
|  Level 7 | 4 |  |
|  Level 8 | 2 |  |
| Non-compliant contributor | 0 |  |

 **DECLARATION WITH REGARD TO COMPANY/FIRM**

* 1. Name of company/firm…………………………………………………………………….
	2. Company registration number: …………………………………………………………...
	3. 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]

* 1. 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:
1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. 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;
4. 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 –
	1. disqualify the person from the tendering process;
	2. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
	3. 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;
	4. 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
	5. forward the matter for criminal prosecution, if deemed necessary.

……………………………………….

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME**: ……………………………………………………….

**DATE:** ………………………………………………………

**ADDRESS**: ………………………………………………………

 ………………………………………………………

 ………………………………………………………

 ………………………………………………………

SBD 6.2

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. **General Conditions**
	1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
	2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
	3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
	4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
	5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

 LC = [1 - x / y] \* 100

Where

 x is the imported content in Rand

 y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on http:/www.thedti.gov.za/industrial development/ip.jsp at no cost.**

* 1. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
1. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

Description of services, works or goods Stipulated minimum threshold

Highback upholstered chair with arms on 5 Star base 65 %

Oak hinge 2 doors cabinet with 4 shelves 100 %

(900x550x1800mm)

**3**. Does any portion of the goods or services offered

 have any imported content?

 (***Tick applicable box***)

|  |  |  |  |
| --- | --- | --- | --- |
| YES |  | NO |  |

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

|  |  |
| --- | --- |
| **Currency**  | **Rates of exchange** |
| US Dollar |  |
| Pound Sterling |  |
| Euro |  |
| Yen |  |
| Other |  |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

**4.** Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)** **IN RESPECT OF BID NO.** .................................................................................**ISSUED BY**: (Procurement Authority / Name of Institution): .........................................................................................................................NB 1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial development/ip.jsp](http://www.thdti.gov.za/industrial%20development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.**  Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, …………………………….................................................... (full names),do hereby declare, in my capacity as ……………………………………… ………..of ...............................................................................................................(name of bidder entity), the following:1. The facts contained herein are within my own personal knowledge.
2. I have satisfied myself that:
3. the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
4. The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

|  |  |
| --- | --- |
| Bid price, excluding VAT (y)  | R |
| Imported content (x), as calculated in terms of SATS 1286:2011 | R |
| Stipulated minimum threshold for local content (paragraph 3 above)  |  |
| Local content %, as calculated in terms of SATS 1286:2011 |  |

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.** **The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**1. I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
2. I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

 **SIGNATURE: DATE: \_\_\_\_\_\_\_\_\_\_\_** **WITNESS No. 1 DATE: \_\_\_\_\_\_\_\_\_\_\_** **WITNESS No. 2 DATE: \_\_\_\_\_\_\_\_\_\_\_** |

National Regular for Compulsory Specifications (NRCS) is an entity of the Department of Trade, Industry and Competition (**the dtic**) established on 1 September 2008, in accordance with the provisions of the National Regulator for Compulsory Specifications Act, 2008 (Act No. 5 of 2008).

The NRCS ‘s mandate includes promoting public health, safety, environmental protection and ensuring fair trade. This mandate is achieved through the development and administration of technical regulations and compulsory specifications and conducting market surveillance to ensure compliance with requirements of the compulsory specifications and technical regulations. NRCS stakeholders include the South African Government, Industry and South African citizens.

**1.3 TERMS OF REFERENCE/SPECIFICATIONS**

**1.3.1.** Supply and delivery of Cabinets and chairs for the PE Office.

# MINIMUM REQUIREMENTS

* Please note that failure to lodge and adhere to the following requirements will lead to an immediate disqualification:

a. The following key information will be accessed and verified on CSD, namely

1. Business registration, including details of directorship and membership;
2. Tax compliance status

b. Completed and signed SBD forms 1, 3.3, 4, 6.1.

c. Late Submissions will not be accepted

\*Bidders information will be verified on National Treasury Central Supplier database

1. **AUTHORITY FOR SIGNATORY**

|  |  |
| --- | --- |
|  |  |
|  |  |
| Signatories for close corporations and companies shall confirm their authority **by attaching to this form** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.**An example for a company is shown below:**“ By resolution of the board of directors passed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been duly authorized to sign all documents in connection with the Tender for Contract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and any Contract, which may arise there from on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IN HIS CAPACITY AS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNATURE OF SIGNATORY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AS WITNESSES: 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# EVALUATION CRITERIA

Bid will be evaluated on the basis of the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20 point system will be as follows:

|  |  |
| --- | --- |
| **Price Assessment** | **80 Points** |
| TOTAL | 80 |
|  |
| **Preferential Elements** | **20 Points**  |
| B-BBEE Status Level of Contributor | Number of Points (80/20 system) |
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

#

Signature of person authorized to sign the bid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# BID DOCUMENT CHECKLIST

