



REQUEST FOR BID

The South African Qualifications Authority (SAQA) invites all interested parties to submit bids for the requirements stipulated below:

RFB DOCUMENT NUMBER:	SAQA 001/2022
RFB ISSUE DATE	11 August 2022
RFB CLOSING DATE AND TIME:	09 September 2022 @ 11h00
RFB VALIDITY PERIOD	240 days from the RFB closing date
DESCRIPTION OF SERVICES REQUIRED	Sale of the South African Qualification Authority property and its fixed structures (SAQA HOUSE) at 1067 Arcadia Street Hatfield, Pretoria 0028.
PERIOD OF CONTRACT	This contract period will end after the transfer and registration of the sale of the building at the Deeds Office.
SITE VISIT/INSPECTIONS	A Compulsory Briefing session and Site visit will be held on Thursday, 18 August 2022 at 10H00 at the SAQA House 1067 Arcadia Street Hatfield, Pretoria, 0028.
RFB RESPONSE ADDRESS	Responses to this RFB must be hand-delivered to the following address: The SAQA tender box is located at the Reception, ground Floor, SAQA House, 1067 Arcadia Street Hatfield, Pretoria 0028, and emailed to Tenders@saqa.co.za
ENQUIRIES	Direct all enquiries in writing to the following contact person and e-mail address: Mr Jeremy Thomas Tel: 012 431 5062. E-Mail Address: tenders@saqa.co.za

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SECTION 1: TERMS OF REFERENCE

1. INTRODUCTION

- 1.1. The National Qualifications Framework (NQF) Act, 67 of 2008 mandates SAQA to oversee the further development and implementation of the NQF, advance its objectives, and co-ordinate the three Sub-Frameworks.
- 1.2. The objectives of the NQF are designed to contribute to the full personal development of each learner and the social and economic development of the nation at large.
- 1.3. By implication, therefore, SAQA as the custodian of the NQF plays an influential role in the entire education and training sector.

2. NATURE AND OBJECTIVES OF SERVICES REQUIRED

- 2.1. The SAQA has decided to dispose of the properties known as SAQA House, situated at Tshwane Hatfield.
- 2.2. The objective of this tender is to enable the Bid Adjudication Committee or the Accounting Officer, where applicable, to select the most appropriate submission in terms of both financial ability and concept appropriateness for the building.
- 2.3. The document is self-explanatory and interested parties are encouraged to read through it carefully, to familiarise themselves with both the overall intent of SAQA, as well as with the procedures for the award.

3. THE TENDER PROCESS

The process to be followed in this proposal shall be as follow:

- 3.1. The submission of a tender price as well as information regarding the source of funds and the financial offer made must be clearly set out in the bidder's submission as per the requirements set out in Paragraph 7 – Submission Requirements and Evaluation, of this document.
- 3.2. The submissions will be evaluated and adjudicated by a duly constituted evaluation and adjudication committee.

- 3.3. SAQA does not bind itself to accept the highest or any tender and reserves the right to accept any or none of the tenders submitted, as it may deem expedient. Furthermore, the SAQA reserves the right to award to any bidder of the SAQA's choice.
- 3.4. SAQA may wish to interview prospective organisations or individuals prior to awarding the tender to any bidder.
- 3.5. The decision of the SAQA will be final.
- 3.6. A Deed of Sale will be entered into with the successful bidder as soon as possible after the tender has been awarded. Should the successful bidder fail or neglect to conclude the Deed of Sale within the period specified by SAQA in writing, the terms and conditions of this tender and the policies referred to and this agreement shall be binding on both parties and enforceable.
- 3.7. Payment of 10% (ten per cent) of the agreed purchase price is required and payable within 7 business days from the date of receipt of the written notification of acceptance of the offer by SAQA. The successful bidder shall be obliged further to furnish SAQA within 14 days from the date of acceptance of the offer, with a bank or other acceptable guarantee which covers the period until the transfer has been finalised, for the payment of the balance of the purchase price for registration of the transfer in the Deeds Office.
- 3.8. The transfer of the ownership of the property to the successful bidder will proceed after SAQA has approved the transfer and the Deed of Sale has been signed. It must be noted that the successful bidder will be liable for the costs required for the transfer of property.
- 3.9. Without derogating from the key requirements of this Request for Bid, bidders may provide any other viable alternative to the sale of the building but must declare such detailed information for the Bid Evaluation Committee to consider the proposal.

