



TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE

AFRICA'S FIRST AUTOMOTIVE CITY

REQUEST FOR QUOTATIONS	
RFQ Description:	Provision of Directors liability for a period of 12 months to TASEZ
RFQ Number:	TASEZ/RFQ 013/2022
Closing Date:	14/04/2022
Closing Time:	12h00
RFQ Validity Period:	90 Days
Compulsory Briefing: Yes ☐ No ☒	Compulsory Briefing Session Details: Date: Time: Venue:
TASEZ Enquiry Details:	
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Delivery Address:	The Procurement Officer Tshwane Automotive Special Economic Zone Automotive Supplier Park 30 Helium Road Rosslyn Ext 2

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1. Introduction

Tshwane Automotive Special Economic Zone (TASEZ) was established and registered in terms of the Companies Act No 71 of 2008. The TASEZ has three Funders, the Gauteng Provincial Government (GPG), the City of Tshwane Metropolitan Municipality (CoT) and the Department of Trade, Industry and Competition (the dtic). T The TASEZ is the Operator of the Tshwane Automotive Special Economic Zone in terms of the Special Economic Zone Act 16 of 2014, (SEZ Act) The SEZ is established for the purpose of accommodating mainly the automotive component manufacturers that will supply the Ford Motor Company. It is also aimed at offering a diversity of appropriate land uses and other economic activities.

This document covers the general, technical, and all other requirements related to the provision of director's insurance. The responsibility lies with the Bidder to determine and provide not mentioned in this document but are necessary for the successful insurance cover of TASEZ directors and prescribed/key officers

2. Invitation to Submit a Quotation

TASEZ hereby invites quotations from suitably qualified Bidders to provide Directors liability Insurance services to **Tshwane Automotive Special Economic Zone (TASEZ)**.

The project shall include the provision of Directors Liability Insurance services to TASEZ for a **period of 12 months.**

The Scope of Work is detailed in Clause 3 below.

3. Scope of Work

Bidders to provide a quotation for the provision of TASEZ.

The quotation should include but not limited to the following: -

3.1. General Requirements

The cover for directors and or prescribed/key officers of TASEZ should include the following:

- 3.1.1.** indemnity against claims for damages for breach of professional duty, should Directors and or prescribed/key officers be personally sued in respect of claims emanating from error or omission and or negligent actions of directors and or prescribed/key officers whilst executing their official duties towards TASEZ

3.1.2. Cost of defending actions against directors and costs of personal awards against directors and or prescribed officers, where directors are held personally liable. on proviso the liability does not emanate from recklessness, acting without authority, insolvent trading, willful misconduct, breach of trust, contravention of legislation, and acting to defraud creditors employees, and or shareholders.

3.1.3. Pricing Schedule

3.1.3.1. The Bidder shall submit the Pricing Schedule as part of the Returnable Schedules.

3.1.3.2. The Bidder shall submit a cost structure in which milestones are clearly defined and priced accordingly.

4. Submission of Responses

4.1. All submissions must be clearly marked: "For attention: Supply Chain Management" with the RFQ 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

Automotive Supplier Park

30 Helium Road

Rosslyn Ext 2

4.2. Bid documents shall only be considered when received on or before the closing date and time which is **14 April 2022** at **12h00**. **No electronic submission is allowed for this bid**. Late quotations will not be considered. RFQ documents will not be opened in Bidder; however, the results will be published on the TASEZ website.

4.3. The Bidder(s) are required to submit as follows: -

4.3.1. Option 1: Hand Delivered

Document submission will be as follows: -

4.3.1.1. One (1) Original

One original of the completed RFQ document shall be placed in a sealed envelope clearly marked: **"TASEZ/RFQ013/2022– Provision of Directors Liability Insurance Cover for a period of 12 months.**

4.3.1.2. Memory Stick – No CDs will be accepted

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A copy of document shall be scanned and saved in a memory stick that will resemble the original signed hardcopy. The memory stick must be secured in the file.

