

INVITATION TO SUBMIT A PROPOSAL FOR REQUIREMENTS OF THE SOUTH AFRICAN BUREAU OF STANDARDS (SABS)

RFP NUMBER: 201310

DESCRIPTION: REPLACEMENT OF ACCESS CONTROL SYSTEM AT SABS GROENKLOOF CAMPUS

CLOSING DATE: 24 May 2024

CLOSING TIME: 11:00am

COMPULSORY BRIEFING SESSION (VIRTUAL MEETING – LINK BELOW): 10 May 2024, 11:00am

[Join the meeting now](#)

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**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED)**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	(CODE)		(NUMBER)
FACSIMILE NUMBER	(CODE)		(NUMBER)
CELLPHONE NUMBER			
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?	YES or NO
HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED?	YES OR NO
<u>IF YES, WHO WAS THE CERTIFICATE ISSUED BY?</u>	
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	<input type="checkbox"/>
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	<input type="checkbox"/>
A REGISTERED AUDITOR	<input type="checkbox"/>
[TICK APPLICABLE BOX]	

NAME OF AUTHORISED PERSON	
SIGNATURE OF BIDDER	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
DATE	

1. Intent

The South African Bureau of Standards (SABS) is inviting experienced and reputable (Suppliers) Bidders to submit proposals for the replacement of access control system at SABS Groenkloof.

2. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the Request for Proposal (RFP) process are to be covered by the non-disclosure agreement signed between the SABS and the Bidder.

3. Procedural compliance

3.1 Intent to respond

An interested Bidder is required to advise the SABS of its intention to submit a proposal by completing and returning the "Intention to Respond" form (Appendix B) no later than **24 May 2024**. Should a party decide not to respond to this RFP, you are requested to continue to treat the information as confidential in perpetuity.

3.2 Responsibility for costs

Under no circumstances shall the SABS accept any responsibility whatsoever for any of the Bidder's costs associated with the preparation and/or submission of its Bid/Proposal, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

3.3 Amendments to the RFP

Amendments to this document shall only be effective if agreed by the SABS and confirmed in a written addendum to the RFP. The SABS reserves the right to modify the scope of this document at any time prior to and after the award of the tender.

3.4 Delivery of proposals or bids

The Bidder is responsible for ensuring that the Bid/Proposal is submitted and delivered on time to Tenders.Lerato@sabs.co.za. The SABS undertakes that the Bids/Proposals shall be stored in a secure place, opened at the same time and not before the deadline for submission.

Note: The above email address should only be used for submission of proposals. No clarity seeking questions should be sent to this email address. (see 4.2 below)

3.5 No obligation to proceed

The SABS reserves the right to discontinue the RFP process at any time prior to the formation of the envisaged agreement and will give written reasons for the cancellation upon written request to do so. The SABS, its subsidiaries, shareholders, advisors, directors, employees, representatives including the SABS Representative shall not be liable for any losses, claims or damages of

whatsoever nature or howsoever arising that may be sustained by a Bidder or any other person as a result of its participation or any amendment, termination or suspension of the process set out in this RFP or its exclusion from participating in the tender process at any point. It is an express term that SABS shall in no way be liable for any indirect/consequential damages, loss of profits, etc. suffered by the Bidder during the RFP process, award, negotiating and/or contracting phase.

After any cancellation of the tender process or the rejection of all tenders due to non-compliance with the thresholds, SABS may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

3.6 No contract

Bidders shall note that this RFP does not commit the SABS to any course of action resulting from the receipt of Bids/Proposals and the SABS may, at its discretion, reject any Bid/Proposal that does not conform to instructions and specifications that are contained herein or select a Bidder based upon its own unique set of criteria. SABS also reserves the right not to select a Bidder/award the tender. The SABS does not become bound by any obligations prior to the signature, by both parties, of an agreement - to be negotiated, resulting from a successful bid.

Nothing in this document shall be construed as a contract between the parties and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFP.

SABS shall not be liable for any fees incurred due to any work done/services performed by the Bidder prior to signature, by both parties, of an agreement resulting from a successful bid.

3.7 Validity of proposals

The proposal shall remain valid for a period of one hundred and twenty (120) days from the submission date, where after such proposal expires. SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their proposals, prior to expiry thereof. Such request, if any, shall be in writing. The Bidder is not obliged to extend the validity period.

3.8 Intellectual Property

The Bidder undertakes that the SABS retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.

4. General Instructions

4.1 Assumptions

The SABS has endeavoured to provide sufficient guidance to inform Bidders' Bids/Proposals. However, it may be necessary to make some assumptions. Where assumptions have been made these must be documented in the Bid/Proposal. The SABS accepts no responsibility for assumptions made by the Bidder.

4.2 Requests for clarification/additional information

Requests for additional information, questions or issues fundamental to the quality or clarity of the response should be submitted using the 'Request for Proposal Enquiry' (Appendix N). Additional information will be provided at the discretion of the SABS. The SABS also reserves the right to provide the same information to all other interested Bidders.