4. THE ROLE OF THE PROPERTY WITHIN THE NATURE OF ITS LOCALITY

The property is situated at No. 1067 Arcadia Street, Hatfield. This is a one-way stretch of road heading from west to east and is located between Festival and Hilda Streets. The property has easy access to Francis Baard and Pretorius Streets which, in turn, provide access to the Pretoria CBD and the N1 freeway. The immediate surrounding properties comprise a mix of commercial and residential sites. The property is located close to various government departments and embassies in Arcadia and Hatfield. The highest and best use of the property is its current use. It was noted that various buildings within the Hatfield area have been converted to residential uses; however, the subject property still lies in a predominantly office node and offers reasonable quality accommodation.

5. PROPERTY DESCRIPTION AND ZONING RIGHTS

The property is situated in ERF 637, 1067 Arcadia Street, Hatfield, 0028.

The property is situated next to the following professional transport facilities:

- a) Gautrain Station
- b) Areyeng Bus Station
- c) City of Tshwane Metrobus
- d) Metrorail Rissik Station

The property is also situated next to the following:

- a) University of Pretoria (TUKS)
- b) Hatfield Plaza (Shopping Centre)
- c) Loftus Versfeld Stadium
- d) Brooklyn Police Station

The property has the potential for development into:

- a) Corporate Offices
- b) Student Accommodation
- c) Shopping Centre

6. PROPERTY DESCRIPTION AND SPECIFICATION

The property comprises a multi-storey office building measuring 5 866 m² (Actual Construction Area) together with a parking area of 2 835 m² totalling 8 701 m². The property is currently occupied by the South African Qualifications Authority. The building includes:

- a. 166 parking bays as follows:
 - I. Basement North concrete slab covered parking = 43 bays
 - II. The first floor North concrete slab covered parking = 32 bays
 - III. Rear parking arcade ground floor South concrete slab covered parking = 35 bays
 - IV. Rear parking arcade first floor South concrete slab covered parking = 30 bays
 - V. Rear parking arcade top floor South metal sheeting carport covered parking = 26 bays
- b. six floors consisting of 169 spaces including boardrooms and storerooms with 6 open plan areas.
- c. a 2 bedroom apartment on the roof, with lounge and kitchen, and
- d. a 180 Kva Perkins diesel generator that powers the entire building.

The main building lies to the front of the site and is constructed over the basement, ground to the sixth floor plus roof structures. Construction of the main building is by way of concrete supports with face brick infill and aluminium framed windows. The roof is a flat concrete slab structure and the floor is a concrete base. Internally, the interior walls are plastered and painted and have wall-mounted air conditioning units. The ceilings are lined with suspended ceiling panels, having recessed spotlights and central air conditioning vents in places. The floors are concrete and covered with carpet tiles and ceramic floor tiles. There are two lifts within the building which run between the basement and six-floor levels. The lifts are outer mounted and in front of the atrium area.

Internal accommodation comprises basement parking, ground floor reception, visitors' centre and general offices, the first-floor covered parking and storage, second to six floors offices including general and individual offices, ablutions, and kitchen area.

The roof houses a 2-bedroom flat with a kitchen and bathroom. The lift lobby area includes the lift landing, ladies and gent's ablution facilities, kitchenette and stairwell. There is a second stairwell located on the eastern boundary of the site. Located behind the main building is a multi-level parkade constructed on the ground and first level, together with carport parking bays on the roof level. Construction of this parkade is by way of concrete supports with concrete walls to sill height, while the remainder of the unit is open-sided. The rear wall is concrete. The roof is a flat concrete slab structure, and the floor is a concrete base.

Access to the upper levels is via a ramp and there is a stairwell located in the south-eastern corner of the parkade.

The sale of the building excludes all Information Technology equipment and the like.

7. SUBMISSION REQUIREMENTS AND EVALUATION

- 7.1. Submissions are invited from all parties with the financial means and experience to submit a proposal for the purchase of the property.
- 7.2. The bidders are required to submit a tender deposit of forty thousand rands (R 40 000) on submission of the tender. This amount must be in the form of a bank-guaranteed payment (only guaranteed by an accredited financial institution) in favour of SAQA and valid for 240 days from the date of the closure of the tender. Failure to comply with this requirement will lead to the disqualification of the bidder. This guarantee will be returned to the unsuccessful bidders after the awarding process has been completed. The tender deposit will be forfeited by a successful bidder who should cancel/withdraw their tender at any time after the closing date of the tender.
- 7.3. Tender offers will only be accepted if the bidder submits proof of payment of the tender participation fee and deposit.
- 7.4. The submission of audited financial statements and/or a guarantee by a registered financial institution as proof of financial ability and resources to honour the bid is required.
- 7.5. The final evaluation and award will be based on the reverse formula as per

PPPFA Circular 01 of 2021/22 as follows:

$$Ps = 80 (1 + Pt - Pmax / Pmax) \text{ or } Ps = 90 (1 + Pt - Pmax / Pmax)$$

Where:

Ps = Points scored for the price of tender under consideration.

