Province of the
EASTERN CAPE
TRANSPORT

BID NO: SCMU10–26/27–0015

FOR

APPOINTMENT OF A SERVICE PROVIDER MANUFACTURE, SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR ERF 5000 BUILDING IN BHISHO

BID DOCUMENT

ISSUED BY

DEPARTMENT OF TRANSPORT
PRIVATE BAG X0023
BHISHO
5605

NAME OF BIDDER:

_____

For ease of reference, Bidders shall enter their Price in the space provided below:

Bid Sum (amount in words) …….....

……..

……..……inclusive of VAT

Bid Sum (amount in figures) R…….inclusive of VAT

NAME OF BIDDER: …….

SIGNED ON BEHALF OF THE BIDDER: …….

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SECTION 1: BID NOTICE

BID NOTICE NO.: SCMU10-26/27-0015

Bids are hereby invited for the **APPOINTMENT OF A SERVICE PROVIDER MANUFACTURING, SUPPLY AND DELIVERY OF OFFICE FURNITURE AT ERF 5000 BUILDING IN BHISHO**

Bid documents will be available as from 09h00 on **Friday 04 September 2026** from the Departmental website (www.ectransport.gov.za) and E-portal on the following website: www.e-tenders.gov.za.

A formal compulsory site inspection/bidders meeting will be held at the site on **11 September 2026, at Department of Transport, ERF5000, 4th Floor Boardroom, in Bhisho from 10h00am**

The completed bid documents must be submitted on eTender Publication Portal (eSubmission) not later than 11H00 on **25 SEPTEMBER 2026.**

Click on the link to see how you submit your bid proposal on eSubmission – press Ctrl + the link to see the video https://youtu.be/B7pNseNJYHM

It is the responsibility of the bidder/s to ensure that bid documents/ proposals are submitted on or before closing time. Any technical queries with regard to eSubmission must be directed to National Treasury @ etenders@treasury.gov.za / +27(0)12 406 9222 / 012 406-9229 / 012 312-5000

Bidders must take particular note of the following:

- Bids will be evaluated based on the 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and 2022 Regulations.
- Bidders must have registered on the Centralised Supplier Database prior submitting the bid document. The Department of Transport will not sign a contract with any service provider before the Registration on the Central Supplier Database (CSD) has been confirmed.
- Bidders must also submit a Tax Compliance Status PIN code in order to verify their tax status with SARS

No late, posted, telephonic, or faxed bids / proposals will be considered.

The lowest/any bid will not necessarily be accepted.

Enquiries should be directed to:

Mr. P. Nqikashe | Telephone: 043 6047 7727 Cell: 067 419 8001 (Admin Enquiries)

Mr. S. Nkope | Cell: (060 989 1693) (Technical Enquiries)

Furthermore

- Bidders are required to be registered with Central Supplier Database (CSD) prior to submitting this bid (see https://secure.csd.gov.za/).

- The tenderer is in good standing with SARS as verified on the Central Supplier Database.

- The tenderer or any its directors or shareholders is not listed on the register of tender defaulters in terms of the prevention and compacting of corrupt activities Act of 2004 as a person prohibited from doing business within the public sector.

- The tenderer has not abused the employers Supply Chain Management System or failed to perform on any previous contract and has been given written notice to this effect.

SECTION 2: BID CONDITIONS

1. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract given in Section 3 and the Department's Policy on Supply Chain Management shall apply to this contract.

2. BID FORM

All bids shall be made on the bid forms incorporated in this document.

3. EVIDENCE OF EXPERIENCE OF BIDDERS

Bidders shall give satisfactory evidence of actual experience in the class of work being bid for, incorporating the following details:

a. Employer for whom the work was performed;
b. Nature of work;
c. Value of work;
d. Year completed.
e. Recommendation / reference letter from previous work completed.

Failure to complete this statement may prejudice the bid as being submitted by an inexperienced Bidder and it may be rejected for such reason.

4. COMPLETION OF BIDS

The Bidder shall complete all forms in black ink.

Mistakes made by the Bidder in the completion of the forms shall not be erased. A line shall be drawn through the incorrect entry and the correct entry shall be written above and the correction initialed by the Bidder. Failure to observe this rule may lead to the bid being disqualified.

