



TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE

AFRICA'S FIRST AUTOMOTIVE CITY

REQUEST FOR PROPOSALS	
RFP Description:	Appointment of a Service Provider for the Supply, Delivery and Maintenance of 3 Printers to the TASEZ for a Period of 3 Years.
RFP Number:	TASEZ/RFP024/2025
Closing Date:	08 May 2026
Closing Time:	12h00
RFP Validity Period:	120 Calendar Days
Compulsory Briefing:	Compulsory Briefing Session Details:
Yes <input checked="" type="checkbox"/>	Date: 23 April 2026
No <input type="checkbox"/>	Time: 10:00 – 12:00
	Venue: TASEZ Central Hub Manitoba, The Willows 340-Jr, Pretoria, 0081
TASEZ Enquiry Details:	
Name:	SCM Office
Contact Numbers:	012 940 6378
Email Address:	rfqs-rfps@tasez.co.za
Delivery Address:	The Procurement Officer Tshwane Automotive Special Economic Zone Building 21, Council for Scientific and Industrial Research (CSIR), Meiring Naudé Road; Brummeria; Pretoria (Gauteng)
Special Note for Bidder:	

Bidders Name:	
Total Bid Price (All Inclusive)	R

Controlled Disclosure

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Table of Contents

1. INTRODUCTION4

2. SBD 1 FORM – INVITATION TO BID5

3. SCOPE OF WORK16

4. INSTRUCTION TO BIDDERS18

5. EVALUATION OF BIDS20

6. PRICING SCHEDULE26

7. DURATION OF THE CONTRACT26

8. FORM OF OFFER AND ACCEPTANCE27

9. RECORD OF ADDENDUM TO THE BID DOCUMENTS32

10. PROPOSED AMENDMENTS AND QUALIFICATIONS33

11. CERTIFICATE OF AUTHORITY OF SIGNATORY34

12. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES35

13. SCHEDULE OF PROPOSED SUB-CONTRACTORS36

14. SBD 4 FORM37

15. SBD 6.1 FORM41

16. SBD 6.2 FORM46

17. STANDARD CONDITIONS OF TENDER52

18. SPECIAL CONDITIONS OF THIS RFP52

19. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT53

20. PREPARATION COSTS53

21. INDEMNITY53

22. PRECEDENCE54

23. LIMITATION OF LIABILITY54

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24. TAX COMPLIANCE	54
25. RFP DEFAULTERS AND RESTRICTED SUPPLIERS	54
26. GOVERNING LAW	55
27. CONFIDENTIALITY	55
28. LEGISLATIVE FRAMEWORKS OF THE RFP	55
29. SUPPLIER DUE DILIGENCE	56
30. REQUIREMENTS AFTER AWARD	56

List of Tables

Table 1: Administrative Requirements.....	20
Table 2: Mandatory Requirements.....	21
Table 3: Technical / Functional Evaluation.....	21
Table 4: Company Experience.....	22
Table 5: Experience of the Key Accounts Manager.....	22
Table 6: Experience of the Technician.....	23
Table 7: Qualifications of Key Account Manager	23
Table 8: Qualifications of the Technician	24
Table 9: Qualifications of the Technician	24
Table 10: Qualifications of the Technician	25
Table 11: Rental Pricing Schedule	26
Table 12: Rates for Printing above 5000 Pages	26
Table 13: Full details of Directors / Trustees / Members / Shareholders.	40
Table 14: Price and Specific Goals Points Allocations	41
Table 15: Specific goals for the tender and points claimed.....	44
Table 16: Local Production and Content	48
Table 17: Exchange Rates.....	49

1. Introduction

The Tshwane Automotive Special Economic Zone (TASEZ) is Africa's first automotive city, an industrial hub that provides investors with a wide range of offerings to help their business flourish.

We are a Special Economic Zone (SEZ) that is focused on growing South Africa's automotive manufacturing industry. This means we are ready to provide a number of financial and infrastructure incentives to make doing business that much easier. SEZs were set up to accelerate South Africa's industrial development by helping promote industrial agglomeration, build the required industrial infrastructure, promote coordinated planning among key government agencies and the private sector, and guide the deployment of other necessary development tools.

Our mandate is to transform the sector, acting as a catalyst for employment, boosting the country's economic growth, and enabling socio-economic development. TASEZ is well placed to do just that, providing a much-desired location close to an already established automotive industrial complex. The hub provides world-class customised solutions, incentives, support services and systems for manufacturers seeking excellence.

Our partners come from all three tiers of government, the Department of Trade, Industry and Competition provides financial support for investor-related infrastructure through its SEZ Fund, while the Gauteng Department of Economic Development and the City of Tshwane provide financial support and the resources necessary to manage and implement the SEZ.

This Request for Proposals (RFP) is for the appointment of a service provider for the supply, delivery of 3 printers for a period of 3 years to the Tshwane Automotive Special Economic Zone (TASEZ).

2. SBD 1 Form – Invitation to Bid

2.1. Invitation to Bid

You are Hereby Invited to Bid for Requirements of the (Name of Department/ Bidder Entity)					
Bid Number:	TASEZ/RFP024/2025	Closing Date:	08 May 2026	Closing Time:	12h00
Description:	Appointment of a Service Provider for the Supply, Delivery and Maintenance of 3 Printers to the TASEZ for a period of 3 Years				
The Successful Bidder will be Required to Fill in and Sign a Written Contract Form (SBD7).					

