



state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SSA/05/2026/27	CLOSING DATE:	07.05.2026	CLOSING TIME:	11:00
DESCRIPTION	PROVISION OF A HIGH-SPEED GUILLOTINE / CUTTER MACHINE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SSA Headquarters Reception					
Musanda Complex					
R50 Delmas Road					
Rietvlei, PRETORIA					
Joe Nhlanhla Street 377-JR, Rietvlei, Pretoria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	Ms. Albina Masemola				
TELEPHONE NUMBER	+27 (12) 427 4731				
E-MAIL ADDRESS	Albinam@ssa.gov.za				
THERE WILL BE NO COMPULSORY BRIEFING SESSION FOR THIS TENDER					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
CONTACT PERSON					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TOTAL BID PRICE Inc. VAT					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[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 THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 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.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

NAME AND SURNAME OF THE BIDDER:

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

DATE:

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DEFINITIONS

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

SSA	State Security Agency.
Invitation to bid	Invitation to bid comprising <ul style="list-style-type: none"> ○ The cover page and the table of content and definitions ○ Part 1 which details the Conditions of Bid; ○ Part 2 which details the Terms of Reference relating to the service ○ Part 3 which contains all the requisite bid forms and certificates; As read with GCC – General Conditions of Contract
Services	Defined services on the cover page of this invitation to bid and described in detail in the Terms of Reference;
Specifications /Terms of Reference	Specifications or terms contained in Part 3 of this invitation to bid;

PART 1
Conditions of Bid

1. BACKGROUND AND INTRODUCTORY PROVISIONS

Refer to Part 2 of this invitation to bid for background and introductory information relating to the Services and requirements to this invitation to bid.

2. OFFER AND SPECIAL CONDITIONS

2.1 Without detracting from the generality of clause below, bidders must submit a completed and signed and requisite bid forms attached as Part 3) with its bid. Bidders must take careful note of the special conditions.

2.2 **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

2.3 **It is a requirement that an original valid Tax Clearance Certificate be submitted with the bid.**

2.4 In the event that any form or certificate provided in Part 3 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS

3.1 The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2 All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.

3.4 All bids must be deposited before the closing time and date stipulated above in the bid box at the address detailed on the cover page of this invitation to bid.

4. ENQUIRIES

Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated. 2 days before close of tender will cut off enquiries.

5. COMPULSORY BID BRIEFING/SESSION

There is no compulsory briefing session for this bid.

6. TAX CLEARANCE

The bidder should submit an original valid tax clearance certificate together with the bid documentation. A pro forma application for Tax Clearance Certificate (SBD 2) is attached as Part 3– Schedule B. Bidder must take specific note of the conditions stipulated in SBD 2. Tax clearance certificate and B-BBEE certificate must be renewed every 12 months and must be submitted to Supply Chain Management.

7. PRICING

7.1 The bidder(s) must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as Part 3 – Schedule C which completed form/s must be submitted together with the bid documents.

7.2 Pricing stipulated must be **INCLUSIVE OF VALUE ADDED TAX**

7.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form Part 3 – Schedule C

8. DECLARATION OF INTEREST

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 3 – Schedule D.

9. DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder’s past supply chain management practices is attached as Part 3 – Schedule E

10. QUALIFICATIONS OF BIDDERS

Bidders must submit detailed information together with their bid and disclose the experience in the relevant trade together with present contracts. These details should be submitted together with the bid on the form attached as Part 3 – Schedule G.

11. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the bidder being a partnership, close corporation or a company all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 3 – Schedule H.

12. CONSORTIUM / JOINT VENTURE

- 12.1 It is recognized that bidders may wish to form consortia to provide the Services.
- 12.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements: -
 - 12.2.1 It shall be signed so as to be legally binding on all consortium members;
 - 12.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
 - 12.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the SSA and receive instructions for and on behalf of any and all the members of the consortium;
 - 12.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid.
 - 12.2.5 Each party to the Consortium must submit a BBBEE Status Level Verification certificate.
 - 12.2.6 Each party to the Consortium must submit an original and valid Tax Clearance Certificate.
- 12.3 Preference points will be only awarded when a consolidated BBBEE Certificate is submitted.

13. ORGANISATIONAL PRINCIPLES

The bidder should submit a clear indication of the envisaged authorized Organisational principles, procedures and functions for an effective delivery of the required Service. These details should be submitted on the form attached as Part 3 – Schedule I

14. DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT

The bidder should provide full details regarding the bidders nearest office base in the province (see Part 3 of this invitation to bid). These details should be provided on the form attached as Part 3 – Schedule J which completed form, must be submitted together with the bid.