Bids shall be ineligible for consideration unless submitted on the forms bound in this document.

A bid shall not be considered if alterations have been made to the bid from, unless such alterations have been duly authenticated by the Bidder, or of any particulars required therein have not been completed in all respects.

No unauthorized amendment shall be made to the bid form or to any other part of the bid document. If any such amendments are made, the bid may be rejected.

Bids submitted in accordance with this bid document shall not have any qualifications. Any point of difficulty of interpretation shall be cleared with the Eastern Cape Department of Transport as early as possible during the bid period. Should any query be found to be of significance, The Eastern Cape Department of Transport will inform all Bidders accordingly as early as possible.

5. SUBMISSION OF BIDS

Each Bidder is required to return the complete set of bid documents with all the required information and complete in all respects.

Bidders shall not tamper with the bid documents which shall be submitted as issued. Any bid documents found to have been unbound and rebound could be deemed to be unacceptable.

The completed bid documents must be submitted on eTender Publication Portal (eSubmission) not later than 11H00 on **25 SEPTEMBER 2026.**

Click on the link to see how you submit your bid proposal on eSubmission – press Ctrl + the link to see the video https://youtu.be/B7pNseNJYHM

It is the responsibility of the bidder/s to ensure that bid documents/ proposals are submitted on or before closing time. Any technical queries with regard to eSubmission must be directed to National Treasury @ etenders@treasury.gov.za / +27(0)12 406 9222 / 012 406-9229 / 012 312-5000

Bids may not be faxed or e-mailed. Bids shall be opened in public shortly thereafter. **Late bids shall be rejected.**

6. DATA TO BE FURNISHED AT BID STAGE

Bidders shall submit with their bids the information that is applicable and as may be required in terms of the specifications. The Employer reserves the right, in the event of such details being insufficient, to call for further information. The Bidder shall furnish such additional information within seven (7) days of being called upon to do so.

7. WITHDRAWAL OF BIDS

A Bidder may, without incurring any liability, withdraw his bid. This will be a written advice and received before the date and time of closure of this bid. The notice must be received by the Eastern Cape Department of Transport, before the closure of this bid.

8. COSTS WHICH DEFAULTING BIDDERS MAY BE CALLED UPON TO PAY

Should the Service Provider, after he has been notified of the acceptance of his bid, fail to enter into a contract when called upon to do so, within the period stipulated in the conditions of bid or within such extended period as the Employer may allow, the Service Provider holds himself liable for any additional expense which may incur in having to call for bids afresh and/or in having to accept any less favorable bid and that if he purports to withdraw his bid within the period for which he has agreed that it shall remain open for acceptance.

The Service Provider shall indemnify the specified from any claim capable of being made against him either under the statute of common law in respect of any damage to any person or property arising out of the execution of this contract.

9. ACCEPTANCE OR REJECTION OF BIDS

Bids may be rejected if they show any additional items not originally included in the bid document. Conditional or incomplete offers, irregularities of any kind in the bid forms, or if the bid rates and amounts are obviously unbalanced and the Bidder, after having been called upon to adjust same in a reasonable manner, fails to do so within a period of seven (7) days having received notification to that effect.

The Employer does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or any part of a bid as it may deem expedient, nor will it assign any reason for the acceptance or rejection of any bid, be it the whole or part of a bid.

10. SITE INSPECTION/BIDDERS MEETING

A formal compulsory site inspection/bidders meeting will be held at the site on **11 September 2026, at Department of Transport, ERF5000, 4th Floor Boardroom, in Bhisho from 10h00am**

11. FAILURE TO RETURN BID DOCUMENTS

A Bidder who does not submit a bid does not have to return the bid documents after the closing date for the receipt of bids.

12. TAXES AND LEVIES

Bidders shall include Value Added Tax (VAT) in their bid rates.

13. EVALUATION OF BIDS

Bids will be evaluated based on Functionality and Price based on the 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and 2022 Regulations thereto.

