

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICE					
BID NUMBER:	RFQ014-2022	CLOSING DATE: 18 JULY 2022		CLOSING TIME:	12h00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE FOR THE CSOS HEAD OFFICE AND GAUTENG REGIONAL OFFICE IN CENTURION.				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW (EMAIL ADDRESS)					
quotations@csos.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Jabulile Sithole		CONTACT PERSON	Lindi Sibiya	
TELEPHONE NUMBER	(010) 593 0533/ 066 302 5937		TELEPHONE NUMBER	(010) 593 0533/ 066 302 5975	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	quotations@csos.org.za		E-MAIL ADDRESS	Lindi.Sibiya@csos.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES

☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

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

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS 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:



REQUEST FOR QUOTATION

THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE FOR THE CSOS HEAD OFFICE AND GAUTENG REGIONAL OFFICE IN CENTURION.

CLOSING DATE AND TIME: 18 JULY 2022 AT 12:00 PM

RFQ VALIDITY PERIOD: 90 DAYS

TENDER BOX ADDRESS:

Building 4

Berkley Office Park; 8 Bauhinia Street

Witch Hazel Avenue; Highveld Technopark

Centurion

1. TERMS AND CONDITIONS

This proposal has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which bidders are deemed to acknowledge and accept:

- 1.1. A bid submitted in response to this proposal will constitute a binding offer that will remain binding and irrevocable for ninety (90) days from the date of submission to the CSOS.
- 1.2. Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 1.3. The CSOS reserves the right to amend, modify, withdraw, or terminate this RFQ or any of the requirements set out herein at any time (and from time to time), without prior notice, and liability to compensate or reimburse any Bidder or person.
- 1.4. Should this RFQ be amended, the CSOS undertakes to publicise or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.5. It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.6. The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.7. The CSOS reserves the right to conduct site inspections or call for supporting documentation to confirm any information provided by a Bidder in its response to this Bid.
- 1.8. This RFQ is not intended to form the basis of a decision to enter any transaction with the CSOS and does not constitute an offer or recommendation to enter such transaction, or an intention to enter any legal relationship with any person.
- 1.9. Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives, or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFQ.
- 1.10. No entity may be involved in more than one bid in response to this RFQ, whether directly or indirectly. Failure to comply with this requirement may, within the sole

discretion of the CSOS, result in disqualification of the relevant entity.

- 1.11. Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid shall be brought to the attention of the CSOS Supply Chain Management (“SCM”) Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 1.12. Any requirement set out in this RFQ which stipulates the form and/or content of any aspect of a Bid is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.13. The CSOS and its advisors shall rely on a Bid as being accurate and complete about the Bidders’ information and proposals.
- 1.14. All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals in confidence.
- 1.15. A Bid submitted by the Bidder shall be considered irregular if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to waive any irregularities and to make an award in the best interest of the organization.
- 1.16. The CSOS reserves the right to accept or reject in part or whole any Bid submitted, and to waive any technicalities if this is in the best interest of the organization.
- 1.17. The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFQ at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.
- 1.18. In this RFQ, the words “service provider”, and “supplier” will be used interchangeably to refer to the Bidder.
- 1.19. All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 1.20. All Bids must be formulated and submitted to the requirements of this RFP.
- 1.21. Bids received after the closing date and time as specified in this RFQ shall be rejected.

2. CSOS BACKGROUND

The Community Schemes Ombud Service is established in terms of the Community Scheme Ombud Service Act, 2011 [Act 9 of 2011) to regulate parties' conduct within community schemes and ensure their good governance. To deliver on its mandate, key amongst the priorities of the organization are:

- To regulate all community schemes in South Africa and part of our regulatory function entails the provision of dispute resolution services.
- To promote good governance of community schemes by developing and implementing appropriate guidelines to enhance stability and harmonious relations amongst the parties.
- To conduct educational campaigns to educate and train stakeholders within community schemes and the public at large.
- To enhance community schemes tenure as an alternative tenure option.
- To develop and implement appropriate organisational systems, controls, and measures to enhance financial, economic, and organisational efficiency.

3. PROJECT PURPOSE

The purpose of this bid is to invite proposals from suitable, qualified, experienced, and reputable office furniture manufacturers or suppliers to supply, deliver and assemble office furniture at Head office, 8 Bauhinia Street, Berkley Office Park, Highveld Technopark, Centurion.

4. SCOPE OF WORK

The successful bidder must supply, deliver, and assemble the furniture as indicated in Annexure A of this document, at the Head office, 8 Bauhinia Street, Berkley Office Park, Highveld Technopark, Centurion.