 A completed and signed bid document must be submitted in a file. The bid/tender documentation must be placed into a file with dividers between every schedule. The schedule must be numbered as follows:

|  |  |  |
| --- | --- | --- |
|  | Description | Submitted (Yes/No) |
| Schedule 1 | Proof of SARS Tax Compliance Status (To be verified on CSD) |  |
| Schedule 2 | **Original and valid B-BBEE status level verification certificate or a certified copy thereof or Sworn Affidavit (EMEs) substantiating your B-BBEE rating.**  |  |

NRCS SUPPLIER DECLARATION FORM

The Financial Director or Company Secretary

NRCS vendor database form. Please furnish us with the following to enable us to process this request:

1. Complete the “Supplier Declaration Form” **(SDF)** on page 2 of this letter
2. **Original** cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp)**
3. A letter with the company’s letterhead confirming physical and postal addresses

*NB: ▪* ***Failure to submit the above documentation will delay the vendor creation process****.*

*▪ Where applicable, the respective NRCS business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective NRCS business unit etc.*

1. **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the NRCS Official who is intending to procure your company’s services/products in order that he/she should complete and Internal NRCS Departmental Questionnaire before referring the matter to the appropriate NRCS Vendor Master Office.**

Regards,

NRCS Vendor/Supplier Management *[Supply Chain Management]*

Supplier Declaration Form

|  |  |
| --- | --- |
| Company Trading Name  |  |
| Company Registered Name |  |
| Company Registration Number Or ID Number If A Sole Proprietor  |  |
| Form of entity  | CC  | Trust  | Pty Ltd  | Limited  | Partnership  | Sole Proprietor  |
| VAT number (if registered) |  |
|  |  |
| Company Telephone Number  |  |
| Company Fax Number |  |
| Company E-Mail Address  |  |
| Company Website Address  |  |
| Bank Name |  | Bank Account Number |  |
| Postal Address  |  |
|  | Code |  |
| Physical Address  |  |
|  | Code |  |
|  |  |
| Contact Person  |  |
| Designation  |  |
| Telephone  |  |
| Email  |  |
|  |  |  |  |  |  |  |
| Annual Turnover Range (Last Financial Year)  | < R5 Million  |  | R5-35 million  |  | > R35 million  |  |
| Does Your Company Provide  | Products  |  | Services  |  | Both  |  |
| Area Of Delivery  | National  |  | Provincial  |  | Local  |  |
| Is Your Company A Public Or Private Entity  | Public  |  | Private  |  |
| Does Your Company Have A Tax Directive Or IRP30 Certificate  | Yes  |  | No  |  |
| Main Product Or Service Supplied (E.G.: Stationery/Consulting)  |  |

|  |
| --- |
| **BBBEE Ownership Details** |
|  |  |  |  |  |  |
| % Black Ownership |  | % Black women ownership |  | % Disabled person/s ownership |  |
| Does your company have a BBBEE certificate | Yes |  | No |  |
| What is your broad based BBBEE status (Level 1 to 8 / Unknown) |  |
| How many personnel does the firm employ | Permanent |  | Part time |  |

|  |  |
| --- | --- |
| NRCS Contact Person |  |
| Contact number |  |
| NRCS operating division |  |

|  |
| --- |
| **Duly Authorised To Sign For And On Behalf Of Firm / Organisation** |
|  |  |  |  |
| Name |  | Designation |  |
| Signature |  | Date |  |

|  |
| --- |
| **Stamp And Signature Of Commissioner Of Oath** |
|  |  |  |  |
| Name |  | Date |  |
| Signature |  | Telephone No. |  |

**NB: Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the NRCS Official who is intending to procure your company’s services/products.**

|  |
| --- |
| **2. VENDOR TYPE OF BUSINESS** |

*(Please tick as applicable)* **(\* - Minimum requirements)**

|  |  |
| --- | --- |
| **2.1**  | **Indicate the business sector in which your company is involved/operating:**  |
|  |  |  |  |
| Agriculture |  | Mining and Quarrying |  |
| Manufacturing |  | Construction |  |
| Electricity, Gas and Water |  | Finance and Business Services |  |
| Retail, Motor Trade and Repair Services |  | Wholesale Trade, Commercial Agents and Allied Services |  |
| Catering, accommodation and Other Trade |  | Transport, Storage and Communications |  |
| Community, Social and Personal Services |  | Other (Specify) |  |  |
| Principal Business Activity \* |  |
| Types of Services Provided |  |
| Since when has the firm been in business? |   |

|  |  |
| --- | --- |
| **2.2**  | **What is your company’s annual turnover (excluding VAT)? \*** |
|  |  |  |  |  |  |  |  |  |  |
| <R20k | >R20k <R0.3m | >R0.3m<R1m | >R1m<R5m | >R6m <R10m | >R11m <R15m | >R16m <R25m | >R26m <R30m | >R31m <R34m | >R35m  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **2.3** | **Where are your operating/distribution centres situated \***  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **3. VENDOR OWNERSHIP DETAIL** |

