

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POST OFFICE	
BID NUMBER: <u>RFQ 23/24/75 NM</u>	CLOSING DATE: <u>2024/02/ 27</u> CLOSING TIME: <u>11H00</u>
DESCRIPTION: GUARDING SERVICES AT OLD POSTBANK BUILDING & RUSTENBURG PO (5MONTHS) ONLY	
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM [SBD7]	
BID RESPONSE DOCUMENTS MAY ONLY BE DEPOSITED IN THE BID BOX SITUATED AT	
TENDER BOX AT ENTRANCE OF ANNEX BUILDING	
CNR EAST BURGER & ST.ANDREWS STREETS	
BLOEMFONTEIN	
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	<input type="checkbox"/> YES
VERIFICATION CERTIFICATE	B-BBEE STATUS LEVEL <input type="checkbox"/> YES
[TICK APPLICATION BOX]	SWORN AFFIDAVIT <input type="checkbox"/> NO
IF YES, WHO WAS THE	
CERTIFICATE ISSUED BY?	
AN ACCOUNTING OFFICER AS	<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE
CONTEMPLATED IN THE	CORPORATION ACT [CCA]
CLOSE CORPORATION ACT	<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN
[CCA] AND NAME THE	ACCREDITATION SYSTEM [SANAS]
APPLICABLE IN THE TICK BOX	<input type="checkbox"/> A REGISTERED AUDITOR _____
	NAME: _____
[A B=BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT [FOR EME'S & QSE'S] MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINT FOR B-BBEE]	
ARE YOU THE ACCREDITED	<input type="checkbox"/> YES <input type="checkbox"/> NO
PRESENTATIVE IN SOUTH	ARE YOU A FOREIGN BASED <input type="checkbox"/> YES <input type="checkbox"/> NO
AFRICA FOR THE GOODS /	SUPPLIER FOR THE GOODS /
SERVICES / WORK OFFERED?	SERVICES / WORKS OFFERED?
[IF YES ENCLOSE	PROOF]
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: _____
CONTACT PERSON:	TELEPHONE NUMBER: _____
TELEPHONE NUMBER:	FACSIMILE NUMBER: _____
FACSIMILE NUMBER:	E-MAIL ADDRESS: _____
E-MAIL ADDRESS:	

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 – [NOTY TO BE RE-TYPED] OR ONLINE.**
- 1.3 **BIDDERS MUST REGISTERED ON THE CENTRAL SUPPLIER DATABASE [CSD] TO UPLOAD MANDATORY INFORMATION NAMED: [BUSINESS REGISTRATION / DIRECTORSHIP / MEMBERSHIP / INDENTY 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 NAMED: [BUSINESS REGISTRATION / DIRECTORSHIP / MEMBERSHIP / IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED TO BIDDING INSTITUTION.]**
- 1.5 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 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 SUPPLIER

- 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 REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICES [SARS] AND IF NOT REGISTER AS PER 2.3 ABOVE.

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