- The furniture to be supplied must be brand new and no second-hand furniture will be accepted. A detailed specification of the required furniture is attached as Annexure A.

Detailed services required

- Supply, deliver and assemble office furniture as specified in this document.
- Ensure that any furniture damaged in transit or otherwise is immediately replaced.
- Ensure that there are no delays in the delivery, supply and assembling of office furniture.
- All after-sales support (i.e., variations, queries, telephone calls, and correspondence) should be attended to promptly.
- Ensure that delivery takes place within 8 weeks (2 months) after the appointment.

Warranty of Office Furniture

- The bidder shall warrant that the furniture supplied to the CSOS is per the published specifications.
- The furniture must be quality guaranteed against defects, faults, and mechanical breakage for not less than five (5) years.
- The bidder shall indicate the full details of product warranties.
- The successful bidder to provide, at no additional cost, all parts and labour necessary to repair the supplied items during the warranty period.

The procurement process is a cost-effective benefit to the CSOS, ensuring that the procurement of office furniture is based on quality, pricing, and compliance with the local production and content requirements.

5. PROJECT TIME FRAME

The delivery time will be 8 weeks after the appointment, including a five (5) year warranty period. The appointment will not exceed this stipulated timeframe.

6. LOCAL CONTENT REQUIREMENTS

	DELIVERABLE	COMPLIANCE
1.	The Declaration Certificate for Local Production and Content (Completed, dated and signed SDB 6.2). The bidder must meet the minimum stipulated threshold for local production and content.	Comply / Not Comply

7. SCM COMPLIANCE DOCUMENTS

Bidders should submit the documents below:

Documents required	Submitted Y/N
Valid B-BBEE certificate issued by an accredited SANAS verification agency /Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oath/B-BBEE	

certificate issued by the Companies and Intellectual Property Commission (CIPC)	
Proof of registration on the National Treasury Central Supplier Database (provide CSD summary report or CSD number)	
Valid tax PIN/letter	

8. MANDATORY DOCUMENTS

Bidders must submit ALL the below documents, to be evaluated further on functionality. Failure to meet ALL the below requirements will result in the disqualification of a bidder

	DELIVERABLE	COMPLIANCE
1.	Complete all applicable SBD forms (must be dated & signed)	Comply/Not Comply
2.	Include a brochure, picture, and specifications of the item you are quoting on;	Comply / Not Comply
3.	Provide five (5) year warranty	Comply/Not Comply

9. PROJECT EVALUATION CRITERIA

LOCAL CONTENT

- 9.1 Bids will be evaluated in terms of Minimum Thresholds for Local Content stipulated in the bid document. The declaration made by the bidder in the Declaration Certificate for Local Content (SB) and Annex C (Local Content Declaration: Summary Schedule) will be used for this purpose.
- 9.2 Local Content %s Minimum Thresholds are to be declared per Item, under C15 of Annex C. All responses that will not meet the required Minimum Threshold for local content (per Item) as stipulated in the specifications will be disqualified and not evaluated further. Only bids that achieved the Minimum Threshold for local content and production will be evaluated further.
- 9.3 The Declaration Certificate for Local Production and Content (SBD 6.2) together with the (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid as indicated in this bid specification document.

9.4 In the event that the raw material or input for the office Textile and Leather is not available locally, bidders should obtain written authorization from the DTI should there be a need to import such raw material or input. A copy of the authorization letter must be submitted together with the bid at the closing date and time of the bid invitation.

9.5 Bids about Furniture Products are subject to local content requirements with effect from 15 November 2012 in terms of Regulation 8(1), 8(2) and 8(3) of the Preferential Procurement Regulations, 2017.

9.6 The local content expressed as a percentage of the bid price shall be calculated in accordance with the following formula:

$$LC = (1 - x/y) * 100$$

Where

☐ X is the imported content in Rand

☐ Y is the bid price in Rand excluding Value Added Tax (VAT)

Please note that prices referred to in the determination of X must be converted to Rand (ZAR) by using the exchange rate published by the SARB at 12h00 on the date the bid has been advertised.

9.7 The CSOS will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act 5 of 2000, the Broad-Based Black Economic Empowerment Act 53 of 2003 and the Regulations of the legislative frameworks.

