

BID DOCUMENT

SUPPLY AND DELIVERY OF (GRADE 4 -7) CODING AND ROBOTICS KITS FOR THE FREE STATE DEPARTMENT OF EDUCATION PRIMARY SCHOOLS

PERIOD: THREE YEARS FROM DATE OF APPROVAL

BID NUMBER: E8/2023/2024

CLOSING DATE: 15 SEPTEMBER 2023

TIME: 11:00

VALIDITY PERIOD: 90 DAYS

BRIEFING SESSIONS: NO BRIEFING SESSION WILL BE CONDUCTED

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION 1

- ❖ SBD 1: Invitation to Bid
- ❖ SBD 3.1: Pricing Schedule
- ❖ SBD 4: Declaration of Interest
- ❖ SBD 5: NIP declaration
- ❖ SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022

SECTION 2

- ❖ Standard Conditions of Bid

SECTION 3

- ❖ Specification
- ❖ School lists for delivery
- ❖ Functionality Criteria

SECTION 4

- ❖ Dividers for attachments
- ❖ Joint Venture Annexure
- ❖ Checklist
- ❖ General Conditions of Contract (GCC)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SECTION 1

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	E8/2023/2024	CLOSING DATE:	15 SEPTEMBER 2023	CLOSING TIME:	11:00
DESCRIPTION:	SUPPLY AND DELIVERY OF (GRADE 4 -7) CODING AND ROBOTICS KITS FOR THE FREE STATE DEPARTMENT OF EDUCATION PRIMARY SCHOOLS				
PERIOD:	THREE YEARS FROM DATE OF APPROVAL				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT:					
N8 Gateway Office Park, Plot 22					
C/O Rudolf Greyling & AW Louw Avenue					
Estoire, BLOEMFONTEIN, 9301					
THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	K Rampai		CONTACT PERSON	TJ Tsoai	
TELEPHONE NUMBER	051-4041873		TELEPHONE NUMBER	076 0613 777	
FACSIMILE NUMBER			FACSIMILE NUMBER	051- 404 4310	
E-MAIL ADDRESS	K.Rampai@fseducation.gov.za		E-MAIL ADDRESS	TJ.Tsoai@fseducation.gov.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO 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, 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:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

.....

DATE:

.....

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 3.1

PRICING SCHEDULE – FIRM PRICES

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.....
Closing Time **11H00 on 15 SEPTEMBER 2023**

Bid number: **E8/2023/2024**

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

BID NUMBER	DESCRIPTION
E8/2023/2024	SUPPLY AND DELIVERY OF (GRADE 4 -7) CODING AND ROBOTICS KITS FOR THE FREE STATE DEPARTMENT OF EDUCATION PRIMARY SCHOOLS
QUANTITIES	Please note that the quantities indicated is an estimate. The department has the right to adjust the quantities depending on the availability of funds.
PERIOD	THREE YEARS FROM DATE OF APPROVAL
PRICE	PLEASE COMPLETE THE UNDER-MENTIONED TABLE:

Prices must be all inclusive i.e. VAT, supply, delivery, training material, own travelling costs and accommodation and logistics)
The exact quantities required per year will be determined and communicated to the appointed service provider. Quantities per year may change depending on the availability of funds.

Delivery will be done at 2 central training venues during training sessions: One in Bloemfontein and the other in Parys

Description	Estimated quantity per year	YEAR 1		YEAR 2		YEAR 3	
		Unit Price (per kit and per teacher/official)	Total Price according to estimated quantity	Unit Price (per kit and per teacher/official)	Total Price according to estimated quantity	Unit Price (per kit and per teacher/official)	Total Price according to estimated quantity
Kit 1 (3 kits per school/district)	195 (180 + 15)						
Kit 2 (2 kits per school/district)	135 (120 + 15)						
Kit 3 (1 kit per school/district)	75 (60 + 15)						
Training Costs 100 Teachers + 15 Officials							
Total for all 3 kits and training per year			R		R		R
Grand total for three years			R				

Does offer comply with specification?
If not to specification, indicate deviation(s)

 YES/NO (Make an x on your answer)

.....

Is price Firm for contract period
Delivery basis (all delivery costs **must** be included in the bid price)

 YES/NO (Make an x on your answer)

.....

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 5

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.
or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.
or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works 2 or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to

contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.

- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the

DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the

DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number Closing date:.....

Name of bidder.....

Postal address

.....

Signature..... Name (in print).....

Date.....

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 6.1

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

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI: Race: Black owned:	10 points : (1%-25% black owned= 3 points 26%-50% black owned= 5 points 51% and more black owned = 10 points)	
Promotion of enterprises located in a specific province (Free State based companies)	10 points	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - (a) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<div style="background-color: yellow; width: 100px; height: 15px; margin: 0 auto;"></div> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SECTION 2

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

STANDARD BID CONDITIONS

1. PRICING SCHEDULE (SBD 3.1)

- 1.1 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.
- 1.2 Bid prices **must** be indicated on the relevant **SBD 3.1 form** unless otherwise requested by the Department.
- 1.3 The pricing schedule **must** be completed in pen ink. **Failure to do so will invalidate your offer.**
- 1.4 Service provider must ensure correct calculations as the department will not take responsibility for incorrect prices.

2. COMPLETION AND SUBMITTING OF BID DOCUMENT

A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

- 2.1 **SBD 1:**
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.
- 2.2 **SBD 4:**
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4. Failure to complete and sign the SBD 4 may disqualify your offer.
- 2.3 **SBD 5:**
The National Industrial Participation Programme (SBD 5) should be completed in cases where it is applicable.
- 2.4 **SBD 6.1:**
The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022: Should be completed and signed by service provider if points are claimed.

B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS

- 2.5 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable and will invalidate your bid.**
- 2.6 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.
- 2.7 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

C. BID FORMS

- 2.8 The bid forms should not be retyped or redrafted.
- 2.9 Only the bid documents issued by the Department of Education Free State must be used.
- 2.10 Bid documents to be completed in full.
- 2.11 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

D. SUBMITTING OF BID DOCUMENTATION

- 2.12 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.
- 2.13 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

**Department of Education
Acquisition Management Sub-Directorate
N8 Gateway Office Park
Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire
BLOEMFONTEIN
9301**

THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3

The bid number and closing date must be clearly indicated on the sealed envelope.

- 2.14 Bidders must ensure that bids are delivered timeously to the **correct address**.
- 2.15 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.
- 2.16 Bid documents can be **downloaded** from the National Treasury eTender Publication Portal free of charge at the following address:

<http://www.etenders.gov.za>

(Click then on *Opportunities* and choose *Currently Advertised*) -

OR

<http://www.education.fs.gov.za>

(Click on Budget & Procurement and choose bids and then bid documents.)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

3. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

4. NO BRIEFING SESSION WILL BE CONDUCTED

5. FUNCTIONALITY

The Department reserves the right to request a presentation should the need arise for this bid.

