

<b>INVITATION TO SUBMIT A PROPOSAL FOR REQUIREMENTS OF THE SOUTH AFRICAN BUREAU OF STANDARDS (SABS)</b>
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**RFP NUMBER: 20498**

**DESCRIPTION: SUPPLY AND INSTALLATION OF CEMENT TESTING EQUIPMENT'S TO THE SABS**

**CLOSING DATE: 08 March 2022**

**CLOSING TIME: 11:00am**

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

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

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

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

**1. Intent**

The South African Bureau of Standards (SABS) is inviting experienced and reputable (Suppliers) Bidders to submit proposals for supply and installation of Cement Testing Equipment's to THE SABS.

## **2. Confidentiality**

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

## **3. Procedural compliance**

### **3.1 Intent to respond**

An interested Bidder is required to advise the SABS of its intention to submit a proposal by completing and returning the "Intention to Respond" form (Appendix B) no later than **08 March 2022**. Should a party decide not to respond to this RFP, you are requested to continue to treat the information as confidential in perpetuity.

### **3.2 Responsibility for costs**

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

### **3.3 Amendments to the RFP**

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

### **3.4 Delivery of proposals or bids**

The Bidder is responsible for ensuring that the Bid/Proposal is submitted on time in the SABS E-tender box. The SABS undertakes that the Bids/Proposals shall be stored in a secure place, opened at the same time and not before the deadline for submission.

### **3.5 No obligation to proceed**

The SABS reserves the right to discontinue the RFP process at any time prior to the formation of the envisaged agreement and will give written reasons for the cancellation upon written request to do so. The SABS, its subsidiaries, shareholders, advisors, directors, employees, representatives including the SABS Representative shall not be liable for any losses, claims or damages of whatsoever nature or howsoever arising that may be sustained by a Bidder or any other person as a result of its participation or any amendment, termination or suspension of the process set out in this RFP or its exclusion from participating in the tender process at any point. It is an express term that SABS shall in no way be liable for any indirect/consequential damages, loss of profits, etc. suffered by the Bidder during the RFP process, award, negotiating and/or contracting phase.

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

### **3.6 No contract**

Bidders shall note that this RFP does not commit the SABS to any course of action resulting from the receipt of Bids/Proposals and the SABS may, at its discretion, reject any Bid/Proposal that does not

conform to instructions and specifications that are contained herein or select a Bidder based upon its own unique set of criteria. SABS also reserves the right not to select a Bidder/award the tender. The SABS does not become bound by any obligations prior to the signature, by both parties, of an agreement - to be negotiated, resulting from a successful bid.

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

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

### **3.7 Validity of proposals**

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

### **3.8 Intellectual Property**

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

## **4. General Instructions**

### **4.1 Assumptions**

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

### **4.2 Requests for clarification/additional information**

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

### **4.3 Contact information**

All enquiries regarding this RFP must be e-mailed to [Prince.hlongwane@sabs.co.za](mailto:Prince.hlongwane@sabs.co.za) and not contact any other SABS personnel regarding this RFP as this may lead to disqualification of the bid. Also note that any canvassing by Bidders regarding this RFP will result in disqualification.

### **4.4 Timescale**

The proposed timescales for the RFP process are indicated below.

Item	Milestone	Date
1	Date of RFP advertisement	15 February 2022

Item	Milestone	Date
2	Briefing session:	N/A
3	Appendix C, Non-disclosure Agreement /Confidentiality Undertaking signed and submitted	08 March 2022
4	Appendix B, Intention to respond released and submitted	08 March 2022
5	Final Date for Bidders to submit consolidated requests for clarification (Questions)	23 February 2022
6	SABS clarification. (Not further clarification after this date)	28 February 2022
7	Proposal Submission Date	08 March 2022,11:00 am
8	Evaluation of proposals	09 – 15 March 2022
9	Presentations	TBA
10	Site visit or virtual visit	TBA
11	Awarding of Tender (Next TC seating)	TBA