9.8 The Bidder must submit a concise Company Proposal containing the following information demonstrating understanding and compliance with the requirements contained in this RFQ:

9.8. A detailed specification of furniture items (include measurements and a catalogue with colour photographs).

9.9 Turn-around times (including delivery and assembling/setting up).

9.10 Three (3) reference letters from clients to whom the Bidder has provided similar services.

Reference letters must be on the client's letterhead and signed off by an authorized delegated employee of the client, and should indicate the following, amongst others:

The proposals will be evaluated in two (2) phases. The first phase of evaluation will be the Local content requirements if requirements are not met the bidder will be disqualified and not evaluated further on Price and Preference Points

Phase 1:

Local Content Requirements on Office Furniture	Stipulated minimum threshold
Office Furniture	65 % to 100 %
Textile	100%

- Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011, Local Declaration Template (Annexures C, D &E) and the Guidance Document
- on the Calculation of Local must be used to calculate local content and are accessible to all potential bidders on the Department of Trade and Industry (DTI)'s website
- <http://www.thedti.gov.za/industrialddevelopment/ip.jsp> at no cost.
- Only locally produced or locally manufactured furniture with the stipulated minimum threshold of
- 65% for local production and content requirements for Furniture will be considered and only bids meeting this requirement will qualify for the Phase 2 evaluation.
- In cases where raw materials or input for the office textile and leather is not available locally, bidders should obtain written authorization from the DTI should there be a need to import such raw material or input. A copy of the authorization letter must be submitted together with the bid at the closing date and time of the bid invitation.

PREFERENCE ON PRICING AND BBBEE.

The 80:20 formula will be used for the allocation of points for price and B-BBEE as per the 2017 Preferential Procurement Regulations (PPR):

Phase 2: Price & B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTINGS/POINTS
Price	Detailed budget breakdown	80

B-BBEE Status Level Verification Certificate from accredited verification agencies or affidavit	B-BBEE Contributor	Level 20
TOTAL POINTS		100

All furniture items with doors (i.e., drawers, filing cabinets & credenzas) should be lockable. Below is a description of the items required:

NO	DESCRIPTION	LOCAL CONTENT THRESHOLD	QTY	FURNITURE SIZE
1.	<p>Executive Desk 4-piece set</p> <p>2000 x 1000 Double-pedestal desk with full inlay with drawers/pedestals (Mahogany)</p> <p>Wall unit</p> <p>1250h x 1800w x 450D wall unit with 2 solid & glass doors (Mahogany)</p> <p>Conference Table</p> <p>Hexagonal Conference Table (80mm Top) - 1350 x 1350 – 6-seater (Mahogany)</p> <p>Credenza</p> <p>Combination Credenza with full inlay – 750H x 1200W x 600D (Mahogany)</p>	90%	<p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>2000 x 1000</p> <p>1250h x 1800w x 450D</p> <p>1350 x 1350 – 6-seater</p> <p>750H x 1200W x 600D</p>
2.	<p>High Back Chair</p> <p>High Back Chair</p> <p>Knee tilt/mechanism frame/Black nylon arms with polyurethan capping/ 5-Star black nylon base/ Black leather-look upholstery</p>	65%	3	
3.	<p>Visitors Chair</p> <p>Black painted sleigh frame/ Black nylon arms with polyurethane capping/ Black leather-look upholstery</p>	100%	12	

NO	DESCRIPTION	LOCAL CONTENT THRESHOLD	QTY	FURNITURE SIZE
4.	Desk 2000 x 1000 Executive Desk with conference end 1200 x 600D; drawers and combination credenza (Mahogany)	90%	6	2000 x 1000
5.	Conference table Conference table -1350 diameters- 4-Seater (Mahogany)	90%	1	1350 DIA
6.	Core Desk 1800 x 1200 Core Desk with 3/4 lockable drawers (Mahogany)	90%	6	1800 x 1200
7.	Visitors Chair Black painted sleigh frame/ Black nylon arms	100%	10	
8.	High Back Chair High back-office chairs, swivel (Black)	65%	6	108 x 57 x 68 cm
9.	Hinge Door filing cabinets. 1500 (H) includes 3 x shelves with. (Mahogany)	100%	6	900 (W) x 400 (D) x 1500 (H)
10.	Roller door cabinets - silver 1250 (W) x 550 (D) x 1500 (H) With systemised universal metal storage inners (Laminate finish – Acacia)	100%	1	1250 (W) x 550 (D) x 1500 (H)
11.	Fireproof and lockable cabinets High density Wire rack HDR400 + (finish) – 400 (D)	100%	7	HDR400 + (finish) – 400 (D)