****A bidder who scored less than 35 OUT OF 50 POINTS on the total functionality points will automatically be disqualified**

6. EVALUATION ON PRICE AND PREFERENCE (80/20 preference point system)

6.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

Preferential Procurement Regulation, 2022 Regulation 3.2 (a) further stipulates the following:

“If it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of— (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system. “

The following formula will be used to calculate the points for price:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.

6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit the proof as required for specific goals.

6.4 Only Bidders who have completed and signed SBD 6.1 AND who submitted the relevant proof for specific goals will be considered for preference points.

6.5 Failure on the part of the tenderer to submit proof of documentation required in terms of the tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed and will therefore be allocated zero points.

6.6 Criteria for breaking deadlock in scoring: If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

7. SPECIFIC GOALS

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

Specific goal	Total Number of Points allocated per preference point system	Documents that should be attached in order to claim points
HDI: Race: Black owned:	10 points: (1%-25% black owned= 3 points 26%-50% black owned= 5 points 51% and more black owned = 10 points)	<ul style="list-style-type: none"> Valid and original/original certified copy of accredited BBBEE certificate or valid and original/original certified copy of sworn affidavit <p>AND</p> <ul style="list-style-type: none"> Print out CSD report.
The promotion of enterprises located in the Free State province for work to be done or services to be rendered in that province: Locality: Free State based	10 points	Municipal/water/electricity account of the bidder's premises: <ul style="list-style-type: none"> The account must be in the bidders' name/Directors' name/s. The account should not be older than 3 months. <p><u>Or</u></p> <p>SIGNED Lease agreement:</p> <p>In case of lease agreement, the following should be submitted with the lease agreement:</p> <ul style="list-style-type: none"> Certified copies of invoices (from Lessor) for the last three consecutive months; and Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

8. JOINT VENTURE

- 8.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a **joint venture agreement should be submitted together with the bid. Kindly complete attached Joint Venture Annexure (if you bid as a Joint Venture).**
- 8.2 **Failure to submit a Joint Venture agreement that are signed by all the parties in the Joint Venture/Consortium will render the bid non-responsive and your offer will be disqualified.**
- 8.3 Individual entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD.
- 8.4 It is expected that a joint venture/consortium should open a joint bank account (proof of the bank account should be submitted after awarding) within 30 days after the awarding of the contract.
- 8.5 A Joint Venture or consortium must submit a consolidated B-BBEE status level verification certificate/sworn affidavit for every separate bid and to claim points for specific goals.

9. PAYMENT TO SUPPLIERS

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

10. LEGISLATION / LAWS

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

11. VALIDITY PERIOD OF BID

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents (**90 DAYS**) and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

12. QUANTITIES

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availability of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities. Where quantities are specified, "as required" the quantities will be ordered as and when needed.

13. SPECIFICATION – BIDDERS RESPONSE

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

14. QUALIFICATIONS OF BIDDERS

- 14.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.
- 14.2 The department will disqualify any bid from a bidder whose name appears on the national list of restricted bidders/suppliers/persons.
- 14.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.
- 14.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

15. COMPLIANCE TO CONTRACT

- 15.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.
- 15.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

16. JOB CREATION

- 16.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.
- 16.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid:

- 16.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid:

- 16.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES ☐ NO ☐ [TICK APPLICABLE BOX]

17. CENTRAL SUPPLIER DATABASE (COMPULSORY)

Please note that bidders should be registered on the Central Supplier Database.

PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

18. LOCAL CONTENT

Service providers are encouraged to make use of local production and local content.

19. MAXIMUM DELIVERY PERIOD

As indicated in specification.

20. PENALTIES

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

21. SUCCESSFUL BIDDERS

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensure that the income tax number and VAT number (where applicable) are indicated on the Invoice.

**22. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED
A GOVERNMENT EMPLOYEE MUST NOT HAVE A BUSINESS INTEREST IN ANY ENTITY
CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.**

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

23. VALID TAX MATTERS

It is a requirement that the Tax matters of the successful contractor/s are in order when awarded a project.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

24. SUPPLIER DUE DILIGENCE

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

25. DECLARATIONS

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

26. THE BIDDER MUST COMPLETE THE FOLLOWING:

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I _____ in my capacity as _____ of
_____(Company), hereby certifies that I take note and accept the
above-mentioned Standard Conditions, Special Conditions of the Contract and the General
Conditions of a Contract. I further declare that the information submitted is correct.

SIGNATURE

Contact person of company: _____

Tel. of company: (____) _____

Fax of company: (____) _____

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SECTION 3

- SPECIFICATION
- SCHOOL LIST
- FUNCTIONALITY

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SPECIFICATION AND SCHOOL LIST

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SPECIFICATIONS FOR SUPPLY AND DELIVERY OF (GRADE 4 - 7) CODING AND ROBOTICS KITS FOR THE FREE STATE DEPARTMENT OF EDUCATION PRIMARY SCHOOLS

SPECIFICATIONS

The Free State Department of Education as part of its strategy to strengthen and expand the Technical Vocational Stream, introduced the Robotic League in grade 4 - 7. The intent is to procure a number of Robotics Kits with specifications described below that will be disclosed to the successful provider.

The successful service provider will be expected to train 100 teachers, 15 Subject Advisors and Provincial Subject Coordinators as part of the support Team for the program for the utilisation of the procured resources at a central point. The duration of the training will be one session of 3 days each. Training will take place in the first year, second and third year of the contract for 100 participants. The specific timeframes and other logistics with regard to training will be communicated with the successful service provider. The catering, venue and teacher accommodation will be provided by the department.

Each training session must have Participants and Facilitator manuals as a soft and hard copy.