4.3 Contact information

All enquiries regarding this RFP must be e-mailed to Lerato.Monyepao2@sabs.co.za. Bidders must not contact any other SABS personnel regarding this RFP as this may lead to disqualification of the bid. Also note that any canvassing by Bidders regarding this RFP will result in disqualification.

4.4 Timescale

The proposed timescales for the RFP process are indicated below.

Item	Milestone	Date
1	Date of RFP advertisement	3 May 2024
2	Compulsory Briefing session (Virtual Meeting – Link Below) Join the meeting now	10 May 2024, 11:00am
3	Appendix C, Non-disclosure Agreement /Confidentiality Undertaking signed and submitted	24 May 2024
4	Appendix B, Intention to respond released and submitted	24 May 2024
5	Final Date for Bidders to submit consolidated requests for clarification (Questions) Questions to be send to Lerato.Monyepao2@sabs.co.za	14 May 2024
6	SABS clarification. (Not further clarification after this date)	17 May 2024
7	Proposal Submission Date Proposals to be send to Tenders.Lerato@sabs.co.za	24 May 2024, 11:00am
8	Evaluation of proposals	TBA
9	Awarding of Tender (Next TC seating)	TBA

4.5 Management summary

This section should be submitted as a separate document. The information to be provided in the Management Summary shall include, but not be limited to the following items.

- Company profile
- Completed 'Statement of compliance' (Appendix K)

4.6 Presentations

The SABS reserve the right to request bidders to present for clarification.

4.7 Clarification and inspections

The SABS may submit clarification in writing on specific tender aspects to obtain a better understanding of the received bid/s. This may also include possible inspections of the Bidder's premises at an agreed upon date and time.

4.8 Submitting a response

4.8.1 Due date

- Proposals/ Bids are to be submitted by closing date and time as stipulated on page 1.
- Proposals/ Bids must be submitted **electronically** to Tenders.Lerato@sabs.co.za indicating the tender **reference number** and **description on the subject. Maximum size 14MB.**
- Proposals/ Bids must be submitted on **PDF Files** (compressed zipped folder if necessary).
- Proposals/Bids submitted **via a link and/or "we transfer" will not be accepted.**
- The responsibility for on-time submission rests entirely with the Bidders.
- **Late submissions will NOT be accepted.**
- **The above email address should only be used for submission of proposals. No clarity seeking questions should be send to this email address.**

4.8.2 Proposal format

Each proposal shall include a detailed description of the Bidder's capabilities with regard to the requirements set out in **Appendix A and Section 5.3** of the Mandatory Evaluation.

4.8.3 Central Supplier Database (CSD) Registration

Service providers and suppliers who wish to render services to SABS will no longer register at SABS directly. Suppliers will have to register on National Treasury Central Supplier Database (CSD) as per National Circular No 3 of 2015/6 – Central Supplier Database; National Treasury will maintain the database for all suppliers for Government and its institutions; and

All existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at www.CSD.gov.za.

5. Evaluation

5.1 Returnable documents

Bidders must provide the following administrative compliance documents.

[TICK APPLICABLE BOX]

NO	APPENDIX	TICK
1	Appendix A Tender Requirements/ Scope of Work	
2	Appendix B Intention to Respond	
3	Appendix C SBD 4 Bidder's Disclosure	

NO	APPENDIX	TICK
4	Appendix D Signed Non-disclosure agreement	
5	Appendix E SBD 6.1 Preference points claim form in terms of the Preferential procurement Regulation 2022	
6	Appendix F Signed SABS Terms & Conditions	
7	Appendix G CSD Report / Proof of banking details for international suppliers	
8	Appendix H BBBEE/ Sworn affidavit	
9	Appendix I Management Summary (including Statement of Compliance)	
10	Appendix J Statement of Compliance	
11	Appendix K Page 2 of the RFP Document	
12	Appendix L Audited Financial Statements	
13	Appendix M Request for Proposal Enquiry	
14	Appendix N Specification	
15	Appendix O BOQ	
16	Appendix P Maintenance Contract	
17	Appendix Q Costing	

5.2 Disqualifying criteria is as follows:

- Bidders who do not meet all the requirements as specified on the RFP document scope of work will not be evaluated any further.
- Bidders whose solution is encumbered by any Intellectual Property rights, whether registered and / or unregistered, including but not limited to Copyrights, Patents, Know-How, Registered Designs, Trademarks, Trade Secrets and the like, will not be considered for award of the bid.
- Bidders who make a misrepresentation on the above 2 points or any other material fact.

5.3 Tender Evaluation Process

Stage 1: Mandatory Evaluation

If the following documentation is not submitted, the bid will be disqualified.

Only bidders that quoted as per mandatory evaluation, will be evaluated further on stage two of the evaluation process.