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender.

NB: The points obtained above for price will be added to the B-BBEE points to determine the highest point bidder.

8. SALE "VOETSTOOTS" AND SUBJECT TO CONDITIONS:

The property is sold as it stands, "voetstoets", and SAQA shall not be responsible for any defects in the property either patent or latent. The property is moreover sold subject to all conditions and servitudes mentioned or referred to in the current and/or prior title deeds of the property and to all such other conditions and servitudes which may exist in regard thereto. SAQA shall not be required to point out the boundary beacons of the property and shall not be liable for any deficiency in the extent of the property which may be revealed on any survey or re-survey and shall not benefit by any excess.

9. ACCEPTANCE

The tender shall remain irrevocably open for acceptance by SAQA for 240 days calculated from the date of the closing of tenders.

10. VALUE OF THE PROPERTY

The indicative value of the property is as follows: R 44,750,000 (Excluding VAT)
which equates to a capital value of R 7 814/m².

11. ALTERED OR QUALIFIED BID PROPOSALS

11.1. If a bidder alters the wording of this RFB or the standard bid documentation in its bid proposal, SAQA will disqualify the bid proposal.

11.2. Bid proposals that are qualified by a bidder's conditions may be disqualified by

SAQA. The terms of the RFB take precedence over any of the bidder's conditions.

12. REQUESTS FOR INFORMATION, PRESENTATIONS AND DEMONSTRATIONS

- 12.1. SAQA may request clarification or additional information regarding any aspect of a bidder's proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise, the bid may be disqualified.
- 12.2. SAQA may request a presentation or demonstration, and bidders must comply with such a request within 24 hours.

13. BIDDER ENQUIRIES

- 13.1. Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB, queries must be addressed, in writing, to the contact SAQA person(s) listed in the invitation to bid SBD 1.
- 13.2. Under no circumstances may a bidder approach any other SAQA employee for any information or clarity regarding the RFB. Any such approach may result in the disqualification of the bid.
- 13.3. SAQA reserves the right to place any enquiry received and SAQA's corresponding response on SAQA's website.
- 13.4. Bidders may direct written enquiries regarding the RFB up to **22 August 2022 @ 11h00**. No enquiry shall be answered by SAQA beyond that date unless considered necessary by SAQA and will be responded to and posted on the SAQA website - www.saqa.co.za

14. LANGUAGE

- 14.1. The bidder's proposal and all correspondence and documents related to the RFB must be in English.
- 14.2. Supporting documents and printed literature furnished by the bidder with its proposal may be in another language, provided that they are accompanied by an accurate translation in English. For interpretation of the bid, the English translation will prevail.

15. CONFIDENTIALITY

- 15.1. The information contained in the RFB, and other documents supplied by SAQA in connection with the RFB may be confidential and all copyright and Intellectual Property therein vests with SAQA.
- 15.2. Except as may be required by operation of law, by a court or by a regulatory authority with jurisdiction, no bidder may disclose any information contained in or relating to the RFB or any other documents supplied by SAQA in connection with the RFB or a bidder's proposal.
- 15.3. No part of the RFB or any other documents supplied by SAQA in connection with the RFB may be distributed, reproduced, stored or transmitted to any party, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing the bidder's proposal.
- 15.4. The RFB and any other documents supplied by SAQA in connection with the RFB remain proprietary to SAQA and must be promptly returned to SAQA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.
- 15.5. Failure to adhere to these confidentiality requirements may result in disqualification from the bid process and civil action.

16. MEDIA RELEASES

Bidders or their agents shall not make any media statements, comments or releases concerning this RFB or the awarding of the tender or any resulting contract without the prior written consent of SAQA.

17. BIDS BY CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING

- 17.1. In the case of bids submitted by a consortium, joint venture or with a sub-contracting proposal, bidders must provide a copy of the signed consortium, joint venture or sub-contracting agreement stipulating the work split between the parties and must complete the information in SBD 1 in respect of each party.
- 17.2. A consortium or joint venture (including unincorporated consortiums and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate to qualify to claim B-BBEE status level points.