4.3.2. Electronically Submission

4.3.2.1. No electronic submission will be allowed.

- 4.4.** The submission must be marked correctly and sealed for ease of reference during the evaluation process.
- 4.5.** Bidders are requested to initial each page of the RFQ document on the right-hand side at the bottom of each page.
- 4.6.** This RFQ is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
- 4.7.** No responses 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.

5. Contact and Communication

- 5.1.** All communication and enquiries shall be in writing (via email), to the following email address, luciab@tasez.co.za. TASEZ will communicate with all Bidders where clarity regarding this RFQ is sought.
- 5.2.** Clarification questions from Bidders will be closed **FIVE (5) DAYS** before date of closure of the RFQ.
- 5.3.** Any communication to an official in respect of the RFQ between the closing date and the award of the contract by the Bidders is prohibited.
- 5.4.** If a Bidders finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by TASEZ (other than minor clerical matters), the Bidders 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).
- 5.5.** Any actual discrepancy, ambiguity, error, or inconsistency in the RFQ or any other information provided by TASEZ will, if possible, be corrected and provided to all Bidders without attribution to the Bidders who provided the written notice.

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

6. Late Submission

- 6.1. Late responses to the RFQ will not be accepted.
- 6.2. All dates and times in this RFQ are in accordance with the South African standard calendar and time.
- 6.3. Any time or date in this RFQ is subject to change at TASEZ's discretion. The establishment of a time or date in this RFQ does not create an obligation on the part of TASEZ to take any action or create any right in any way for any Bidders to demand that any action be taken on the date established.
- 6.4. The Bidders accepts that, if TASEZ extends the deadline for the RFQ submission (the closing date) for any reason, the requirements of this RFQ otherwise apply equally to the extended deadline.

7. Instruction to Bidders

7.1. Price Declaration Form

- 7.1.1. It is mandatory to indicate the total RFQ price as requested above. This price must be the same as the total RFQ price in the pricing schedule. Should the total RFQ prices differ, the one indicated above shall be considered the correct price.
- 7.1.2. The following must be noted:
- 7.1.2.1. All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
 - 7.1.2.2. All prices must be firm and fixed from the RFQ closing date and for the duration of the contract.
 - 7.1.2.3. All Bidders must cost according to the costing template provided or this will lead to disqualification.
 - 7.1.2.4. The cost of delivery, labour etc. must be included in the quotation.
 - 7.1.2.5. Preference will be given to respondents who comply with the TASEZ's Procurement Policy & Procedures. Bidder Finance Management Act (PFMA) shall apply.
 - 7.1.2.6. The Bidders must have a minimum B-BBEE status level of contributor 3 or higher.
 - 7.1.2.7. 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 B-BBEE 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.

- 7.1.2.8. The empowerment and development objectives (30% SMME Involvement) will be controlled by implementing the procedure listed in 4.1.7 above, where the Bidder in terms of the Amended B-BBEE Codes is a Generic Entity (Turnover of over R50 mil).
- 7.1.2.9. 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.
- 7.1.2.10. Proof of registration with Treasury's Centralised Supplier Database (CSD) not older than **three (3) months** old.
- 7.1.2.11. TASEZ will only award the tender to a Bidder who is tax compliant. The tax compliance status of the Bidders will be verified through CSD and SARS website via the provided pin. The prospective Bidders must ensure that they are Tax Compliant throughout the validity period of the bid in review.
- 7.1.2.12. Bidders 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.
- 7.1.2.13. Bidder 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 Bidders 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.
- 7.1.2.14. Request for Quotation (RFQ) documents can be downloaded from the TASEZ's website: www.tasez.co.za from **12h00 on 16 March 2022** No hard copies of the RFQ Document will be made available by the TASEZ to the Prospective Bidders.

7.2. Tender Returnables Requirements

Bidders shall submit all tender returnables documents as indicated in the **Table 1** below for evaluation purposes. Failure to submit these documents by the Bidder shall be regarded as non-responsive / mandatory non-performance / non-compliance and the Bidder's submission shall be disqualified.