15. FINANCIAL PARTICULARS

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 3- Schedule K.

16. PREFERENCE POINTS CLAIM FORMS

Part 3 – Schedule L contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations, 2011 to be completed and signed by the bidder to the extent applicable and returned with this bid.

17. VALIDITY

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **(150) one hundred and fifty** calendar days from the closing date and time stipulated on the front cover of this invitation to bid

18. ACCEPTANCE OF BIDS

18.1 The SSA does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Department.

18.2 The SSA reserves the right to award the bid in whole or in part.

19. NO RIGHTS OR CLAIMS

19.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the SSA. The SSA reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.

19.2 The SSA, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

20. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY

20.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" basis with the approval of the SSA.

20.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

21. ACCURACY OF INFORMATION

21.1 The information contained in the invitation to bid has been prepared in good faith. The SSA nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation,

whether as to the past or the future.

- 21.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

22. COMPETITION

- 22.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 22.2 In general, the attention of bidders is drawn to Section 4(1)(iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 22.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they are encouraged to discuss their position with the competition authorities before submitting response.
- 22.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

23. RESERVATION OF RIGHTS

- 23.1 Without limitation to any other rights of the SSA (whether otherwise reserved in this invitation to bid or under law), the SSA expressly reserves the right to:-
- 23.1.1 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;
- 23.1.2 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- 23.1.3 Reject all responses submitted by bidders and to embark on a new bid process.

24. CONDITIONS AND MINIMUM REQUIREMENTS

- 24.1 The successful bidder must have skills, experience and a proven track record to provide the required equipment, back-up services and training
- 24.2 Lease price should be all costs inclusive to allow for effective running of the equipment with the desired quality of output for a period of 5 years with the exception of media / paper costs.
- 24.3 The system / equipment proposed must meet all of the functionality requirements of the client.
- 24.4 The lease must include the option for technology upgrades on the equipment (to newer / more modern technology) on an annual basis, during the period of the lease, if such upgrade(s) proves desirable to the client
- 24.5 The successful bidder (candidate) must be prepared to undergo a vetting process and be awarded a positive vetting result for purpose of being allocated the final bid award.

- 24.6 The bidder (candidate) must be able to provide access (or make available during bid technical evaluation), within RSA, to a fully functional machine (equipment) of same make, model and specification as that offered for purpose of viewing (demonstration) of function, operation, and output.

25. SECURITY REQUIREMENTS

- 25.1 **Security clearances:** The bidder's (principal or joint venture contractor) employees and sub-Bidders **are** required at all times during the contract period to be in possession of valid security clearances to the level determined by SSA commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders.

- 25.2 The vendors shall supply and maintain a list of personnel involved on the account indicating their clearance status. Negative or failure of security clearance or vetting by the bidder bidder's employees or partners at any stage during the contracting or contract period and lack of or inability to obtain acceptable replacements by the contractor may lead to the cancellation of the contract. The Bidders and their sub-Bidders will be re-vetted for every event during the period of contracting.

26. PERIOD FOR THIS PROJECT

Delivery and full installation / commissioning of the goods should be within 06 months of the issue of the official SSA procurement order document, the project will thereafter run for a period of five years with the implementation being the date of sign-off of the successful completion of (the) delivery, installation, commissioning and training (of users).

The SSA may opt to further contract the supplier for the provision of annual maintenance services as from date of termination of warrantee.

PART 2

1. INTRODUCTION

The State Security Agency wishes to appoint a supplier to provide purchase of a high-speed guillotine / cutter machine.

This is an outright purchase of the machine, with ongoing support and maintenance contract.

2. SCOPE OF WORK

The successful bidder will be required to supply all of the following as deliverables either through direct sale (SSA purchase).

- Equipment, hardware, and software.
- Delivery, installation, testing, commissioning and operator training.
- Applicable manufacturer and distributor's warranties and guarantees,
- Service and maintenance (contract)
- 24 hour support and maintenance upon call

The offer should be based on any applicable International e.g. ISO/IEC Standard, health and safety requirements, environmental and any other applicable National Standards. Nationally recognised equivalents of these standards may also be used. All materials, fittings, accessories and apparatus shall be new. Products shall be stored in a manner that will not degrade the components during storage i.e. indoors in a controlled environment. The supplier shall also warrant that a product will be operated to the standards and specifications claimed by the manufacturer and that the product is free from any defects in materials or workmanship. The Supplier shall make technical and user documentation on all products and processes freely available.