All documents mentioned in the table below, must be submitted as **Exhibit A**.

DOCUMENT REQUIREMENTS COMPLIANCE	Document submitted Yes	Indicate name of Section
Valid PSIRA Certificate		
Two-year swap-out warrantee. (Must cover all the equipment as specified in the BOQ). Warranty must be on an official letter head of the bidder.		
Costing Included as per specification / BOQ file. The supplier must return the Microsoft Excell file provided by the SABS. This is the only medium that will be evaluated during the evaluation phase. Bidders MUST submit both soft copies of the costing template.		
Proof of access to Draughtsman, and AutoCAD software. Declaration on the bidder's letterhead is sufficient.		
Certificate of a quality assurance body to proof of compliance to: 1. SABS-0222-5-2:1999 2. SANS 10222-5-1- 2:2007 3. SANS 10222-5-1- 1:2007 4. SANS 10222-5-1- 3:2007 5. SANS 10222-5-1- 4:2003		

6. SANS 10222-5-1- 5:2003		
<p>Proof of a footprint in the following areas:</p> <ol style="list-style-type: none"> 1. Cape Town 2. Gauteng 3. Durban or Richards Bay 4. PE or East London <p>The following evidence is required as proof:</p> <ul style="list-style-type: none"> • Lease agreement of property per area or: • W&L the applicable property per area or: • Purchasing agreement of the property per area <p>The Evaluation committee reserves the right to conduct a site inspection of all the offices listed by the supplier to ensure these offices are fit for the purpose of executing this contract, including but not limited to infrastructure and resources.</p>		
Brochures and specifications of the proposed Access Control system and software		
Brochures and specifications of CAT 6 POE cable		
Brochures and specifications of the Rack-mount IT switch		
Brochures and specifications of Rack-mount UPS		
Brochures and specifications of wall-mounted server rack cabinet		
Brochures and specifications of the high-capacity server		
Brochures and specifications of the control room UPS		
Bidders' Operational Management team structure		
4 off Reference letters with contactable references of a similar size installation of access control system. Similar size refers to the amount of hardware installed or the value of the contract. Reference letters must be on an official letterhead. Similar size refers to the amount of hardware installed or the value of the contract. Please ensure these references are contactable.		
Valid proof of certification as a certified installer for the proposed Access Control system. Person or Company certification is sufficient.		

Stage 2: Functionality Evaluation

Bids will be evaluated in terms of the Preferential Procurement Regulation of 2022 where the 80/20 preference points system will be used.

Bids will be evaluated in terms of Functionality based on the following criteria:

no.	Selection Criteria		
	Functionality will be measured on a scale of 1-5, Very Poor:1,Poor:2,Average:3, Good:4, Excellent:5	sub weight	Weight
1	Track record		
	Proven good track record and experience of successfully rendering access control systems installation or surveillance equipment installation services		
	0 Contract / Tender Awards	0	20%
	1 Contracts / Tender Award	1	
	2 to 3 Contracts / Tender Awards	2	
	3 to 4 Contracts / Tender Awards	3	
	5 to 6 Contracts / Tender Awards	4	
	6+ Contracts / Tender Awards	5	
2	Company Experience		
	Company's years of proven experience in implementing or installations of Access Control Systems (company profile to be provided indicating the number of years' experience)		20%
	Less than 4 years' experience	0	

	4 years of experience	3	
	5-6 years of experience	4	
	7+ years of experience	5	
3	Certificate of a quality assurance body		
	Bidder must provide Proof of compliance and quality assurance on: a) SABS-0222-5-2:1999 b) SANS 10222-5-1- 2:2007 c) SANS 10222-5 :2007 d) SANS 10222-5-1- 3:2007 e) SANS 10222-5-1- 4:2003 f) SANS 10222-5-1- 5:2003		20%
	No certificate attached	0	
	Compliance a & b	1	
	Compliance a, b and c	2	
	Compliance a, b, c and d	3	
	Compliance a, b, c, d and e	4	
	Compliance a to f (all the above)	5	
4	Compliance with Specification		
	Not fully compliant	0	40%
	Full camera compliance as per specifications, VMS compliant as per specification's, fully compliant on the server specifications and fully compliant on the UPS specifications	5	
			100%
Minimum threshold is 85%			

NB: Only bidders who meet the 85% minimum threshold on functionality evaluation will be evaluated on the 80/20 preference point system of 2022. (Pricing and Specific Goal)

6. Preference Point System (Price and Specific Goals)

Bids will be evaluated in terms of the Preferential Procurement Regulation of 2022, where the 80/20 preference points system (price and specific goals) will be used.

7. Feedback on Proposals

Once the recommendation to the Tender Committee has been approved, the successful and unsuccessful bidder(s) will be notified in writing.

Successful bidder/s will be issued with a notification letter. Such notification does not constitute an agreement. The award is wholly subject to the successful Bidder entering into a duly signed contract with SABS.