Bid Response Documents May Be Deposited in the Bid Box Situated at (Street Address):

Tshwane Automotive Special Economic Zone (Main Entrance)					
CSIR Campus, Building 21 Meiring Naude Road, Pretoria, 0184					
Supplier Information					
Name of Bidder					
Postal Address					
Street Address					
Telephone Number	Code		Number		
Cellphone Number					
Facsimile Number	Code		Number		
E-Mail Address					
Vat Registration Number					
		TCS PIN:		OR	CSD No:
B-BBEE Status Level Verification Certificate [Tick Applicable Box]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE Status Level Sworn Affidavit		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, who was the Certificate Issued by?					
An accounting officer as contemplated in the Close Corporation Act (CCA) and name the applicable in the tick box	<input type="checkbox"/>	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 Name:			
[A B-BBEE Status Level Verification Certificate / Sworn Affidavit (For EMES& QSES) Must Be Submitted in Order to Qualify for Preference Points For B-BBEE]					
Are you the Accredited Representative in South Africa for the Goods / Services / Works Offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If Yes Enclose Proof]	Are you a Foreign Based Supplier for the Goods / Services / Works Offered?		<input type="checkbox"/> Yes <input type="checkbox"/> No [If Yes Answer Part B:3 Below]	
Signature of Bidder	Date		
Capacity under which this Bid is Signed. (Attach Proof of Authority to Sign this Bid, e.g., Resolution of Directors, etc.)					
Total Number of Items Offered		Total Bid Price (All Inclusive)		R	
Bidding Procedure Enquiries may be Directed to:			Technical Information may be Directed to:		
Department/ Bidder Entity	SCM TASEZ	Contact Person	SCM Office		
Telephone Number		Facsimile Number			

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Facsimile Number	N/A	E-Mail Address	rfqs-rfps@tasez.co.za
E-Mail Address	rfqs-rfps@tasez.co.za		

2.2. Tender Notice and Invitation to Tender

Tenders are hereby invited for the services below.

Tender Number: TASEZ/RFP024/2025
Organisation: Tshwane Automotive Special Economic Zone (TASEZ) – Silverton
Division: Infrastructure Development Division
Tender Description: Appointment of a Service Provider for the Supply, Delivery and Maintenance of 3 Printers to the TASEZ for a Period of 3 Years

The address for collection of tender documents is: www.tasez.co.za from the 17 April 2026.
Queries relating to the issue of these documents may be addressed to Ms Lucia Buda, at e mail address rfqs-rfps@tasez.co.za .
A compulsory clarification meeting with representatives of the <i>Employer</i> will take place at as follows: - N/a
The closing time for receipt of tenders is 12:00 hrs on 08 May 2026.
Telegraphic, telephonic, facsimile, e-mail and late tenders will not be accepted.
Tenders may only be submitted on the tender documentation that is issued.
The contract conditions will be based on the Service Level Agreement (SLA).
Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data and the Conditions of Tender.

We look forward to receiving your tender by the date and time stated.

Yours faithfully,

Dr Bheka Zulu

Chief Executive Officer – Acting

TASEZ

2.3. Terms and Conditions for Bidding

2.3.1. Proprietary Information

2.3.1.1. TASEZ considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to TASEZ. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of TASEZ.

2.3.2. Enquiries and Communication

2.3.2.1. All communication and attempts to solicit information of any kind relative to this tender should be in writing and directed to: Email address: rfqs-rfps@tasez.co.za.

2.3.2.2. Clarification questions from Bidder will be closed **Five (5) Days** before the date of closure of the RFP. Note that the last date for request for information pertaining to this tender will be on the **30 April 2026**.

2.3.2.3. Bidders may not contact any other TASEZ employee besides contact person mentioned on Paragraph 2.2.2.1 above on any matter pertaining to the bid from the time when bid is advertised to the time the bid is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.

2.3.2.4. All the documentation submitted in response to this tender must be in English.

2.3.2.5. The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by TASEZ in regard to anything arising from the fact that pages are missing or duplicated.

2.3.2.6. If the Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error, or inconsistency in this RFP or any other information provided by TASEZ (other than minor clerical matters), the Bidder must promptly notify TASEZ in writing of such discrepancy,

ambiguity, error or inconsistency in order to afford TASEZ an opportunity to consider what corrective action is necessary (if any).

2.3.2.7. Any actual discrepancy, ambiguity, error, or inconsistency in the RFP or any other information provided by TASEZ will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

2.3.2.8. All persons (including Bidders) obtaining or receiving the RFP and any other information in connection with the RFP must keep the contents of the RFP and other such information confidential and not disclose or use the information except as required for the purpose of developing a response to the RFP.

2.3.3. Validity Period

2.3.3.1. Responses to this tender received from suppliers will be valid for a period of **120 Calendar Days** counted from the closing date of the tender.

2.3.4. Submission of Tenders

2.3.4.1. All submissions must be marked: "For attention: Supply Chain Management" with the RFP Number included and hand delivered. The Tender Box is situated at the **Main Gate**. The address is: -

The Procurement Officer

Tshwane Automotive Special Economic Zone

**Building 21, Council for Scientific and Industrial Research (CSIR),
Meiring Naudé Road; Brummeria; Pretoria (Gauteng)**

2.3.4.2. Bid documents shall only be considered when received on or before the closing date and time which is **08 May 2026** at **12h00**. Late proposals will not be considered. RFP documents will not be opened in Bidder; however, the results will be published on the TASEZ website.

2.3.4.3. Tenders should be submitted bound in a sealed envelope, and Bidders are required to submit as follows: -

2.3.4.3.1. **One (1) Original**

2.3.4.3.1.1. One original of the completed RFP document shall be placed in a sealed envelope marked:

Appointment of a Service Provider for the Supply, Delivery and Maintenance of 3 Printers to the TASEZ for a Period of 3 Years.

2.3.4.3.1.2. The **Closing Date and Time**, **Company Name** and the **Return Address** must also be endorsed on the envelope.

2.3.4.3.1.3. If a **Courier Service Company** is being used for delivery of the bid document, the bid description must be endorsed on the **Delivery Note / Courier Packaging** to ensure that documents are delivered into the tender box.

2.3.4.3.2. Flash Disk

A copy of the tender shall be scanned and saved in a flash disk that will resemble the original signed hardcopy. The flash disk must be secured in the file.

2.3.4.3.3. Electronically Submission

Electronic submissions are not allowed for this tender.