The equipment, systems and associated services offered are to be **the same, similar, or better** than the **(minimal / minimum) specifications (features) as listed below:**

Annexure A

USER REQUIREMENT AND SUPPLY SPECIFICATION

A

<u>IMPORTANT</u>					
THIS IS AN OUTRIGHT PURCHASE OF A HIGH-SPEED GUILLOTINE / CUTTER MACHINE					
1	The procurement of a high speed guillotine machine, (AO) size (840x1188 mm) fit for purpose in line with job requirements, which include: <ul style="list-style-type: none"> ▪ Cutting of large volumes of paper for book production. ▪ Cutting of thick board (400 gsm) for folders and book covers. ▪ Trimming to size of large posters printed on large format printer. ▪ Trimming books to size after binding. 				
	Requirement		Yes / Can	No / Cannot	Detail of offer/proposal
A	Means of supply	Outright purchase with service and maintenance contract			
1.1	Nature of service required	Supply Supply of equipment and all associated peripherals.			
		Delivery Delivery (of equipment) to site On site at SSA Head-Office Musanda Complex, Delmas Road, Rietvlei, Pretoria			
		Installation Installation (of equipment) on site			
		Commissioning Commissioning (of equipment) at site			

		<p>Service</p> <p>Service equipment and systems as part of standard service maintenance.</p>			
		<p>Maintenance</p> <p>Maintenance of equipment / systems (24 Hour when / if required)</p>			
		<p>Telephonic User Support</p> <p>Telephonic user support (to operators) for functionality enquiry and advice as and when required</p>			
		<p>Operating Consumables</p> <p>Provision of all operating consumables</p>			
		<p>Warrantees and Guarantees</p> <p>Manufacturers warrantee(s) and Guarantee(s) available and valid on all equipment (and associated systems / items)</p>			
		<p>Technical Staff</p> <p>Supplier has own service technicians / technical staff which (who) will work on the equipment during all service delivery phases</p>			
1.2	Training	<p>Operator Training</p> <p>To be provided to 6 persons (max) on site as part of installation package, following final commissioning of the equipment</p>			
1.3	Technology / equipment <u>minimum</u> specifications	<p>Technical Criteria / Features</p> <p>Construction Compact and extremely sturdy cast-iron construction based on computer aided design. Strong machine</p>			

		<p>body cast in one-piece. Service friendly.</p>			
		<p>Drive Self-locking worm gear with oil bath maintenance free hydraulic clutch for best power transmission Automatic start-up of main motor by the push of a button Overload device (shear bolt).</p>			
		<p>Clamping Hydraulic clamping pressure with exact scale and stepless adjustment wide pressure ranges from 150 daN 331 lbs up to 4,500 daN 9,921 lbs two-channel safety hydraulics false plate for pressure clamp to be fixed from machine front side.</p>			
		<p>Knife and Knife Change OptiKnife: Knife change with knife fine adjustment at the lower dead centre from the front side Integrated operator guidance for knife change Uniform knife change and knife lift Electronically correction of knife thickness Material relevant electrical knives depth adjustment Illuminated working surface / optical cutting line indicator. Sturdy knife carrier guiding 2 HSS high speed steel knives in safety box 10 cutting sticks.</p>			

		<p>Measuring System and Back Gauge Control</p> <p>Highest positioning accuracy (1/100 mm) by direct measuring system DPS with pulse generator</p> <p>Free from play precision ball screw spindle with linear ball guiding of the back gauge, almost free from wear Infinitely variable, frequency controlled back gauge speed (up to 300 mm/sec 11.81 in./sec).</p>			
		<p>Table</p> <p>2 Side air tables, formica covered 1000x1000. Table blower with separate outlet for permanent air, enough capacity for machine table as well as 2 m² of air tables.</p>			
		<p>Operation</p> <p>Graphical operator guidance in different language packages (up to 9 from 34 different languages can be selected) 18,5" large integrated touchscreen Color-display TFT (high resolution).</p>			
		<p>Control specific functions PLUS.</p> <ul style="list-style-type: none"> ▪ Future-proof own developed software can be updated. ▪ The POLAR control system and software eliminate any possibility of the high-speed cutters being infected by a computer virus, thus guaranteeing maximum 			

