

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFB0003 – PAN2024-25	CLOSING DATE:	31 May 2024	CLOSING TIME:	AT 12H00 pm
DESCRIPTION	REQUEST FOR BID FOR THE SUPPLY, DELIVERY, ASSEMBLING AND INSTALLATION OF OFFICE FURNITURE TO THE PAN SOUTH AFRICAN LANGUAGE BOARD (PanSALB), AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
PAN SOUTH AFRICAN LANGUAGE BOARD, HEAD OFFICE,					
5TH FLOOR RECEPTION					
523 STANZA BOPAPE STREET,					
ARCADIA – PRETORIA					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr Zola Nkosi		CONTACT PERSON	Mr Tendani Matshibi	
TELEPHONE NUMBER	012 – 341 9651		TELEPHONE NUMBER	012 – 341 9651	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	zola@pansalb.org		E-MAIL ADDRESS	tendani@pansalb.org	
<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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<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	
<b>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.</b>					

**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, 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: .....

Tel : +27 12 341 9638 / 9651  
Fax : +27 12 341 5938

Private Bag X08 | Arcadia | 0007  
523 Stanza Bopape Street | 5<sup>th</sup> Floor | Provisus Building | Arcadia



**PanSALB**  
PAN SOUTH AFRICAN LANGUAGE BOARD

## TERMS OF REFERENCE

**BID NO: RFB0003 – PAN2024-25**

**REQUEST FOR BID FOR THE SUPPLY, DELIVERY, ASSEMBLING AND INSTALLATION OF OFFICE FURNITURE TO THE PAN SOUTH AFRICAN LANGUAGE BOARD (PanSALB), AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS.**

**CLOSING DATE AND TIME OF BID:**

**31 May 2024 AT 12h00 pm**

**COMPULSORY BRIEFING SESSION:**

**VENUE: TEAMS**

**DATE AND TIME:**

**23 May 2024 AT 11H00**

**Microsoft Teams** [Need help?](#)

**[Join the meeting now](#)**

Meeting ID: 385 244 625 905

Passcode: c6VpVp

**BID VALIDITY PERIOD: 120 DAYS**

Supplier  
Initial:

**RFB0003 -Pan2024-25**

[www.pansalb.org](http://www.pansalb.org)

## **1. CONTRACTING AUTHORITY**

- 1.1. Pan South African Language Board (PanSALB) invites bidders to submit bids to be appointed as PanSALB's service provider for the supply, delivery, assembling, and installation of office furniture.

## **2. INTRODUCTION AND BACKGROUND**

- 2.1. PanSALB is a Constitutional Institution established in terms of Section 65 of the Constitution.
- 2.2. PanSALB is established by the Constitution of the Republic of South Africa and is governed by an enabling legislation the Pan South African Language Board Act, No. 95 of 1995 as amended, with the legislative mandate to promote and create conditions for the development and use of all official languages of the Republic of South Africa, including the Khoi and San languages.

## **3. CURRENT STATE AFFAIRS OF THE RELEVANT SECTOR**

- 3.1 PanSALB has a network of structures to manage, as prescribed in the PanSALB Act. The institution also has satellite offices in all nine provinces of South Africa and a Head Office situated in Pretoria,
- 3.2 Activities of these offices are performed in compliance with prescribed governance and control measures, processes, and systems. In the process of these activities, it becomes necessary for PanSALB officials to have proper tools for trade and a good working environment that promotes healthy conditions.

## **4. OVERALL OBJECTIVES**

- 4.1. PanSALB would like to invite suitable, qualified, and competent office furniture suppliers to send proposals to be considered for appointment as PanSALB's official service provider.
- 4.2. The period of appointment for this contract is 36 months, (3 years)

## 5. SCOPE OF WORK

5.1. Below is the divisional count, positions, type of furniture, and quantities required:

Division Headcounts	Position	Furniture Type - Standard	Quantity
CEO Office - 3	CEO	Executive	1
	IPG Senior Manager	Manager	1
	Senior Manager: Communications	Manager	1
	PA to CEO/ Managers	Manager	1
	Managers	Manager	4
	Administrator	Administrator	4
Executives	Company Secretary	Executive	1
	Administrator	Administrator	1
Executive Head	Executive Head: Languages	Executive	1
	Divisional Senior Manager	Manager	1
	Managers	Manager	1
	PA to Exec. Head	Administrator	1
	Administrators	Administrator	7
Divisional Heads	Provincial Senior Manager	Manager	9
	Language Practitioners	Manager	10
	Language Practitioner	Junior Managers	9
	Administrator	Office Admin	9
	Administrator	Office Assistant	9
Legal Services	Divisional Manager	Manager	1
Finance	Chief Financial Officer	Executive	1
	Senior Manager	Manager	4
	Managers	Manager	6
	Administrators	Administrator	18