2.3.4.4. The bids must be in the tender box by no later than **12h00** on the **08 May 2026**.

2.3.4.5. No bid received by telegram, telex, email, facsimile or similar medium will be considered. Where a tender document is not in the tender box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids will not be considered.

2.3.4.6. Amended bids may be sent, together with the original bid, in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time. Submission of amendment bids without also submitting an original bid document as requested will not be considered.

2.3.4.7. The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.

2.3.4.8. **Bidders are required to initial each page of the RFP document on the right-hand side at the bottom of each page.**

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- 2.3.4.9. Bidders to note that TASEZ is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date. All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time.
- 2.3.4.10. TASEZ reserves that right not to accept the lowest bid of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and also financially advantageous to TASEZ.
- 2.3.4.11. TASEZ also reserves the right to award this bid to a purely empowerment company or may award this bid on conditions that a joint venture with an empowerment company is formed. This may be added as a request to be agreed when contracting.
- 2.3.4.12. TASEZ also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 2.3.4.13. TASEZ reserves the right to, amongst other things, conduct unscheduled or scheduled site visit/s to satisfy itself, as to the validity of the information provided on this bid documents.
- 2.3.4.14. An incomplete price list shall render the bid non-responsive.
- 2.3.4.15. TASEZ reserves the right to review the pricing/financial proposal submitted by the bidder and make an assessment if their proposed costing is market related or not and reserves the right to negotiate or not to negotiate the with the preferred bidder or any bidder as per recommendation of the BAC. The process for negotiation will be governed by the TASEZ internal SCM processes as approved and in line with Preferential Procurement Regulation of 2017.
- 2.3.4.16. All reference to TASEZ on this bid document includes its subsidiaries who are affected by the deliverable of this bid document.
- 2.3.4.17. The General Condition of Contract is part of this tender document and will be incorporated as an annexure and those will be bidding to the bidder whether they are returned and submitted with the bid response or not and will remain bidding to the bidder whether initialled or not.

2.3.4.18. 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.

2.3.4.19. None of this bid conditions are to be changed by the bidder unless agreed in writing and approved by TASEZ.

2.3.4.20. Bidder must register on the central supplier database (CSD) to upload mandatory information namely: (Business Registration / Directorship / Membership / Identity Numbers; Tax Compliance Status; Banking Information for verification purposes). B-BBEE Certificate or Sworn Affidavit for B-BBEE must be submitted to bidding institution.

2.3.5. Late Submission

2.3.5.1. Late responses to the RFP will not be accepted.

2.3.5.2. All dates and times in this RFP are in accordance with the South African standard calendar and time.

2.3.5.3. Any time or date in this RFP is subject to change at TASEZ's discretion. The establishment of a time or date in this RFP does not create an obligation on the part of TASEZ to take any action or create any right in any way for any Bidder to demand that any action be taken on the date established.

2.3.5.4. The Bidder accepts that, if TASEZ extends the deadline for the RFP submission (the closing date) for any reason, the requirements of this RFP otherwise apply equally to the extended deadline.

2.4. SBD 2 – Tax Compliance Requirements

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

Tax Compliance Requirements

- 2.4.1. Bidders must ensure compliance with their Tax obligations.
- 2.4.2. Bidders are required to submit their Unique Personal Identification Number (Pin) issued by SARS to enable TASEZ to verify the taxpayer's profile and tax status.
- 2.4.3. Application for Tax Compliance Status (TCS) Pin may be made via e-filing through the SARS website www.sars.gov.za
- 2.4.4. Bidders must submit a printed TCS Certificate together with the bid.
- 2.4.5. In Bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate TCS Certificate / Pin / CSD Report.
- 2.4.6. Where no TCS Pin is available, but the Bidder is registered on the Central Supplier Database (CSD), a CSD Report must be provided.
- 2.4.7. No bids will be considered from persons in the Service of The State, Companies with Directors who are Persons in The Service of the State, Or Close Corporations with members Persons in the Service of the State."

2.5. Questionnaire to the Bidding Foreign Suppliers

Is The Bidder a Resident of the Bidder of South Africa (RSA)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Bidder have a Branch in the RSA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Bidder have a Permanent Establishment in the RSA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Bidder have any Source of Income in the RSA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the answer is "no" to all of the above, then, it is not a requirement to obtain a Tax Compliance Status / Tax Compliance system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.

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

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g., company resolution)

DATE: _____

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2.6. Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of Enterprise: _____

Section 2: VAT Registration Number, if any: _____

Section 3: CIDB Registration Number, if any: _____

Section 4: Particulars of Sole Proprietors and Partners in Partnerships

Name*	Identity number*	Personal Income Tax Number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of Companies and Close Corporations

Company Registration Number: _____

Close Corporation Number: _____ Tax Reference Number: _____

Section 6: The attached SBD 4 must be completed for each tender and be attached as a tender requirement.

Section 7: The attached SBD 6.1 must be completed for each tender and be attached as a requirement.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order.
- ii) Confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- iii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption.
- iv) Confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Bidder or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of

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interest; and
v) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

3. Scope of Work

Bidders to provide proposals for the Appointment of a Service Provider for the Supply, Delivery and Maintenance of 3 Printers to the TASEZ for a Period of 3 Years

3.1. Printers

- 3.1.1. Leasing of Printers for a period of 36 months (including maintenance)
- 3.1.2. 3 x Printers that can print, scan, email and copy
- 3.1.3. Repairs and maintenance at TASEZ offices

Printer Model	Any Model or Brand
Standard Function	<ul style="list-style-type: none"> • Colour Print, • Colour Scan, • Colour Copy, • Fax and (Optional) • Email
Additional functions	<ul style="list-style-type: none"> • Multi-position stapling • User Code for print release (up to 100 users) • Print quota management • Wireless Printing and • USB Printing • Touch Screen Interactions • Colour/Print enhancement settings • Zoom /Enlarge Print up to 400%
Paper Size	Up to A3
Recommended monthly print volume	Unlimited
Print speed	<ul style="list-style-type: none"> • Copy/Print 55 pages A4 B/W & Colour • 27 pages A3 B/W & Colour
First-page-out time, copying	Faster than 9.1 seconds
Duty cycle	Up to 153,000 images/month
Two-sided output	Standard
Min copy resolution	*600 x 600 dpi
Copy features	<ul style="list-style-type: none"> • Annotations (Requires optional hard drive on Desktop Model) • Automatic Background Suppression • Book copying with centre erase

