



Province of the  
**EASTERN CAPE**  
HUMAN SETTLEMENTS

Corporate Services: GITCM

Steve Tshwete House • 31-33 Phillip Frame Road • Waverly Park • Chiselhurst • East London • Eastern Cape • RSA

Office No:0636857661 • Fax No:

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## **TERMS OF REFERENCE**

**SCMU11-25/26-011: APPOINTMENT OF SERVICE PROVIDER FOR THE IMPLEMENTATION OF PROFESSIONAL RECORDS MANAGEMENT SERVICES FOR A PERIOD OF 3 (THREE) YEARS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS HEAD OFFICE AND REGIONAL OFFICES**

### **COMPILED FOR:**

Eastern Cape Department of  
Human Settlements  
Steve Tshwete House  
31-33 Phillip Frame Road,  
Waverly Park, Chiselhurst  
East London

### **COMPILED BY:**

GICTM  
Eastern Cape Department of  
Human Settlements  
31-33 Phillip Frame Road  
East London

**AUGUST 2025**

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## **1. INTRODUCTION**

The Department of Human Settlements maintains a structured records management process, encompassing the identification, classification, and sorting of records, as well as the coordination of internal and external access. This framework is supported by established policies and procedures governing the creation, approval, and enforcement of record-keeping practices.

During the 2024/25 financial year, the department relocated all records to an offsite storage facility in East London due to insufficient on-site storage capacity. While this initiative addressed immediate space constraints, it introduced challenges in maintaining proper records management controls. Specifically, the verification of documents prior to shredding was not consistently executed, raising concerns about the potential improper disposal of records requiring formal filing or official destruction processes.

To address these gaps and enhance compliance with records management best practices, the Department of Human Settlements is seeking the services of a qualified and experienced service provider, registered under SITA Transversal Contract 1183/2022, to implement a comprehensive records cleanup initiative. The project will focus on:

- 1.1** Eliminating unnecessary document storage,
- 1.2** Implementing a standardized file and folder naming system,
- 1.3** Ensuring logical grouping of related documents,
- 1.4** Separating active from completed work,
- 1.5** Preventing folder overcapacity,
- 1.6** Organizing records by date and reference,
- 1.7** Digitizing paper documents where applicable, and
- 1.8** Facilitating proper archiving and disposal procedures.

This initiative aims to improve efficiency, compliance, and accessibility while ensuring the department's records are managed in a secure and systematic manner.

## **2. SCOPE OF WORKS**

The specifications and provisions included in this Invitation to tender shall, along with the successful Service Provider's response, constitute the full and complete contract for the goods and services specified herein and in the proposal.

In awarding this bid, the Department expects professional services for Records Management for a period of 3 (three) years.

The Department has an estimate number of 3 800 boxes of records that are currently stored at offsite storage space and regional offices.

The records management services will include the following objectives:

- 2.1** Verification, Sorting and Labelling of Departmental records stored at the off-site storage and regional offices.
- 2.2** Identification of outdated(non-active) and listing of records for disposal/ archiving.
- 2.3** Identification and proper classification of records
- 2.4** Removal of redundant records
- 2.5** Ensuring that registry aligns with current organisational needs and standards of (Provincial Archives) Department of Sports, Arts & Culture.
- 2.6** Storage and transportation of records due for disposal to a disposal site/ archiving for the duration of 3 years.
- 2.7** Alignment of the Departmental File Plan with the Provincial archives Policy
- 2.8** Scanning / Digitization of records that are due for archiving.

## **3. PROJECT LOCATION**

The offsite storage is located in Kwelerha in East London for all the records for Head Office , then the regional records are stored at the regional offices. The location of documents is listed on the table below.

**Table 1: Project location**

No	Site	Qty
1	Head Office: Steve Tshwete Building, 31-33 Phillip Frame Road, Waverley Park, Chiselhurst, East London,/ Offsite storage space Kwelerha East London	3000
2	Amathole & BCM: Justice Building, 1st Floor, 31-33 Phillip Frame Road, Chiselhurst East London	200
3	Chris Hani: Komani Hospital Complex, Block 1, Cathcart Road, Queenstown	150
4	Alfred Nzo: Rolyats Complex, No. 79, St. John's Street, Kokstad	150
5	OR Tambo: 2 <sup>nd</sup> Floor, Botha Sigcawu Building, Mthatha	150
6	Joe Gqabi: 29 Queen Terrace, Aliwal North.	100
7	Nelson Mandela and Sarah Baartman: Corporate Place, First Floor, 66 Ring Road, Greenacres, Gqeberha.	500

#### **4. SPECIFICATION**

The specifications and provisions included in this Terms of Reference document shall, along with the successful Service Provider's response, constitute the full and complete contract for the goods and services specified herein and in the proposal. The rating of this project will be in accordance with the size of the box, as the box size is specified below.