5.2. Additional furniture required is listed below:

<b>Division Headcounts</b>	<b>Position</b>	<b>Furniture Type - Standard</b>	<b>Quantity</b>
Bulk Fillers	Head office		2
Shelves	Provincial Offices		9
Boardroom furniture x 30-Seater	Head office		1
Boardroom furniture x 20-Seater	Head office		2
Boardroom Furniture (Provinces) x 10-Seater	Provincial Offices		5
Boardroom Furniture (Provinces) x 20-Seater	Provincial Offices		4

5.3. The furniture for the rest of the staff will have to be standard, especially the Open Plan Areas to use cluster workstations (4-or 6-seater) or normal tables.

5.4. Meeting Room Furniture – *subject to site inspection for confirmation of the size of the rooms, bidders will be required to make their own measurements.*

5.5. Other space areas: office reception

5.5.1. One (1) Reception of HQ and 9 for provincial offices

5.5.2. Pause Area couches and chairs - *subject to site inspection for confirmation of the size of the rooms, bidders will be required to make their own measurements.*

## 4. DELIVERABLES

### 4.1. DURATION

4.1.1. The furniture must be delivered and installed within six (6) weeks from the date the institution confirms the request for delivery.

4.1.2. Bidders who attend the Compulsory Briefing Session (online) will be eligible to attend the Site Visit – bidders will be informed of the date to view the location and layouts at least 2 days after the briefing session.

## 4.2. WARRANTIES AND GUARANTEES

- 4.2.1. The office furniture must have a minimum 24-month warranty and five (5) years guarantee.
- 4.2.2. The service provider warrants that all products and items delivered are new, unused and shall have no defects.

## 5. TIMEFRAMES

- 5.1. The duration of the contract is 36 months, and delivery must be done within six (6) weeks from the date PanSALB confirms the request for delivery.

## 6. CONTRACTUAL OBLIGATION

- 6.1. Bidders to fully complete SBD 3.1 including all applicable costs (*including Annexure A, with the total bid price clearly referenced in SBD 3.1*)
- 6.2. In the case of the service provider using subcontractors, the former will be responsible for ensuring the delivery of services from any such subcontractors and for making any payments to such subcontractors.
- 6.3. Bidder will be subjected to measuring satisfactory performance.
- 6.4. The successful bidder will be required to have adequate liability insurance in place (**upon parties contracting**)
- 6.5. The bidding process is in accordance with the criteria set out in PanSALB's Supply Chain Management Policy and Preferential Procurement Policy, in accordance with the provisions set out in the Preferential Policy Framework Act of 2000.
- 6.6. Bidders are also required to take all reasonable steps to protect the information, in line with the provisions of the POPIA 4 of 2014.

## 7. ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 7.1. No legal or other obligation shall arise between the service provider and PanSALB unless/until both parties have signed a formal contract, Purchase acceptance or ServiceLevel Agreement in place.
- 7.2. The Contract site is at **PanSALB (as and when required)**.

## 8. ADMINISTRATIVE CRITERIA (PHASE 1)

- 8.1. Proof of registration on CSD (**Central Supplier Database**)
- 8.2. General Conditions of Contract - Please initial each page.
- 8.3. Standard Bid Document 1 – Proof of authority must be submitted e.g., company resolution including - complete and sign.
- 8.4. Standard Bid Document 3.1 – complete and sign 3.1 (bidder may provide a quotation on a letter and price according to Annexure A) total bid price must be clearly tabled in SBD 3.1.
- 8.5. Standard Bid Document SBD 4.
- 8.6. Standard Bid Document and SBD 6.1
- 8.7. Bidders are required to submit original or certified valid B-BBEE certificates / sworn affidavits in order to substantiate their rating claims. If bidders do not submit certificates or are non-compliant contributors to B-BBEE they do not qualify for preference points for B-BBEE but will not be disqualified from the process.
- 8.8. Bidders must also submit a printed TCS together with the bid.
- 8.9. Bidders must attend the MS Teams compulsory briefing; the connection link will be provided upon request, and the request must be sent to [zola@pansalb.org](mailto:zola@pansalb.org)

## 9. EVALUATION CRITERIA

- 9.1. Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria are designed to reflect PanSALB's requirements in terms of identifying a suitable service provider and ensuring the selection process is transparent and affords all the bidders a fair opportunity for evaluation and selection.
- 9.2. **Functional Evaluation Threshold (Phase 2)**
  - 9.2.1. The tender submission will be functionally evaluated out of a **minimum of 70 points –any bidder who scores less than 70** will not be considered for further evaluation **maximum score is 100.**
  - 9.2.2. The evaluation is based on functionality, which will be evaluated using the following criteria and points:

Evaluation Area	Evaluation Criterion	Minimum Points	Maximum Points
<b>Project/ Rollout Plan</b>	<p>The Bidder must provide a project plan that indicates the timelines of each step undertaken in the process from sourcing of materials, manufacturing, delivery, and installation. <i>(Bidders must provide proposed modern furniture as referenced in Annexure B)</i></p> <p>3 - 4 weeks = <b>40 points</b></p> <p>5 - 6 weeks = <b>30 points</b></p> <p><b><i>Non-compliance with any of the above = 0 points</i></b></p>	<b>30</b>	<b>40</b>
<b>References</b>	<p>Three (3) clients (on client letterhead) whom the bidder has supplied with office furniture. The purpose of references is to obtain feedback on the bidder's ability to supply, deliver, assemble, and install furniture at the required quantities and quality standards to the client's own specifications with performing customer service levels on time.</p> <p>The bidder must provide a <b><i>signed reference letter</i></b> from the client <i>(on a client letterhead dated and signed, with a contactable email address, the value of the project completed)</i></p> <ul style="list-style-type: none"> <li>■ Minimum 3 references letters with all the above information supplied = 20 points</li> <li>■ 4 – 5 references letters with all the above information supplied = 25 points</li> <li>■ Above 5 references letters with all the above information supplied = 30 points</li> </ul> <p>Non-compliance with any of the above = 0 points</p> <p>Due diligence will be conducted against reference letters submitted</p>	<b>20</b>	<b>30</b>

<b>Portfolio of Evidence</b>	<p>The service provider must submit proof of a Portfolio of Evidence against the client reference letters submitted.</p> <ul style="list-style-type: none"> <li>■ Minimum 3 POE as per the reference letters supplier = 20 points</li> <li>■ 4 – 5 POE as per the reference letters supplier = 25 points</li> <li>■ Above 5 POE as per the reference letters supplier = 30 points</li> </ul> <p>Non-compliance with any of the above = 0 points Due diligence will be conducted against the references provided</p>	<b>20</b>	<b>30</b>
<b>TOTAL</b>		<b>70</b>	<b>100</b>

Bidders who obtained less than the minimum threshold of **70 points** will be declared non-responsive and therefore will not be eligible for **evaluation of B-BBEE Aligned to Specific Goals & Price Preference.**

### 9.3. Functional Evaluation Threshold (Phase 2)

9.3.1. The tender submission will be functionally evaluated out of a **minimum of 70 points –any bidder who scores less than 70** will not be considered for further evaluation **maximum score is 100.**

### 9.4. Preference Points Evaluation (B-BBEE and Price)

9.4.1. As the tender **price is estimated to be between R2001 and R50 million including VAT**, the tender responses will be evaluated on the **80/20-point** system.

9.4.2. B-BBEE will be evaluated using the following criteria:

<b>SPECIFIC GOALS</b>	<b>NUMBER OF POINTS (80/20 SYSTEM)</b>
100% Women's Ownership	5=points
100% SMME/EME	10=points
100% owned by Youth	3=points

100% owned by disabled individuals	1=points
Locality (Bill to be attached as proof)	1=points

## 10.EVALUATION CRITERIA

- 10.1. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 10.2. Preference points shall be calculated after the process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 10.3. In the event that two or more bids have scored equal points in terms of price and preference points for B-BBEE, the successful bid must be the one scoring the highest number of preference points for B-BBEE - in terms of PPR 2022.
- 10.4. However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 10.5. Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.
- 10.6. Bidders who qualify as EMEs and QSEs in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of the information constitutes a criminal offense.
- 10.7. Bidders other than EMEs or QSEs must submit their original and valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by SANAS. Tertiary institutions and public entities will be required to submit their B-BBEE status-level certificates.

## 11.CONSORTIUM

- 11.1. A consortium is an association of two or more individuals, companies, organizations, or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.
- 11.2. A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavor, particularly the division of profits. A consortium is formed by contract, which delineates the rights and obligations of each member.

11.3. In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to an RFQ/Bid process is such that the lead partner is identified, and the following requirements are required as follows:

**a) Lead Partner**

- ✓ All administrative documents (consortium agreement between the lead partner and the partner)
- ✓ Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfills the requirements of the bid through a combination of skills)

**b) Partner**

- ✓ Proof of CSD registration.
- ✓ Tax Pin.
- ✓ B-BBEE Sworn-Affidavit.
- ✓ SBD 4

11.4. It should be taken into cognizance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of B-BBEE status in order to align with the B-BBEE status level required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

11.5. Of importance is that in a consortium, each individual team member retains their identity.

## **12.A JOINT VENTURE**

12.1. A joint venture is a business entity created by two or more parties, generally characterized by Shared ownership returns and risks and shared governance.

12.2. Unincorporated joint venture:

12.2.1. All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership

agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others:

- a) SBD 4
- b) SBD 6.1
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint B-BBEE Certificate.

12.3. Incorporated joint venture:

12.3.1. This is aligned to a registered entity or company. A registered entity/ company with a consolidated B-BBEE certificate and a bank account in the name of the Joint venture. The required compliance documents must be completed by the entity/ company the name of the joint venture, and the following will be required amongst others:

- a) SBD 4
- b) SBD 6.1
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint B-BBEE Certificate.

12.3.2. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such bidder qualifies for unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.

12.3.3. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

### 13.COMMUNICATION

- 13.1. Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of PanSALB in respect of the BID process, between the closing date and the date of the award of the business.
- 13.2. All inquiries relating to this BID should be emailed **three days before the closing date**.

### 14.CONDITIONS TO BE OBSERVED WHEN BIDDING

- 14.1. The Pan South African Language Board does not bind itself to accept the lowest or any BID, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his BID submission.
- 14.2. PanSALB also reserves the right to withdraw or cancel the BID at any stage.
- 14.3. No BID shall be deemed to have been accepted unless and until a formal contract / Contract Form and letter of award or Purchase Order is prepared and executed.
- 14.4. The bid shall remain open and valid by PanSALB for a period of **90 days** from the closing date of the BID Enquiry.
- 14.5. PanSALB reserves the right to:
- 14.5.1. Not evaluate and award a bid that does not comply strictly with this BID document.
- 14.5.2. Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of the preferred bidders(s) based on the criteria specified in the terms of reference.
- 14.5.3. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the Bid shall be sought, offered, or permitted.
- 14.5.4. Cancel this BID at any time.
- 14.5.5. Should bidder(s) be selected for further negotiations, they will be chosen on the basis of cost-effectiveness and the principle of value for money, not necessarily on the basis of the lowest costs.

### 15.COST OF BIDDING

- 15.1. The bidder shall bear all costs and expenses associated with the preparation and submission of its BID submission and PanSALB shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

## 16. NOTE TO BIDDERS

16.1. Due diligence to be conducted by PanSALB prior to the award of the contract.

## 17. SUBMISSION OF THE DOCUMENTS

- 6.1 Bidders are advised to ensure that bids are submitted, allowing sufficient time for any unforeseen events that may delay the delivery of the bid and time to access PanSALB premises.
- 6.2 All bidders are required to complete a bid register when submitting bid documents. The Bid register is available at the below-mentioned address.
- 6.3 Bidders should deposit their documents into the tender box available on the 5<sup>th</sup> Floor reception area by **31 May 2024 at 12H00** pm at the address below:

**PROVISUS BUILDING: Pan South African Language Board, Head Office, 523 Stanza Bopape Street,  
ARCADIA - PRETORIA.**

## 18. LATE SUBMISSION

- 18.1. A response to this Request for Bid (RFB) shall be late if it is received by PanSALB at any time after the closing date and time indicated in **RFB.**
- 18.2. A late submission shall be clearly marked as late and shall not be admitted for consideration by PanSALB.

## 19. CLOSING DATE

Date: 31 May 2024

Time: 12:00 pm

Supplier  
Initial:

RFB0003-Pan2024-25



## SBD 4

### BIDDERS 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
-----	----

<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.

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES	NO
-----	----

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors/trustees/shareholders/members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether 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.
- 3.4 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.

---

<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.



## SBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

#### 1.2 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 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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:

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

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:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Woman	N/A	5	N/A	
Promotion of SMME's	N/A	10	N/A	
Youth	N/A	3	N/A	
PWD (Disability)	N/A	1	N/A	
Locality	N/A	1	N/A	

**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>	..... ..... .....