7.2.1. Tender Returnables Requirements

Table 1: Tender Returnables Requirements to be submitted for Evaluation.

Document that must be Submitted	Returnables for the RFQ
Company Registration Documents	The Bidder to submit their proof of registration with CIPC
Tax Pin	The Bidder must submit a valid Tax Pin
B-BBEE EME – Sworn Affidavit QSE – SANAS Accredited	Bidders must submit valid B-BBEE Certificates or Sworn Affidavits. Trusts, Consortiums or Joint Ventures (including unincorporated consortia and joint ventures) must submit as follows - Individual B-BBEE Certificate - Consolidated B-BBEE Certificate for the Trust, Consortium, Joint Venture indicating the B-BBEE level for the Organisation.
SBD 1 – Invitation to Bid	Fully complete and sign SBD 1 form. In case of a Joint Venture / Consortium, a separate SBD 1 form in respect of each party to the JV must be completed and submitted.
Letter of Intent to enter into Joint Venture / Consortium	Signed Letter of Intent or agreement to enter into Joint Venture / Consortium. To be signed by all parties in the JV (where applicable).
Letter of Authority for JV / Consortium	Authority of Lead Partner to sign JV / Consortium documents. To be signed by all parties in the JV (where applicable).
SBD 4 – Declaration of Interests	Fully complete & sign the supplied document. In case of a Joint Venture / Consortium, a separate declaration of interest form in respect of each party to the JV must be completed and submitted.
SBD 6.1 – Preference Points Claim Form	Preference Points Claim Form – Fully complete and sign the supplied document.
SBD 6.2 – Local Content Declaration	Bidders to submit their proposed local content declaration on SBD 6.2 as attached in the Annexures of this document.

Document that must be Submitted	Returnables for the RFQ
SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices	Fully complete & sign the supplied document. In case of a Joint Venture / Consortium, a separate SBD 8 in respect of each party to the JV must be completed and submitted.
SBD 9 – Certificate of Independent Bid Determination	Fully complete & sign the supplied document
Financial Capability to Implement the Project	Financial Instrument from a registered FSB company If equity, a letter from a financial institution should be submitted
3 years audited financial statements	Bidders to submit the 3 years Financial Statements which have been verified by auditing firms
Financial / Tariff Quotation	Completed, priced and signed financial / Tariff quotation for the solution to be implemented
Bidders Experience	Bidders must provide at least 4 references for similar projects completed within the past 5 years. (Bidder must provide proof in the form of Referral Letters and/or Completion Certificate. All these must have been issued and signed by the Bidders' client on their company letterheads. Contact details of the client shall be in the documents to allow TASEZ to conduct verifications or reference checks.

8. Evaluation of Bids

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

8.1. Responsiveness Assessment

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

8.1.1. Stage 1 – Administrative Requirements Criteria

This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table 2** below. No points or score will be allocated in criteria. **Noncompliance with any of these Administrative Requirements may result in disqualification.**

Table 2: Administrative Requirements

Description	Compliant	Non-Compliant
1) Company Registration Documents		
2) Valid Tax Clearance Certificate		
3) Valid CSD report (Not older than three months)		
4) Valid Letter of Good Standing issued by the Department of Labour or RMA.		
5) Valid B-BBEE Certificate - Sworn Affidavit for EME - SANAS Accredited for QSE (TASEZ to verify with SANAS)		
6) Completed and Fully Signed SBD 1		
7) Completed and Fully Signed SBD 4		
8) Completed and Fully Signed SBD 6.1		
9) Completed and Fully Signed SBD 6.2 – Non-submission will lead to zero on score on BBEE		
10) Completed and Fully Signed SBD 8		
11) Completed and Fully Signed SBD 9		

8.1.2. 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.