	<ul style="list-style-type: none"> • Booklet creation • Collation • Darkness Control • Edge Erase • Image Shift • Original Type • Sample Copy • Sharpness
Print features	<ul style="list-style-type: none"> • Booklet Creation • Job Identification • Job Monitoring • Personal Print • Print from USB • Sample Set • Saved Job • Scaling • Secure Print • Skip Blank Pages • Store and Recall Driver Settings • Two-sided Printing (as default)
Minimum Print resolution	<ul style="list-style-type: none"> • 1200 x 1200 dpi
Number of printing pages per month	<ul style="list-style-type: none"> • Max 5000 (B/W) and 5000 (Colour)
Connectivity	<ul style="list-style-type: none"> • Ethernet 10/100/1000 Base-T, • High-speed USB 3.0, • NFC Tap-to-Pair, • Wi-Fi 802.11n and Wi-Fi Direct with Wi-Fi Kit wired, and wireless connections supported)
OS support	<ul style="list-style-type: none"> • Any Supported OS.
Scan destinations	<ul style="list-style-type: none"> • Scan to Email, Scan to Home, Scan to • Network, Scan to USB
Standard paper capacity	<ul style="list-style-type: none"> • Min 500 sheets
Maximum paper capacity	<ul style="list-style-type: none"> • Max 2000 sheets
Document handler	<ul style="list-style-type: none"> • Duplex Automatic Document Feeder

4. Instruction to Bidders

4.1. Price Declaration Form

- 4.1.1. Please indicate your Final Total RFP Price including VAT here:
R_____ (compulsory).
- 4.1.2. It is mandatory to indicate the total RFP price as requested above. This price must be the same as the total RFP price in the pricing schedule. Should the total RFP prices differ, the one indicated above shall be considered the correct price.
- 4.1.3. The following must be noted:
 - 4.1.3.1. All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
 - 4.1.3.2. All prices must be firm and fixed from the RFP closing date and for the duration of the contract.
 - 4.1.3.3. All Bidder must cost according to the costing template provided or this will lead to disqualification.
 - 4.1.3.4. The cost of delivery, labour etc. must be included in the proposal.
 - 4.1.3.5. Preference will be given to respondents who comply with the TASEZ's Procurement Policy & Procedures. Bidder Finance Management Act (PFMA) shall apply.
 - 4.1.3.6. The Bidder must have a minimum B-BBEE status level of contributor 3 or higher.
 - 4.1.3.7. As per amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). QSE with at least 51% or 100% black shareholding and EMEs with an annual turnover of above R3 Million are required to submit a BBBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R3 Million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover.

- 4.1.3.8. The empowerment and development objectives (30% SMME Involvement) will be controlled by implementing the procedure listed in 4.1.3.7 above, where the bidder in terms of the Amended B-BBEE Codes is a Generic Entity (Turnover of over R50 mil).
- 4.1.3.9. The appointed service provider shall sub-contract practitioners from previously disadvantaged groups (black, female, youth and people with disability) and/or local (within NMBM) black-owned companies (with a turnover of less than R50 mil), where scope and credentials permit.
- 4.1.3.10. Proof of registration with Treasury's Centralised Supplier Database (CSD) not older than three (3) months old.
- 4.1.3.11. TASEZ will only award the tender to a bidder who is tax compliant. The tax compliance status of the Bidder will be verified through CSD and SARS website via the provided pin. The prospective Bidder must ensure that they are Tax Compliant throughout the validity period of the bid in review.
- 4.1.3.12. Bidder will be evaluated on functionality and are expected to meet the minimum of 70% threshold in order to be evaluated further. The evaluation criteria for measuring functionality and weight of each criterion are provided in the tables below.
- 4.1.3.13. Bidder's servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and Bidder will be disqualified should they be found to be in contravention with the regulations. If the bidder has been granted permission by Treasury, the letter must be provided with the bid document.

5. Evaluation of Bids

The bid evaluation process will consist of the following **three (3) Stages**:

5.1. Responsiveness Assessment

The following criteria will be used in assessing the responsiveness of bids:

5.1.1. Stage 1 – Administrative Requirements Criteria

This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table 1** below. No points or score will be allocated in criteria.

Table 1: Administrative Requirements

Description	Compliant	Non-Compliant
1) CIPC Registration Documents		
2) JV Agreement / Power of Attorney		
3) <u>Valid</u> Tax Clearance Certificate / Tax Pin		
4) <u>Valid</u> CSD report (Not older than three (3) months)		
5) <u>Valid</u> Letter of Good Standing issued by the Department of Labour or RMA.		
6) <u>Valid</u> UIF Compliance Certificate		
7) <u>Valid</u> B-BBEE Certificate <ul style="list-style-type: none"> - Sworn Affidavit for EME - SANAS Accredited for QSE (TASEZ to verify with SANAS) 		
8) Completed and Fully Signed SBD 1		
9) Completed and Fully Signed SBD 4		
10) Completed and Fully Signed SBD 6.1		
11) Pricing Schedule: Completed, priced and signed pricing schedule for the solution to be implemented. The Pricing Schedule shall be clearly legible with permanent ink		

5.1.2. Mandatory Returnables

The Bidder shall take note of the required returnable schedules that must be fully complied with and submitted with their tender submission. It is the responsibility of the Bidder to ensure that the information submitted is sufficient to evaluate their tender and design for the system.

Failure to submit all mandatory requirements will result in submissions being **deemed null and void** and shall be considered **“non-responsive”** and therefore not considered further.