**Table 2: Description of services**

No	ITEM	QUANTITY	DESCRIPTION	ACTIVITIES
1	Verification, sorting and labelling of departmental records.	3800	<p>The service provider will be responsible for verification, sorting and labelling of records across the department. See the above table for number of boxes per site. Each box size is:</p> <p>Length: 435 Width: 340 Height: 250.</p> <p>The outcomes of the verification, sorting process will determine the number of records to be archived and disposed in accordance with the use of the departmental file plan. The list of records to be archived and disposed will be determined by the verification process.</p>	<p>Verify the document against the approved classification of each directorate and the retention periods of the records.</p> <p>Identification and proper classification of records.</p> <p>Sort all records in accordance with the classification and ensure that its only authentic records that are going to be included in the disposal or archiving application letter.</p> <p>Label all copies of records and copies of non-records for disposal and archiving process.</p> <p>Submission of a detailed verification report that details a list of the records to be archived and the records to be disposed to the Department of Human Settlements.</p> <p>Removal of redundant records.</p>
2	Review and alignment of Departmental File Plan with the Provincial Archives Policy	1	Review of departmental File Plan and File system to include the data Classification, retention periods and Protection of Personal Information Act (POPIA) compliance.	<p>Review the current Departmental File Plan in accordance with the new retention periods of the Directorates that we have.</p> <p>Develop classification in line with the departmental programme and ensure alignment and compliance with the PAIA and POPIA.</p>

				Submit the departmental File Plan for approval by the Provincial Archives (Department of Sports Arts & Culture)
				Submit the approved departmental File Plan to the Department of Human Settlements.
3	Scanning / Digitization of records that are due for archiving	3100	The service provider will allocate a scanning machine to scan all records earmarked for archiving and integrate the scanned records into the departmental system (EDMS) for archiving purposes.	Scanning of records to be archived.  Integrate the scanned records to the departmental system (EDMS).
4	Disposal of records	1500	The list of records to be disposed of will have to be approved by the Department of Sports, Arts and Culture (Provincial Archives.) before the disposal takes effect. -Destruction of records from Department of Provincial Archives and from the service provider. -Disposal report from the service provider should be submitted to the department. A disposal certificate will be retained by the Department of Human Settlements.	Service Provider to submit a list of records earmarked for disposal to the department. These records will vary depending on how many records were generated during the verification process.



5	Storage and Transportation of records earmarked for disposal	1	<p>Once the process of verification is complete and the disposal certificate is received by the department from both the Service Provider and the Department of Provincial Archives, the records shall be transferred to a disposal site by a service provider.</p>	<p>Service provider to produce a list of records earmarked for disposal (records inventory) and allocate a space to store the records earmarked for archiving for a period of 3 years.</p>
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The number of records to be scanned, disposed and stored is unknown and will depend on the results of the verification process, sorting and labelling process.

## **5. KEY COMPETENCIES OF THE BIDDER(S)**

- 5.1** Ability to provide records management expertise in line with Departmental specifications
- 5.2** Ability to provide records sorting and disposal skills as per end-user specification.
- 5.3** Scanning and archiving facilities to digitize physical records (Ability to convert physical records into secure, searchable digital formats suitable for archiving.
- 5.4** Robust quality control processes to ensure accuracy and completeness of scanned records.
- 5.5** Proven track records of managing similar services for records management projects within stipulated timeline and budget.
- 5.6** Ability to integrate scanning and archiving solutions seamlessly into existing Departmental EDMS system.

## **6. FINANCIAL PROPOSAL**

### **6.1 Fixed Tender Price (Inclusive of All Deliverables)**

- 6.1.1** The tender price shall be fixed and include all costs associated with the project, as outlined in the scope of work. No additional claims will be entertained unless explicitly authorized by the Department.

### **6.2 Rate-Based Pricing for Variable Activities**

- 6.2.1** Due to estimated quantities, the following services shall be priced on a rate basis, with final costs determined upon completion of the verification process:

- 6.2.1.1** Scanning/Digitization of records (per unit, e.g., box)
  - 6.2.1.2** Disposal of records (per unit, e.g., box)
  - 6.2.1.3** Storage of records (per unit, e.g., box/month)

**6.2.1.4 Transportation of records (per trip/box)**

**6.3 Estimated Quantities for Pricing Uniformity**

**6.3.1** To ensure competitive and comparable pricing, bidders shall base their financial proposals on the Department's estimated quantities (provided in the BoQ). The final billing price will adjust to actual verified quantities post-assessment.