Description	Compliant	Non-Compliant
12) FAIS Accreditation Certificate		
13) FSB Accreditation Certificate		

8.2. Stage 2 - Technical / Functionality Evaluation

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

8.2.2. 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. Bidders are required to achieve a minimum of **70 points** out of **100 points** to proceed to **Stage 3** (Price and B- BBEE).

Table 3: Company Experience

References Letters	No. of Letters	Points Claimed
Reference letters issued by the Bidders' previous client for similar service rendered on the Company's Letterhead. The letters should have contactable references. The Bidders must have rendered similar service in nature to the required scope.	3+ References of similar completed project	40
	3 References of similar completed project	30
	2 References of similar completed project	20
	1 Reference of similar completed project	10
	No reference provided	0
Total Points Claimable		40

Table 4: Key Resources Experience (Bidders to attach key resource cv)

Key Resources Experience	Years of Experience	Points Claimed
1) Project Manager /New Business Manager	Above 5 years	10
	5 -4 Years	5
	3 Years	2
	Less than 3	0
Total Points Claimed		10

Table 4: Key Resources Qualifications (Bidders to attach key resource qualifications)

Key Resources Qualifications	Qualifications	Points Claimed
1) Project Manager /New business Manager RE 1, RE 5, and FIAS Compliance 120 points	All qualifications	10
	Less 1 qualification	5
	Less 2 qualifications	2
Total Points Claimed		10

Table 5: Project Implementation Methodology

Project Implementation Methodology Requirements	Level of Details	Points Claimed
Bidders must submit a draft Project Execution Methodology that is specific to this scope of works. The methodology must address the following Bidders will be required to demonstrate their capabilities in accordance with the listed points above.	Excellent	40
	Good	30
	Fair	20
	Poor	10
	Very Poor	0
Total Points Claimed		40

8.3. Stage 3 – Price and B-BBEE

Bidders must fully complete the Pricing Schedule in **Table 15** below. 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. Bidders to submit 3 years audited financial statements.

9. Validity Period of the RFQ

The validity period of this RFQ shall be **90 days** from the closing date.

10. Duration of the Contract

The contract shall be **12 months** with an option to renew. Bidders to indicate their duration in the quotation.

11. Pricing Schedule

Bidders must complete the Pricing Schedule for all resources included. The bid will be evaluated on the 80/20 principle.

The prices offered must be fixed and firm for the duration of the contract.

RFQ No: TASEZ/RFQ013/2022: Provision of Directors liability Insurance services for Tshwane Automotive Special Economic Zone (TASEZ) for a Period of 12 Months.

Bidders Name: _____

Price Offer: _____

Table 6: Price Schedule

Item	Unit	Quantity	Rate	Amount

12. Form of Offer and Acceptance

Project Title	Provision of Directors liability insurance cover at Tshwane Automotive Special Economic Zone (TASEZ)
RFQ Number	RFQ013_2022

12.1. 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 contractor 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.

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 contractor 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

12.2. 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 contractor 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:

12.2.1. 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 contractor) 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 organization)

Name and Signature

of Witness Date

12.3. 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 contractor) 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

13. Record of Addendum to the Bid Documents

Project Title		Provision of Directors Liability Insurance Service to Tshwane Automotive Special Economic Zone (TASEZ)	
RFQ Number		RFQ015_2021	
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 intoaccount 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:

14. 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	Provision of Directors liability Insurance cover to Tshwane Automotive Special Economic Zone (TASEZ)
RFQ Number	FRQ015_2021

Page	Clause /Item	Quotation
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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:

15. Resolution for Signatory

CERTIFICATE OF AUTHORITY FOR 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.

Provision of Directors liability Insurance cover for a period of 12 months to TASEZ

Document No: TAS-SC-RFQ02

Revision No: 00

Effective Date: June 2021

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):

16. 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	Provision of Directors liability insurance cover for TASEZ for 12 months		
RFQ Number	RFQ015_2021		
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:

17. Schedule of Proposed Sub-Contractors

Project Title	Provision of Directors liability insurance cover for TASEZ for 12 months
RFQ Number	RFQ015_2021
We notify you that it is our intention to employ the following Subcontractors for work in this contract. The Subcontractors will all be CIDB registered and their CIDB Registration number shall be submitted below. This should also be declared on SBD 6.1 form. If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed subcontractors 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.	