#### 4.5 Management summary

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

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

#### 4.6 Presentations

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

#### 4.7 Clarification and inspections

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

#### 4.8 Submitting a response

##### 4.8.1 Due date

- Proposals/ Bids are to be submitted by closing date and time as stipulated on page 1.
- **Proposals/ Bids must be submitted electronically to [Tenders.Prince@sabs.co.za](mailto:Tenders.Prince@sabs.co.za) clearly indicating the tender reference number and description on the subject. Maximum size of documents should be 14MB.**
- Proposals/ Bids must be submitted on PDF Files (compressed zipped folder if necessary).
- Proposals/Bids submitted via a link and/or "we transfer" **will not be accepted.**
- The responsibility for on-time submission rests entirely with the Bidders.
- **Late submissions will NOT be accepted.**

##### 4.8.2 Proposal format

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

## 5. Evaluation

### 5.1 Returnable documents

Bidders must provide the following administrative compliance documents.

[TICK APPLICABLE BOX]

NO	APPENDIX	TICK
1	Appendix A Tender Requirements/ Scope of Work	
2	Appendix B Intention to Respond	
3	Annexure C Signed Non-disclosure agreement	
4	Appendix D Signed SABS Terms & Conditions	
5	Appendix E CSD Report / Proof of banking details for international suppliers	
6	Appendix F Declaration of Interest	
7	Appendix G Local Content(Not applicable)	
8	Appendix H BBBEE Certificate	
9	Annexure I Pricing schedule	
10	Appendix J Management Summary (including Statement of Compliance)	
11	Appendix K Statement of Compliance	
12	Appendix L Page 2 of the RFP Document	
13	Appendix M Audited Financial Statements	
14	Appendix N Request for Proposal Enquiry	
15	Appendix O SBD 6.1	
16	Appendix P SBD 9	

### 5.2 Disqualifying criteria is as follows:

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

### 5.3 Mandatory requirement are as follows:

- Five year warranty (provide a certificate each equipment)
- Five years maintenance plan
- Statement of conformance to specification and reference standards.
- Import or export experience (evidence of five contracts for Import or Export).
- Level one (1) BBBEE status (Bidders must provide valid BBBEE certificate /Sworn Affidavit with a minimum B-BBEE status level 1.)

*Bidders who met the mandatory requirement will be evaluated on the 80/20 preference point system.*

### 5.4 Preference Point System

Bids will be evaluated in terms of the Preferential Procurement Regulation of 2017, where the 80/20 preference points system (price and BBBEE) will be used.

## 6. Feedback on Proposals

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

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

## **7. Contracting**

Successful bidder(s) will be required to enter into a contract with the SABS. A formal Agreement will be signed with the successful bidder and SABS further reserves the right to amend, alter or delete clauses relating to, but not limited to: insurance, indemnity, undertaking, guarantees, Intellectual Property, service levels and / or tax compliance.

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

# 1 REQUIREMENTS

<b>SANS 50196 Part 1 - Determination of Strength</b>			
<b>Equipment</b>	<b>Requirement/s</b>	<b>Standards</b>	<b>Sub-clause</b>
Water baths	Water Temperature between 22 °C and 24 °C	SANS 50196 - 1	4,1
Curing Room with level Shelves and Water Baths	Water Temperature between 22 °C and 24 °C and a humidity of higher than 90 % RH Adequate shelf and water bath space for 600 prisms. Shelves shall be granite and the rest of the room shall be made of Stainless Steel.	SANS 50196 - 1	4,1
Laboratory conditions	22 °C to 25 °C as stipulated in the forward of the Standard	SANS 50196 - 1	4,1
2X Recording Data Loggers	Sampling rate of 1 min compatible with the control station's software	SANS 50196 - 1	4,2
Test Sieves	Series R20 Wire Cloth	ISO 3310-1	4,3
Test Sieve aperture size	Square mesh size, mm: 2.00, 1.60, 1.00, 0.50, 0.16,0.08	ISO 565 Table 1	4,3
Mixer	Stainless Steel Bowl with a capacity of 5 litre Typical Size as in drawing below Fig. 1 Stainless steel blade as in Fig. 1 Mixer shall operate at speeds given in Table 2 of the Standard. Must be automated and not manual.	Sub clause 4.4 in SANS 50196 Part 1	4,4
Moulds x 20	The moulds shall conform to all the requirements in clause 4.5 of SANS 50196 Part 1	SANS 50196 - 1	4,5
Small Spreader	As described in sub clause 4.5 as well as Fig 3 of SANS 50196 - 1		4,5
Larger Spreader	As described in sub clause 4.5 as well as Fig 3 of SANS 50196 - 1	SANS 50196 - 1	4,5
Compressive strength test machine	This equipment must confirm the requirements of sub clause 4.8 SANS 50196-1.	SANS 50196 - 1	4,8
Jig for Compressive strength test machine	This equipment must confirm the requirements of sub clause 4.9 as well as figure 6	SANS 50196 - 1	4,9
Balance	This balance shall conform to the requirements of sub clause 4.10	SANS 50196 - 1	4,10
Timer	As per sub clause 4.11	SANS 50196 - 1	4,11
Vibrating Table	As described in Annexure A Option A or B	SANS 50196 - 1	A2 & A3