Table 2: Mandatory Requirements

Description	Compliant	Non-Compliant
1) Fully Completed and duly signed SBD 4 – Declaration of Interest		
2) Authorised partner/reseller OEM Certificate/ OEM Partnership letter/s		

5.1.3. Stage 2 – Technical / Functionality Evaluation

Only bids that comply with the indicated Mandatory Requirements will be considered for the Technical / Functional Evaluation Stage.

The Technical / Functional Evaluation criteria for this bid is indicated in tables below including the scoring system and weight allocation that will be used for the evaluation of the bids. Bidder are required to achieve a minimum of **70 points** out of **100 points** to proceed to the next stage.

Failure to submit the applicable documents will result in the Tenderer receiving a zero score for the applicable evaluation schedule.

Table 3: Technical / Functional Evaluation

Document Name	Maximum Claimable Points
Company Experience	30
Experience of Competent Personnel	20
Key Personnel Qualifications	10
Project Execution Plan	20
Locality	20

5.1.3.1. Company Experience

Table 4: Company Experience

References Letters	No. of Letters	Points Claimed
Reference letters issued and signed by the Bidders' previous client(s) in the provision of supply, delivery, maintenance and configuration of printers, completed on the referees Company's Letterhead.	7 or more References of similar completed project done in the previous 05 years	30
	5 – 6 References of similar completed project done in the previous 05 years	20
should have contact details including Telephone number of the referee. Note, Completion Certificate / Award letters will not be considered. The references must be supply, delivery, maintenance and configuration of printers	3 – 4 Reference of similar completed project done in the previous 05 years	10
	1 – 2 Reference of similar completed project done in the previous 05 years	05
	0 Reference of similar completed project done in the previous 05 years	0
Total Points Claimable		30

5.1.3.2. Key Resource Experience

Table 5: Experience of the Key Accounts Manager

Personnel Experience	Level of Details	Points Claimed
The Bidder must provide a detailed cv of Key Accounts Manager experience in the supply and maintenance of printers recommended for the TASEZ account. This should include role and experience. Note: Name of the competent person to be provided Name.....	5 years and above	10
	3 – 4 Years	08
	1 – 2 Year	05
	0 – Years	0
Total Points Claimable		10

Table 6: Experience of the Technician

Personnel Experience (Technician)	Level of Details	Points Claimed
The Bidder must provide a detailed cv of Technician experience in the support, repairs and maintenance of printers recommended for the TASEZ account. This should include role and experience. Note: Name of the competent person to be provided Name.....	3 years and above	10
	1 – 2 Years	08
	0 – Years	0
Total Points Claimable		10

5.1.3.3. Qualifications of Key Personnel

Bidders to submit CVs of key personnel with the proof of Professional Registrations for the different fields that they are tendering for.

Table 7: Qualifications of Key Account Manager

Personnel Qualification	Level of Details	Points Claimed
The Bidder must provide the qualifications listed below of the key account personnel : 1. Degree 2. National Diploma Note: Qualification must be of the same competent person provided in table 6	Degree +	10
	National Diploma	05
	No Qualification	0
Total Points Claimable		10

Table 8: Qualifications of the Technician

Personnel Qualification	Level of Details	Points Claimed
The Bidder must provide the qualifications listed below of the Technician: <ol style="list-style-type: none"> 3. N+ Certificate 4. A+ Certificate Note: Qualification must be of the same competent person provided in table 6	All 2 qualification	10
	One qualification	05
	No qualifications	0
Total Points Claimable		10

5.1.3.4. Project Execution Plan

Bidders to submit a comprehensive Project Execution Plan that talks to the scope of the project.

Table 9: Qualifications of the Technician

Project execution plan	Level of Details	Points Claimed
The Bidder must provide a comprehensive project execution plan detailing: <ol style="list-style-type: none"> 1. Delivery method and timelines after appointment. 2. Post-delivery customer support. 3. Returns and exchange process 	Excellent understanding of what is required	10
	Good understanding of what is required	05
	Partial understanding of what is required	03
	Poor understanding of what is required or no submission	0
Total Points Claimable		10

5.1.3.5. Locality

Table 10: Qualifications of the Technician

	Level of Details	Points Claimed
Service Providers to attach proof of address from Ward Councillor/Municipality/Utility Bill.	Companies that are designated within City of Tshwane Area (Mamelodi Ward)	20
	Companies that are designated within City of Tshwane Area (Pretoria)	10
	Companies that are designated within Gauteng	05
	Companies that are designated outside	0
Total Points Claimable		20

The minimum threshold points for functionality is 70 points out of 100 points and any bidder scoring less than 80 points will not be considered for further evaluation. Bidder to address and respond to all areas of the evaluation criteria. Any bid scoring less than the Minimum required in any one or more of the above-mentioned evaluation criteria will not be evaluated further.

Any bid not covering all of the above will not be evaluated. For purpose of comparison and in order to ensure a meaningful evaluation, Service Providers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned above.

5.1.4. **Stage 3 – Price and B-BBEE**

The bid will be evaluated on the 80/20 principle. Risk assessment will be conducted on the top **three (3) Bidders** using the Bidders' audited financial statement. Bidder to submit 3 years audited financial statements.

6. Pricing Schedule

Tenderers shall complete the Pricing Schedule in table 6 below.

Table 11: Rental Pricing Schedule

No	Description	Rate per machine	QTY	Year 1 Costs	Year 2 Costs plus escalation %	Year 3 Costs plus escalation %	Total over 3 Years
1.	Rental including insurance per machine (per year) Black and white @ max of 5000 pages per month		3				
2.	Rental including insurance per machine (per year) Colour copies 5000 pages per month		3				
3.	Maintenance and Support		3				
Total Excluding VAT							
Vat							
Total cost if limit of 5000 is not exceeded							

Table 12: Rates for Printing above 5000 Pages

No	Description	Rate per machine Year 1 Costs	Rate per machine Year 2 plus escalation %	Rate per machine Year 3 plus escalation %
1.	Black and white if exceeding max of 5000 per page			
2.	Colour copies if exceeding max of 5000 per page			
Total cost if limit of 5000 is exceeded				

7. Duration of the Contract

The contract shall be **3 years**.