--

We confirm that all subcontractors who are or to be contracted are registered on Central Supplier Database (CSD).

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

18. SBD 1 Form

PART A: INVITATION TO BID

You are Hereby Invited to Bid for Requirements of the (Name of Department/ Bidder Entity)					
Bid Number:	TASEZ/RFQ013/2022	Closing Date:	14/04/2022	Closing Time:	12h00
Description:	Provision of Directors liability insurance cover for TASEZ for 12 months				
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):

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Provision of Directors liability Insurance cover for a period of 12 months to TASEZ

Document No: TAS-SC-RFQ02
Revision No: 00
Effective Date: June 2021

Tshwane Automotive Special Economic Zone (Main Gate)			
Automotive Supplier Park			
30 Helium Road. Rosslyn Ext 2			
THE BID BOX IS AVAILABLE BETWEEN: 08h00 – 16h00 Weekdays.			
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]	☐ Yes ☐ No	B-BBEE Status Level Sworn Affidavit	☐ Yes ☐ 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	☐	An Accounting Officer as Contemplated in the Close Corporation Act (CCA)	
	☐	A Verification Agency Accredited by the South African Accreditation System (SANAS)	
	☐	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?	☐ Yes ☐ No [If Yes Enclose Proof]	Are you a Foreign Based Supplier for the Goods / Services / Works Offered?	☐ Yes ☐ 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	Lucia / Hlamulo
Telephone Number	012 564 3174	Facsimile Number	012 564 3174
Facsimile Number	N/A	E-Mail Address	luciab@tasez.co.za
E-Mail Address	luciab@tasez.co.za		

PART B: TERMS AND CONDITIONS FOR BIDDING

1. Bid Submission:

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Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.

All bids must be submitted on the official forms provided– (not to be re-typed) or online.

Bidders must register on the central supplier database (CSD) to upload mandatory information namely: (business registration/ directorship/ membership/identity numbers; tax compliance status; and banking information for verification purposes). B-BBEE Certificate or Sworn Affidavit for B-BBEE must be submitted to bidding institution.

Where a bidder is not registered on the CSD, mandatory information namely: (Business Registration/ Directorship/ Membership / Identity Numbers; Tax Compliance Status may not be submitted with the bid documentation. B-BBEE Certificate or Sworn Affidavit for B-BBEE must be submitted to bidding institution.

This bid is subject to the preferential procurement policy framework act 2000 and the preferential procurement regulations, 2017, the general conditions of contract (GCC) and, if applicable, any other legislation or special conditions of contract.

2. Tax compliance requirements

Bidders must ensure compliance with their tax obligations.

Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.

Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za

Bidders may also submit a printed TCS together with the bid.

In bids where consortia / joint ventures / sub-Bidders are involved; each party must submit a separate proof of TCS / Pin / CSD Number.

Where no TCS is available, but the bidder is registered on the central supplier database (CSD), a CSD Number must be provided.

3. Questionnaire to Bidding Foreign Suppliers

Is The Bidder a Resident of the ReBidder of South Africa (RSA)? ☐ Yes ☐ No

Does the Bidder have a Branch in the RSA? ☐ Yes ☐ No

Does the Bidder have a Permanent Establishment in the RSA? ☐ Yes ☐ No

Does the Bidder have any Source of Income in the RSA? ☐ Yes ☐ No

If the answer is "no" to all of the above, then, it is not 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: _____

PART C: 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.

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Section 8: The attached SBD 8 must be completed for each tender and be attached as a requirement.