17.3. If SAQA awards the bid to a consortium, joint venture or with a sub-contracting proposal, the bid will be awarded to the primary bidder and no separate agreements shall be concluded by SAQA with other members of the consortium or joint venture or with the subcontractors of the primary bidder. The primary bidder shall solely be responsible, accountable, and liable for the fulfilment of the responsibilities and obligations of the contract. Any subcontracting shall be subject to SAQA's prior written approval.

18. AWARD OF TENDER

18.1. SAQA reserves the right to shortlist bidders and to enter negotiations regarding the terms and conditions of the contract, including prices, before awarding the tender.

18.2. SAQA may, in its sole discretion –

18.2.1. award the tender, in part or in full, to one or more bidders on a non-exclusive basis.

18.2.2. decide not to award the tender.

18.3. SAQA may, on reasonable and justifiable grounds, award the tender to a bidder that does not score the highest number of points in terms of the Preferential Procurement Regulations, 2017.

18.4. The tender will be deemed awarded only on signature by the authorized representatives of SAQA and the successful bidder.

SECTION 2: SPECIAL CONDITIONS OF CONTRACT

The following special conditions shall apply to the award of this bid:

1. BIDDER'S WARRANTIES

The bidder warrants and represents to SAQA that:

1.1. The bidder has adequate resources and facilities to purchase the property.

1.2. The bidder shall Without derogating from the generality of this warranty, the bidder shall assign t personnel having the skills, experience and expertise, capacity and knowledge required to respond to this RFB.

- 1.3. The bidder shall not engage in any activities that would detract from the proper participation in this RFB.
- 1.4. The bidder shall avoid any material conflict between its interests and those of SAQA and, where such conflict is unavoidable, will disclose the details of such conflict to SAQA.
- 1.5. The bidder shall provide a competitive bid that ensures that SAQA receives value for money.
- 1.6. All information that the bidder provides to SAQA in relation to the Bid shall be accurate in all respects; and
- 1.7. The bidder shall at all times act reasonably, honestly and in good faith in its dealings with SAQA.

2. SARS GOOD STANDING AND B-BBEE RATING

The bidder shall remain in good standing with the South African Revenue Services and maintain or improve its B-BBEE rating, failure of which will result in SAQA being entitled to terminate the contract.

3. CO-OPERATION WITH SAQA AND ITS REPRESENTATIVES

- 3.1. The bidder shall furnish to SAQA or its authorised representatives any information, records, documents, accounts, letters and papers within the bidder's possession or under its control relating to the services, within 7 days of written notice from SAQA to do so.
- 3.2. The Service Provider shall co-operate fully with any request of the Auditor-General of South Africa relating to the services.

4. PAYMENTS

- 4.1. The successful bidder/buyer must deposit 100% of the purchase price into SAQA's account within the period to be agreed by the bidder/financial institution and SAQA.

5. CONFIDENTIALITY

- 5.1. SAQA may disclose or make accessible Confidential Information to the bidder for purposes of providing the services. The bidder agrees that the sole purpose of the Confidential Information is disclosed or made accessible to it, is in connection with the

services and undertakes not to use the Confidential Information for any other purpose or in any manner that is adverse or detrimental to the interests of SAQA.

5.2. The bidder shall not disclose, in whole or in part any Confidential Information to any third party without the prior written approval of SAQA.

5.3. The bidder shall only disclose so much of the Confidential Information and at such time as may be strictly necessary to enable any of its employees, agents, associates or professional advisors to fulfil their function as such and only after advising them of the bidder's confidentiality obligations and obtaining from them a signed undertaking of confidentiality restricting the use of the Confidential Information. The bidder warrants that such employee, agent, associate or professional advisor shall comply with the confidentiality undertaking.

6. **INTELLECTUAL PROPERTY**

6.1. The bidder shall not use or disclose to any third party, in whole or in part any of SAQA's Intellectual Property aforesaid, without the prior written approval of SAQA.

7. **INDEMNITY**

The bidder indemnifies and holds SAQA harmless, against any claims that may arise from any acts and omissions of the bidder and that of the bidder's employees, consultants, agents, representatives, or sub-contractors in purchasing the property.

PRICING SCHEDULE – FIRM PRICES

(SALE)

NAME OF BIDDER:	BID NO: SAQA 001/2022
CLOSING TIME: 11:00	CLOSING DATE: 09 September 2022

OFFER TO BE VALID FOR 240 DAYS FROM THE CLOSING DATE OF BID.