Each Robotic kit must have at the following minimum specifications:

Kit 1 (FOCUS ON STRUCTURES & MOTIONS)

- Plates and blocks
- Motorized Controller
- Ability to be configured in at least 100 different robots (Provide a manual per kit)
- Be usable across multiple platforms (Windows, IOS & Android devices)
- Programmable Controller
- Ability to be configured using different Sensors
- Be network Capable (WiFi, BlueTooth, Data, USB)
- Screws and Nuts
- Programmable Motors
- LED Module
- Battery and power operated
- Set of appropriate batteries per kit
- Be able to capture and output sound
- Ability to be configured for environmental conditions (temperature, weather, light, color)
- Accompanying APPs for offline support & configurations
- Use programming multiple programming languages (open sources, C and its variants)
- Allow for extension, addition, creativity & innovation

Kit 2 (FOCUS ON STRUCTURES, MOTION, CODING & COLLABORATION – Laptops, Cellphones and Tablets: NB. Laptops, Cellphones & Tablets not to be provided by the supplier)

- Plates and blocks
- Motorized Controller
- Ability to be configured in at least 120 different robots
- Be usable across multiple platforms (Windows, IOS & Android devices)
- Programmable Controller
- Ability to be configured using different Sensors

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- Be network Capable (WiFi, BlueTooth, Data, USB)
- Screws and Nuts
- Programmable Motors
- LED Module
- Infrared Module
- Gyroscope module(angles, acceleration, vibration, rotation)
- Remote Controller
- Battery and power operated
- Set of appropriate AA batteries per kit
- 1 set of rechargeable batteries per kit
- Be able to capture and output sound
- Ability to be configured for environmental conditions (temperature, weather, light, color)
- Accompanying APPs for offline support & configurations
- Use multiple programming languages (open sources, C and its variants)
- Allow for extension, addition, creativity & innovation
- Ability to be CODE using scratch, and advance programming languages like C, C++,

Kit 3 (FOCUS ON CLASS ACTIVITY IN THAT, ASSEMBLY IS IN SECONDS – INTEGRATION WITH 4TH INDUSTRIAL REVOLUTION ELEMENTS (3D PRINTING & Internet of Things - IoT)

- Modular (each item can work independently of each other)
- Ability to be configured in at least 200 different robots when incorporating 3D & IoT
- No screws and nuts (uses magnet for configuration)
- Batteries using USB ports for data
- Independent network module (Wi-Fi, BlueTooth, Data)
- Infrared module for proximity
- Mic module for audio input
- Environmental module (temperature, humidity, illuminance, colors)
- Speed measurement module (velocity & rotational angle measurement)
- Status change detection Module
- Gyroscope module (angles, acceleration, vibration, rotation)
- Ultrasonic module
- LED module
- Speaker module
- Programmable motor controller module
- Display module
- Use modular coding and advance programming languages like C variants
- Innovation is limitless on integration with 3D and IoT

SPECIAL CONDITIONS:

- The Free State Department of Education will invite shortlisted companies to come and demonstrate the required Robotics Kits with all the contents.
- Only 1 Service Provider will be appointed.
- Bidder must quote on all items (Kit 1, Kit 2 and Kit 3 for the 3 years). Failure to quote on all items will disqualify the bidder.
- At least 1 year six months warranty must be applicable to each Robotics Kit.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



NB. Conditions on pricing:

- Prices must be per Robotics Kit per year.
- The kit must include all items as specified in Kit 1, Kit 2 and Kit 3.
- Prices must include delivery cost directly to training venues in Bloemfontein and Parys.
- Successful service provider will be provided with the list of schools each year.
- The exact quantities required will be determined and communicated to the successful service provider and may increase or decrease depending on available funds.
- Training material must be South African Council for Educators (SACE) endorsed.
- Training and issuing of certificates of attendance for Teachers and Subject Advisors.
- Free State Department of Education reserves the right to change quantities at anytime during the contract period

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

YEAR ONE: CODING AND ROBOTICS KITS
LIST OF PRIMARY SCHOOLS

	DISTRICT	SCHOOL NAME	TOWN	GRADES	Details of Principal: Name and Contact details	Address and Geographic location of School
1.	THABO MOFUTSANYANA	PABALLO PRIMARY SCHOOL	QWA QWA	1 - 7	MOILOA pe	Stand no.1926 , Paballong Village
2.	THABO MOFUTSANYANA	TISETSO PRIMARY SCHOOL	QWA QWA	1 - 7	MR MOKONI 058-7133770	3653 Nteo Street, Phuthaditjhaba, Phuthaditjhaba, PHUTHADITJHABA, 9870
3.	THABO MOFUTSANYANA	MATSIENG PRIMARY SCHOOL	WITSIESHOEK	1 - 7	JWM MAHLATSI 081-2575575	Naledi Village, PHUTHADITJHABA, PHUTHADITJHABA, WITSIESHOEK, 9868
4.	THABO MOFUTSANYANA	MOHLAKANENG PRIMARY SCHOOL	WITSIESHOEK	1 - 7		WITSIESHOEK
5.	THABO MOFUTSANYANA	NEXUS PRIMARY SCHOOL	HARRISMITH	1 - 7	F.M. MOHALADI 058-6353155	2581, Tshiame C, Tshiame C, HARRISMITH, 9880
6.	THABO MOFUTSANYANA	MIRI PRIMARY SCHOOL	WITSIESHOEK	1 – 7	MB MOTLOUNG 058-7149068	QOQOLOSING VILLAGE, WITSIESHOEK, WITSIESHOEK, PHUTHADITJHABA, 9866
7.	THABO MOFUTSANYANA	MAUTSE PRIMARY SCHOOL	FICKSBURG	1 – 7	SS MOEKETSI 058-2110806	117 MAUTSE, MAUTSE, MAUTSE, ROSENDAL, 9720
8.	THABO MOFUTSANYANA	TUMISANG PRIMARY SCHOOL	SENEKAL	1 – 7	RJ MOKOENA 058-4814717	3676 JOHN STONE STREET, MATWABENG LOCATION, MATWABENG LOCATION, SENEKAL, 9600
9.	THABO MOFUTSANYANA	MARQUARD COMBINED SCHOOL	MARQUARD	1 – 7	H VAN DER WATT 051-9910028	Krugerstraat, MARQUARD, 9610