8. Contracting

Successful bidder(s) will be required to enter a contract with the SABS. A formal Agreement will be signed with the successful bidder and SABS further reserves the right to amend, alter or delete

clauses relating to, but not limited to insurance, indemnity, undertaking, guarantees, Intellectual Property, service levels and / or tax compliance.

SABS rates will be negotiated with bidders prior to conclusion of the contract.

SABS shall not be liable for any costs expended by the bidder prior to any formal agreement being signed. **It is therefore imperative that NO SERVICES are rendered prior to the formal agreement becoming effective.**

Appendix A – Scope of Work

1. INTRODUCTION

- 1.1 The high-level scope of service for this tender is:
 - 1.1.1 Replacement of the old Access Control system with a comprehensive full IP access control system at the Groenkloof Campus. Costing must include the decommissioning and removal of the current system.
 - 1.1.2 Detailed maintenance program for three (3) years on all security related equipment, at all the SABS branches nationally.
- 1.2 Details on the specifications, Bill of Quantities and other will be provided in this document. It must be noted that not all the equipment is listed and specified. During the evaluation phase the SABS will determine if potential supplier have adequate experience to include all required items for a comprehensive and enterprise solution.
- 1.3 On the Access control specifications – The SABS will only consider systems that meet the specification requirements.
- 1.4 All bidders MUST have access to a Draughtsman, and AutoCAD software to update the building plans during and after installation.
- 1.5 Warrantees are required for the full duration of the two years, as per section 5 below.
- 1.6 To ensure the successful bidder can execute the maintenance contract, it is required for the bidder to present evidence of a national footprint in line with the footprint of the SABS.
- 1.7 Although the installation of the access control system does not fall under the below-mentioned standards, it is imperative for the SABS to measure against these standards to ensure future integration capabilities between the access control and CCTV systems. The supplier must comply with the minimum installation specifications as set out in:
 - 1.7.1 SABS-0222-5-2:1999 Installation Guidelines
 - 1.7.2 SANS 10222-5-1- 2:2007 Electrical security installations
 - 1.7.3 SANS 10222-5-1- 1:2007 Electrical security installations
 - 1.7.4 SANS 10222-5-1- 3:2007 Electrical security installations
 - 1.7.5 SANS 10222-5-1- 4:2003 Electrical security installations
 - 1.7.6 SANS 10222-5-1- 5:2003 Electrical security installations
- 1.8 Bidders must demonstrate how an external body evaluates the bidder's quality assurance in compliance with point 1.7.
- 1.9 The supplier will supply and install the access control hardware as well as software in line with the minimum standards as described in this document.
- 1.10 The SABS requires the bidder to replace the current access control system:
 - 1.10.1 Further details will be shared with the bidders during the compulsory meeting.

2. BUILDING PLANS AND INSTALLATION LAYOUT

- 2.1 The SABS is in possession of detailed drawings and installation layouts.
- 2.2 Due to the risk associated with such a project, these plans will only be made available to the winning bidder after the signing of a Non-Disclosure Agreement (NDA)
- 2.3 The winning bidder will be responsible for updating the building plans in AutoCAD format. The bidder will provide one hard copy in full colour and one soft copy in both AutoCAD and PDF format to the SABS on completion of the project.

3. WARRANTEES

- 3.1 The SABS requires a two (2) year swap-out warrantee. Meaning, if any equipment specified as per BOQ, becomes faulty during the warrantee period, the supplier will replace the specific item with a new item at the supplier's cost.
- 3.2 All equipment in the BOQ must be included in the warrantee, excluding the batteries of the UPS's.
- 3.3 The SABS requires an uptime of 98% during the 2 years.
- 3.4 The warrantee must include labour and traveling for the full period of 2-years.
- 3.5 The only warrantee exclusions are limited to:
 - 3.5.1 Acts of God
 - 3.5.2 Negligence from the SABS

4. **EMPLOYEE SCREENING**

- 4.1 Any employee who is deployed on this project must be screened. This is to include members of the professional team, and sub-contractors.
- 4.2 The checks will include criminal and credit checks and must be carried out with the written permission of the employee concerned.
- 4.3 The cost incurred will be the cost of the bidder.
- 4.4 The appointed contractor will agree to undergo a State Security Agency (SSA) clearance. This clearance is without any cost to the contractor.