***(Please tick as applicable)* (\* - Minimum requirements)**

|  |  |
| --- | --- |
| **3.1** | **Did the firm previously operate under another name? \*** |
|  |  |  |  |
| YES |  | NO |  |

|  |  |
| --- | --- |
| **3.2** | **If Yes state its previous name:\*** |
|  |  |
| Registered Name |  |
| Trading Name |  |

|  |  |
| --- | --- |
| **3.3** | **Who were its previous owners / partners / directors?\*** |
|  |  |
| SURNAME & INITIALS | ID NUMBERS |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **3.4** | **List Details of current partners, proprietors and shareholders by name, identity number, citizenship, status and ownership as relevant: \*** |
|  |  |  |  |  |  |  |  |  |
| SURNAME& INITIALS | IDENTITY NUMBER | CITI-ZENSHIP | HDI | DIS -ABLED | GENDER | DATE OF OWNERSHIP | % OWNED | % VOTING |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **3.5** | **List details of current directors, officers, chairman, secretary etc.** **of the firm: \*** |
|  |  |  |  |  |  |  |
|  SURNAME & INITIALS | IDENTITY NUMBER | TITLE | DIS -ABLED | GENDER | % OF TIME DEVOTED TO THE FIRM | CONTACT NUMBER |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **3.6** | **List details of firms personnel who have an ownership interest in** **another firm: \*** |
|  |  |  |  |  |  |
| SURNAME& INITIALS | IDENTITY NUMBER | NAME & ADDRESS OF OTHER FIRM | TITLE IN OTHER FIRM | % OWNED | TYPE OF BUSINESS OF OTHER FIRM |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **4. VENDOR DETAIL** |

***(Please tick as applicable)* (\* - Minimum requirements)**

|  |  |
| --- | --- |
| **4.1** | **How many personnel does the firm employ? \*** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **BLACK** | **WHITE** | **COLOURED** | **INDIAN** | **OTHER** | **TOTAL** |
|  |  |  |  |  |  |  |
|  **Permanent** |  |  |  |  |  |  |
|  **Part Time** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **4.1.1** | **In terms of above kindly provide numbers on women and disabled personnel? \*** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **BLACK** | **WHITE** | **COLOURED** | **INDIAN** | **OTHER** | **TOTAL** |
|  **Women** |  |  |  |  |  |  |
|  **Disabled** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **4.2** | **Provide Details of Contact Person/s Responsible for Broad Based Black Economic Empowerment (BBBEE) in the Company \*** |
|  |  |  |  |
| **SURNAME** | **INITIALS** | **DESIGNATION** | **TELEPHONE NO.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **4.2.1** |  **Is your company a value adding supplier (i.e. registered as a vendor under the VAT Act of 1991, where NPAT + total labour cost > 25% of total revenue)?** |

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** |  | **NO** |  |

|  |  |
| --- | --- |
| **4.2.2** | **Is your company a recipient of Enterprise Development Contributions?\*** |
|  |  |  |  |
| **YES** |  | **NO** |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **4.2.3** | **May the above mentioned information be shared and included in NRCS Supplier Database for** **future reference? \*** |
|  |  |  |  |
| **YES** |  | **NO** |  |

|  |  |
| --- | --- |
| **4.2.4** | **If you are successful in the tender/contract (where applicable) and this is awarded to your company / organisation, will this have a positive impact on your employment plans? \*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** |  | **NO** |  |

|  |  |
| --- | --- |
| **4.2.5** | **If yes (above) kindly provide the following information:** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **BLACK** | **WHITE** | **COLOURED** | **INDIAN** | **OTHER** | **TOTAL** |
|  **Permanent** |  |  |  |  |  |  |
|  **Part Time** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **4.2.6**  | **In terms of above kindly provide numbers on woman and disabled personnel:** |
|  |  |  |  |  |  |  |
|  | **BLACK** | **WHITE** | **COLOURED** | **INDIAN** | **OTHER** | **TOTAL** |
|  **Women** |  |  |  |  |  |  |
|  **Disabled** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **4.2.7** | **Are any of your members/shareholders/directors ex employees of NRCS?** |
|  |  |  |  |
| **YES** |  | **NO** |  |

|  |  |
| --- | --- |
| **4.2.8** | **Are any of your family members employees of NRCS?** |
|  |  |  |  |
| **YES** |  | **NO** |  |

|  |  |
| --- | --- |
| **4.2.9** | **If Yes to points 4.2.7 & 4.2.8, list details of employees/ex-employees** |
|  |  |  |  |  |  |
| SURNAME& INITIALS | IDENTITY NUMBER | NAME & ADDRESS OF OTHER FIRM | TITLE IN OTHER FIRM | % OWNED | TYPE OF BUSINESS OF OTHER FIRM |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)