Price

80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto):

Calculation of points for specific goals

- 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

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
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)**
Historically Disadvantaged Individuals Ownership		
Black ownership	Min 0 Max 10	% ownership
Women ownership	Min 0 Max 10	% ownership
Youth ownership	Min 0 Max 10	% ownership
Disabled people ownership	Min 0 Max 10	
(a) Local Municipality –	Min 0 Max 10	

The points for specific goals will be distributed as per the table below.

To Score points for Black Ownership the following formula will be used to calculate the points out of 5 points Max.

$$SGP = \frac{\%BOE\ (CIPC/\ CSD)}{100}\ X\ MHDI(Max = 5)$$

SGP= Specific goals points
MHDI= Maximum points for Historical disadvantaged individuals
BOE = Black Ownership Equity

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
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)**
Historically Disadvantaged Individuals		
Women Equity Ownership	10	% ownership as per CIPC / CSD
Locality:-		
(a) Preferred address on the CSD in the Eastern Cape	10	
(b) Eastern - Preferred address on the CSD in the Eastern Cape not changed in the last 3 years.	7	
(c) Outside Eastern Cape - Including preferred address less than 3 years. - Alternative address less than 3 years	3	

- **Historically Disadvantaged Individual (HDI): Black Ownership**

Means a South African Citizen: who, due to the apartheid policy that had been in place, had no franchise in national elections
Central Supplier Database (CSD) report will be used.

It is the onus of the bidder to provide proof of ownership equity status

- **Locality:**

Locality shall mean' Fully functional office within the Province of the Eastern Cape. Satellite shall mean an office with minimum staff of not more than 3 personnel running the office on fulltime.
Locality Points will be allocated for proof of local office operations in Eastern Cape. The primary address on CSD and proof of ownership under the bidding company will be used for choice Locality.

14. BID VALIDITY PERIOD

Bids must remain valid for a period of SIXTY (60 days from the closing date of the bid.)

15. ACCEPTANCE OF BID

The Department does not bind itself to accept the lowest or any bid received and reserves the right to accept the whole or part of the bid.

SECTION 3: GENERAL CONDITIONS OF CONTRACT

27. General conditions of Contract

- The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at www.treasury.gov.za
- Bidders must familiarize themselves with these GCCs

SECTION 4: TERMS OF REFERENCE

TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO MANUFACTURE, SUPPLY AND DELIVERY OF OFFICE FURNITURE TO ERF 5000 BUILDING IN BHISHO

1. Purpose

The Department of Transport intends to appoint a reputable service provider(s) to manufacture, supply and delivery of office furniture to the Erf 5000 Building in Bhisho.

2. Background

To contribute towards the creation of a conducive work environment.

3. DURATION OF THE PROJECT

The preferred service provider will be expected to supply, deliver and install the office furniture within six (6) weeks upon receipt of the official purchase order.

4. SCOPE AND DELIVERABLES OF WORK:

The service provider must manufacture, supply, deliver and install the office furniture in Erf5000 Building in Bhisho as follows.

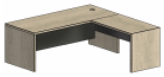
Admin Open - Plan

	Rectangular desk with fixed pedestal	1600 (l) x 750 (w) x 750 (h)	87
	Office Chair on wheels	Black touch leather upholstery, 1 piece fully molded high back shell, Nylon flexible arm, Swivel & tilt action and Gas height adjustment	87
	1200 Lockable roller door systems cabinet	1200 (h) x 1200 (w) x 450 (d)	87

Level 9-10 – Assistant Directors

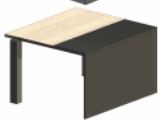
	Rectangular desk with pedestal and desktop storage	1800 (l) x 750 (w) x 750 (h)	56
	Office Chair on wheels	Black touch leather upholstery, 1 piece fully molded high back shell, Nylon flexible arm, Swivel & tilt action and Gas height adjustment	56
	1200 Lockable roller door systems cabinet	1200 (h) x 1200 (w) x 450 (d)	56