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BID NO. **E8/2023/2024**

Portion 1: Tender

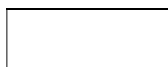
Part T2.1: Returnable Documents



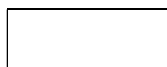
education

Department of
Education
FREE STATE PROVINCE

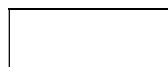
10	THABO MOFUTSANYANA	LEHLOMELA PRIMARY SCHOOL	PETRUS STEYN	1 – 7	N.E MOTSEOILE 081-425 9378	4058 MANDELA PARK, MAMAFUBEDU, MAMAFUBEDU, PETRUS STEYN, 9640
11	THABO MOFUTSANYANA	MEHOPUNG PRIMARY SCHOOL	FICKSBURG	1 – 7	K.J MOPELI 051-9380556	8060 Zone 8 Location, Meqheleng, Meqheleng, FICKSBURG, 9730
12	THABO MOFUTSANYANA	HLOHLOLWANE PRIMARY SCHOOL	CLOCOLAN	1 – 7	PA MOTSOERE 051-9430560	736 , HLOHLOLWANE, HLOHLOLWANE, CLOCOLAN, 9735
13	MOTHEO	KGOTSOFALO PRIMARY SCHOOL	BLOEMFONTEIN	1 – 7	S.M MOKONYANE (Acting) 084-3747752	TIERPOORT JERUSALEM, TIERPOORT, TIERPOORT, BLOEMFONTEIN, 9325
14	MOTHEO	MAHLATSWETSA PRIMARY SCHOOL	EXCELSIOR	1 – 7	TC MMUI 084-4051606	266 MAHLATSWETSA, , , EXCELSIOR, 9760
15	MOTHEO	NAMANYANE PRIMARY SCHOOL	THABA NCHU	1 – 7	K.M. TSOEU	3043 CHIEF ROBERT MOROKA STREET, GA-RAPULANA, GA-RAPULANA, THABA NCHU, 9775
16	MOTHEO	SETJHABA SE MAKETSE PRIMARY SCHOOL	BOTSHABELO	1 – 7	051-4925711	NO 5 SECTION H1, BOTSHABELO, BOTSHABELO, BOTSHABELO, 9781
17	MOTHEO	SEITHATI PRIMARY SCHOOL	BOTSHABELO	1 – 7	RK KWABABA 051-5342399	2121 H3 SECTION, BOTSHABELO, BOTSHABELO, BOTSHABELO, 9781
18	MOTHEO	KAMOHELO PRIMARY SCHOOL	BLOEMFONTEIN	1 – 7	WV SENOGÉ (Acting) 051-5268929	8806 PHASE 3, BLOEMSIDE, BLOEMSIDE, BLOEMFONTEIN, 9325
19	MOTHEO	DR VILJOEN COMBINED SCHOOL	BLOEMFONTEIN	1 – 7	T KELLER (Acting) 051-4443301	Harris Street, Willows, Willows, BLOEMFONTEIN, 9325
20	MOTHEO	ST MICHAEL'S COMBINED SCHOOL	BLOEMFONTEIN	1 – 7	A VAN WYK 051-4015700	KLERCK AVENUE, BRANDWAG, BRANDWAG, BLOEMFONTEIN, 9324
21	MOTHEO	KATISO PRIMARY SCHOOL	LADYBRAND	1 – 7	MT KHOLUMO 0741145695	1539 REVONIA LOCATION, , , DEWETSDORP, 9940
22	MOTHEO	MOKITLANE PRIMARY SCHOOL	THABA NCHU	1 – 7	LF KHOBA 051-8761770	621 ZONE 2, THABA - NCHU, THABA - NCHU, THABA NCHU, 9783



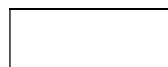
Contractor



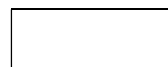
Witness 1



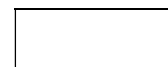
Witness 2



Employer



Witness 1



Witness 2

BID NO. **E8/2023/2024**

Portion 1: Tender

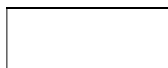
Part T2.1: Returnable Documents



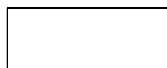
education

Department of
Education
FREE STATE PROVINCE

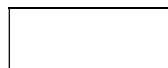
23	MOTHEO	WILLOWS PRIMARY SCHOOL	BLOEMFONTEIN	1 – 7	051-4439024	WILLOWS, , , BLOEMFONTEIN, 9300
24	MOTHEO	RELEBELETSE PRIMARY SCHOOL	BLOEMFONTEIN	1 – 7	NM KALANE 081-3194463	7482 PHASE 4, BLOEMSIDE, BLOEMSIDE, BLOEMFONTEIN, 9380
25	LEJWELEPUTSWA	KHOTSONG PRIMARY SCHOOL	ODENDAALSRUS	1 – 7	M.L SITOLE 057-1010284	720 TAUNYANE STREET, KUTLWANONG, KUTLWANONG, ODENDAALSRUS, 9480
26	LEJWELEPUTSWA	MANTSHEBO PRIMARY SCHOOL	WELKOM	1 – 7	MJ MOKATI 057-3951173	13502 Tsiu Matsepe Street, Thabong, Thabong, WELKOM, 9460
27	LEJWELEPUTSWA	TLONGKGANYENG PRIMARY SCHOOL	WINBURG	1 – 7	S.I. MOALUSI 051-8810387	1094 OLD LOCATION, MAKELEKETLA, MAKELEKETLA, WINBURG, 9420
28	LEJWELEPUTSWA	BOLIBA PRIMARY SCHOOL	THEUNESSEN	1 – 7	CZ THIWANE 0764008859	674 Masilo Street, THEUNISSEN, THEUNISSEN, THEUNISSEN, 9410
29	LEJWELEPUTSWA	MAKELEKETLA PRIMARY SCHOOL	THEUNISSEN	1 – 7	M.S SEMELA 051-8810311	1096 MAKELEKETLA, MAKELEKETLA, MAKELEKETLA, WINBURG, 9420
30	LEJWELEPUTSWA	TSHOMARELO PRIMARY SCHOOL	THEUNISSEN	1 – 7	JKT SEBAKAMOTSE 051-8110263	372 POTLAKI STR , TSWARAGANANG, TSWARAGANANG, DEALESVILLE, 9348
31	LEJWELEPUTSWA	THABONG PRIMARY SCHOOL	WELKOM	1 – 7	N.H MGUCE 057-3963146	8023 MODIKENG ROAD, MOTSETHABONG, MOTSETHABONG, WELKOM, 9463
32	LEJWELEPUTSWA	KATOLOSO PRIMARY SCHOOL	WESSELSBRON	1 – 7	R.D MATSEPE 057-8997003	1169 Sebokolodi str, Monyakeng, Monyakeng, WESSELSBRON, 9860
33	LEJWELEPUTSWA	IMPUCUKO PRIMARY SCHOOL	ODENDAALSRUS	1 – 7		ODENDAALSRUS
34	LEJWELEPUTSWA	LENYORA PRIMARY SCHOOL	WELKOM	1 – 7	PD KALANE 057-1010325	8152 Mmatsa Street, Motsethabong, Motsethabong, WELKOM, 9463
35	LEJWELEPUTSWA	AURORA PRIMARY SCHOOL	WELKOM	1 – 7	J.F. JOUBERT 057-3528406	CNR: Rissik St., D'Urban st, Dagbreek, Dagbreek, WELKOM, 9460
36	LEJWELEPUTSWA	HARMONY MINE PRIMARY SCHOOL	VIRGINIA	1 – 7	J.L. DLAMINI 074-1973121	Tikwe Village, Harmony Gold Mine, Harmony Gold Mine, VIRGINIA, 9430