		<p>safety and operational availability. Electronical type plate with detailed machine information.</p> <ul style="list-style-type: none"> ▪ Prepared for exchange of data with other POLAR cutters and peripheral equipment via P-Net (optional) and transfer of externally generated cutting programs (P-Net Service Compucut). ▪ 1998 programs storage capacity. ▪ Clear program administration with job number or text. ▪ Measuring system can be switched between metric (mm, cm), inches and Shaku. ▪ Production report for logging machine performance data. ▪ Integrated DIN-size listings (customer specific format listings as well). ▪ Variable clamping time before cut for optimization of the cutting quality for different material. ▪ Lay guide correction I and II. ▪ Clamping without cut, programmable. ▪ Automatic cut release of a cutting sequence (automatic knife active). ▪ Cut release by briefly tapping the cut release 			
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		<p>buttons (automatic knife prepared).</p> <ul style="list-style-type: none"> ▪ Jogging mark and ejector are programmable. ▪ Air table off via foot pedal. ▪ Repeat Calculator with operator guidance (Eltrotact). ▪ Block programming with graphical operator guidance (automatic programming). ▪ Programming during cutting. ▪ Direct measurement input with numeric keyboard. ▪ Program protection. 			
		<p>Safety Equipment</p> <p>Two-hand cut release with simultaneous control and non-repeat device. Infrared light curtain, self-checking Protection for light curtain Safety pressure (30 daN 66 lbs). Safety catches for clamping bar in case of spring break Finger protection for pressure clamp Safety catch (mechanical locking) for knife carrier to avoid lowering of the knife carrier and double stroke. Permanent surveillance of knife after running Utmost safety during knife changes through knife protection, operator guidance and special knife lift. Revolving table slot covering (table surface completely closed) Rear table guard.</p>			

		<p>Service</p> <p>Polar guarantees availability of mechanical and electronic service parts for many years. Free slots for extensions (options, networking, etc.) Control cabinet for slots (extensible and tiltable for easy access). Permanent active ventilation of control cabinet by fans Machine self-diagnosis showing inspection interval. Maintenance cut counter. Toolbox with tools, operating instruction, spare parts catalogue, hand-over certificate and wiring diagram. The machine description may change by selecting of optional equipment. Technical details are subject to alterations.</p>			
2	Demonstration within RSA	<p>Demonstration / Viewing</p> <p>Equipment as offered (same make and model) might be available within RSA for functional demonstration of operation, features, and output</p>			

3. EVALUATION PROCESS AND CRITERIA

All bids will be evaluated in terms of compliance and preference point system which comprises of the following:

3.1 Phase 1: Pre evaluation of the bid documents as per the table below:

1.1	Bid Document (This Document - All pages Completed, Initialed and signed by Bidder)
1.2	Invitation to bid (Completed and signed) (SBD 1)
1.3	Original and valid Tax Clearance Certificate as stipulated (SBD 2)

1.4	Pricing Schedules (SBD3.1) – (Refer to Part 3 Annexure A and B)
1.5	Declaration of Interest (SBD 4)
1.6	Declaration of Bidder's Past Supply Chain Management Practices Invitation to bid (SBD 8)
1.7	Certificate of Bid Determination (SBD 9)
1.8	Preference Points Claim Forms (SBD 6.1)
1.9	Qualifications and Experience - completed and signed (Schedule F)
1.10	Copy of Entity Registration Form (Schedule H)
1.11	JV or Consortium Agreement where applicable
1.12	Organisational Structure (Schedule I)
1.13	Details of Bidder's nearest office (Schedule J)
1.14	Proof of financial resources from recognized financial institution and/or latest audited financial statements signed.
1.15	Proof of CSD Registration

3.2 Phase 2: bidders will subject to scrutiny to check whether the proposals received are compliant to the conditions of the bid as well as the TOR/Specifications of the bid. Bidders who do not comply with the specification or Terms of Reference will be disqualified.

- 3.2.1 Bids will be evaluated looking at capacity of the supplier to deliver supplies at the right price, right quality, right performance and right location.
- 1.2.2 Only bids that demonstrated clearly to the SSA that the minimum requirements and specifications (Annexure A) are met (see part 2 – Conditions of Award) will be considered for further evaluation on price.
- 1.2.3 The SSA reserves the right to request and view a (the) complete and functional system as proposed by the supplier as part of its bid. This viewing will form part of its (the SSA's) functional evaluation of the technology and bid.