PAs

	1800 L-shaped desk	1800 (l) x 1800 (w) x 750 (h)	21
	Mobile Pedestal	400 (w) x 550 (d) x 600 (h)	21
	Apprentice High Back Chair on wheels	Black touch leather upholstery, 1 piece fully molded high back shell, Nylon flexible arm, Swivel & tilt action and Gas height adjustment	21
	Visitors Chair	•Black touch leather upholstery •Fully molded mid back shell •Nylon flexible arms •Metal sleigh base frame – black epoxy coated finish	42
	1500 Lockable roller door systems cabinet	1500 (h) x 1200 (w) x 450 (d)	21

Big Boardrooms

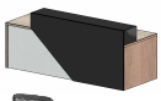
	Boardroom High Back Chair	Black touch leather upholstery, 1 piece fully molded high back shell, Nylon flexible arm, Swivel & tilt action and Gas height adjustment	138

	1000x1000 corner unit	1000 (l) x 1000 (w) x 750 (h)	16
	1100x1000 straight unit	1100 (l) x 1000 (w) x 750 (h)	10
	1500x1000 straight unit	1500 (l) x 1000 (w) x 750 (h)	38

Mini Boardroom

	Boardroom High Back Chair	Black touch leather upholstery, 1 piece fully molded high back shell, Nylon flexible arm, Swivel & tilt action and Gas height adjustment 1100 (d) x 750 (h)	68
	Veneer Boardroom Table With Leather Inlays	Veneer wood boardroom table. Can seat 8 – 10 heads. Size: 2400mm (22.4m) Length x 1200mm (1.2m) Width	6

Receptions

	Reception desk	2100 (l) x 1000 (h) x 800 (d)	1
	Office Chair on wheels	Black touch leather upholstery, 1 piece fully molded high back shell, Nylon flexible arm, Swivel & tilt action and Gas height adjustment	1
	Reception visitor chairs - Strong Boy 5 seater	Chrome De Luxe 5 Seater •Cross Beam 2.0mm steel, with aluminium powder coating triangle steel tube •2.0x 80 x 400mm steel tube •Arms, legs and edges heavy duty 1.2mm steel tubing •Seat 1.3mm cold rolled steel with surface powder coated	4

5. MINIMUM REQUIREMENTS

All bidders must meet the following requirements:

a) A company must have an office manufacturing factory with a show room – **The service provider must provide a proof of address for the manufacturing factory to allow for the in loco inspection that will be conducted by the department.**

b) The bidder must have successfully completed of **two (2) contracts in relation to the scope of work each to the value R1000, 000.00 in the last three (3) years** with contactable references. The bidder must submit Award letter with Completion Certificate/ Reference letter. The reference letter must be on the previous client's letter head and signed by the authorised individual (with 2 contactable references). The following information and must be in the client's letter heads.

- Nature of work;
- Duration of the contract;
- Value of work;
- Year completed

c) Proof of physical existence and location of business entity. **A copy of Municipal rates account to be attached or a lease agreement.** If the municipal rates account is not on the entity's name, DOT will visit the entity's operating site for inspection.

d) Office Furniture must comply with approved SABS standards for office furniture and provide proof of such compliance. **All office furniture offered shall comply with the applicable SABS/SANS standards for office furniture.** The bidder shall submit proof of compliance in the form of:

- A valid SABS/SANS certificate; or
- A letter of compliance from the Original Equipment Manufacturer (OEM); or
- Any other recognised certification demonstrating compliance with the applicable standards.

6. Duration of the Project

- The term of the project will be six (6) months from the date of acceptance of the award/ purchase order issued.

7. Validity of Bid

- The validity of the offer is ninety (90) days.

8. General Conditions of Contract

- The latest general conditions of contract and contract law will apply.
- Where special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

9. Special Conditions of Contract

9.1 Conditions of Contract

- The ceiling price of the bid to be completed on the **Pricing Schedule** form must reflect all costs including VAT and disbursements.
- No late, faxed, electronically transmitted, photocopied, incomplete, copies or unsigned bids will be accepted. Only original bids fully completed and filled in black ink will be accepted.
- It is critical for service providers to fully present the credentials of key personnel to be assigned to projects.
- The Department shall not enter into a contract where a company has directors, partners or employees who are employed by the state where permission has not been granted by the Executive Authority.
- All documents submitted and/or produced shall become the property of the DOT.
- The service provider undertakes to provide the professional resources required to attain the project objectives.
- Service Providers who have entered into a consortium / Joint Venture must attach signed agreements by all partners and each party thereto must comply with all the bidding requirements.
- Bidders are requested to submit submit one envelope marked on the outside indicating the description and the bid number;