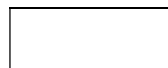
Contractor



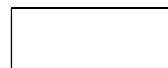
Witness 1



Witness 2



Employer



Witness 1



Witness 2

BID NO. **E8/2023/2024**

Portion 1: Tender

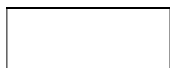
Part T2.1: Returnable Documents



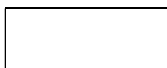
education

Department of
Education
FREE STATE PROVINCE

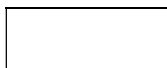
37	XHARIEP	MOOIFONTEIN COMBINED SCHOOL	ZASTRON	1 – 7	ZW KETSO 062-1571843	Mooifontein Primary School, PO Box 83, PO Box 83, ZASTRON, 9950
38	XHARIEP	KOFFIEFONTEIN COMBINED SCHOOL	KOFFIEFONTEIN	1 – 7	HS NIEUWOUDT 053-2050004	Hampdenweg 2, , KOFFIEFONTEIN, 9986
39	XHARIEP	LUCKHOFF COMBINED SCHOOL	LUCKHOFF	1 – 7	JP HOLTZHAUZEN 053-2060115	PHIL SAUNDERSSTRAAT, TEISESVILLE, TEISESVILLE, LUCKHOFF, 9982
40	XHARIEP	MADIKGETLA PRIMARY SCHOOL	TROMPSBURG	1 – 7	TD MOLETSANE 051-7130300	392 RAMOSITILE STREET, TROMPSBURG, TROMPSBURG, TROMPSBURG, 9913
41	XHARIEP	PANORAMA COMBINED SCHOOL	JACOBSDAL	1 – 7	M.J KHALATA (Acting) 053-5910187	School Street 1, Sandershoogte, Sandershoogte, JACOBSDAL, 8710
42	XHARIEP	TSWELA PELE KA THUTO PRIMARY SCHOOL	LUCKHOFF	1 – 7	DC RATHOTSE 0710523534	33 Relebohile , Relebohile , Relebohile , LUCKHOFF, 9982
43	XHARIEP	TUMELANO INTERMEDIATE FARM SCHOOL	PETRUSBURG	1 – 7	E.D TSWABOLE	ABRAHAMSKRAAL FARM, , , PETRUSBURG, 9338
44	XHARIEP	VOORUITSIG PRIMARY SCHOOL	FAURESMITH	1 – 7	C.E MARAIS (Acting) 051-7230186	LOUWSTREET, FRAYVILLE, FRAYVILLE, FAURESMITH, 9978
45	XHARIEP	ZAMA PRIMARY SCHOOL	ZASTRON	1 – 7	M MOLEKO 051-6731677	1933 QITHI STREET, MATLAKENG, MATLAKENG, ZASTRON, 9950
46	XHARIEP	HENDRIK POTGIETER PRIMARY SCHOOL	REDDERSBURG	1 – 7	CP SWARTS 051-5530129	Voortrekkerstraat, , , REDDERSBURG, 9904
47	XHARIEP	WILLIAMSTRIP PRIMARY FARM SCHOOL	WILLIAMSTRIP	1 – 7	TF POSHOLI	Wiilamstrip, , , BLOEMFONTEIN, 9317
48	XHARIEP	ROUXVILLE PRIMARY SCHOOL	ROUXVILLE	1 – 7	MA OLIFANT 051-6630230	Marais street, , , ROUXVILLE, 9958
49	FEZILE DABI	GUGULETHU INTERMEDIATE SCHOOL	FRANKFORT	1 – 7	LH SKOSANA 058-8131802	1216 Mapohoshe Street, NAMAHAADI , NAMAHAADI , FRANKFORT, 9830
50	FEZILE DABI	ISSAC MHLAMBI PRIMARY SCHOOL	SASOLBURG	1 – 7	NP KHUMALO	6207 CHRIS HANI, , , SASOLBURG, 1949



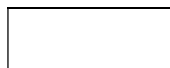
Contractor



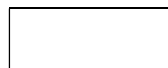
Witness 1



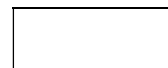
Witness 2



Employer



Witness 1



Witness 2

BID NO. **E8/2023/2024**

Portion 1: Tender

Part T2.1: Returnable Documents



education

Department of
Education
FREE STATE PROVINCE

					016-9743333	
51	FEZILE DABI	MALAKABENG PRIMARY SCHOOL	SASOLBURG	1 - 7	MJ KGANAKGA 016-9743806	2000 Moroka Street, sasolburg, sasolburg, SASOLBURG, 1949
52	FEZILE DABI	TAAIBOS PRIMARY SCHOOL	KRAGBRON	1 - 7	S GORDON 016-1001026	Skoolstraat, , , KRAGBRON, 1947
53	FEZILE DABI	DOME PRIMARY SCHOOL	PARYS	1 - 7	EW VAN BUREN- SCHEELE 056-1100026	CORNER LOOP AND DELVER STR, Parys, Parys, PARYS, 9585
54	FEZILE DABI	CHRIS VAN NIEKERK INTERMEDIATE SCHOOL	VREDEFORT	1 - 7	W.J MALHERBE 056-9310119	17 Vry Street, , , VREDEFORT, 9595
55	FEZILE DABI	ADELINE MEJE PRIMARY SCHOOL	VILJOENSKROON	1 - 7	FP THABATHA 078-8359749	2181 JS, RAMMULOTSI, RAMMULOTSI, VILJOENSKROON, 9520
56	FEZILE DABI	JMB MAROKANE PRIMARY SCHOOL	STEYNSRUS	1 - 7		STEYNSRUS
57	FEZILE DABI	PHOMOLONG PRIMARY SCHOOL	KROONSTAD	1 - 7	PM HLAHANE 056-2141431	2139 7th Avenue, Phomolong, Phomolong, KROONSTAD, 9503
58	FEZILE DABI	BRENTVALE PRIMARY SCHOOL	KROONSTAD	1 - 7	RC BORMAN 084-6569082	Brierley Street, Brentpark, Brentpark, KROONSTAD, 9500
59	FEZILE DABI	DR SELLO PRIMARY SCHOOL	VILJOENSKRON	1 - 7	JT SETLABA 081-5278193	8353 Evans park, Phahameng, Phahameng, VILJOENSKROON, 9520
60	FEZILE DABI	SANDERSVILLE PRIMARY SCHOOL	PARYS	1 - 7	RD RUITERS 058-8531495	1 MAIN STREET, SANDERSVILLE, SANDERSVILLE, HEILBRON, 9650

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONALITY

CRITERIA

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

EVALUATION / ADJUDICATION CRITERIA E8/2023/2024

1. The bid will be evaluated as follows:
 - 1.1 Assessment on Functionality (**Separate from price**): **50** points
 - 1.2 Assessment on price: **80** points
 - 1.3 Specific Goals: **20** points
2. The value of this bid is estimated not to exceed R50 000 000 and therefore the **80/20** system shall be applicable.

3. FUNCTIONALITY CRITERIA

All bids will be subjected to **functionality evaluation** and will be required to achieve a **minimum score of 35 points** in total to be further evaluated for pri

NB: Bidders who score below 35 Points out of 50 Points in the assessment of functionality will not be considered.