Section 9: The attached SBD 9 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 Service that my / our tax matters are in order;
- ii) Confirms that 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 Bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of 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

19. SBD 4 Form

DECLARATION OF INTEREST

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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 quotation). 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 –
 - a) 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);
 - b) any municipality or municipal entity;
 - c) provincial legislature;
 - d) national Assembly or the national Council of provinces; or
 - e) Parliament.
 - 2.6.3. ²“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 **YES / NO**

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?

2.11.1. If so, furnish particulars.

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

2.12. Are you, or any person connected with the bidder, YES / NO
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?

2.12.1. If so, furnish particulars.

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

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

2.13.1. If so, furnish particulars:

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

Table 7: Full details of Directors / Trustees / Members / Shareholders.

Full Name	Identity Number	Personal Reference Number	Tax 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

20. SBD 6.1 Form

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B- BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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 B-BBEE Points
 - 1.2.1. If the value of this bid does not exceed **R50 000 000.00** (all applicable taxes included), the **80/20** preference point system shall be applicable; or
 - 1.2.2. If the value of this bid exceeds **R50 000 000.00** (all applicable taxes included), the **90/10** preference point system will be applicable.
- 1.3. Points for this bid shall be awarded for:
 - 1.3.1. Price; and
 - 1.3.2. B-BBEE Status Level of Contributor.
- 1.4. The maximum points for this bid are allocated as follows:

Table 8: Price and B-BBEE Points Allocations

Description	Points
Price	
B-BBEE Status Level of Contributor	
Total points for Price and B-BBEE must not exceed	100

- 1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. Definitions

- 2.1. "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. "B-BBEE status level of contributor" means the B-BBEE status of an entity 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;
- 2.3. "Bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or quotations;
- 2.4. "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5. "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;
- 2.6. "functionality" means the ability of a Bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7. "Prices" includes all applicable taxes less all unconditional discounts;
- 2.8. "Proof of B-BBEE status level of contributor" means:
 - 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
 - 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. "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;

2.10. "Rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

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 B-BBEE Status Level of Contributor

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:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-Compliant Contributor	0	0

5. Bid Declaration

5.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE Status Level of Contributor Claimed in Terms of Paragraphs 5.

- 5.2. B-BBEE Status Level of Contributor: ____ . ____ = ____ (maximum of 10 or 20 points)
- 5.3. (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. Sub-Contracting

6.1. Will any portion of the contract be sub-contracted? (Tick applicable box)

YES		NO	
-----	--	----	--

6.1.1. If yes, indicate:

6.1.1.1. What percentage of the contract will be sub-contracted 30 %

6.1.1.2. The name of the sub-contractor
.....

6.1.1.3. The B-BBEE status level of the sub-contractor
.....

6.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

6.1.2. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	✓	✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		

--

Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

7. Declaration with Regard to Company / Firm

7.1. Name of Company / Firm:

7.2. VAT Registration Number:

7.3. Company Registration Number:

7.4. Type of Company / Firm

- ☐ Partnership / Joint Venture / Consortium
- ☐ One person business / sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

7.5. Describe Principal Business Activities

.....

.....

.....

.....

7.6. Company Classification

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g., transporter, etc.

[TICK APPLICABLE BOX]

7.7. Total number of years the company/firm has been in business:

- 7.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs
- 7.9. 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- 7.9.1. The information furnished is true and correct;
- 7.9.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 7.9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs
- 7.9.4. 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- 7.9.5. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- 7.9.5.1. disqualify the person from the bidding process;
- 7.9.5.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- 7.9.5.3. 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;
- 7.9.5.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
- 7.9.5.5. forward the matter for criminal prosecution.

Witnesses

1.

2.

Signature

Date:

Address:

21. 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 quotations;
- 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 sub-contractors) 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 Bidder's assigning, leasing, making out work to, or employing another person to support such primary Bidder 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:

No.	Description of Service / Works / Goods	Unit (e.g., m ² , m ³ , ton,etc.)	Qty	Stipulated Minimum Threshold
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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.