3.3 Phase 3: Price and B-BBEE stage evaluation in terms of the 80/20 preference point systems

The bid will be evaluated in terms of the 80/20-point system as stipulated in the Preferential Procurement Regulations, 2011. 80 points will be allocated for price and 20 points for attaining the B-BBEE status level of contributor.

The following formulae will be used in calculating points scored for price are as follows:

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

Where

- P_s = Points scored for comparative price of tender or offer under consideration
- P_t = Comparative price of tender or offer under consideration; and
- P_{min} = Comparative price of lowest acceptable tender or off

- Points scored must be rounded off to the nearest 2 decimal places.

NB: Bidders are required to, together with their bids submit original and valid B-BBEE status level verification certificates or certified copies to substantiate their B-BBEE rating claim. A bidder will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score 0 out of maximum of 20 points for B-BBEE. Total points scored will be calculated by adding points scored for price and B-BBEE Contributor Level.

3.4 Evaluation in terms of BBEE points

Bidders are required to, together with their bids submit original and valid B-BBEE status level verification certificates or certified copies to substantiate their B-BBEE rating claims. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score 0 out of maximum of 10 points for B-BBEE.

Point allocation will be done as per the below table:

B-BBEE Status Level of	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Part 3 – Schedule A

Government

Procurement

General Conditions of Contract and Special Conditions of Contracts

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions
Applicable to government bids, contracts and orders; and
- (ii) Ensure that clients familiar with the rights
and obligations of all parties involved in doing business
with government.

In this document words in the singular also mean the plural and vice versa and words in the masculine also mean the feminine and neuter.

- The General Conditions of Contract (GCC) will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

See attached

Part 3 – Schedule B
Application for Tax Clearance Certificate

TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING:-

1. It is an absolute requirement that the taxes of the successful bidder **must** be in order or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her obligations.
2. The attached form, Application for Tax Clearance Certificate (in respect of bids), must be completed by the bidder in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. That Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for 6 months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit an **original** and valid Tax Clearance Certificate at the time of submission of the bid **shall** invalidate the bid.
3. In bids where Consortia/ Joint Ventures /Sub-Contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

**APPLICATION FOR TAX CLEARANCE CERTIFICATE
(IN RESPECT OF OFFERORS)**

- 1. Name of taxpayer / bidder: _____
- 2. Trade name: _____
- 3. Identification number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 4. Company / Close Corporation registration number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 5. Income tax reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 6. VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 7. PAYE Employer's registration number
(If applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature of contact person requiring Tax Clearance Certificate:

Name: _____

Telephone Number: Code: _____ Number: _____

Address: _____

.....
.....

DATE: _____ / _____ / _____

PLEASE NOTE THAT THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND/OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE OR UNDER PAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION OF RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.

Part 3- Schedule C

PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-		Required by:
-		At:
-		Brand and model
-		Country of origin
-		Does the offer comply with the specification(s)?	*YES/NO
-		If not to specification, indicate deviation(s)
-		Period required for delivery
			*Delivery: Firm/not firm
-		Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

**Part 3 – Schedule D
Declaration of Interest**

SBD 4

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.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public 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“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 **YES / NO**
presently employed by the state?

2.7.1 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:
.....
.....
.....

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

2.7.2.1 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.

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

2.8 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**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 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**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 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**

2.10.1 If so, furnish particulars.
.....

.....
.....

2.11 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

2.11.1 If so, furnish particulars:

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

3 Full details of directors / trustees / members / shareholders.

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

4 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

Part 4 – Schedule E

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-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. 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 as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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

Js365bW

Part 3 – Schedule F
Certificate of Independent Bid Determination

SBD 9

- 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 per 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:
 - a. 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.
 - b. 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 proposals.

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:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) 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:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) 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 public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Part 3 – Schedule G
Qualifications and Experience

1. Details of the extent of the company activities and business, e.g. branches etc:

2. A list of existing and/previous contracts relating to similar services:

Description of work and value	Period		Organization	Contact Person	Contact No
	Start date	End date			

4. Details of Qualifications of the Project Manager and the Key Personnel:

Name	Designation	Qualifications

.....
SIGNATURE OF (ON BEHALF OF) COMPANY

Part 3 – Schedule H
Organisation type

PARTNERSHIP/CLOSED CORPORATION/COMPANY
(delete which is not applicable)

The bidder comprises of the following partners/members/directors :