All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation. Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST								
CAPABILITY AND CAPACITY IN DELIVERY OF GOODS (CODING AND ROBOTICS RESOURCES)	Total = 20 points											
	<p>➤ <u>Signed Appointment letter/purchase order/contractual agreement for CODING AND ROBOTICS RESOURCES (Maximum 5 points)</u></p>		<p><u>ANNEXURE A 1</u></p> <p>SIGNED Appointment letter/proof of contractual agreements/purchase order in the name of the bidder for similar goods delivered.</p>	<p><u>APPOINTMENT LETTERS/PURCHASE ORDERS attached? Circle YES or NO.</u></p> <table><tr><td>YES</td><td>NO</td></tr></table>	YES	NO						
	YES	NO										
	<p>1 Appointment letter/purchase order/contractual agreement which stipulate a value of delivery from at least R200 000 to R500 000</p>	➔1 point	<p>The appointment letter/contractual agreement/purchase order should be:</p> <ul style="list-style-type: none">• Signed• On the letterhead of the department/company and in case of purchase order the department should be reflected• Should indicate the description/details	<p><u>INDICATE IF IT IS APPOINTMENT LETTER OR PURCHASE ORDER:</u></p> <hr/>								
<p>1 Appointment letter/purchase order/ contractual agreement which stipulate a value of delivery from above R500 000 to R750 000</p>	➔2 points	<p>The following should reflect on the required documentation:</p> <ul style="list-style-type: none">• Date of appointment/date of order should be indicated• Value of contract/order• Contactable reference	<p><u>IS FOLLOWING INDICATED? Circle YES or NO.</u></p> <table><tr><td>Signed?</td><td>YES</td><td>NO</td></tr><tr><td>On letter head (appointment letter)/indication of department/company ordered (purchase order)</td><td>YES</td><td>NO</td></tr><tr><td>Description/details of goods delivered/service rendered?</td><td>YES</td><td>NO</td></tr></table>	Signed?	YES	NO	On letter head (appointment letter)/indication of department/company ordered (purchase order)	YES	NO	Description/details of goods delivered/service rendered?	YES	NO
Signed?	YES	NO										
On letter head (appointment letter)/indication of department/company ordered (purchase order)	YES	NO										
Description/details of goods delivered/service rendered?	YES	NO										
<p>1 Appointment letter/purchase order/contractual agreement which stipulate a value of delivery from above R750 000 to R1 million</p>	➔3 points											

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Part T2.1: Returnable Documents



Department of
Education
FREE STATE PROVINCE

Witness 2

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST														
				<table><tr><td>POINTS SCORED FOR DELIVERY NOTE</td><td>/ 5</td></tr></table>	POINTS SCORED FOR DELIVERY NOTE	/ 5												
POINTS SCORED FOR DELIVERY NOTE	/ 5																	
	<p>SIGNED Reference letters which stipulate a minimum value as indicated (Maximum 10 points):</p> <p>1 Reference letter which stipulate a value of delivery from at least R200 000 up to R500 000.00</p> <p>1 Reference letter which stipulate a value of delivery from above R500 000.00 to R750 000.00</p> <p>1 Reference letter which stipulate a value of delivery from above R750 000.00 to R1 million</p>	<p>→1 point</p> <p>→3 points</p> <p>→5 points</p>	<p>ANNEXURE A 3</p> <p>1) <u>SIGNED</u> reference letters from referees (corresponded with the appointment letter/s) for similar goods delivered (CODING AND ROBOTIC RESOURCES)</p> <p>2) Each letter must comply with all the under-mentioned criteria for points to be allocated:</p> <ul style="list-style-type: none">• Signed• Date of letters should not be older than 5 years• Value of service must be stipulated• Letters should be on official letterhead/s of institution to whom services were rendered/project was carried out.• Quality of service must be stipulated. <p><i>The reference letters should be</i></p>	<p>REFERENCE LETTERS attached? <u>Circle YES or NO.</u></p> <table><tr><td>YES</td><td>NO</td></tr></table> <table><tr><td>Does letter correspond with the appointment letter and for similar services?</td><td>YES</td><td>NO</td></tr><tr><td>Is it signed?</td><td>YES</td><td>NO</td></tr><tr><td>Is it addressed to the bidder?</td><td>YES</td><td>NO</td></tr><tr><td>Is quality indicated?</td><td>YES</td><td>NO</td></tr></table>	YES	NO	Does letter correspond with the appointment letter and for similar services?	YES	NO	Is it signed?	YES	NO	Is it addressed to the bidder?	YES	NO	Is quality indicated?	YES	NO
YES	NO																	
Does letter correspond with the appointment letter and for similar services?	YES	NO																
Is it signed?	YES	NO																
Is it addressed to the bidder?	YES	NO																
Is quality indicated?	YES	NO																

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST												
	1 Reference letter which stipulate a value of delivery from above R1 million to R2 million	→ 8 points	addressed to the company that bid.	<table border="1"> <tr> <td> <u>DATE OF LETTERS NOT older than 5 years</u> <u>Indicate date:</u> </td> <td> <u>Indicate value</u> R _____ </td> <td>YES</td> <td>NO</td> </tr> <tr> <td colspan="2"> On OFFICIAL LETTERHEAD of institution to whom services were rendered? Indicate client/institution/department: </td> <td>YES</td> <td>NO</td> </tr> <tr> <td colspan="2">POINTS SCORED</td> <td colspan="2">/ 10</td> </tr> </table>	<u>DATE OF LETTERS NOT older than 5 years</u> <u>Indicate date:</u> 	<u>Indicate value</u> R _____	YES	NO	On OFFICIAL LETTERHEAD of institution to whom services were rendered? Indicate client/institution/department:		YES	NO	POINTS SCORED		/ 10	
<u>DATE OF LETTERS NOT older than 5 years</u> <u>Indicate date:</u> 	<u>Indicate value</u> R _____	YES		NO												
On OFFICIAL LETTERHEAD of institution to whom services were rendered? Indicate client/institution/department:		YES		NO												
POINTS SCORED		/ 10														
	1 Reference letter which stipulate a value of delivery of above R2 million	→ 10 points	<u>PLEASE NOTE THAT LETTER MUST COMPLY WITH ALL THE ABOVE IN ORDER TO SCORE POINTS</u>													
			<table border="1"> <tr> <td>TOTAL POINTS SCORED</td> <td>/ 20</td> </tr> </table>		TOTAL POINTS SCORED	/ 20										
TOTAL POINTS SCORED	/ 20															