<b><u>Specification for the atomization of the SABS Cement Laboratory</u></b>			
<b><u>SANS 50196 Part 3 - Determination of Setting Times and Soundness</u></b>			
<b><u>Equipment</u></b>	<b><u>Requirement/s</u></b>	<b><u>Standards</u></b>	<b><u>Sub-clause</u></b>
Graduated Cylinder or Burette	As described in sub clause 4.2.3 SANS 50196 - 3	SANS 50196 - 3	4.2.3
Water Deionizer	Conforms to sub-clause 4.2.5	SANS 50196 - 3	4.2.5
Timer	Accurate to plus minus 1 sec	SANS 50196 - 3	4.2.6
Ruler	Conforms to sub-clause 4.2.7	SANS 50196 - 3	4.2.7
Setting time plunger, automated to test 12 samples at the time	Conforms to sub-clause 5.1	SANS 50196 - 3	5,1
Mixer	Stainless Steel Bowl with a capacity of 5 litre Typical Size as in drawing below Fig. 1 Stainless steel blade as in Fig. 1 Mixer shall operate at speeds given in Table 2 of the Standard	Sub clause 4.4 in SANS 50196 Part 1	4,4
Small Spreader	As described in sub clause 4.5 as well as Fig 3 of SANS 50196 - 1		4,5
Larger Spreader	As described in sub clause 4.5 as well as Fig 3 of SANS 50196 - 1	SANS 50196 - 1	4,5
Balance	This balance shall conform to the requirements of sub clause 4.10	SANS 50196 - 1	4,10
Container to submerge moulds in water	As per requirement in sub clause 6.1.1	SANS 50196 - 3	6.1.1
80 x Le Chateliere Apparatus & Flasks	Equipment described in sub clause 7.1.1	SANS 50196 - 3	7.1.1
Calorimeter	Heat of Hydration	SANS 50196 - 8	All
Calorimeter	Heat of Hydration using semi adiabatic method	SANS 50196 - 9	All

<b><u>Specification for the atomization of the SABS Cement Laboratory</u></b>			
<b><u>SANS 50196 Part 6 - Determination of Setting Times and Soundness</u></b>			
<b><u>Equipment</u></b>	<b><u>Requirement/s</u></b>	<b><u>Standards</u></b>	<b><u>Sub-clause</u></b>
Permeability Cell	All the requirements in sub clause 4.2.1	SANS 50196 Part 6	4.2.1
Perforated Disc	All the requirements in sub clause 4.2.2	SANS 50196 Part 6	4.2.2
Plunger	All the requirements in sub clause 4.2.3	SANS 50196 Part 6	4.2.3
Manometer	All the requirements in sub clause 4.2.4	SANS 50196 Part 6	4.2.4
Timer	All the requirements in sub clause 4.2.6	SANS 50196 Part 6	4.2.6
Balance	All the requirements in sub clause 4.2.7	SANS 50196 Part 6	4.2.7
Pycnometer or Le Chateliere Flask	All the requirements in sub clause 4.2.8	SANS 50196 Part 6	4.2.8

