



<b>RFP NUMBER:</b>	C02/2024
<b>DESCRIPTION:</b>	Appointment panel of three (3) service providers to supply and deliver ECDE ISATS & IPATS Materials to ORBIT TVET College for a period of twenty-four (24) Months from date of appointment.
<b>PUBLISH DATE:</b>	27 February 2023
<b>CLOSING DATE:</b>	19 March 2023
<b>CLOSING TIME:</b>	11h00 am
<b>COMPULSORY BRIEFING SESSION DATE</b>	N/A
<b>VALIDITY PERIOD:</b>	90 days from the closing date
<b>PREFERENCE POINT SYSTEM</b>	80/20
<b>BID RESPONSES TO BE HAND-DELIVERED:</b>	Proposals to be submitted or be couriered OR hand delivered to ORBIT TVET College Central Office Security Gate Tender Box at C/O Bosch & Fatima Bhayat Str Rustenburg, 0299 for the attention of Mr. Thapelo Motlhaga, Quoting the reference (C02/2024)
<b>ATTENTION:</b>	Mr. Thapelo Motlhaga
<p><b>NB: Bidders to ensure that they sign the tender register at the security gate when delivering their bids. Bidders who will use Courier companies are to ensure that the Courier company writes the name of the bidding company on the tender register. Submissions not registered on the tender register will be disqualified from further evaluation.</b></p> <p>Queries related to this tender are to be sent to <a href="mailto:tmotlhaga@orbitcollege.org.za">tmotlhaga@orbitcollege.org.za</a></p>	

**NB: The ORBIT TVET College logo should not be displayed in any shape or form on proposals sent to ORBIT TVET College for consideration.**

## DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### SECTION A

1. RFP Submission Conditions and Instructions
2. Specifications
3. Selection Process

### SECTION B- STATUTORY NON- TECHNICAL MANDATORY REQUIREMENTS

1. Certified CIPC Registration Documentation and ID Copies of directors
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.1)
4. Bidder's Disclosure (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2017 (SBD 6.1). Bidders are to submit a certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
6. Valid proof of business address (**Lease Agreement of Municipal Account on director's names**)
7. General Conditions of Contract (Annexure A)
8. Valid Tax Compliance Status Certificate with PIN
9. Financial Credibility / Bank guaranteed letter indicating a minimum of R150 000.00

**NB.: Bidders are required to return the ORBIT TVET College attached StandardBidding (SBD) forms and not submit SBD forms from other entities.**

## 1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

### 1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

### 1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no briefing session for this Request for Proposal.

### 1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Mr. Thapelo Motlhaga** at [tmotlhaga@orbitcollege.co.za](mailto:tmotlhaga@orbitcollege.co.za) by **10 March 2024**. The bid number should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

### 1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted  
Hard-copy document and USB (**in pdf format**) to be hand-delivered to Orbit College Security Gate, C/O Bosch & Fatima Bhayat street, Rustenburg, 0299 for the attention of Mr. Thapelo Motlhaga, Quoting the reference (C02/2023)

❖ Closing date and time: **19 March 2023 @ 11h00**

### 1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00)

### 1.6 FORMAT OF BIDS

- 1.6.1 Bidders to complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.

1.6.2 Bidders are to set out their bid in the following format:

**Part 1: Invitation to Bid (SBD 1)**

Bidders to complete and submit the Invitation to Bid document.

**Part 2: Pricing (SBD 3.1)**

Bidders to complete SBD 3.1 as attached to this request in full and to submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the Terms of Reference. **Bidders to attach their quotation on the company letterhead as part of SBD 3.1**

**The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable**

**Part 3: Bidder's Disclosure (SBD 4)**

Each party to the bid to complete and submit the Bidder's Disclosure.

**Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)**

Bidders to complete and submit the Preference Points Claim Form.

A trust, consortium, or joint venture:

- ❖ will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- ❖ will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B- BBEE scorecard is prepared for every separate bid.

**Part 5: Broad Based Black Economic Empowerment Certificate /Sworn Affidavit**

Bidders are to submit an Original/Certified copy of a valid BBEE Certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. ora letter from an Accounting Officer/ Auditor or a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

**Part 6: General Conditions of Contract**

Bidders to initial each page of the General Conditions of Contract and submit with their bid document.