**6.4 Application of Quoted Rates Post-Verification**

**6.4.1** Upon completion of the verification process, the quoted unit rates will be applied to the confirmed quantities, and the final invoice will reflect the actual work executed.

**6.4.2** Final pricing will reconcile quoted rates with actual quantities post-verification.

**6.5 Tender Price Inclusions**

**6.5.1** Compliance with Specifications

**6.5.2** All deliverables must strictly adhere to the Department's technical and functional specifications (refer to on this tender).

**6.6 Payment Terms**

**6.6.1** Payment will be processed only upon:

**6.6.2** Full completion of the contracted work, and

**6.6.3** Delivery and acceptance of all goods/services by the Department.

## 7. BILL OF QUANTITIES

**Table 3: Bill of Quantities**

No	ITEM	UNIT	UNIT	RATE	AMOUNT
1.1	Review of Departmental File Plan.	File plan	1		
1.2	Verification, sorting and labelling of departmental records.	Per/Box	3800		
1.3	Scanning / Digitization of records due for archiving	Per/Box	*2000		
1.3	Disposal of records	Per/Box	*1800		
1.4	Transportation of records from storage site in East London to bidders storage facility in East London	Per/Box	*1000		
1.5	Transportation of records from storage site in Queenstown to bidders storage facility in East London	Per/Box	*100		
1.6	Transportation of records from storage site in Mthatha to bidders storage facility in East London	Per/Box	*100		
1.7	Transportation of records from storage site in Aliwal North to bidders storage facility in East London	Per/Box	*100		
1.8	Transportation of records from storage site in Kokstad to bidders storage facility in East London	Per/Box	*100		
1.9	Transportation of records from storage site in Gqeberha to bidders storage facility in East London	Per/Box	*100		
1.10	Storage of archived records for 36 months	Per/Box	*2000		
<b>SUB TOTAL</b>				<b>R</b>	<b>R</b>
<b>TOTAL = SUM OF SUB TOTALS (carried to FINAL SUMMARY AND FORM OF OFFER)</b>				<b>R</b>	
*Estimated quantities. The final billing price will be adjusted to actual verified quantities post-assessment.					

## 8. EVALUATION CRITERIA

ECDHS has set minimum standards (Stages) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

**Table 4: STAGES OF EVALUATIONS OF BIDDERS**

(STAGE 0): Administrative compliance	(STAGE 1): Price and Specific goals Evaluation
Bidders must submit all documents as outlined in Table 5	Bidders will be evaluated in terms of section 5 of the PPPFA 2000, Preferential Procurement Regulations, 2022.

### 8.1 STAGE 0 – ADMINISTRATIVE COMPLIANCE

**8.1.1** Without limiting the generality of ECDHS's other critical requirements for this Bid, bidders must submit the documents listed in Table 5 below. All documents must be completed and signed by the duly authorised representative of the prospective bidder. During this phase, bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. In case of a Joint Venture/Consortium all parties are expected to submit individual documentation:

**Table 5: ADMINISTRATIVE COMPLIANCE**

No	Document that must be submitted	Explanatory Information
1	SBD1: Invitation to tender	Complete and sign the supplied proforma document
2	SBD2: Tax clearance certificate	Complete and sign the supplied proforma document
3	SBD4: Declaration of interest	Complete and sign the supplied proforma document
4	SBD6.1: Preference points claim form;	Complete and sign the supplied proforma document
5	Bill of quantities and summary & form of offer	Submit full details of the pricing proposal as per Bill of quantities. Blank spaces will be regarded as incomplete. Should the bidder not charge for the service, the bidder must indicate that with a zero (0). Bidders must complete the entire Pricing Schedule
7	Central supplier Database (CSD) registration	Service Providers must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered, prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit CSD printout as proof of registration.
8	Annexure B: Intent to form Joint venture consortium agreement	The joint venture and/or consortium agreements must clearly set out the shareholding and roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement. A signed agreement will be expected to be submitted prior award of contract.
9	SITA Transversal Contract 1183/2022	Registration under SITA Transversal Contract 1183/2022

## **8.2 STAGE 1: PRICE AND PRICE AND SPECIFIC GOALS EVALUATION EVALUATION**

**8.2.1** Regulation 3 of the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations 2022, (the Regulations) stipulates that an organ of state must, prior to making an invitation for tenders, determine and stipulate the appropriate preference point system to be utilized in the evaluation and adjudication of tenders..