<b><u>SANS 50196 Part 7 - Sampling and preparation of cement</u></b>			
<b><u>Equipment</u></b>	<b><u>Requirement/s</u></b>	<b><u>Standards</u></b>	<b><u>Sub-clause</u></b>
Homogenization mixer	As described in SANS 50196 - 7	SANS 50196 - 7	8,2
Division of Sample Equipment	As described in SANS 50196 - 7	SANS 50196 - 7	8,3
Storage Containers	As described in SANS 50196 - 7	SANS 50196 - 7	9,2

<b><u>SANS 50450 Part 1 - Fly Ash</u></b>			
<b><u>Equipment</u></b>	<b><u>Requirement/s</u></b>	<b><u>Standards</u></b>	<b><u>Sub-clause</u></b>
Determination of Water Content Equipment	As described in SANS 50450 - 1	SANS 50450 - 1	Annex A

<b>SANS 50413 Part 2 - Masonry Cement</b>			
<b>Additional Equipment</b>	<b>Requirement/s</b>	<b>Standards</b>	<b>Sub-clause</b>
Determination of Water retention Equipment	As described in SANS 50413 - 2	SANS 50413 - 2	Clause 6
Air content Equipment	As described in SANS 50413 - 2	SANS 50413 - 2	Clause 7 and fig 3
Consistency	Plunger apparatus as depicted in fig 1	SANS 50413 - 2	Fig 1 and Sub-clause 5.2

## 2 LIST OF EQUIPMENT'S

Description	Quantity
Steel ruler	2
Balance mettler PE 11	1
Balance Adam	1
Toni/Technik Vibrating table	1
Auto mixer	1
2kg Masspiece	1
Masspiece 200g,500g,1000g	1
Masspiece 5g,5g,20g50g100g,300g	1
Stopwatch	2
Sieve 850 micron	1
Sieve 600 micron	1
Sieve 90 micron	1
Sieve 45 micron	1
Sieve 4750 micron	1
Sieve 1000 micron	1
Sieve 75 micron	1
Sieve 2000 micron	1
Pressure gauge	1
Air content meter	1
Compression machine	1
Matest tube blaine test	1
Digital thermometer for water temperature	1
Thermo-Hygrometer & probe for curing room condition	1
Extech RHT20 for lab condition	1
Emely plasticity meter	1
Prism moulds	40
Curing room /water bath	1
Plunger for consistency ( SANS 50196-3)	1
Plunger for consistency of mortar ( sans 50413-2)	1
Plunger for setting time (Auto for 12 at the time)	1

Lechateliar moulds	10
Curing room with : 4 mould shelf & 5 Container with gratings	1
Centred table with two sink/ basing	1
Bench against the wall with cabinets	1
flow table	1
Sample Homogeniser	1
Heat of Hydration	1
2538/T0026/6.4S.CP3.1	

### 3 INSTALLATION

Supplier to be responsible for installation and commissioning of the testing line.

SABS Facilities will be installing water, electricity etc. **as per plan received from the supplier.**

### 4 COMMISSIONING

Supplier to be responsible for commissioning.

**Note:** During commissioning the supplier shall demonstrate all material, design, product, or service functionality. This will be compared to the requirements described in this product specification. Compliance will be confirmed by both SABS and the supplier signing off against each requirement.

### 5 TRAINING

Supplier to supply training in the operation of the equipment

### 6 DOCUMENTATION

Operating manuals and wiring diagrams to be supplied by the supplier in hard copies as well as in e-format.

#### Appendix B

#### Intention to respond to the Request for Proposal

We hereby accept / decline your Request for Proposal.