5. **CONTRACTOR RESPONSIBILITIES**

- 5.1 The Contractor shall ensure that those employed on the site are to be fully trained on the specified equipment before attempting to execute any installation work. Proof hereto must be submitted to the SABS as part of the proposal.
- 5.2 The contractor will be responsible for all health and safety regulations during the contract period. The contractor will also be responsible for upholding a detailed safety file during the project.
- 5.3 It is a condition of this project that only those who have completed a training course, **certified by the local agents** of the specified products may be permitted to install the equipment.
- 5.4 Where the contractor becomes aware of any risk that has not been catered for in terms of the scope of work, he is to bring this to the attention of the Security Manager as soon as possible. This notice should be in writing or contained in minutes of meetings.
- 5.5 The Contractor/s shall provide within 3 days after the date of appointment, the following information to the Security Consultant for approval:
 - 5.5.1 A list of all equipment and materials the contractor proposes to install.
 - 5.5.2 A name list of all workers that will enter the SABS premises.
 - 5.5.3 Proof of vetting as described in point]4.
- 5.6 The Contractor shall immediately inform the security manager of any delays caused by others or their own doing, detailing the impact on the project, the causation of the delays, the proposed remedial action, and any associated cost implications. Failure to do so shall invalidate any potential claims for delays.
- 5.7 The Contractor shall submit a list of proposed staff to be dedicated to this project. The security manager shall determine the final list of technicians based on prior experience and expertise as was submitted in the bidder's response. These staff shall be retained on site

until the project is complete or until the security manager is satisfied that their attendance is not required.

- 5.8 The Contractor shall not deliver products or provide services without an official order or appointment letter signed by an authorized agent of the client.
- 5.9 The Contractor shall be responsible for insuring all equipment against any losses on site until the final handover has been achieved.
- 5.10 The contractor shall appoint a project manager for this project. The Contractor shall make all necessary arrangements with the SABS security team to ensure the successful delivery of this project. Such interaction shall include but not be limited to:
 - 5.10.1 Calling and or attending coordination meetings.
 - 5.10.2 Calling interaction discussions to resolve technical issues.
 - 5.10.3 Providing the security manager with detailed weekly project plan updates.
 - 5.10.4 All technicians are to be fully briefed on installation specifications and must READ THE SPECIFICATIONS before going on site. The specification document will be issued to the site for ease of reference and will be managed by the client to ensure no duplication.

6. **QUALITY ASSURANCE PLAN**

6.1 **QUALITY PLAN:**

- 6.1.1 SABS requires that the Bidder shall have in place an internationally recognized QA program for hardware, software, and installation activities. Bidders shall include in their tenders details of SABS quality assurance procedures and relevant accreditations held by SABS. Bidders must indicate the QA standards that were used for the development of the proposed systems.
- 6.1.2 The successful Bidder shall develop a Project Quality Plan, which shall also incorporate the sub-contractor's obligations, to ensure all deliverables meet design requirements and specifications, are of high quality, and are highly reliable and easily maintained.

6.2 **RESPONSIBILITY FOR QUALITY ASSURANCE:**

- 6.2.1 The successful Bidder shall be responsible for ensuring that the quality of equipment and software supplied, and any installation activity performed, fully conforms to the prescribed requirements. SABS will undertake a monitoring and audit role in relation to the successful Bidder's Quality Plan and program to determine whether equipment, software or installation deliverables meet the contractual requirements.

6.3 **QUALITY ASSURANCE AUDITS:**

- 6.3.1 Audit reports in respect of the project as prepared by the successful Bidder as part of his internal QA procedures, and details of any corrective action reports and corrective action taken shall be submitted to SABS.
- 6.3.2 SABS reserves the right to perform any inspections, tests, or audits at the successful Bidders or sub-contractors' premises at any time when such tests are deemed necessary to ensure products and Services conform to specified requirements.

7. USER ACCEPTANCE, HANDOVER, AND PAYMENT

- 7.1 All equipment is to be installed as per the drawings, specifications, and user manufacturer specifications. Any deviations must be formally communicated to the consultant prior to the user acceptance test and handover. Should there be any deviations from these specifications they must be highlighted IMMEDIATELY.
- 7.2 Project Manager will provide final handover certification dates to SABS based on contractor commitment. The contractors, SABS and Project Manager will meet on-site. Prior to this contractor was to provide a snag list of outstanding items and dates for remedial action.
- 7.3 Once the above criteria are met the inspection will be scheduled and once on site prior to starting the inspection the following will be required:
- 7.3.1 1 x As-Built drawings in .DWG format
 - 7.3.2 1 x Printouts of all operator access profiles
 - 7.3.3 1 x Printouts of all system configurations
 - 7.3.4 1 x User manuals for all equipment on site
 - 7.3.5 1 x Printouts of the user access profile
 - 7.3.6 1 x Screen Printouts of all Biometric readers
 - 7.3.7 1 x copy of all profiles and settings
 - 7.3.8 1 x Training manuals
 - 7.3.9 1 x Full Asset register
 - 7.3.10 1 x Project handover to Services Department Certificate
- 7.4 Should the above not be on site for final inspection the inspection would be deemed failed to deliver and the inspection will be rescheduled. The fruitless expenses incurred will be at the cost of the applicable contractor.