8. Form of Offer and Acceptance

Project Title	Appointment of a Service Provider for the Supply, Delivery and Maintenance of 3 Printers to the TASEZ for a Period of 3 Years
RFP Number	TASEZ/RFP024/2025

8.1. OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

.....

The Bidder, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the contract under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

8.1.1. THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....

 **Rand**

(in words).

R.....

(in figures or other suitable wording).

--

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the tender data, whereupon the Bidder becomes the party named as the contract in the conditions of contract identified in the contract data.

Signature.....

Name

Capacity.....

for the Bidder

.....

.....

(Name and Address of Organisation)

Name and Signature

of Witness

Date

8.2. ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the Bidder's offer. In consideration thereof, the employer shall pay the FMSP the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Bidder's offer shall form an agreement between the employer and the Bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- i. Part 3 – Scope of work.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the Bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Bidder shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Bidder (now FMSP) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.¹

--

Signature.....
Name
Capacity

For the

Employer
.....
.....
.....

(Name and address of organisation)

Name and Signature

of Witness: Date:

8.2.1. SCHEDULE OF DEVIATIONS

Subject:

Details:
.....

Subject:

Details:
.....

Subject:

Details:
.....

Subject:

Details:
.....

By the duly authorised representatives signing this agreement, the employer and the Bidder agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any

confirmation, clarification or changes to the terms of the offer agreed by the Bidder and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender/ quotation documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

¹ As an alternative, the following wording may be used:

Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to- counter delivery / counter-to-counter delivery / door-to-counter delivery /door-to-door delivery /courier service (delete that which is not applicable), provided that the employer notifies the Bidder of the tracking number within 24 hours of such submission. Unless the Bidder (now FMSP) within seven working days of the date of such submission notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

--

9. Record of Addendum to the Bid Documents

Project Title	Appointment of a Service Provider for the Supply, Delivery and Maintenance of 3 Printers to the TASEZ for a Period of 3 Years		
RFP Number	TASEZ/RFP024/2025		
I / We confirm that the following communications received from the TASEZ before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)			
Item	Date	Title or Details	No. of Pages
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Attach additional pages if more space is required.

Signed: Date:

Name: Position:

Bidder:

--

10. Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Project Title	Appointment of a Service Provider for the Supply, Delivery and Maintenance of 3 Printers to the TASEZ for a Period of 3 Years
RFP Number	TASEZ/RFP024/2025

Page	Clause /Item	Proposal

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct

Attach additional pages if more space is required.

Signed:

Date:

Name:

Position:

Bidder:

.....

--

11. Certificate of Authority of Signatory

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of therelevant resolution of the board of directors to this form or on company letter head.

An example is given below:

“By resolution of the board of directors passed at a meeting held on _____.

Mr/Ms _____, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for Contract No. _____ .

and any Contract which may arise there from on behalf of (Block Capitals) _____ .

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY:

WITNESSES:

Director (Names)		Signature	
Director (Names)		Signature	
Director (Names)		Signature	
Director (Names)		Signature	
Director (Names)		Signature	
Director (Names)		Signature	

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):

12. Certificate of Authority for Joint Ventures

This Returnable Schedule is to be completed by joint ventures.
 We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise.
 Mr / Ms., authorised signatory of the company

 acting in the capacity of leadpartner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

Project Title	Appointment of a Service Provider for the Supply, Delivery and Maintenance of 3 Printers to the TASEZ for a Period of 3 Years
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RFP Number	TASEZ/RFP024/2025
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Name of Firm	Address	Duly Authorised Signatory
Lead Partner:		Signature: Name: Designation:
Partner:		Signature: Name: Designation:
Partner:		Signature: Name: Designation:
Partner:		Signature: Name: Designation:

Attach additional pages if more space is required.

Signed: Date:

Name: Position:

Bidder:

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13. Schedule of Proposed Sub-Contractors

Project Title	Appointment of a Service Provider for the Supply, Delivery and Maintenance of 3 Printers to the TASEZ for a Period of 3 Years
RFP Number	TASEZ/RFP024/2025
<p>We notify you that it is our intention to employ the following Sub-Contractors for work in this contract. The Sub-Contractors will all be CIDB registered and their CIDB Registration number shall be submitted below. This should also be declared on SBD 6.1 form.</p> <p>If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Sub-Contractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.</p> <p>We confirm that all Sub-Contractors who are or to be contracted are registered on Central Supplier Database (CSD).</p>	

No.	Name and Address of the Proposed Sub-Contractor	Nature and Extent of Work	Value	Contact details
1				
2				
3				
4				

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct

14. SBD 4 Form

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 2.1. Full Name of bidder or his or her representative:
 - 2.2. Identity Number:
 - 2.3. Position occupied in the Company (director, trustee, shareholder²):
.....
 - 2.4. Company Registration Number:
 - 2.5. Tax Reference Number:
 - 2.6. VAT Registration Number:
 - 2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.
 - 2.6.2. ¹"State" means –
 - 14.1. any national or provincial department, national or provincial Bidder entity or constitutional institution within the meaning of the Bidder Finance Management Act, 1999 (Act No. 1 of 1999)
 - 14.2. any municipality or municipal entity
 - 14.3. provincial legislature

14.4. national Assembly or the national Council of provinces; or

14.5. Parliament.

2.6.3. 2nd "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7. Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.8. If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person:

connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.9. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the Bidder sector? **YES / NO**

2.9.1. If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.9.2. If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.10. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.10.1. If so, furnish particulars:

.....

.....

.....

2.11. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.11.1. If so, furnish particulars.

.....
.....
.....

2.12. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.12.1. If so, furnish particulars.

.....
.....
.....

2.13. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.13.1. If so, furnish particulars:

.....
.....
.....

--

Table 13: Full details of Directors / Trustees / Members / Shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

3. Declaration

I, the undersigned (Name)

Certify that the information furnished in paragraphs 2 and 3 above is correct.