- The overall price must be in **Rand** and must be inclusive of VAT where applicable;
- The selected service provider will have to sign a Service Level Agreement and SBD 7.2 contract form with the Department of Transport immediately upon acceptance of the bid.
- The service provider undertakes to act as an independent contractor in respect of all work to be done.
- The service provider shall exercise all reasonable skill, care and diligence in the execution of the work and shall carry out all its obligations in accordance with international professional standards;
- The service provider shall, in all professional matters, act as a faithful adviser to the DOT and, in so far as any of its duties being discretionary, act fairly between DOT and third parties;
- The service provider shall execute and complete the work strictly in accordance with this contract to the satisfaction of the DOT;
- The service provider shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered;
- The service provider shall not have the power or authority to enter into any contract or otherwise to bind or incur any liability on behalf of the DOT;
- The service provider must be registered in the Centralised Supplier Database (CSD);The CSD registration report must have been printed at least ten (10) days prior the closing date of the bid
- It's the responsibility of every bidder to provide the Department with a SARS "PIN" to verify the tax compliance status at any time prior to the award of the bid.
- DOT will not be liable to reimburse any costs incurred by any service provider during the proposal /bidding process;
- The service provider shall attend meetings with officials whenever required to do so by the representative for the purpose of obtaining information or advice in regard to the work and assignments or any matters arising thereof;

- All the submitted documents must be completed in full and signed where necessary
- In cases where two or more bidders attain equal number of points in all aspects of evaluation, the bidder who has the highest specific goal points will be the preferred bidder.
- If functionality is part of the evaluation process and two or more bidders attain equal number of points and preference points for Specific Goal, the

bidder who has the highest points for functionality will be the preferred bidder.

- In cases where there is a tie in all aspects of evaluation then the award must be decided by the drawing of lots.
- Failure to submit the documentation as prescribed may lead to the bid being considered non-responsive and subsequently rejected / not considered.
- All office furniture must have a life span of 8 to 10 years, taking into account fair wear and tear
- All office furniture must be accompanied by a minimum of three (3) years manufacturer's warranty.
- Failure to deliver the required office furniture withing the agreed six-month period will result in the bidder being issued a warning letters/ a termination of the contract

10. Evaluation Criteria

- Bids will be evaluated on a 80/20 point system within the ambit of the Preferential Procurement Policy Framework Act(PPPFA) No.5 of 2000 and section 38(1)(a)(iii) of the Public Finance Management Act 1 of 1999 as amended by Act NO.29 of 1999 and Preference Procurement Regulations 2017;
- The evaluation will be carried out in two phases, namely, "functionality" and "price". Bidders are requested to submit one envelope

- Functionality will be evaluated separately to determine the responsiveness of the bids. The minimum qualifying percentage that will be accepted for functionality is 60%. A bidder who does not obtain a minimum of 60% will be disqualified;
- The final score will be obtain by adding points obtained for price to the preference points;

NB: Points score will be rounded to the nearest two (2) decimals

Functionality

$$Ps = \frac{So * Ap}{Ms}$$

Where

Ps = Points scored for functionality by bid/proposal under consideration

So = Score of the bid under consideration

Ms = Maximum possible scored.

Ap = Percentage allocated for functionality.

- Bidders score on functionality will not be included in the final points scored but determined to establish functionality abilities.
- The percentages allocated by all panel members must be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality;
- The minimum qualifying percentage that will be accepted for functionality is 60%;
- Bids/proposal that do not score the specified minimum percentage for functionality will be disqualified.

PRICE

The 80/20 preference points system:

- $Ps=80\left(1-\frac{Pt-Pmin}{Pmin}\right)$

Where

- Ps = Points scored for price by bid under consideration
- Pmin = Lowest acceptable consideration
- Pt = Price of bid under consideration

NB: - The department is under no obligation to award the bid to the bidder scoring the highest or lowest points.