**8.2.2** Regulation 5 and 6 stipulates that the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);

### **THE 80/20 PREFERENCE POINT SYSTEMS**

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

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

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

### **8.2.3 POINTS AWARDED FOR SPECIFIC GOALS**

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 below as may be supported by proof/ documentation stated in the conditions of this tender:

**Table 6: Preference points score card**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women owned Organizations	8	
Youth	4	
People with Disability	2	
Locality: Eastern Cape	5	
Military Veterans	1	

#### **8.2.4 CLAIMING OF PREFERENCE POINTS**

- 8.2.4.1 Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in a form of valid Central Supplier Database (CSD) supplier profile that outlines the ownership of the organisation.
- 8.2.4.2 Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in form of a medical certificate / letter not older than 6 months from a registered medical practitioner (Practitioner number, contact details to be stated on correspondence) detailing the disability. The Medical certificate will only be used for evaluation purposes.
- 8.2.4.3 Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in a form of valid Central Supplier Database (CSD) supplier profile that outlines the ownership of the organisation.



8.2.4.4 Preference points for Locality may be allocated for promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and or commission warehouses in this municipal area are expressly excluded from claiming points for this goal. Bidders must submit proof of the Company's Registered Offices. Proof of rate statement, lease agreement or confirmation of locality from local authority.

8.2.4.5 Preference points allocated for Military Veterans may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in terms confirmation letters from the Department of Military Veterans.

**NB:** Bidders must provide sufficient proof and supporting documentation in respect of the above evaluation criteria and specific goals evaluation. Bidders who do not submit the required information shall not be scored for the respective/relevant evaluation criteria. In a case of a joint venture and/or consortium the agreements must clearly set out the shareholding and roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. Failure to submit shareholding will result in non-allocation of points.

## **9. LEGALITIES OF CONTRACT AND TENDER RULES**

**9.1** The General Conditions of Contract shall apply.

**9.2** Specific Conditions of the Contract

**9.3** **Special Conditions that apply to this contract are as follows:**

- 9.3.1 The Service Provider will furnish the Department of Human Settlements with an invoice upon completion of the project milestone.
- 9.3.2 Ensure that the process is conducted in a transparent manner.
- 9.3.3 The Department is not obliged to appoint the bidder with the highest points scored.
- 9.3.4 Tax certificates must be furnished.

## **10 RETURNABLE SCHEDULES**

The service providers must ensure that the following documents are completed and returned with the bid proposal:

- 10.1** SBD 1: INVITATION TO TENDER;
- 10.2** SBD 2: TAX CLEARANCE CERTIFICATE;
- 10.3** SBD 4: DECLARATION OF INTEREST;
- 10.4** SBD 6.1: PREFERENCE POINTS CLAIM FORM;
- 10.5** FINAL SUMMARY & FORM OF OFFER;
- 10.6** COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) CERTIFICATE

## **11 SUBMISSION OF BID PROPOSALS**

**11.1** Bid proposals must be submitted in one (01) envelope clearly marked as follows:

**11.2** **ENVELOPE – bid PROPOSAL:SCMU11-25/26-011: APPOINTMENT OF SERVICE PROVIDER FOR THE IMPLEMENTATION OF**

## PROFESSIONAL RECORDS MANAGEMENT SERVICES FOR A PERIOD OF 3 (THREE) YEARS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS HEAD OFFICE AND REGIONAL OFFICES

**11.3** Bid proposals must be deposited in a Bid Box (that is accessible 24 hours) situated at the Ground Floor, Department of Human Settlements, Steve Tshwete Houses, 31–33 Phillip Frame Road, Waverley Park, Chiselhurst, East London.

**11.4** Faxed or emailed bid proposals will not be accepted. The Proposal envelope may be opened in public on the closing day.

### 12 BID VALIDITY

This bid will be valid for one hundred and twenty days (120) days after the closing date.

### 13 BRIEFING SESSION

Compulsory briefing session for this bid will be held on the **05 September 2025** at **11H00** at the offices of Human Settlements at 31-33 Phillip Frame Road Chiselhurst. Failure to attend the compulsory briefing session will lead to disqualification.

### 14 CLOSING DATE

All bid proposals in response to this bid should reach the Department not later than the **23 September 2025 at 11H00**. Bids received after 11H00 will not be accepted and considered.