I accept that the state may reject the bid or act against me in terms of paragraph 23 of the general conditions of contract should this declaration prove to be false.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

15. SBD 6.1 Form

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

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

NB: BEFORE COMPLETING THIS FORM, BIDDER MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. General Conditions

- 1.1. The following preference point systems are applicable to all bids:
 - 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - ~~1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).~~
- 1.2. Price and Specific Goals Points
 - 1.2.1. The applicable preference point system for this tender is the 80/20 preference point system.
 - 1.2.2. The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - 1.3.1. Price; and
 - 1.3.2. Specific Goals.
- 1.4. The maximum points for this bid are allocated as follows:

Table 14: Price and Specific Goals Points Allocations

Description	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

- 2.1. **"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.
- 2.2. **"Price"** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- 2.3. **"Rand Value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- 2.4. **"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
- 2.5. **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- 2.6. **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- 2.7. **"Functionality"** means the ability of a Bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.8. **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.

3. Points Awarded for Price

3.1. The 80/20 or 90/10 Preference Point Systems

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

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 8** 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—
In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below: -
- 4.2.1. 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.
- 4.2.2. 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 15: Specific goals for the tender and points claimed.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
EMEs and QSEs		
Companies owned by black people <u>(50% + Black Owned).</u>	10	
Companies owned by women <u>(50% + Black Women Owned).</u>	5	
Companies owned by youth <u>(50% + Black Women Owned).</u>	5	
Companies owned by people with disabilities		
Companies owned by black people living in rural or underdeveloped areas		
Companies owned by black people living in townships		
Total Points Claimed	20	

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

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:

- 4.6.1. The information furnished is true and correct.
- 4.6.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 4.6.3. 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.
- 4.6.4. 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: -
 - 4.6.4.1. Disqualify the person from the tendering process.
 - 4.6.4.2. Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - 4.6.4.3. 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.
 - 4.6.4.4. 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.
 - 4.6.4.5. Forward the matter for criminal prosecution, if deemed necessary.

Bidder:

Name:

Signature

Title:

Date:

Address:

--

16. SBD 6.2 Form

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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

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

1. General Conditions

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

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

Where

x is the imported content in Rand

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

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

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6. A bid may be disqualified if –

1.6.1. this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and

1.6.2. the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

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

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

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

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

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

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported

(whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

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

Table 16: Local Production and Content

No.	Description of Service / Works / Goods	Unit (e.g., m ² , m ³ , ton, etc.)	Qty	Stipulated Minimum Threshold
1.				
2.				
3.				
4.				
5.				

4. Does any portion of the services, works or goods offered have any imported content? (Tick applicable box)

Yes No

4.1. If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

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

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

Table 17: Exchange Rates

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

(Tick applicable box)

Yes No

5.1. If yes, provide the following particulars: -

- 5.1.1. Full name of auditor:
- 5.1.2. Practice number:
- 5.1.3. Telephone and cell number:
- 5.1.4. Email address:

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

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

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Local Content Declaration
(Refer To Annex B of SATS 1286:2011)

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

IN RESPECT OF BID NO.

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

NB

- 1) The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2) Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.zg/industrial_development/ip.jsp. Bidder should first complete Declaration D. After completing Declaration D, Bidder should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the Bidder for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- a) The facts contained herein are within my own personal knowledge.
- b) I have satisfied myself that:
 - i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - ii) the declaration templates have been audited and certified to be correct.
- c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as

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provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____ DATE: _____

WITNESS No. 1 _____ DATE: _____

WITNESS No. 2 _____ DATE: _____

7. Process When Requesting Exemption Letters

- 7.1. For exemption requests on designated products and the minimum threshold for local content cannot be met for various reasons, Bidder must apply for exemption per tender. After checking with the industry, **the dtic** will decide whether to grant an exemption or not.
- 7.2. In the official request (signed letter), the following information should be included:
 - 7.2.1. Procuring entity/government department/state owned company.
 - 7.2.2. Tender/bid number.
 - 7.2.3. Closing date.
 - 7.2.4. Item(s) for which the exemption is being requested for.
 - 7.2.5. Description of the goods, services or works for which the requested exemption item will be used and the local content that can be met.
 - 7.2.6. Reason(s) for the request.
 - 7.2.7. Supporting letters from local manufacturers and suppliers.

NB – Exemption letters are tender specific and applications are not transferrable.

- 7.3. The turnaround time in response to exemption letters for all designated products is five working days with the exception of rail and boats/vessels which is seven working days.
- 7.4. Request for exemption letters are to be directed to:

Dr Tebogo Makube

Chief Director: Industrial Procurement

Tel: 012 394 3927

E-mail: tmakube@thedti.gov.za

- 7.5. The turnaround time in response to textile, clothing, leather and footwear exemption letters request is two working days and requests are to be directed to:

Patricia Khumalo Tel: 012 394 1390

E-mail: khumaloP@thedti.gov.za

17. Standard Conditions of Tender

The SLA will be signed with the winning bidder and this will be stipulate the terms of the contract.