### **Part 7: Quotation on the Company letterhead of the Bidding Company**

Bidders are to attach a quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with SBD 3.1.

### **Part 8: Reference letters**

Bidders are to submit two (2) or more signed reference letters on a client's letterhead demonstrating experience in the supply and delivery of project related consumables / items.

### **Part 9: Bank Guarantee Letter – (Financial Credibility)**

Bidders will be required to submit a bank guaranteed letter or any proof of (letter of financial assistance from institution that is registered with National Credit Regulator) of a minimum of R100 000, as proof of ability to deliver

### **Part 10: Submission of Annexure C**

Bidders are to ensure that all items indicated on Annexure C are quoted, including delivery costs. Bidders to quote on the provided Annexure C without alterations/amendments.

## **1.7 NEGOTIATION**

- 1.7.1 ORBIT TVET College has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.7.2 ORBIT TVET College shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.7.3 ORBIT TVET College issues this bid invitation in good faith; however, it reserves the right to:
  - ❖ Cancel or delay the selection process at any time, without explanation,
  - ❖ Not to select any of the respondents to this bid invitation, without explanation,
  - ❖ Exclude certain services, without explanation.
- 1.7.4 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

## **1.8 REASONS FOR REJECTION**

- 1.8.1 ORBIT TVET College shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.8.2 ORBIT TVET College may disregard the bid of any bidder if that bidder, or any of its directors:
  - 1.9.2.1 have abused the Supply Chain Management systems of ORBIT TVET College.
  - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
  - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
- 1.8.3 Such actions shall be communicated to the National Treasury.

## 2. SPECIFICATION

### 2.1. INTRODUCTION AND BACKGROUND

2.1.1. Public TVET Colleges form part of the Department of Higher Education & Training (DHET) together with public Universities, National Institutes for Higher Education, Trade Testing Centres, Skills Development Institutes and Sector Education and Training Authorities (SETAs). ORBIT College is one of three public TVET Colleges in the North West Province. The mandate of the public TVET Colleges is to steadily increase the number of students enrolled and trained in priority and critical skills areas, putting TVET Colleges at the centre of skills development and more specifically, the artisan development agenda of South Africa. This relates to equipping the unemployed, (specifically youth who is Not in Education, not in Employment and Training) i.e. NEETs with the requisite skills base to overcome poverty and the economic challenge of unemployment. The specific focus of public TVET Colleges is to address the skills shortages in SA, by offering relevant and responsive vocational and occupational programmes. Vocational Programmes are quality assured by Umalusi and Occupational Programmes are quality assured by the Quality Council for Trades and Occupations (QCTO).

### 2.2. PURPOSE

2.2.1. ORBIT TVET College would like to appoint a panel of three (3) service providers to supply and deliver **ECDE ISATS & IPATS Materials** for twenty-four (24) months from date of appointment. The items requested are attached on Annexure C.

### 2.3. TIMEFRAMES FOR DELIVERY OF THE WORK

- 2.3.1. The duration of this contract will be for a period of twenty-four (24) months from the date of appointment with possible extension. (Orbit TVET College also reserves a right not to extend the contract on expiry.
- 2.3.2. The appointment on this panel will be rotated with each request.
- 2.3.3. ORBIT TVET College reserves a right to enter into price negotiation with successful service providers.
- 2.3.4. Request will be issued on ad-hoc basis to the appointed service providers.
- 2.3.5. It is expected that the appointed service providers deliver within 72 hours of receiving a signed request from any site of ORBIT TVET College.

### 2.4. EXPERIENCE OF THE BIDDER

2.4.1. The bidder to submit two (2) reference letters demonstrating experience in the supply and delivery of project related consumables or items from current/previous clients.

### 2.5. MANDATORY DOCUMENTS FOR SUBMISSION

2.5.1. Bidders will be required to submit proof of any form of financial assistance amounting to R150 000.00, as proof of ability to deliver. The proof of financial assistance should not be older than a month from the tender closing date.  
**Failure to submit any financial assistance of a minimum of R150 000 not older than a month from the tender closing date will lead to automatic disqualification.**

2.5.2. Bidders are to ensure that all items indicated on Annexure C are quoted,

including delivery costs. **Failure to quote on all items will lead to automatic disqualification.**

- 2.5.3. Failure to quote on the provided **Annexure C** template will lead to automatic disqualification.