- 4.2. The relevant rates of exchange information is accessible on www.reservebank.co.za.
- 4.3. Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

(Tick applicable box)

YES		NO	
-----	--	----	--

- 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 DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.**

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

Local content declaration by Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive or Senior Member/Person with management responsibility (close corporation, partnership, or individual)

In _____ respect _____ of _____ bid _____ no.

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

NB

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

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

- a) The facts contained herein are within my own personal knowledge.
- b) I have satisfied myself that:

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

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

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

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

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

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

SIGNATURE: _____ DATE: _____

WITNESS No. 1 _____ DATE: _____

WITNESS No. 2 _____ DATE: _____

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, bidders must apply for exemption per tender. After checking with the industry, the dti 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 for 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

22. SBD 8 Form

Declaration of Bidder's Past Supply Chain Management Practices

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have –
 - 3.1. abused the institution's supply chain management system;
 - 3.2. committed fraud or any other improper conduct in relation to such system; or
 - 3.3. failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the Bidder sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the ReBidder of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.4.1	If so, furnish particulars:		

Certification

I, the undersigned (full name)

Certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

23. SBD 9 Form

Certificate of Independent Bid Determination

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - 3.1. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - 3.2. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and quotations.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - 5.1. has been requested to submit a bid in response to this bid invitation;
 - 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 5.3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder

--

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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 Bidder 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

³ 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.

24. General Conditions of Contract

24.1. The GCC shall apply.

25. Service Level Agreement

25.1. Upon award TASEZ and the successful Bidders will conclude a Service Level Agreement (SLA) regulating the specific terms and conditions applicable to the services being procured by TASEZ.

25.2. TASEZ reserves the right to accept or reject any or all amendments or additions proposed by a Bidders if such amendments or additions are unacceptable to TASEZ or pose a risk to the organisation.

26. Special Conditions of this RFQ

26.1. Bidders to take note that the award of the RFQ may be subject to price negotiation with the preferred bidder and that this bid is subject to the PP Regulations of 1 April 2017.

26.2. 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.

26.3. 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.

26.4. The TASEZ will not pay commission to the successful bidder regardless of the subcontracting conditions.

26.5. The TASEZ reserves the right – without prejudice and limitations to its any other rights and privileges in law:

26.5.1. Not to appoint a Bidders and is also not obliged to provide reasons for the rejections of any quotation;

26.5.2. To request further information from any Bidders after the closing date, for clarity purposes;

26.5.3. To carry out site inspections, product evaluations or explanatory meetings to verify the nature and quality of the services offered by the Bidders, whether before or after adjudication of the responses received;

- 26.5.4.** To correct any mistakes at any stage of the RFQ process that may have been in the RFQ documents or occurred at any stage of the RFQ process;
- 26.5.5.** To award this RFQ 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);
- 26.5.6.** 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);
- 26.5.7.** To accept part of a RFQ rather than the whole RFQ;
- 26.5.8.** To correct any mistakes at any stage of the RFQ that may have been in the RFQ documents or occurred at any stage of the RFQ process;
- 26.5.9.** To cancel and/or terminate the RFQ 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
- 26.5.10.** Award to multiple bidders 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.

27. Misrepresentation During the Lifecycle of the Contract

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

28. Preparation Costs

- 28.1.** The Bidders will bear all its costs in preparing, submitting, and presenting any response to this RFQ and all other costs incurred by it throughout the RFQ process.

- 28.2.** Furthermore, no statement in this RFQ will be construed as placing TASEZ or its employees under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Bidders in the preparation of their response to this RFQ.

29. Indemnity

- 29.1.** If a Bidders breaches the conditions of this RFQ 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 RFQ process and/or enforcement of intellectual property rights or confidentiality obligations), then the Bidders indemnifies and holds TASEZ harmless from any and all such costs which TASEZ may incur and for any damages or losses TASEZ may suffer.