The following information for functionality and weights will be considered in the evaluation of all applications received.

1: Poor, 2: Acceptable, 3: Good, 4: Very Good, 5: Excellent

11. Awarding of Points for Functionality and Price

Functionality

COMPETENCE	WEIGHT	WEIGHT DISTRIBUTION &EVIDENCE REQUIRED	POINTS
Company experience relevant to the specifications which is manufacture, supply and deliver office furniture	50	• Five(5) or more contracts each to the value of R1000 000.00 performed within the last (3) three years Award letters in the client's letter heads signed by the authorized individual	50
		• Three(3) to Four (4) contracts each to the value of R1000 000.00 performed within the last (3) three years • Award letters in the client's letter heads signed by the authorized individual	30
		• Two(2) contracts each to the value of R1000 000.00 performed within the last (3) three years • Award letters in the client's letter heads signed by the authorized individual	20
Locality	40	• Company must have office manufacturing factory and showroom based in the **Buffalo City Municipality** • Municipality utility account / Proof of lease agreement /Proof of residence confirmed by relevant authority	40
		• Company must have a showroom based in **the Eastern Cape** • Municipality utility account / Proof of lease agreement /Proof of residence confirmed by relevant authority	30
		• Company based outside the **Eastern Cape** • Municipality utility account / Proof of lease agreement /Proof of residence confirmed by relevant authority	10
TOTAL POINTS	**100**		

12. Preferential Claims

Points scored for specified goals as contemplated by the PPPFA and its regulations are then calculated separately and added to the points scored for price to obtain the final score.

13. Specified Goals

Calculation of points for Preferential Points – specific goals will be allocated in the following manner

- 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

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
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)**
Historically Disadvantaged Individuals		
Women Equity Ownership	8	% ownership as per CIPC / CSD
Youth Ownership	5	
Locality:-		
(a) Preferred address on the CSD in the Eastern Cape.	7	
b) Outside - Preferred address on the CSD in the Eastern Cape.	3	

In the event that two or more bids are equal in all respects, the successful bidder will be the one with the highest functionality percentage and the last option will be the drawing of lots.

14. Compulsory Briefing & Closing Date

A formal compulsory site inspection/bidders meeting will be held at the site on **11 September 2026, at Department of Transport, ERF5000, 4th Floor Boardroom, in Bhisho from 10h00am**

The completed bid documents must be submitted on eTender Publication Portal (eSubmission) not later than 11H00 on **25 SEPTEMBER 2026.**

15. Returnable documents

Submitted documents must be composed of the following:

Tender check list

- SBD 1 - Invitation to Bid
- SBD 3.1 - Pricing Schedule
- SBD 4 - Declaration of interest
- SBD 6.1 - Preference Points Claim Form
- SBD 6.2 - Local Content
- SBD 7.2 - Contract Form for Services
- Tax Compliance Status PIN / CSD registration report
- Letters of reference from previous clients (Must be in logo of that particular institution) with office telephone details.

16. Bid Enquiries

Please refer all enquiries to the following personnel:

Technical Enquiries: Mr. S. Nkope

Cell: (060 989 1693) (Technical Enquiries)

Email: sikhokele.nkope@ectransport.gov.za

Supply Chain Management: Mr. P. Nqikashe

Telephone: 043 6047 7727

Cell:067 419 8001

(Admin Enquiries)Email: philasande.nqikashe@ectransport.gov.za

SECTION 5: FORMS TO BE COMPLETED BY THE BIDDER

BID FORM

Bid No: SCMU10-26/27-0015

Closing time and date: 11h00 25/09/2026

This bid shall remain binding for a period of 90 days calculated from the closing date of the bid

I/We the *undersigned hereby offer to the Eastern Cape Department of Transport herein represented by the Accounting Officer (hereinafter referred to as the "Chief Executive", to provide all the personnel, equipment and everything which is or may be necessary in and for the manufacturing ,supply and delivery of office furniture in execution of the abovementioned Contract in accordance with the Specifications, Conditions of Contract and subject to the Bid Conditions, to the entire satisfaction of the Accounting Officer for the Bid Price (including VAT) of:

BID PRICE:		=	R……..
	15% VAT		R……..
	TOTAL		R……..