- 7.5 If the above is in place a full system integrity test will be conducted in the presence of SABS and the contractor. All system components must be functional according to specifications. Any minor snags will be listed and attended to by the contractor within a 14-day period.
- 7.6 Should there be a requirement for an extension of time or any notification of delays this will be done formally through the project manager in writing.
- 7.7 A site instruction book must be kept on-site during the project phase should any immediate variations be required.
- 7.8 Should the contractor not comply with any of the requirements it must be formally communicated to the project manager in writing.
- 7.9 Based on the nature of the work required at the site a contract will be drafted to ensure SABS is protected.
- 7.10 A detailed Payment schedule will be negotiated with the winning bidder and drafted in the contract. Payment of goods (hardware) will be allowed when delivered to the site. These terms and conditions will be negotiated with the supplier.
- 7.11 No payments will be done upfront!

8. RACK INSTALLATION STANDARD

- 8.1 Racks for housing electronic equipment shall be standard 483 mm racks fitted with guides to slide into the board on sliding rails.
- 8.2 The racks shall be manufactured of an extruded aluminium framework.
- 8.3 Each rack shall have a nominal width of 483 mm, but the depth and height may vary according to standard multiples for housing the specified electronic equipment in each case.
- 8.4 An electronic locking mechanism shall be provided for each rack to lock a rack in its normal operating position.
- 8.5 Control units shall be properly ventilated, especially racks containing contactors, transformers, power amplifiers, and other heat-producing components. Louvers with dust filters shall be fitted and shall be vermin-proof.
- 8.6 Based on the air conditioning being used it will be pre-determined by RCN if the racks need to be perforated.
- 8.7 Provision must be made for all racks to be equipped with a temperature probe that will be monitored through the building management system. In the event that there is no building management system this will be monitored via the primary intruder detection system.
- 8.8 All video equipment installed within the rack must provide adequate spacing between the devices to ensure proper ventilation and to avoid overheating and failure of the device.
- 8.9 The rack shall be equipped with 2 x 10-way power points. These units must be connected to two different 30A UPS circuits and the distribution of the equipment must be evenly done on these two circuits.

9. INSTALLATION STANDARDS

9.1 INSTALLATION STANDARDS CABLING

9.1.1 Only POE power supply cabling is to be used for supplying power to the IP reader.

9.1.2 It is the sole responsibility of the Contractor to ensure that no interference from the power distribution network is picked up by any signal wiring.

9.1.3 Cables may be bunched in a group of no more than 10, similar services.

9.1.4 Numbering and labeling shall be executed in such a way that it can be guaranteed that a maintenance artisan can trace wiring with the as-built information only. The Contractor shall be required to prove to the SABS that this requirement is met.

9.1.5 Labels shall be permanent and indelible.

9.1.6 All cables shall be identified at both ends and all joints or as otherwise specified according to a code or number system. These numbers shall appear on the drawings to be submitted when the Installation has been completed.

9.1.7 The cables shall be marked as follows:

- a. At both terminations.
- b. At T-sections or four-way joints of cable trays and/or metal channels.
- c. At entries to vertical ducts should cables extend up and down at the point of entry. The cables shall be marked directly above and below such a point of entry.

9.1.8 All wiring and tubing shall be properly supported and run in a neat and workmanlike manner. All conduits and wiring within enclosures shall be neatly bundled and anchored to prevent obstruction to devices and terminals.

9.1.9 Upon being requested to do so by the Engineer the Contractor shall supply a certificate of a recognized Research Laboratory or Bureau of Standards such as SABS, DIN, BIS or EN for the material used.

9.1.10 Imported materials shall comply with the requirements of the appropriate regulations.

9.1.11 All materials shall be suitable for the conditions on-site. These conditions shall include weather conditions as well as conditions under which the materials are installed and used.

9.1.12 Adequate segregation (500 mm min.) between all data cables and power cables must be kept.

9.1.13 If the cable is run underground precautions should be taken against the effect of corrosion, dampness, mechanical damage, and rodents. The correct underground cable must be used; indoor cable will not be accepted.

9.1.14 Grommets must be used when the cable is passed through apertures.

9.1.15 Data communication cabling shall be PVC-insulated stranded copper wire.

9.1.16 CAT 6 Mil spec shall be used for all IP feeds.

9.1.17 The cable shall be constructed in twisted pairs with color-coded cores to facilitate circuit identification; an overall Mylar screen shall protect the Multi-pair cable.

9.1.18 No exposed cable (outdoors or indoors) will be accepted.

9.1.19 No in-line connectors to be used.

9.1.20

9.1.21 Under no circumstances may PVC adhesive tape be used for the bunching of conductors or the color identification of conductors.