1. The SAQA bid box shall be locked at exactly 11h00 on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
2. The accompanying information must be used for the formulation of proposals.
3. Bidders are required to indicate a ceiling offer price based on the property valuation, potential and condition.

TOTAL: R

4. The ceiling offer price must include all applicable taxes, including value-added tax.
5. The bidder confirms the correctness of the prices and rates quoted in its pricing proposal and is solely responsible for and bound by the pricing proposal submitted for this bid, including all calculations. The bidder accepts that any errors contained therein regarding prices, rates and calculations are at the bidder's own risk.

SECTION 4: BID SUBMISSION REQUIREMENTS

1. An original plus one copy in a memory stick of the bid, i.e., two documents in total, must be deposited in the SAQA bid box at the address indicated in the invitation to bid SBD1 before the bid closing date and time. The SAQA bid box can be reached during office hours 07h30 – 16h30 South African time.

NB: Bidders are to indicate on the cover of each document, whether it is the original or a copy.

2. Bids should be in a single sealed envelope, marked on the cover with:

- Bid Number: **SAQA 001/2022**
- Bid closing date and time: **09 September 2022@ 11h00**
- The name and address of the Bidder:.....

3. The SAQA bid box shall be locked at exactly 11h00 on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

4. Bidders must complete all the necessary bid documents and undertakings required in this bid document.

5. Bidders are advised that their bid proposals should be concise, written in plain English and simply presented.

6. Bidders must set out their proposal in the following format:

7. Bidders must complete and submit all required Standard Bid Documents: SBD 1, SBD 4 and SBD 6.1.

8. Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm their tax status.

NB. Bidders must submit a recent CSD report with their bids.

9. There will be no public opening of Bid offers.

10. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their pricing to substantiate their B-BBEE rating claims. However, bidders who qualify as EMEs may submit a sworn affidavit signed by the EME representative and attested by a Commissioner of Oaths.

NB: Failure to submit a valid original or certified true copy of the original B-BBEE certificate or a valid Original Sworn Affidavit will result in the bidder being awarded 0 points in line with the Preferential Procurement Regulations 2017.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY RENDER THE BID INVALID.

SECTION 5: INVITATION TO BID – SBD 1

SBD 1

PART A**INVITATION TO BID: SALE OF SAQA PROPERTY**

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)					
BID NUMBER:	SAQA 001/2022	CLOSING DATE:	09 SEPTEMBER 2022	CLOSING TIME:	11:00
DESCRIPTION	SALE OF SAQA PROPERTY				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SAQA TENDER BOX LOCATED AT:					
RECEPTION, GROUND FLOOR					
SAQA HOUSE, 1067 ARCADIA STREET					
HATFIELD, PRETORIA, 0083					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Jeremy Thomas		CONTACT PERSON		
TELEPHONE NUMBER	012 431 5062		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenders@saqa.co.za		E-MAIL ADDRESS		
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	MAAA

				DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [[IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN- BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [[IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					
IF THE BIDDER IS A CONSORTIUM, JOINT VENTURE OR INTENDS TO SUBCONTRACT THE SERVICES OR PART THEREOF, THE PRIMARY BIDDER MUST:					
<ul style="list-style-type: none"> ▪ COMPLETE THE SUPPLIER INFORMATION ABOVE. ▪ PROVIDE THE RELEVANT INFORMATION IN RESPECT OF THE OTHER PARTIES TO THE CONSORTIUM OR JOINT VENTURE, OR THE SUBCONTRACTOR BELOW; AND ▪ SUBMIT AN ORIGINAL CONSORTIUM, JOINT VENTURE OR SUBCONTRACTING AGREEMENT SIGNED BY THE AUTHORISED REPRESENTATIVES OF THE PARTIES AND INDICATING THE WORK SPLIT 					
NAME AND CAPACITY OF PARTY 1					
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
NAME AND CAPACITY OF PARTY 2				
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
NAME AND CAPACITY OF PARTY 3				
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
NAME AND CAPACITY OF PARTY 4				
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

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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder. Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 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**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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.

- 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.

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

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

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

Signature	Date
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 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

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

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	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
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;
- (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 tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (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.

3. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

4.1 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 (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

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 6.1 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.)

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 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		
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		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Y Partnership/Joint Venture / Consortium

Y One person business/sole propriety

Y Close corporation

Y Company

Y (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

Y Manufacturer

Y Supplier

- Professional service provider
- Y Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 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 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p>

ANNEXURE A – PROPERTY PICTURES