30. Precedence

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

31. Limitation Of Liability

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

32. Tax Compliance

- 32.1.** It is essential to ensure that persons conducting business with the State are tax compliant at the time of awarding of price quotations or competitive bids. No price quotations or competitive bids shall be awarded to businesses or persons who are not tax compliant.
- 32.2.** The successful Bidders 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 Bidders should thereafter provide the procurement officer with proof of their tax compliance status which will be verified by the procurement office via the CSD.
- 32.3.** TASEZ reserves the right to withdraw an award made, or cancel a contract concluded with a successful Bidders if it is established that such Bidders has submitted a fraudulent Tax Clearance Certificate to TASEZ, or whose verification against the Central Supplier Database (CSD) proves non-compliant.

- 32.4.** TASEZ further reserves the right to cancel a contract with a successful Bidders if such Bidders do not remain tax compliant for the full term of the contract.

33. RFQ Defaulters and Restricted Suppliers

- 33.1.** No contract shall be awarded to a Bidders whose name (or any of its members, directors, partners or trustees) appear on the Register of RFQ Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers.
- 33.2.** TASEZ reserves the right to withdraw an award, or cancel a contract concluded with a Bidders should it be established, at any time, that a Bidders has been blacklisted with National Treasury by another government institution.

34. Governing Law

- 34.1.** South African law governs this RFQ and the RFQ response process. The Bidders 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 RFQ, the RFQ itself and all processes associated with the RFQ.

35. Confidentiality

- 35.1.** 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 RFQ will be disclosed by any Bidders or other person not officially involved with TASEZ's examination and evaluation.
- 35.2.** No part of the RFQ 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 RFQ 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.
- 35.3.** Throughout this RFQ process and thereafter, Bidders must secure TASEZ's written approval prior to the release of any information that pertains to the
- 35.4.** potential work or activities to which this RFQ relates; or
- 35.5.** the process which follows this RFQ.
- 35.6.** Failure to adhere to this requirement may result in disqualification from the RFQ process and civil action.

36. Legislative Frameworks of the RFQ

36.1. 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:

36.1.1. Tax Legislation

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

36.1.2. Procurement Legislation

- 36.1.2.1. 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).

37. Supplier Due Diligence

37.1. 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.

38. Requirements After Award

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

38.1. Kick Off Meeting

38.2. Submission of the following Documents before commencement of the works

38.2.1. Designs and drawings

38.2.2. Primavera Schedule

38.2.3. Updated Project Schedule or Timeline

38.2.4. SHE File as per the attached TASEZ SHE Specification

38.2.5. Quality File

38.2.5.1. Quality Control Plans

38.2.5.2. Databook Index

38.2.6. Update Project Organogram

38.2.7. Qualification of Key Personnel if changed from the bid submission.

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Annex C

Local Content Declaration - Summary Schedule

(C7) Specified local content %

Note: VAT to be excluded from all calculations

	EU	GBP
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[illegible]

Signature of tenderer from Annex B

Date:

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Imported Content Declaration - Supporting Schedule to Annex C

[illegible]

Calculation of imported content

[illegible]

(D19) Total exempt imported value	R 0
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**This total must correspond with
Annex C - C 21**

Calculation of imported content

[illegible]

(D32) Total imported value by tenderer	R 0
--	-----

Calculation of imported content

[illegible]

(D45) Total imported value by 3rd party	R 0
---	-----

on of foreign
payments

Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange
(D46)	(D47)	(D48)	(D49)	(D50)

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

Signature of tenderer from Annex B

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

Date:

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

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Annexure C: Local Content Declaration (Annex E)- Supporting Schedule to Annex C

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Annex E

Local Content Declaration - Supporting Schedule to Annex C

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

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			R 0

(E10)	Manpower costs	(Tenderer's manpower cost)	R 0
(E11)	Factory overheads	(Rental, depreciation & amortisation, utility costs, consumables etc.)	R 0
(E12)	Administration overheads and mark-up	(Marketing, insurance, financing, interest etc.)	R 0
	(E13) Total local content		R 0
	This total must correspond with Annex C - C24		

Signature of tenderer from Annex B

Date: _____