- 9.1.22 Where wiring channels are used, they shall be installed horizontally and vertically. Under no circumstances may power, control circuit, data, or signal wiring be installed in the same wiring channel. Signal category separation shall also be strictly adhered to. Channels containing control circuit, data or signal wiring shall not be more than 60% full. Channels in which power circuits are installed shall not be more than 40% full.
- 9.1.23 All wiring between different panels within the same control unit shall be installed in wiring channels.
- 9.1.24 Grommets shall be installed in each hole in the metalwork through which cables or conductors pass.
- 9.1.25 All wiring shall be installed away from terminals, clamps, or other current carrying parts. Wiring shall also be kept away from exposed metal edges or shall be protected where they cross metal edges.
- 9.1.26 Conductors may be joined at equipment terminals or numbered terminal strips only. Ferruled and taped or other connections are not acceptable.
- 9.1.27 Where conductors change direction, smooth bends shall be formed with a radius of at least 5 times the outside diameter of the conductor or harness.
- 9.1.28 Where screened cables are specified, the screening shall be earthed in the control unit only unless specified to the contrary. Screened cables entering control boxes through pressed knockouts, shall terminate in compression glands. Conductors shall as far as possible remain inside the screening at terminations. Where conductors have to separate from the screen, the braiding shall be separated, and the conductors are drawn through the braid without damaging the braiding this will then be heat-shrunk and connected to the earth terminal. Non-braided (full) screening shall be treated similarly. The conductors shall then be connected to their respective terminals and the screening smoothed and connected to the earth terminal.
- 9.1.29 Where neutral connections are looped between the terminals of instruments, it is essential that the two conductor ends be inserted into a common lug and are crimped or soldered together so that the neutral connection is not broken when the conductors are removed from one of the instruments.
- 9.1.30 Wiring and connections to the terminals of racks housing electronic control equipment shall be flat multicore flexible PVC installed cables, fitted with a plug and socket connection at the rear of the rack. The cable connections shall be long enough such that the cables can be unplugged when the rack is withdrawn from the front of the unit.
- 9.1.31 The Contractor will be responsible for the installation and termination of power, coaxial, cat 5, cat 6, Fibre Optic, data, and alarm cable (if applicable).
- 9.1.32 All cable that is pulled inside conduit i.e. smoke detectors, speakers, Access Control system, and ceiling-mounted cameras must be linked via PVC Sprague and may not run on ceilings or be exposed in any way.
- 9.1.33 All other conductors in the control unit, supplying control circuits, etc, shall be coded in colors other than those specified above.
- 9.1.34 The following cable color code will be adhered to:
- a. Access Control System – Blue
 - b. CCTV – Yellow
 - c. Fire – Red
 - d. ITC - Grey

9.2 INSTALLATION STANDARDS EQUIPMENT

- 9.2.1 The server shall be installed in the Security Server Room within the Network rack.

9.2.2 The server shall be linked to the 172.16 security network as per IP allocations.

9.2.3 All equipment shall be labeled using a unique numbering system for ease of identification of the subsystem it is connected to as well as its location. The Contractor shall submit a numbering system as well as examples of the labels for approval by the security manager before installation.

9.2.4 All materials shall be suitable for the conditions on-site. These conditions shall include weather conditions as well as conditions under which the materials are installed and used.

9.2.5 Samples of all equipment shall, upon request of the project manager be submitted for approval before installation is commenced. All such samples may be retained until completion of the Contract.

9.2.6 Individual components or apparatus such as batteries, terminal blocks, electrical control gear, etc., shall when used in the Installation be of the same make, type, or series for each item used throughout the Installation. Standardization and mutual interchangeability of parts and components is essential and the aforementioned requirements must be considered in the Contractor's approach to the interpretation of the Specification, and may be subject to the approval of the project manager following demonstrations of the equipment capability by the Contractor.

9.2.7 The equipment, materials, and apparatus used in the installation shall be of the best quality with high reliability and shall be selected for ease of maintenance.

9.2.8 All equipment and parts of equipment shall be held by fixings that are easily removed during maintenance and easily replaced in reassembly; double-sided tape will not be allowed in any way.

9.2.9 The Contractor shall ensure that all line-level feeds between rack locations are balanced, floating, and earth-free.

9.2.10 All circuit balancing shall be done by the Contractor with isolating transformers with no earth connection on the line side. Electronic balancing will be acceptable on input circuits not on output circuits.

9.2.11 The Contractor shall ensure that all small and large signal electronic equipment is protected from damage in the event of a short circuit output. Similar circuitry shall be provided to prevent damage to such equipment by an excessive input signal.

9.2.12 Control units shall be firmly bolted to the floor and/or wall and the framework shall be provided with the necessary securing lugs and holes.

9.2.13 All equipment and wiring shall be completely accessible when the front and/or back panels are removed.

9.2.14 In each control unit an identification label shall be installed on the front panel stating which equipment or group of control equipment is housed in that section or subsection of the unit.

9.2.15 Electrical CoC should be issued.

9.3 INSTALLATION STANDARDS FOR RACK'S

9.3.1 Racks for housing electronic equipment shall be standard 483 mm racks fitted with guides to slide into the board on sliding rails.

9.3.2 The racks shall be manufactured of an extruded aluminum framework.

9.3.3 Each rack shall have a nominal width of 483 mm but the depth and height may vary according to standard multiples for housing the specified electronic equipment in each particular case.