NO	DESCRIPTION	LOCAL CONTENT THRESHOLD	QTY	FURNITURE SIZE
	<p>Suitable for 400 & 360 deep high-density units/ Supports latera or lever arch files in an upright position/ Use with standard shelf. (white)</p> <p>Lockable cabinet</p> <p>HDLC400 + (finish) – 400 (D)</p> <p>Independently lockable cabinet within a bay/Suitable for 400 & 360 deep high-density units (White)</p>			HDLC400 + (finish) – 400 (D)
12.	<p>Steel Office Shelving</p> <p>Metal shelves – 4 shelves</p> <p>Metal construction in medium grey finish – wall mounted (black)</p> <p>2 x Open Shelve 4 + (457/381/305) - open</p>	100%	6	2 x OS4 + (457/381/305) - open
13.	Office bins (black)	100%	15	
14.	<p>Reception Desk</p> <p>L-shaped reception desk with mobile pedestals/drawers, with a small coffee table</p> <p>(Light Mahogany)</p>	70%	1	
15.	<p>Reception couch</p> <p>4-seater couch, fabric (black and green colours)</p>	100%	1	

10. PRICING

- The proposed total pricing must be inclusive of vat if applicable.
- The CSOS may require a breakdown of rates on any of the items priced.
- The CSOS reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

ITEM	AMOUNT
Furniture total	R
Installation fee	R
Delivery fee	R
SUBTOTAL	R
VAT @15%	R
TOTAL INCLUDING VAT	R

11. PROPOSAL SUBMISSION REQUIREMENTS

Bidders are requested to submit a proposal/quotation that details the entire project scope.

12. REPORTING REQUIREMENTS

The Successful bidder must advise the CSOS immediately when unforeseeable circumstances will adversely affect the execution of the project. Full particulars of such circumstances, as well as the period of delay, must be furnished.

The successful bidder will report directly to the Project Manager **Ms Lindi Sibiya and the delegated task team to this project**, as and when required. Qualitative management of the service and performance must be overseen by the service provider.

13. DISCLAIMER

The successful bidder must visit the GP/Head Office for furniture colour coordination and layout drawings before manufacturing the furniture.

14. CONTACT DETAILS

There will be no briefing session for this request for quotation. For technical enquiries please contact Ms Lindi Sibiya, email: Lindi.Sibiya@csos.org.za, Tel: 010 593 0533. / 066 302 5975

SCM enquiries please contact Ms Jabulile Sithole, email: Jabulile.Sithole@csos.org.za, Tel: (010) 593 0533/066 302 5937.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID NO:**
RFQ014-2022: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE FOR THE CSOS HEAD OFFICE AND GAUTENG REGIONAL OFFICE IN CENTURION.

CLOSING TIME 12h00 ON 18 JULY 2022.

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE FOR THE CSOS HEAD OFFICE AND GAUTENG REGIONAL OFFICE IN CENTURION.

1. Services must be quoted in accordance with the attached terms of reference.

Services must be quoted in accordance with the attached terms of reference.

Total cost of the assignment (R inclusive VAT)

R.....

ITEM	AMOUNT
Furniture total	R
Installation fee	R
Delivery fee	R
SUBTOTAL	R
VAT @15%	R
TOTAL INCLUDING VAT	R

The financial proposal for this assignment should cover for all assignment activities as per terms of reference

2. Period required for commencement with project after acceptance of bid _____

- 3 Are the rates quoted firm for the full period? Yes/No

4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Technical enquiries regarding bidding procedures may be directed to:

Lindi Sibiya

Tel: (010) 593 0533

Cell: **066 302 5975**

E-mail address: lindi.sibiya@csos.org.za

Supply Chain queries may be directed to:

Jabulile Sithole

Cell: 066 302 5937

Email: quotations@csos.org.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

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

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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

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.

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 CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES		NO	
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- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
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- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annex C

Local Content Declaration - Summary Schedule

(C1) Tender No.			
(C2) Tender description:			
(C3) Designated product(s)			
(C4) Tender Authority:			
(C5) Tendering Entity name:			
(C6) Tender Exchange Rate:	Pula		EU
(C7) Specified local content %			

Note: VAT to be excluded from all calculations

GBP

Calculation of local content							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

Tender summary			
Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

Signature of tenderer from Annex B

Date:

(C20) Total tender value

(C21) Total Exempt imported content

(C22) Total Tender value net of exempt imported content

(C23) Total Imported content

(C24) Total local content

(C25) Average local content % of tender

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

[illegible]

A. Exempted imported content

A. Exempted imported content				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											

(D19) Total exempt imported value

**This total must correspond with
Annex C- C21**

B. Imported directly by the Tenderer

[illegible]

(D32) Total imported value by tenderer

C. Imported by a 3rd party and supplied to the Tenderer

[illegible]

(D45) Total imported value by 3rd party

D. Other foreign currency payments

D. Other foreign currency payments			Calculation of foreign currency payments		Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

**This total must correspond with
Annex C - C 23**

Signature of tenderer from Annex B

Date: _____

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			

(E10) **Manpower costs** (Tenderer's manpower cost)

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

(E13) **Total local content**

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____