1. NAME _____

ADDRESS : _____

ID NUMBER: _____

2. NAME : _____

ADDRESS : _____

ID NUMBER: _____

3. NAME : _____

ADDRESS : _____

ID NUMBER: _____

4. NAME : _____

ADDRESS : _____

ID NUMBER: _____

5. NAME : _____

ADDRESS : _____

ID NUMBER: _____

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

Part 3 – Schedule J
Details of Supplier’s office

1. Physical address of supplier’s office

1 Telephone No of office: _____

3 Time period for which such office has been used by supplier: _____

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

.....
NAME IN CAPITALS

In the presence of:

1. _____

2. _____

**Part 3 – Schedule K
Financial Particulars**

This schedule must be completed by the bidder and submitted together with the bid. **Documentary proof confirming availability of financial resources to execute the contract from the bidder’s financial institution and /or Audited Financial Statements must be submitted with the bid.** If this requirement is not complied with in full the bid will be considered invalid

Nature of Service: _____
 Name of bidder: _____
 Bid Number: _____

	<p><u>FINANCIAL POSITION OF BIDDER</u></p> <p>I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the SSA permission to contact the financial institution below to confirm the information provided.</p> <p>In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favourably consider such application in the event that the bidder is successful, will also satisfy the Department.</p>
NAME OF FINANCIAL INSTITUTION	
ADDRESS	
TEL.NO	
FAX NO	
CONTACT PERSON	

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

.....
NAME IN CAPITALS

In the presence of :

1. _____

2. _____

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:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE 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

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment

insurance fund contributions and skills development levies;

- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“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;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or

8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a sworn affidavit.

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	NO
-----	----

- 8.1.1 If yes, indicate:
 - i) What percentage of the contract will be subcontracted.....%
 - ii) The name of the sub-contractor.....

- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

(Tick applicable box)

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

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

9.8 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 contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution 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 –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
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state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

**Part 4 –
Schedule O**

SECURITY CLEARANCE REQUIREMENTS

DECLARATIONS

A. Does the business meet the government’s Black Economic Empowerment requirements as per the relevant industry charter?

Yes: No:

If YES Explain:

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B. Do you declare that the business is NOT a BEE front company?

Yes: No:

If NO Explain:

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C. Does the business have any associated family? Friends or business associates in the employ of the Ministry of Intelligence?

Yes: No:

If YES Explain:

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CONFIDENTIAL

D. Do any of the above mentioned in Declaration C have any financial interest in the business?

Yes: No:

If YES Explain:

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E. Do you declare that the company is currently in a stable and sustainable financial position

Yes: No:

If YES Explain:

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F. Has the business done any work for a foreign government institution intelligence agency?

Yes: No:.....

If YES Explain:

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G. Has the business or any of its principals/ employees obtained a security clearance from any foreign or local governmental institution?

Yes: No:

If YES Explain:

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CONFIDENTIAL

THE CONTENTS OF THIS DECLARATION FORM MUST BE CERTIFIED AS CORRECT

Hereby the undersigned certifies that:

1. Note is taken that the completed declaration is for official use only and will be treated as strictly **CONFIDENTIAL**.
2. The information stated in this declaration is accurate and true and note is taken that false information will have a negative effect on the security clearance of the company and its principals.
3. The signatory will be held immediately responsible for any fraudulent or incorrect information provided.

Company:

Respondents name:

I.D. number:

Position:

Date:

Signature:

SBDO

SECURITY CLEARANCE REQUIREMENTS

It is a condition of bid that the successful bidder obtains a positive security clearance by undergoing and co-operating with the vetting officers who will conduct a vetting process on both the company and the individuals who will be involved in the project.

1. In order to meet this requirement bidders are required to complete in full the attached forms:
 - a. Declarations
 - b. Security Questionnaire for Security Clearance Purposes
2. The bidder must supply all documents as outlined in "Company document requirements" with the proposal on or before the closing date or when called upon to do so within a specified period determined by the State Security Agency (SSA).
3. The level of security clearances will be determined by SSA commensurate based on the nature of the project activities the employee will be involved in.
4. The cost of obtaining suitable clearances is for the account of the vendors.
5. The vendors shall supply and maintain a list of personnel involved on the project indicating their clearance status.
6. The default requirement on security clearance is "confidential". Any other environment specified will have a "secret" security clearance requirement.
7. Non-cooperation with the vetting officers may result in a Vendor being disqualified from the bidding and/or appointment process.
8. I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 7 ABOVE SHOULD THIS DECLARATION PROVE TO BE FALSE OR FAIL TO COOPERATE DURING THE VETTING PROCESS.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder