



REQUEST FOR QUOTATIONS (RFQ)

BID DESCRIPTION	REQUEST FOR QUOTATION FOR SAP PLANT MAINTENANCE (PM) & LINEAR ASSET MANAGEMENT (LAM) POST GO-LIVE SUPPORT
BID NUMBER	HO/ICT/SAPLAM/09/2022
ISSUE DATE	23 SEPTEMBER 2022
BID CLOSING DATE	07 OCTOBER 2022
BID CLOSING TIME	12H00 (MIDDAY)
BID VALIDITY PERIOD	30 BUSINESS DAYS AFTER CLOSING DATE
SUBMISSION OF BIDS	BIDS MUST BE STRICTLY HAND DELIVERED TO: MPHIELO NONDABULA PASSENGER RAIL AGENCY OF SOUTH AFRICA 30 WOLMARANS STREET UMJANTSHI HOUSE BRAAMFONTEIN 2001
CONTACT DETAILS	011 748 7498

SUPPLIER NOTE

LATE / INCOMPLETE QUOTATIONS WILL NOT BE CONSIDERED.

PRASA CONDITIONS OF PURCHASE WILL APPLY.

ONLY VAT VENDORS TO CHARGE VAT.

BIDDERS MUST ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS. AS A GENERAL RULE, IF A BID IS LATE OR DELIVERED TO THE INCORRECT ADDRESS, IT WILL NOT BE ACCEPTED FOR CONSIDERATION.

1. Executive Summary

PRASA is in the process of implementing the SAP Plant Maintenance (PM) and SAP Linear Asset Management (LAM) modules for the engineering division of PRASA, for the maintenance of Rolling Stock (train sets and locomotives) and Infrastructure assets such as permanent way, signaling equipment, electrical substations, and telecoms equipment, as well as the re-configuration of the SAP Plant Maintenance for the bus fleet in Autopax

The organization will require ongoing support post Go-live for a duration of six (6) months.

2. Purpose

PRASA would like to request quotations for the provision of support services for SAP Plant Maintenance (PM) and SAP Linear Asset Management (LAM) modules, post Go-live

PRASA intends to appoint a SAP certified partner to provide post Go-live support for the SAP PM & LAM modules. The intended post Go-live support for these modules is expected to commence on 17 October 2022.

3. Background

PRASA runs SAP as a system of record ERP (ECC6-EhP7) for all its business units and corporate office, made up of 7 company codes. It has thus far implemented SAP Financial Accounting and Control (FI/CO), SAP Materials Management (MM), SAP Human Capital Management (HCM) and SAP Plant Maintenance (PM) as the core modules supported by plug-in applications such as SAP Process Interface (PI-7.4), SAP Supplier Relationship Management (SRM-5.0), SAP Governance Risk & Compliance (GRC-10.1) and SAP Solution Manager (SolMan-7.2).

The engineering division within PRASA is currently using bespoke engineering maintenance applications for the planning and recording of maintenance activities. Facilities Maintenance Management System (FMMS) is used for the purposes of Rolling Stock maintenance and Enterprise Maintenance Package (EMPAC) is used for the purposes of Infrastructure maintenance.

Both these applications are no longer supported by their respective Original Equipment Manufacturers (OEMs) and pose a challenge to the engineering division regarding the recording of maintenance activities and the producing of management reports. Some maintenance activities are recorded outside the systems. Some maintenance activities are recorded outside the systems.

The organization embarked on a project to replace the obsolete system with SAP PM & LAM which commenced on 01 December 2022 and is anticipated to go live on 03 October 2022, with handholding support from the implementing partner for 2 weeks only.

The successful bidder will be expected to provide ongoing support for 6 months, assist with historical data migration from EMPAC and FMMS, complete interfaces for the Gibela solution, finalize the Autopax gap analysis and assist with the migration of the balance of the master data for both SAP PM and SAP LAM.

4. Scope of work

4.1. FUNCTIONAL SCOPE

The bidder will be expected to assist with the following:

1. Finalize the Autopax Gap-Analysis

2. Finalize the Gibela SAP PI - PM Interfaces
3. Uploads of the historical transactional data into SAP PM & LAM
4. Uploads of the balance of the master data into SAP PM & LAM
5. Train the Autopax & Gibela trainers on the solution implemented
6. Provide ongoing support on calls logged
7. Provide technical advice when required
8. Provide knowledge transfer to identified PRASA personnel

AUTOPAX GAP-ANALYSIS

- SAP PM has already been implemented for the Autopax business unit
- A Gap-Analysis was done wherein it was ascertained that the bus fleet equipment structure still requires breaking down into sub-equipment, sub-assemblies and BOMs
- The granular equipment structure of the bus fleet must be uploaded into SAP PM
- User Acceptance Testing (UAT) must be conducted by the super users
- Train-the-Trainer training must be conducted for the identified super users

HISTORICAL TRANSACTIONAL DATA

- Historical data for Rolling Stock is currently in the FMMS system and must be migrated to SAP PM
- Historical data for Infrastructure is currently in the EMPAC system and must be migrated to SAP LAM
- The Engineering departments require historical maintenance data for 15 years as per regulations

BALANCE OF MASTER DATA

- The project team has provided SAP templates for master data and these are being populated on an ongoing basis
- The delta of the master data after the freeze and upload must be migrated to SAP PM & LAM
- The LSMWs for the upload of the master data have already been developed

GIBELA INTERFACES

- The Gibela processes solution has already been developed
- The solution consists of 8 SAP PI interfaces between PRASA and Gibela into SAP PM
- Approximately 4 out of 8 interfaces have been developed and tested (4 outstanding)
- The interfaces must be tested after development (Integration Testing)
- User Acceptance Testing (UAT) must be conducted by the super users
- Train-the-Trainer training must be conducted for the identified super users
- Master data and historical maintenance data must be migrated from the Gibela SAP system

ONGOING SUPPORT, ADVICE AND KNOWLEDGE TRANSFER

- Call log ongoing support must be provided for 6 months after Go-live
- Technical advice on the solutions must be provided
- Knowledge transfer must provided to the identified PRASA personnel

5. EVALUATION PROCESS

Interested bidders for this project shall be evaluated in terms for their adherence to mandatory compliance requirements, basic compliance, technical/ functional compliance, price and B-BBEE. The evaluation committee will follow the process depicted below for the selection of the preferred bidder that shall render / deliver the required works, goods and / or services.

Evaluation Process	
Stage 1A Compliance	Substantive responsiveness (mandatory)
Stage 1B Compliance	Administrative Responsiveness
Stage 2	
Technical/Functional Criteria	Testing of capacity – meet minimum threshold of 70%.
Stage 3 Preference Points	
Price	80
BBBEE	20
TOTAL	100

5.1 Stage 1: Mandatory and Basic Compliance Requirements (Substantive and Administrative Responsiveness)

No.	Description of requirement	
Stage 1A - Mandatory Compliance Requirements (Substantive Responsiveness) If a bidder does not submit the following documents the Proposal will be disqualified automatically:		
a)	Completion of ALL RFP documentation (includes ALL declarations, ALL Standard Bidding Documents (SBD) and Commissioner of Oaths signatures required).	
Stage 1B - Basic Compliance Requirements (Administrative Responsiveness) If you do not submit the following basic compliance documents your bid may be disqualified and these documents must be made available within five (5) working days should an award be made.		
a)	CSD Supplier Registration Report	
b)	A valid Tax Clearance Certificate (valid as at the closing date of this RFP) Or supply SARS Pin	

No.	Description of requirement	
	Note: No award will be made to a bidder whose tax matters are not in order with SARS.	
c)	Company registration documents	
d)	Certificate of change of name or CK2 (If applicable)	
e)	Letter of Good Standing: COID	

6. Compliance Requirements

Only bidders who have provided a SAP Partner Edge – Gold Service Certificate will be considered. A bidder who fails to fully comply with the compliance requirements and provide required proof will be disqualified for any further evaluation.

Description	Compliance (YES / NO)	Comments
SAP Partner Edge – Gold Service Certification		Provide certificate

7. Functional /Technical Evaluation

The table below outlines the functional requirements on which the bidders will be evaluated. A bidder will have to obtain a threshold of 70% to be considered for price and BBBEE.

ITEM	CRITERIA	WEIGHT
1	Organizational Experience	30%
2	Implementation approach and methodology	30%
3	Experience of key personnel	40%
	TOTAL	100%

Details of the scoring methodology presented above are outlined below:

CRITERIA	SUB CRITERIA	SCORES	WEIGHT																					
Organisational Experience	<p>Score will be based on successfully executed and completed projects of SAP PM or SAP LAM implementation over the last five years five (5) years of which details are provided:</p> <p>Bidder to submit the following, per project as proof:</p> <ul style="list-style-type: none">Signed reference letter with company logo and contact details of the client company	<p>0: No projects submitted</p> <p>1: 1 project of SAP PM or SAP LAM implementation completed within the last 5 years.</p> <p>2: 2 projects of SAP PM or SAP LAM implementation completed within the last 5 years.</p> <p>3: 3 projects of SAP PM or SAP LAM implementation completed within the last 5 years.</p> <p>4: 4 projects of SAP PM or SAP LAM implementation completed within the last 5 years.</p> <p>5: 5 projects of SAP PM or SAP LAM implementation completed within the last 5 years.</p>	30																					
Implementation approach and methodology	<p>Score will be allocated for implementation methodology that is based on ASAP/SAP Activate and is realistic. Methodology should consist of the major milestones</p> <table><tr><th></th><th>ASAP</th><th>Activate</th></tr><tr><td>Stage1</td><td>Project Preparation</td><td>Discover</td></tr><tr><td>Stage2</td><td>Business Blueprint</td><td>Prepare</td></tr><tr><td>Stage3</td><td>Realization</td><td>Explore</td></tr><tr><td>Stage4</td><td>Final Preparation</td><td>Realize</td></tr><tr><td>Stage5</td><td>Go-live & Support</td><td>Deploy</td></tr><tr><td>Stage6</td><td>Run</td><td>Run</td></tr></table>		ASAP	Activate	Stage1	Project Preparation	Discover	Stage2	Business Blueprint	Prepare	Stage3	Realization	Explore	Stage4	Final Preparation	Realize	Stage5	Go-live & Support	Deploy	Stage6	Run	Run	<p>Score will be allocated for a presentation according to the following:</p> <p>0: No SAP methodology information provided</p> <p>1: (1) of the listed Stages with the scope of work are provided</p> <p>2: (2) of the listed Stages are provided.</p> <p>3: (3) of the listed Stages are provided with:</p> <ul style="list-style-type: none">Alignment to the scope of workAssociated quality gates <p>4: (4) of the listed Stages are provided with:</p> <ul style="list-style-type: none">Alignment to the scope of workAssociated quality gatesHighlighted risks <p>5: All Stages are provided with:</p> <ul style="list-style-type: none">Alignment to the scope of workAssociated quality gatesHighlighted risksMitigating measures	30
	ASAP	Activate																						
Stage1	Project Preparation	Discover																						
Stage2	Business Blueprint	Prepare																						
Stage3	Realization	Explore																						
Stage4	Final Preparation	Realize																						
Stage5	Go-live & Support	Deploy																						
Stage6	Run	Run																						
Experience of key personnel	<p>Score will be based on number of years of experience of all personnel and qualifications</p> <ul style="list-style-type: none">SAP Certified Associate Project Manager / PMBOK / PRINCE2 (Project Manager)SAP Certified Application Associate – SAP Maintenance & Repair (SAP Plant Maintenance resource, SAP Linear	<p>0: No qualified resources submitted</p> <p>1: 1 resource as per list with 5 years' experience of executing SAP PM or SAP LAM projects</p> <p>Evidence: (Provide CVs with certified copies of certificates, not older than 3 months)</p> <p>2: 2 resources as per list with 5 years' experience of executing SAP PM or SAP LAM projects</p> <p>Evidence: (Provide CVs with certified copies of</p>	40																					

	<p>Asset Management Resource, Integration Manager)</p> <ul style="list-style-type: none"> SAP Certified Technology Associate – SAP Process Integration (Integration Resource, Integration Manager) SAP Certified Development Associate – Abap with Netweaver (Integration Resource, Development Resource) IT / Engineering NQF Level 7 qualification (Team Lead, Integration Manager) 	<p>certificates, not older than 3 months)</p> <p>3: 3 resources as per list with 5 years' experience of executing SAP PM or SAP LAM projects Evidence: (Provide CVs with certified copies of certificates, not older than 3 months)</p> <p>4: 4 resources as per list with as 5 years' experience of executing SAP PM or SAP LAM projects Evidence: (Provide CVs with certified copies of certificates, not older than 3 months)</p> <p>5: 5 resources as per list with 5 years' experience of executing SAP PM or SAP LAM projects Evidence: (Provide CVs with certified copies of certificates, not older than 3 months)</p>	
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8. Pricing Evaluation

Pricing should be provided for the different milestones, as per table below:

Description of Services (Milestones)	Price
Autopax Gap Analysis	R
Gibela SAP PI - PM Interfaces	R
SAP PM & LAM Master Data Upload	R
SAP PM & LAM Historical Data Upload	R
Autopax & Gibela Train-the Trainer	R
Knowledge transfer, Advice and Support (6 months)	R
VAT @ 15%	R
TOTAL PRICE	R

Pricing Evaluation: Only Bidders who have achieved the 70% threshold for Technical Evaluation will be evaluated for the Price component which is 80% of the Evaluation Criteria.