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																																		
DELIVER STRATEGY/ METHODOLOGY AND PROOF OF CAPACITY	<p>Total = 25 points</p> <p>Detailed delivery strategy that proof capacity and clearly states every aspect on how the supply and delivery will be conducted.</p>	➔15 points	<p>ANNEXURE B</p> <p>1) Detailed delivery Strategy that clearly states every aspect on how the supply and delivery will be conducted</p> <p>Annexure B1</p> <p>✓ Realistic time frames (not exceeding 3 months from date of appointment) versus detailed activities (3 points)</p> <p>✓ How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery (3 points)</p> <p>Annexure B2</p> <p>✓ Transport arrangements: (3 points)</p> <p>Proof capacity to deliver the large number of quantities by</p> <ul style="list-style-type: none">• Submitting of Certificate of Fitness (COF) that proof capacity of vehicle/s	<p>DETAILED DELIVERY STRATEGY attached?</p> <table><tr><td>YES</td><td></td><td>NO</td><td></td></tr></table> <table><tr><td>IS FOLLOWING INDICATED ON DELIVERY STRATEGY?</td><td>YES</td><td>NO</td></tr><tr><td>Realistic time frames (1 point) versus detailed activities (2 points)</td><td></td><td></td></tr><tr><td colspan="3">COMMENTS:</td></tr><tr><td>How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery (3 points)</td><td></td><td></td></tr><tr><td colspan="3">COMMENTS:</td></tr><tr><td>POINTS SCORED</td><td colspan="2">_____/6</td></tr><tr><td>COF/arrangement letter from car hiring company attached?</td><td></td><td></td></tr><tr><td>Is capacity of vehicle/s indicated?</td><td></td><td></td></tr><tr><td colspan="3">COMMENTS:</td></tr><tr><td>POINTS SCORED</td><td colspan="2">_____/3</td></tr></table>	YES		NO		IS FOLLOWING INDICATED ON DELIVERY STRATEGY?	YES	NO	Realistic time frames (1 point) versus detailed activities (2 points)			COMMENTS:			How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery (3 points)			COMMENTS:			POINTS SCORED	_____/6		COF/arrangement letter from car hiring company attached?			Is capacity of vehicle/s indicated?			COMMENTS:			POINTS SCORED	_____/3	
YES		NO																																				
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COMMENTS:																																						
POINTS SCORED	_____/3																																					

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST														
			<p>or</p> <ul style="list-style-type: none"> • Arrangement letter to bidder from car hiring company/manufacturer indicating the capacity of vehicle that will be used <p>Annexure B3</p> <p>✓ Human resources capacity: (6 points)</p> <ul style="list-style-type: none"> • Demonstrate number of people that will be involved by submitting an orgaogram. (3 points) • Indicate these people's roles and Responsibilities (3 points) 	<table border="1"> <tr> <td>Indicated number of people involved in the process</td> <td></td> <td></td> </tr> <tr> <td colspan="3">COMMENTS:</td> </tr> <tr> <td>POINTS SCORED</td> <td></td> <td></td> </tr> <tr> <td>TOTAL POINTS SCORED</td> <td></td> <td>/6</td> </tr> </table> <table border="1"> <tr> <td>TOTAL POINTS SCORED</td> <td>/ 15</td> </tr> </table>	Indicated number of people involved in the process			COMMENTS:			POINTS SCORED			TOTAL POINTS SCORED		/6	TOTAL POINTS SCORED	/ 15
Indicated number of people involved in the process																		
COMMENTS:																		
POINTS SCORED																		
TOTAL POINTS SCORED		/6																
TOTAL POINTS SCORED	/ 15																	
	Detailed delivery strategy/ training plan	➔10 points	<p>ANNEXURE C</p> <p>2) Detailed delivery Strategy / methodology/training plan that clearly demonstrates every aspect on how the training will be conducted:</p> <p>ANNEXURE C1</p> <p>✓ Training program with time frames and detail activities/deliverables</p> <ul style="list-style-type: none"> ○ Detail activities versus time frames (3 points) 	<p>DETAILED DELIVERY STRATEGY attached?</p> <table border="1"> <tr> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table> <table border="1"> <tr> <td>IS FOLLOWING INDICATED ON DELIVERY STRATEGY?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Training program with time frames and detail activities/deliverables</td> <td></td> <td></td> </tr> <tr> <td>○ Detail activities versus time frames to complete the training program</td> <td></td> <td></td> </tr> </table>	YES		NO		IS FOLLOWING INDICATED ON DELIVERY STRATEGY?	YES	NO	Training program with time frames and detail activities/deliverables			○ Detail activities versus time frames to complete the training program			
YES		NO																
IS FOLLOWING INDICATED ON DELIVERY STRATEGY?	YES	NO																
Training program with time frames and detail activities/deliverables																		
○ Detail activities versus time frames to complete the training program																		

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST
				<p><i>should be clearly stipulated.</i></p> <p>POINTS SCORED _____ /3</p> <p>Demonstrate various requirements, categories and levels of the teams may participate in at School, Cluster level, District, Provincial and International level (2 points)</p> <p>POINTS SCORED _____ /2</p> <p>How support will be given to Coaches and Mentors (2 points)</p> <p>POINTS SCORED _____ /2</p> <p> ○ Demonstrate knowledge of potential International robotic competitions that can be arranged for winning teams ○ Demonstrate how arrangements will be done to ensure participation (2 points) </p> <p>POINTS SCORED _____ /2</p> <p>Demonstrate how the assessment/evaluation of teams will be conducted (Tools and procedure). (1 point)</p> <p>POINTS SCORED _____ /1</p>
			<p>ANNEXURE C2</p> <p>✓ Demonstrate various requirements, categories and levels of the teams may participate in at School, Cluster level, District, Provincial and International level (2 points)</p> <p>ANNEXURE C3</p> <p>✓ How support will be given to Coaches and Mentors (2 points)</p> <p>ANNEXURE C4</p> <p>✓ Demonstrate knowledge of potential International robotic competitions that can be arranged for winning teams</p> <p>✓ Demonstrate how arrangements will be done to ensure participation (2 points)</p> <p>ANNEXURE C5</p> <p>✓ Demonstrate how the assessment/evaluation of teams will be conducted (Tools and procedure). (1 points)</p>	