Company: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Please state a brief reason for declining this Request for Proposal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To: [Prince.hlongwane@sabs.co.za](mailto:Prince.hlongwane@sabs.co.za)

## Appendix C

### NON DISCLOSURE AGREEMENT

THIS AGREEMENT is made BETWEEN

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

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

(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Bidder has received, or may receive in future, information relating to **RFP 20498** for the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”. “Confidential information” shall include, but not be limited to any information disclosed by the SABS and / or any of its affiliates, employees, agents, representatives, subcontractors and consultants to the Bidder, its employees, agents, representatives and consultants, whether orally, in writing, by graphic, pictorial or electronic format, which information includes but is not restricted to Business information, including know how, commercial and technical aspects of products, processes and services; status and capabilities of the SABS’ business; The SABS or its subcontractors’ marketing and planning programs, products specifications, Service specifications, plans, drawings, test results and findings; financial, operational and technical data; and particular types of technologies and inventions, that already currently exist or that the SABS wishes to be developed, which could be subject to intellectual property rights, whether registered and/or unregistered.

Therefore the parties wish to agree as follows:

1. The Bidder undertakes to keep strictly secret and confidential all confidential information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Bidder’s obligation to the South African Bureau of Standards).
2. The Bidder undertakes to not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.
3. This agreement applies to information whether or not such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which:-
  - (a) the Bidder can show had been lawfully received by it prior to disclosure under this agreement.
  - (b) is in the public domain or becomes so otherwise than through breach of this agreement;
  - (c) was disclosed to the Bidder by a third party who was under no obligation of confidence in respect thereof;

5. The Bidder further undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.
6. The Bidder acknowledges that the confidentiality obligations extend from signature of this agreement and survive the termination of the tender process, whether the Bidder is successful or not.

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

Signed at.....on this.....day of .....2022

On behalf of the South African Bureau of Standards .....(signature) Hleketa  
Hlongwane (Procurement)

Witness 1. .... Witness 2. ....

Signed at..... on this.....day of .....2022

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

..... (name) ..... (title)

Witness 1. .... Witness 2. ....

To: [Prince.hlongwane@sabs.co.za](mailto:Prince.hlongwane@sabs.co.za)

## **Appendix D**

### **SABS STANDARD TERMS AND CONDITIONS**

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

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



**Annexure E**  
**CSD REPORT or Proof of banking details for an International suppliers**

## Appendix F

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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/adjudging 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, shareholder<sup>2</sup>): .....

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.

<sup>1</sup>"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.

<sup>2</sup>"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 **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

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

(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 / **YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

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

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

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

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

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
of the company have any interest in any other related companies

whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal 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 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**Appendix H**  
**BBBEE Certificate**

## **Appendix I - Pricing**

## **Appendix J**

## **Management Summary**

## Appendix K

### Statement of Compliance to the Request for Proposal

Company Name: \_\_\_\_\_

Proposed Service: \_\_\_\_\_

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

---

---

---

---

---

---

---

---

Signed: \_\_\_\_\_ (Authorised Signatory)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_





**Appendix M**  
**AUDITED FINANCIAL STATEMENT**

## Appendix N

### Request for Proposal Enquiry

To: [Prince.hlongwane@sabs.co.za](mailto:Prince.hlongwane@sabs.co.za)

From: \_\_\_\_\_

Questions:

Answers:

To: [Prince.hlongwane@sabs.co.za](mailto:Prince.hlongwane@sabs.co.za)

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

### 1.1.1.1

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

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

## 2. DEFINITIONS

- (a) “B-BBEE” means broad-based black economic empowerment as defined in section 1

(b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) **“prices”** includes all applicable taxes less all unconditional discounts;

(h) **“proof of B-BBEE status level of contributor”** means:

1)	B-BBEE	Status
level certificate issued by an authorized body or person;		
2)	A sworn	affidavit
as prescribed by the B-BBEE Codes of Good Practice;		
3)	Any	other
requirement prescribed in terms of the B-BBEE Act;		

(i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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

## 5. BID DECLARATION

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

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 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 or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		

Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1. ....
- 2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

**APPENDIX P - SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**SBD 9**

### **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

**SBD 9**

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 consortium<sup>3</sup> 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.

<sup>3</sup> 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.

## **SBD 9**

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

Js914w 2