9.3.4 Racks shall be installed in individual cubicles or sections of the control boards. Such cubicles shall be provided with extruded aluminum subframes fitted with the required support brackets and sliding rails to house the racks in a vertically tiered fashion.

9.3.5 An electronic locking mechanism shall be provided for each rack to lock a rack in its normal operating position.

9.3.6 Control units shall be properly ventilated, especially racks containing contactors, transformers, power amplifiers, and other heat-producing components. Louvers with dust filters shall be fitted and shall be vermin-proof.

9.3.7 Based on the air conditioning being used it will be pre-determined by the SABS if the racks need to be perforated.

9.3.8 All video equipment installed within the rack must provide adequate spacing between the devices to ensure proper ventilation and to avoid overheating and failure of the device.

9.3.9 The rack shall be equipped with 2 x 05-way power points. These units must be connected to two different UPS circuits and the distribution of the equipment must be evenly done on these two circuits.

Appendix B

Intention to respond to the Request for Proposal

We hereby accept / decline your Request for Proposal.

Company: _____

Company
Representative: _____

Position/Title:

Signature: _____

Please state a brief reason for declining this Request for
Proposal _____

Appendix C

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.

--	--	--

2.2 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,

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.

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 2022/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Appendix D

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made BETWEEN

The South African Bureau of Standards (SABS), an organisation established in terms of section 2 of the Standards Act (29 of 1993), whose registered office is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND _____ (“the Bidder”),
Registration Number: _____ whose registered office is at

(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Bidder has received, or may receive in future, information relating to **201310** for the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”. “Confidential information” shall include, but not be limited to any information disclosed by the SABS and / or any of its their affiliates, employees, agents, representatives, subcontractors and consultants to the Bidder, its employees, agents, representatives and consultants, whether orally, in writing, by graphic, pictorial or electronic format, which information includes but is not restricted to Business information, including know how, commercial and technical aspects of products, processes and services; status and capabilities of the SABS’ business; The SABS or its subcontractors’ marketing and planning programs, products specifications, Service specifications, plans, drawings, test results and findings; financial, operational and technical data; and particular types of technologies and inventions, that already currently exist or that the SABS wishes to be developed, which could be subject to intellectual property rights, whether registered and/or unregistered.

Therefore, the parties wish to agree as follows:

1. The Bidder undertakes to keep strictly secret and confidential all confidential information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Bidder’s obligation to the South African Bureau of Standards).
2. The Bidder undertakes to not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.

3. This agreement applies to information whether or not such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which: -
 - (a) the Bidder can show had been lawfully received by it prior to disclosure under this agreement.
 - (b) is in the public domain or becomes so otherwise than through breach of this agreement;
 - (c) was disclosed to the Bidder by a third party who was under no obligation of confidence in respect thereof;
5. The Bidder further undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.
6. The Bidder acknowledges that the confidentiality obligations extend from signature of this agreement and survive the termination of the tender process, whether the Bidder is successful or not.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at.....on this.....day of2024

On behalf of the South African Bureau of Standards (signature)
Lerato Monyepao (Supply Chain Management)

Witness 1. Witness 2.

Signed at..... on this..... day of2024

Signed on behalf of the Bidder, duly authorised thereto..... (signature)

..... (name) (title)

Witness 1. Witness 2.

To: Tenders.Lerato@sabs.co.za

Appendix E

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

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

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:

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

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:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

100% Black Ownership		20		
At least 51% or more black ownership		10		
Less than 51% but more than 0% black ownership		5		
0% black ownership		0		

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:

Appendix F

SABS STANDARD TERMS AND CONDITIONS

Bidders must sign the terms and condition to indicate acceptance thereof. Should the bidder have a variation/s, these must be submitted as Annexure F1 indicating the clause number, the rational for not accepting that specific clause and provide an alternative clause.

<https://www.sabs.co.za/Procurement/docs/SABS%20STANDARD%20TERMS%20AND%20CONDITIONS%20FOR%20PROCUREMENT%20OF%20GOODS%20AND%20SERVICES....pdf>

**Appendix G
CSD REPORT**

Appendix H – BBBEE Certificate/Sworn Affidavit

Appendix I
Management Summary

Appendix J

Statement of Compliance to the Request for Proposal

Company Name: _____

Proposed Service: _____

It is hereby confirmed that the proposal response to the SABS' RFP is fully compliant with all points with the exception of the specific issues outlined below:

Signed: _____ (Authorised Signatory)

Name: _____

Position: _____

Date: _____

Appendix K
Page 2 of tender document

Appendix L
AUDITED FINANCIAL STATEMENT

Appendix M

Request for Proposal Enquiry

To: Lerato.Monyepao2@sabs.co.za

From:

Questions:

Answers:

To: Lerato.Monyepao2@sabs.co.za