### 15 CONTACT DETAILS ON TERMS OF REFERENCE

All **technical enquiries** regarding this bid may be directed to:

Ms. N. Ludaka : – Department of Human Settlements, **EAST LONDON**

Cell: 063 685 7661

Email: [neliswaL@ecdhs.gov.za](mailto:neliswaL@ecdhs.gov.za)

All **Supply Chain Management** related enquiries regarding this bid may be directed to: Mr. Xolile Mpupa: Deputy Director – Demand Management; Department of Human Settlements, **EAST LONDON**

Cell: 074 142 4781

E-mail: [XolileM@ecdhs.gov.za](mailto:XolileM@ecdhs.gov.za)

## 16 FINAL SUMMARY AND FORM OF OFFER

No	ITEM	UNIT	UNIT	RATE	AMOUNT
1.1	Review of Departmental File Plan.	File plan	1		
1.2	Verification, sorting and labelling of departmental records.	Per/Box	3800		
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1.10	Storage of archived records for 36 months	Per/Box	*2000		
<b>SUB TOTAL</b>				<b>R</b>	<b>R</b>
<b>TOTAL = SUM OF SUB TOTALS (carried to FINAL SUMMARY AND FORM OF OFFER)</b>				<b>R</b>	
*Estimated quantities. The final billing price will be adjusted to actual verified quantities post-assessment.					

SIGNED BY/ON BEHALF OF THE BIDDER



NAME



SIGNATURE



DATE



COMPANY STAMP

SUPPORTED. / ~~NOT SUPPORTED.~~



Mr. B. Skweyiya  
Director: GITCM

08/13/2025

DATE

RECOMMENDED. / ~~NOT RECOMMENDED.~~



CHAIRPERSON  
BID SPECIFICATION COMMITTEE

08/13/2025

DATE

APPROVED/~~NOT APPROVED~~



MR EDQ VENN  
HEAD OF DEPARTMENT

14/8/2025

DATE



## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EASTERN CAPE DEPARTMENT OF HUMAN SETTLEMENTS</b>					
BID NUMBER:	SCMU11-25/26-011	CLOSING DATE:	23 SEPTEMBER 2025	CLOSING TIME:	11: 00
DESCRIPTION	SCMU11-25/26-011: APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPLEMENTATION OF PROFESSIONAL RECORDS MANAGEMENT SERVICES FOR A PERIOD OF 3 (THREE) YEARS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS HEAD OFFICE AND REGIONAL OFFICES				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
DEPARTMENT OF HUMAN SETTLEMENTS					
31-33 PHILLIP FRAME ROAD, STEVE TSHWETE BUILDING, GROUND FLOOR					
WAVERLY PARK					
EAST LONDON					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MR. XOLILE MPUPA		CONTACT PERSON	MS. N LUDAKA	
TELEPHONE NUMBER	074 142 4781		TELEPHONE NUMBER	063 685 7661	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	xolilem@ecdhs.gov.za		E-MAIL ADDRESS	neliswaL@ecdhs.gov.za	
<b>SUPPLIER INFORMATION</b>					
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
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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 PART B:3]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 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:

.....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



TAX CLEARANCE

TCC 001

**Application for a Tax Clearance Certificate****Purpose**

Select the applicable option .....Tenders | Good standing

If "Good standing", please state the purpose of this application

**Particulars of applicant**Name/Legal name  
(Initials & Surname  
or registered name)Trading name  
(if applicable)

ID/Passport no

Company/Close Corp.  
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax  
no

E-mail address

Physical address

Postal address

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax  
no

E-mail address

Physical address

Tender number

Estimated Tender amount R

Expected duration of the tender  year(s)

Particulars of the 3 largest contracts previously awarded		
Date started	Date finalised	Principal

Contact person	Telephone number	Amount
----------------	------------------	--------

Are you currently aware of any Audit investigation against you/the company? ..... YES NO  
If "YES" provide details .....

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct \_\_\_\_\_ to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent	Date
Name of representative/agent	

**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer \_\_\_\_\_ Date \_\_\_\_\_

Name of applicant/  
Public Officer \_\_\_\_\_

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to-
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

## 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 interest<sup>1</sup> 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

<sup>1</sup> 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.

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 consortium<sup>2</sup> 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.
- 3.5 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

<sup>2</sup> 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.

contract.

- 3.6 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.
- 3.7 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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



- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 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
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. 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—
- (a) 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
  - (b) 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)
Woman owned Organization	8	
Youth	4	
People with Disability	2	
Locality:EC	5	
Military Veterans	1	
<b>TOTAL</b>	<b>20</b>	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....