## 2.6. PRICING

- 2.6.1. Bidders are requested to quote ORBIT TVET College on a unit cost basis as defined in Annexure C for all items. ORBIT TVET College will pay the unit cost as per supplier's quotation for the duration of the contract. Delivery costs to ORBIT TVET College Campuses (Mankwe, Rustenburg and Brits) should be included in the quotation.
- 2.6.2. Bidders are required to submit a separate quotation on their letterhead duplicating the information on Annexure C.
- 2.6.3. Any alteration or failure to quote on the supplied Annexure C will lead to the disqualification of the bidder.

**Note 1:** Total cost as specified in Annexure C will be considered for evaluation purposes including delivery cost.

**Note 2:** A contingent amount of R150 000 is a non-factor for the purpose of evaluation. Do not attempt to remove it as this will trigger automatic disqualification.

**Note 3:** ORBIT TVET College will allow an annual price adjustment based on the CPI rates. These price adjustments will be affected on the anniversary of the contract to the total unit cost. This element will only be considered or dealt with once service providers have been appointed onto the panel.

**Note 4:** Unit price refers to unit descriptions as per Annexure C. ***Bidders should not hesitate to make enquiries if in doubt about the unit cost definition.***

### **Very important notice**

- **Failure to use the provided Annexure C for quoting, will lead to disqualification at evaluation stage.**

## 2.7. INTELLECTUAL PROPERTY

- 2.7.1. The service provider will be contracting with ORBIT TVET College. All products and data of this project, in whatever format raw or analysed, will be confidential information for utilisation by ORBIT TVET College. All information and documents, received from ORBIT TVET College or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of ORBIT TVET College. To this end, the service provider will be required to sign a confidentiality agreement within the contract.

### 3. PROPOSED SELECTION CRITERIA

#### 3.1 Compliance requirements

- 3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

#### 3.2 Conditions for selection/short listing

- 3.2.1 All submissions will be evaluated as follows:

##### 3.2.1.1 Phase 1 – Required items, Service Providers to:

- Submit their proposal by the closing date and time. **Proposals received after the closing date and time will be automatically disqualified.**
- Bidders are required to submit proof of any form of financial assistance amounting to R150 000, as proof of ability to deliver. The proof of financial assistance should not be older than a month from the tender closing date. **Failure to submit any financial assistance of a minimum of R150 000 not older than a month from the tender closing date will lead to automatic disqualification.**
- Register their hard-copy submission in the tender register at ORBIT TVET College Security Gate. **Proposals not registered in the tender submission register will be automatically disqualified.**
- Any form of tempering with Annexure C template provided will lead to automatic disqualification.
- **Failing to quote on the provided Annexure C template will lead to automatic disqualification.**
- complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.1, SBD4, SBD 6.1.
- Initial each page of the General Condition of Contract (Annexure A) and submit with your proposal

##### 3.2.1.2 Phase 2 – Functionality evaluations

- All shortlisted proposals from phase 1 will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 1 as follows:
  - 0: Unacceptable, does not meet set criteria
  - 1: Exceptional mastery of the requirement should ensure extremely effective performance.

## PROPOSED SELECTION CRITERIA

ELEMENT		FUNCTIONALITY EVALUATION	Weight
Suitability of bidder to perform the task	Rating 0-1	Evaluation criteria	
<ul style="list-style-type: none"> <li>A bidder to submit a minimum of two (2) signed reference letters on a client's letterhead demonstrating experience in supply and delivery of project related consumables. <b>(100 points)</b></li> </ul>	0	Non-submission of signed reference letters or less than two (2) relevant <b>signed</b> letters relating to supply and delivery of project related consumables submitted.	<b>100%</b>
	1	The bidder submitted two (2) <b>signed</b> reference letters demonstrating experience in the supply and delivery of project related consumables from current/previous clients.	

Bidders are required to obtain 100% functionality threshold for them to be shortlisted for phase 3 of the evaluation process. **Bidders who do not score 100% for functionality will be disqualified from further evaluation.**

#### 3.2.1.3. Phase 3 – Price and Specific goals

**The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific goals as follows:**

<b>Evaluation Criterion on Price and Specific goals</b>	
Relative competitiveness of proposed price	80
Specific goals	20
<b>TOTAL FOR PRICE AND PREFERENCE</b>	<b>100</b>

### 3.3. ADJUDICATION OF BID

The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds, or no award at all.