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST					
				<table border="1"> <tr> <td>TOTAL POINTS SCORED FOR TRAINING PLAN</td> <td>/ 10</td> </tr> </table>	TOTAL POINTS SCORED FOR TRAINING PLAN	/ 10			
TOTAL POINTS SCORED FOR TRAINING PLAN	/ 10								
PROOF OF SOUND FINANCIAL STABILITY TO DELIVER SERVICE	Total = 5 points								
	No Financial Statement	→0 points	ANNEXURE D Signed financial statement signed off by a registered Chartered accountant. Or Financial statement signed by registered accountant. <i>(The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with this Bid.)</i> Or Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to <i>your</i> company. The credit provider should be registered with NCR. <i>(The department reserves the right to verify the authenticity and credibility of the letter with any other person in the company.)</i>	FINANCIAL STATEMENTS attached? CIRCLE YES or NO. <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
	YES	NO							
Unsigned Financial Statement not prepared by a Qualified Accredited Accountant	→0 points		DOES FINANCIAL STATEMENTS COMPLY WITH THE FOLLOWING? <table border="1"> <tr> <td>Signed?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Compiled by CA or accountant?</td> <td>YES</td> <td>NO</td> </tr> </table>	Signed?	YES	NO	Compiled by CA or accountant?	YES	NO
Signed?	YES	NO							
Compiled by CA or accountant?	YES	NO							
Signed Financial Statement prepared by a Qualified Accredited Accountant/signed agreement letter from credit provider	→5 points		OR <table border="1"> <tr> <td>IS LETTER FROM CREDIT PROVIDER ATTACHED?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>IS IT ORIGINALLY CERTIFIED</td> <td></td> <td></td> </tr> </table> DOES LETTER COMPLY WITH THE FOLLOWING?	IS LETTER FROM CREDIT PROVIDER ATTACHED?	YES	NO	IS IT ORIGINALLY CERTIFIED		
IS LETTER FROM CREDIT PROVIDER ATTACHED?	YES	NO							
IS IT ORIGINALLY CERTIFIED									

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BID NO. **E8/2023/2024**
Portion 1: Tender
Part T2.1: Returnable Documents



FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST		
				Is Credit amount stipulated	YES	NO
				POINTS SCORED	/5	
POINTS SCORED GRAND TOTAL		/50				

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SECTION 4

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SPECIFIC GOALS

ATTACH:

1) Valid and original/original certified copy of accredited **BBBEE certificate** or valid and original/original certified copy of **sworn affidavit**.

2) CSD report

3) Proof of Free State based company by submitting:

➤ **Municipal/water/electricity account of the bidder's premises:**

- The account must be in the bidders' name/Directors' name/s.
- The account should not be older than 3 months.

Or

➤ **SIGNED Lease agreement:**

In case of lease agreement, the following should be submitted with the lease agreement:

- Certified copies of invoices (from Lessor) for the last three (3) consecutive months.
- Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



ATTACH:

1) CERTIFIED COPY OF COMPANY REGISTRATION CERTIFICATE REFLECTING ACTIVE MEMBERS

**(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF
INCORPORATION/
CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT
ETC.**

2) ID DOCUMENTS OF DIRECTORS

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE A1:

SIGNED APPOINTMENT LETTER/

PURCHASE

ORDER/CONTRACTUAL

AGREEMENT

(Ensure that the letters comply with criteria)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE A2:

DELIVERY NOTE

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE A3:

SIGNED REFERENCE LETTERS

(Ensure that the letters comply with criteria)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE B1:

Strategy/ methodology plan

- ✓ Realistic time frames versus
- ✓ detailed activities
- ✓ **How** the project will be managed and how the service provider will **ensure uninterrupted service** and **timely delivery**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE B2:

Transport arrangements:

Proof capacity to deliver the quantities by Submitting of
Certificates of Fitness (COF) that proof capacity of
vehicle/s

or

Arrangement letter to bidder from car hiring
company/manufacturer/courier services indicating the
capacity of vehicle that will be used

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

ATTACH:

ANNEXURE B3:

Human resources capacity:

- Organogram that:
Demonstrate number of people that will be involved in the process to ensure timely delivery
- Indicate roles and responsibilities

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY: TRAINING PROGRAM

ATTACH PLAN THAT DEMONSTRATES:

ANNEXURE C1:

- ✓ Time frames versus
- ✓ detailed activities

ANNEXURE C2:

- ✓ Various requirements, categories and levels of the teams may participate in at School, Cluster level, District, Provincial and International level

ANNEXURE C3:

- ✓ How support will be given to Coaches and Mentors

ANNEXURE C4:

- ✓ Knowledge of potential International robotic competitions that can be arranged for winning teams
- ✓ How arrangements will be done to ensure participation

ANNEXURE C5:

- ✓ How the assessment/evaluation of teams will be conducted (Tools and procedure).

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE D:

**SIGNED FINANCIAL
STATEMENTS PREPARED BY A
REGISTERED ACCOUNTANT OR
CHARTERED ACCOUNTANT**

Or

**AGREEMENT LETTER FROM
CREDIT PROVIDER**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



IN CASE OF JOINT
VENTURE:
ATTACH SIGNED
JOINT VENTURE
AGREEMENT (signed
by both parties) and
complete under-
mentioned annexure:

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

JOINT VENTURE ANNEXURE

E8/2023/2024: PURCHASE OF NATURAL SCIENCES AND TECHNOLOGY MOBILE LABORATORIES

ONLY IN CASE OF A CONSORTIUM/JOINT VENTURE/SUB-CONTRACTOR CONCERN THE FOLLOWING SHOULD BE COMPLETED:

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.
6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

SIGNED ON BEHALF OF BIDDER

Date: _____

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

CHECK LIST:			
SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS			
PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS:			
SBD FORM	DESCRIPTION	TO BE COMPLETED BY	COMMENTS ON COMPLIANCE BY SERVICE PROVIDER
STANDARDIZED BID FORMS			
SBD 1	Invitation to bid	To be completed and signed by the service provider.	
SBD 4	Declaration of interest	To be completed and signed by the service provider.	
SBD 5	The Naional Industrial Participation Programme	To be completed and signed by the service provider	
SBD 6.1	Preference points claim form	To be completed and signed by the service provider in order to claim points	
SBD 3.1/ pricing schedule	Pricing schedule Prices will be firm for the full duration of the period	Service Provider must: <ul style="list-style-type: none"> Indicate prices on the SBD 3.1 form, Ensure that you indicate on the SBD 3.1 form if your prices are firm. Indicate if offer comply with specification 	
CSD REPORT			
CSD PRINT OUT SARS PIN	Ensured that it is attached.		
PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:			
JOINT VENTURE AGREEMENT (if applicable)			
Joint Venture agreement (Compulsory if applicable)	In the event that a joint venture bid is submitted a signed joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document. Failure to submit a signed joint venture agreement (signed by all the parties) will lead to disqualification of the bid. Also complete Annexure A in the bid document.		
SPECIFICATION, SPECIAL CONDITIONS AND FUNCTIONALITY CRITERIA			
<ul style="list-style-type: none"> Please ensure that you attach ALL documents as requested in specification, special conditions and functionality criteria. 			
SPECIFIC GOALS			
<ul style="list-style-type: none"> Please ensure that you attach ALL documents as requested to claim points for specific goals: 			

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



GENERAL CONDITIONS OF CONTRACT IS APPLICABLE

www.treasury.gov.za

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2