Full Trading Name:…….

Address (Business):…….

…….

Telephone No (Business):……..

Telex-/Fax No:…….

Bankers (specify branch and telephone No):…….

Registration number at EC Treasury:……

I/We acknowledge that I/we am/are fully acquainted with the contents of the Bid Conditions and that I/we accept the conditions in all respects.

I/We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of my/our bid and that I/we elect *domicilum citandi et executandi* in the Republic at:

…….

……

Has the declaration of interest (ECBD4) been duly completed?

Yes		No	

and included with the other bid forms?

Any bid received which does not include unit prices, itemized prices or any relevant information as requested in the specification may be rejected.

……
WITNESS

……
PLACE

……
SIGNATURE OF BIDDER

……
NAME OF BIDDER

……
CAPACITY

……
DATE

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	SCMU10-26/27-0016	CLOSING DATE:	25-09-2026	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY OF CLEANING SERVICES AT HEAD OFFICE (SCHORNVILLE OFFICES INCLUDING FNB AND TBN BUILDING), ERF 5000 BHISHO FOR A CONTRACT PERIOD OF 12 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

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					
	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	.....	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE (ALL INCLUSIVE)**	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	Mr. S. Nkope
CONTACT PERSON	Mr P. Nqikashe	TELEPHONE NUMBER	060 989 1693
TELEPHONE NUMBER	043 604 7727 / 067 419 8001	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	sikhokele.nkope@ectransport.gov.za
E-MAIL ADDRESS	philasande.nqikashe@ectransport.gov.za		

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 ONLINE**
1.3.	**BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
1.4.	**WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.
3.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
	IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder……	Bid number: SCMU10-26/27-0015
Closing Time 11:00	Closing date: 25-SEPTEMBER 2026

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

- Required by: ……
- At: ……
  ……
- Brand and model ……
- Country of origin ……
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) ……
- Period required for delivery ……
  *Delivery: Firm/not firm
- Delivery basis ……

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

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

*Delete if not applicable

SBD 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

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. 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.

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.

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

DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS
This form must be included additional to the SBD.4

1. In terms of section 30 of the Public Service Act;

No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department.

2.

Are any of the shareholders/ directors of your company employed by the State?	Yes/No

3. "State" means –

(a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) Any municipality or municipal entity;
(c) Any provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.
(f) Any Parastatal (A company or agency owned or controlled wholly or partly by the government).

4. Should you indicate "yes" above, please provide the following details:

No	NAME & SURNAME OF DIRECTOR	STATE INSTITUTION WHERE EMPLOYED	ID NUMBER	EMPLOYEE/ PERSAL NUMBER
1				
2				
3				
4				

5. Please note: The "state" is clearly defined in paragraph 3 above. In the event that "no" is selected and subsequently any false declaration are detected, the non-disclosure of such "state employment" will be deemed as "fraud". Therefore the state may reject the bid and in addition may proceed with further action should this declaration prove to be false.

6. DECLARATION

I, (NAME & SURNAME)……ID NUMBER…… CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 4 ABOVE IS CORRECT.

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

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 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*).

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

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
Total points for Price and SPECIFIC GOALS	**100**

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**

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

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:

80/20 **or** **90/10**

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

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.

FORMULAE FOR CALCULATION POINTS

To Score points for Equity Ownership / Disability/ Locality the following formula will be used to calculate the points out of 5 points Max.

$$SGP = \frac{\%OE\ (CIPC\ /\ from\ BBBEE)}{100}\ X\ MEO(Max = 4)$$

$$(e.g)\ Women\ Equity\ Ownership = \frac{89}{100}\ X\ 4 = 3,56$$

Where

SGP= Specific goals points

OE = Ownership Equity

MOE= Maximum points for Equity Ownership

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.*)**

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
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)**
Historically Disadvantaged Individuals		
Women Equity Ownership	10	
Locality:-		
(a) Preferred address on the CSD in BCMM in the Eastern Cape not changed in the last 3 years.	10	
b) Outside BCMM - Preferred address on the CSD in the Eastern Cape not changed in the last 3 years.	7	
(c) Outside Eastern Cape (i)including preferred address less than 3 years. (ii) Alternative address less than 3 years	3	

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……

DATE: ……..

ADDRESS: ……
……
……
……

SBD 7.2

CONTRACT FORM – RENDERING OF SERVICES

-

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RECORDS

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to the Eastern Cape Department of Transport in accordance with the requirements and task directives/proposal specifications stipulated in Bid Number: SCMU10-24/25-0001 at the Price(s) quoted. My offer remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
   i) Bidding documents, viz
   - Invitation to bid
   - Pricing schedule(s)
   - Filled in task directive/proposal
   - Preference Certificates in terms of the Preferential Procurement Regulations 2022
   - Special Conditions of Contract;

   ii) General Conditions of Contract; and

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principle liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

WITNESSES:

1. ……..... ....……
DATE

2. ……..... ....……
DATE

……
NAME OF FIRM

……
CAPACITY

SIGNATURE OF BIDDER

SBD 7.2

CONTRACT FORM – RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I, …… in my capacity as…….. accept your bid under reference number SCMU10-26/27-0015 dated …./…../2024 ….. for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30(thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE POINTS CLAIMED
Appointment of a Service Provider for SUPPLY of cleaning services at Schornville Offices for a contract period of 12 months	R……..……		

4. I confirm that I am duly authorized to sign this contract.

WITNESSES:

1. …….....
.....……....

DATE

2. …….....
.....……....

DATE

Official Stamp	SIGNATURE

PRICING SCHEDULE – TO MANUFACTURE, SUPPLY AND DELIVERY OF OFFICE FURNITURE TO ERF 5000 BUILDING IN BHISHO

	EASTERN CAPE DEPARTMENT OF TRANSPORT **PROJECT DESCRIPTION: MANUFACTURE, SUPPLY AND DELIVERY OF OFFICE FURNITURE TO ERF 5000 BUILDING IN BHISHO**			
ITEM	**DESCRIPTION OF GOODS/SERVICES**	**Qty**	**Price per Unit**	**Amount**
	OPEN PLAN			
1	RECTANGULAR DESK WITH FIXED PEDESTAL	87		
2	OFFICE CHAIR ON WHEELS	87		
3	1200 LOCKABLE ROLLER DOOR SYSTEMS CABINET	87		
	LEVEL 9 – ASSISTANT DIRECTORS			
4	RECTANGULAR DESK WITH PEDESTAL AND DESKTOP STORAGE	56		
5	OFFICE CHAIR ON WHEELS	56		
6	1200 LOCKABLE ROLLER DOOR SYSTEMS CABINET	56		
	PERSONAL ASSISTANTS (PAS)			
7	1800 L-SHAPED DESK	21		
8	MOBILE PEDESTAL	21		
9	APPRENTICE HIGH BACK CHAIR ON WHEELS	21		
10	VISITORS CHAIR	42		
11	1500 LOCKABLE ROLLER DOOR SYSTEMS CABINET	21		
	BIG BOARDROOMS			
12	BOARDROOM HIGH BACK CHAIR	138		
13	1000X1000 CORNER UNIT	16		
14	1100X1000 STRAIGHT UNIT	10		
15	1500X1000 STRAIGHT UNIT	38		
	MINI BOARDROOMS			
16	BOARDROOM HIGH BACK CHAIR	68		
17	VENEER BOARDROOM TABLE WITH LEATHER INLAYS	4		
	RECEPTION			
18	RECEPTION DESK	1		
19	OFFICE CHAIR ON WHEELS	1		
20	RECEPTION VISITOR CHAIRS - STRONG BOY 4 SEATER	6		
	Sub-total			
	Vat @ 15%			
	TOTAL AMOUNT OF TENDER			

BID PRICING FORM
TO MANUFACTURE, SUPPLY AND DELIVERY OF OFFICE FURNITURE TO ERF 5000 BUILDING IN BHISHO

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

Total Price (amount in words):……

……

……, inclusive of VAT

Total Price (amount in figures) R ……, inclusive of VAT

NAME OF BIDDER: ……

SIGNED ON BEHALF OF THE BIDDER: ……

Date_____