## PART A - INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	C02/2024	CLOSING DATE:	19 March 2024	CLOSING TIME:	11h00am
DESCRIPTION	Appointment panel of three (3) service providers to supply and deliver ISAT & IPATS Materials for a period of twenty-four (24) months from date of appointment.				
<b>PROPOSALS TO BE EMAILED:</b>					
Proposals to be hand delivered or be couriered to ORBIT TVET College Central Offices Security Entrance, C/O Bosch & Fatima Bhayat Str, Rustenburg, 0299 for the attention of Mr. Thapelo Motlhaga.					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr. Thapelo Motlhaga		CONTACT PERSON	Mr. Thapelo Motlhaga	
E-MAIL ADDRESS	tmotlhaga@orbitcollege.za		E-MAIL ADDRESS	tmotlhaga@orbitcollege.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:				
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
<b>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.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 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.**

**NAME OF SIGNATORY** .....

**SIGNATURE OF BIDDER:** .....

**N/B.:** If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

**N/B.:** If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....  
(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**SBD 3.1**

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

Name of bidder: _____	Bid number: _____
Closing Time: _____	Closing date: _____

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

**Notes on the SBD3.1**

- i. Please refer to the attached (Annexure C) word document for pricing purposes.
- ii. Bidders are requested to populate their pricing on a unit cost basis as defined below on Note 3.
- iii. The bidders are to ensure that all items indicated on (Annexure C) are quoted for. Failure to quote on all items will lead to automatic disqualification.
- iv. The template will sum up the total.
- v. Once the SBD3.1 has been populated, the bidder is requested to print out and sign off.

**Any alteration to the Annexure C supplied will lead to disqualification of the bidder.**

**Note 1:** Total cost including delivery cost as specified in Annexure C will be considered for evaluation purposes.

**Note 2:** ORBIT TVET College will allow an annual price adjustment based on the CPI. These price adjustments will be effected on the anniversary of the contract to the total unit cost. Delivery cost will also be adjusted by the CPI rates at date of anniversary. This element will only be considered or dealt with once service providers have been appointed onto the panel.

**Note 3:** Unit price refers to unit descriptions as per Annexure C.

**TOTAL CONSOLIDATED COSTS ON ANNEXURE C**

**R** \_\_\_\_\_

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**(To be signed by a duly Authorised Delegate)**

## 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 anyone having a controlling interest 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 tableb

Full Name	Identity Number	Name of State institution

**N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above**

**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 consortium<sup>1</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

.....

<sup>1</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract

**BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:**

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) • <b>To be signed by a duly Authorised Delegate.</b>	
2.	Part 2: Completed and signed pricing schedule (SBD 3.1) • <b>To be signed by a duly Authorised Delegate.</b>	
3.	Part 3: Completed and signed the bidder's disclosure (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document)</i> • <b>To be signed by a duly Authorised Delegate</b>	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) • <b>To be signed by a duly Authorised Delegate.</b>	
5.	Part 5: Submitted an original/ certified copy of a valid BBEE Certificate/Sworn Affidavit signed by a Commissioner of Oath. <i>(In case of a trust, consortium or joint venture, bidders will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity <b><u>submits their consolidated B-BBEE scorecard</u></b> as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</i> • <b>Non submission of a valid B-BBEE Certificate/sworn affidavit will lead to zero points awarded</b>	
6.	Part 6: Submitted the General Conditions of Contract (initialled each page)	
7.	Certified copy of CIPC Certificate and ID Copies of directors	
8.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.1	
9.	Part 9: Bidders are to submit two (2) signed reference letters on a client's letterhead demonstrating experience in the supply and delivery of office stationery.	
10.	Part 10: Bidders will be required to submit a bank guaranteed letter of a minimum of R150 000 or a letter from any funder who is registered with national credit regulator as proof of ability to deliver.	
11.	Part 11: Bidders are to ensure that all items indicated on Annexure C are quoted, including delivery costs.	
12.	Valid proof of business address ( <b>Lease Agreement of Municipal Account on director's names</b> )	