18. Special Conditions of this RFP

1. Bidder to take note that the award of the RFP may be subject to price negotiation with the preferred bidder and that this bid is subject to the PP Regulations of 1 April 2017.
2. Additionally, Regulation 13(c) of the Bidder Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a Bidder or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Bidder Finance Management Act.
3. As this regulation prohibits Bidder service employees from conducting business with an organ of state; either in a personal capacity or as a director of a private or Bidder company, non-compliance with this regulation will lead to automatic disqualification of a bid.
4. The TASEZ will not pay commission to the successful bidder regardless of the subcontracting conditions.
5. The TASEZ reserves the right – without prejudice and limitations to its any other rights and privileges in law:
 - 5.1. Not to appoint a Bidder and is also not obliged to provide reasons for the rejections of any proposal;
 - 5.2. To request further information from any Bidder after the closing date, for clarity purposes;
 - 5.3. To carry out site inspections, product evaluations or explanatory meetings to verify the nature and quality of the services offered by the Bidder, whether before or after adjudication of the responses received;
 - 5.4. To correct any mistakes at any stage of the RFP process that may have been in the RFP documents or occurred at any stage of the RFP process;
 - 5.5. To award this RFP to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000);
 - 5.6. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering

the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s);

- 5.7. To accept part of a RFP rather than the whole RFP;
- 5.8. To correct any mistakes at any stage of the RFP that may have been in the RFP documents or occurred at any stage of the RFP process;
- 5.9. To cancel and/or terminate the RFP process at any stage, including after the Closing Date and/or after quotations have been evaluated and/or after the preferred bidder(s) have been notified of their status as such; and
- 5.10. Award to multiple Bidder based justifiable reasons including but not limited to the bidder's expertise, the complexity of the scope per bidder, any on the bidder's size and TASEZ's geographic consideration.

19. Misrepresentation During the Lifecycle of the Contract

1. The Bidder should note that the terms of its proposal will be incorporated in the proposed contract by reference and that TASEZ relies upon the Bidder' response as a material representation in making an award to a successful Bidder and in concluding an agreement with the Bidder.
2. It follows therefore that misrepresentations in the proposal may give rise to service termination and a claim by TASEZ against the Bidder notwithstanding the conclusion of the Service Level Agreement (SLA) between TASEZ and the Bidder for the provision of the service in question.
3. In the event of a conflict between the Bidder' proposal and the SLA concluded between the parties, the SLA will prevail.

20. Preparation Costs

1. The Bidder will bear all its costs in preparing, submitting, and presenting any response to this RFP and all other costs incurred by it throughout the RFP process.
2. Furthermore, no statement in this RFP will be construed as placing TASEZ or its employees under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Bidder in the preparation of their response to this RFP.

21. Indemnity

If a Bidder breaches the conditions of this RFP and, as a result of that breach, TASEZ incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the RFP process and/or enforcement

of intellectual property rights or confidentiality obligations), then the Bidder indemnifies and holds TASEZ harmless from any and all such costs which TASEZ may incur and for any damages or losses TASEZ may suffer.

22. Precedence

This document will prevail over any information provided whether oral or written, unless such written information provided, expressly amends this document by reference.

23. Limitation Of Liability

A Bidder participates in this RFP process entirely at its own risk and cost. TASEZ shall not be liable to compensate a Bidder on any grounds whatsoever for any costs incurred or any damages suffered because of the Bidder' participation in this RFP process.

24. Tax Compliance

1. It is essential to ensure that persons conducting business with the State are tax compliant at the time of awarding of price proposals or competitive bids. No price quotations or competitive bids shall be awarded to businesses or persons who are not tax compliant.
2. The successful Bidder will be notified of their non-compliance statutes in writing and will have seven (7) working days to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement to meet their outstanding tax obligations. The Bidder should thereafter provide the procurement officer with proof of their tax compliance status which will be verified by the procurement office via the CSD.
3. TASEZ reserves the right to withdraw an award made, or cancel a contract concluded with a successful Bidder if it is established that such Bidder has submitted a fraudulent Tax Clearance Certificate to TASEZ, or whose verification against the Central Supplier Database (CSD) proves non-compliant.
4. TASEZ further reserves the right to cancel a contract with a successful Bidder if such Bidder do not remain tax compliant for the full term of the contract.

25. RFP Defaulters and Restricted Suppliers

1. No contract shall be awarded to a Bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of RFP Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers.

2. TASEZ reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a Bidder has been blacklisted with National Treasury by another government institution.

26. Governing Law

South African law governs this RFP and the RFP response process. The Bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this RFP, the RFP itself and all processes associated with the RFP.

27. Confidentiality

1. Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this RFP will be disclosed by any Bidder or other person not officially involved with TASEZ's examination and evaluation.
2. No part of the RFP may be distributed, reproduced, stored, or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a response. This RFP and any other documents supplied by TASEZ remain proprietary to TASEZ and must be promptly returned to TASEZ upon request together with all copies, electronic versions, excerpts, or summaries thereof or work derived there from.
3. Throughout this RFP process and thereafter, Bidder must secure TASEZ's written approval prior to the release of any information that pertains to the
4. potential work or activities to which this RFP relates; or
5. the process which follows this RFP.
6. Failure to adhere to this requirement may result in disqualification from the RFP process and civil action.

28. Legislative Frameworks of the RFP

1. As TASEZ is established within the laws associated with all other SEZ's under the dtic's SEZ Programme, its development, management and operations have (as a minimum) to comply with the requisite and relevant provisions of the SA Constitution (41(1)h & 288), the PFMA (49(3)), Treasury Regulations (16A6.5 & 16A6.6), the FIDPM Note 3 of 2019/2020 and the IDMS. Additionally, TASEZ must comply with the following:

1.1. Tax Legislation

- 1.1.1. It is a condition of this RFP that the tax matters of the successful Bidder are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Bidder' tax obligations.
- 1.1.2. The tax compliance status requirements are also applicable to foreign Bidder/ individuals who respond to the RFP.
- 1.1.3. It is a requirement that Bidder grant written confirmation when submitting their response that SARS may on an ongoing basis during the tenure of the contract disclose the Bidder' tax compliance status and by submitting a response to this RFP such confirmation is deemed to have been granted.
- 1.1.4. Bidder are required to be registered on the Central Supplier Database and TASEZ shall verify the Bidder' tax compliance status through the Central Supplier Database.

1.2. Procurement Legislation

- 1.2.1. TASEZ has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Bidder Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

29. Supplier Due Diligence

TASEZ reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

30. Requirements After Award

The following process will be followed **Two Weeks (14 Days)** after contract award: -

1. Kick Off Meeting
2. Submission of the following Documents before commencement of the works
 - 2.1. SHE File as per the attached TASEZ SHE Specification
 - 2.2. Quality File
 - 2.3. Qualification of Key Personnel if changed from the bid submission.