A maximum of 80 points is allocated for price. The evaluation for price will be done based on the following formula:

$$P_s = 80 \left[1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where:

P_t = Points scored for price of tender under consideration

P_s = Rand value of tender under consideration

P_{min} = Rand value of lowest acceptable tender

The minimum qualifying criteria for pricing is 80 points as per the standard Evaluation Criteria presented above.

SECTION 1: SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)					
BID NUMBER:	HO/ICT/SAPLAM/09/2022	CLOSING DATE:	07/09/2022	CLOSING TIME:	12h00 MIDDAY
DESCRIPTION	REQUEST FOR QUOTATION FOR SAP PLANT MAINTENANCE (PM) & LINEAR ASSET MANAGEMENT (LAM) POST GO-LIVE SUPPORT				
BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:					
BIDS STRICTLY TO BE HAND DELIVERED (REFER TO PAGE 1 FOR ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Mphielo Nondabula				
TELEPHONE NUMBER	011 085 7498				
E-MAIL ADDRESS	Mphielo.Nondabula@prasa.com				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO ☐ N/A

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO ☐ N/A

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO ☐ N/A

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO ☐ N/A

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO ☐ N/A

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. 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.
- 1.5. **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."

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

VALIDITY PERIOD: PRASA desires a validity period up to **30 days** against this Quotation. It should be noted that suppliers may offer an earlier validity period, but that their quotation may in that event, be disregarded for this reason.

This Quotation is valid until (**To be completed by Supplier**)

YOUR REFERENCE:

PAYMENT:

Payment will be made upon completion of the works within 30 days from date of receipt of a correct tax invoice.

NOTE:

Non-submission of information which will be scored on functionality will lose points on functionality

Non-submission of certificate which will be scored on B-BBEE will lose points on Price and B-BBEE

Name and Address of Supplier:

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

Tel no.:

Fax no.:

Contact signature:.....

SUPPLY CHAIN MANAGEMENT

Email: mnondabula@prasa.com

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA. No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract. The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and subcontracting

The Supplier may not assign or subcontract any part of this order/contract without the written consent of PRASA.

Termination

PRASA may terminate the order/contract at any time (without prejudice to any right of action or remedy which has accrued or thereafter accrues to PRASA):

If the Supplier defaults in due performance of the order/contract, or if the Supplier becomes bankrupt or otherwise is, in the opinion of PRASA, in such financial circumstances as to prejudice the proper performance of the order/contract, or for any other reason in which case the Supplier will be compensated for all costs incurred.

1. Any legal person, including persons employed by the state*, 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 and/or take an oath declaring his/her interest, 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, shareholder etc):

.....

2.4 Company Registration Number:

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:

* "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.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:

Name of state institution to which the person is connected:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

- 2.8 Did you or your spouse, or any of the company's directors
shareholders / members or their spouses conduct business
with the state in the previous twelve months?

YES / NO

DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PRASA'S GENERAL
CONDITIONS OF TENDER AS STIPULATED IN THE RFQ SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
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.

1.1 GENERAL CONDITIONS

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

1.2 Points for this bid shall be awarded for:

2.

2.1 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
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.

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

2.2.1 Price -	80
2.2.2 B-BBEE Status Level of Contributor-	<u>20</u>
2.2.3 Total points for Price and B-BBEE -	<u>100</u>

2.3 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.

2.4 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.

3. 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;

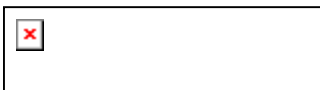
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a bidder to provide goods or services in accordance with specifications as set out in the tender/ RFQ documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) certificate issued by an authorized body or person; B-BBEE Status level
 - 2) prescribed by the B-BBEE Codes of Good Practice; A sworn affidavit as
 - 3) requirement prescribed in terms of the B-BBEE Act; Any other
- (i) **“QSE”** means a qualifying small business enterprise 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;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20



Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 5.1 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 (80/20 system)
------------------------------------	------------------------------------

1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 4.1 AND 5.1

7.1 B-BBEE Status Level of Contributor. =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of B-BBEE status level of contributor)

8. SUB-CONTRACTING

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

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

8.1.1 If yes, indicate:

- i) What percentage (%) of the contract will be subcontracted.....?
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

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		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.

COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

9.7 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-BBEE status level of contributor indicated in paragraph 5.1 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 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:

ADDRESS

.....

SBD8

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). <i>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.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? <i>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.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

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

SBD 9

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
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.

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

COMMISSIONER OF OATH

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20____, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Name – SERVICE PROVIDER)

_____ (Sign – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON	
STAMP:	NAME & SURNAME:
	DESIGNATION/RANK :
	PERSAL/EMPLOYEE NO:
	PLACE/DATE: