



## **REQUEST FOR QUOTATIONS**

**SCMU11-24/25-116: APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF ICT STRATEGY INITIATIVES (PROFESSIONAL SERVICES FOR THE PROVISIONING OF FUNCTIONAL SUPPORT, LAN & DESKTOP SERVICES FOR THE ELECTRONIC CONSTRUCTION MANAGEMENT SYSTEM (ECMS) THROUGH SITA TRANSERVAL CONTRACT (RFB 1183/2022), FOR A PERIOD OF FIVE (5) YEARS.**

### **COMPILED FOR:**

Eastern Cape Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Waverly Park, Chiselhurst, EAST LONDON

### **COMPILED BY: GITCM**

Steve Tshwete House, 31-33 Phillip Frame Road, Waverly Park, Chiselhurst, EAST LONDON

**JUNE 2024**

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## **LIST OF ACRONYMS**

<b>eCMS</b>	<b>- Electronic Construction Management System</b>
<b>ICT</b>	<b>- Information Communication Technology</b>
<b>ICN</b>	<b>- Internal Control Number</b>
<b>LAN</b>	<b>- Local Area Network</b>
<b>IT</b>	<b>- Information Technology</b>
<b>ECDHS</b>	<b>- Eastern Cape Department of Human Settlements</b>
<b>CPIX</b>	<b>- Consumer Price Index</b>
<b>SITA</b>	<b>- State Information Technology Agency</b>
<b>SDLC</b>	<b>- Systems Development Lifecycle</b>

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## **1. INTRODUCTION**

The Department has during 2023/24 developed a comprehensive IT Digital Strategy to provide a comprehensive ICT enabling environment that facilitates service delivery. The Eastern Cape Department of Human Settlements as a public sector, heavily relies on its information and communication technology (ICT) infrastructure to support critical business operations and ensure a secure and resilient environment that safeguards the confidentiality, integrity, and availability of its critical information. The ICT Digital Strategy implementation plan entails initiatives that support business processes through digitization and automation. The Electronic Construction Management System (eCMS) is a digital tool meant to manage/monitor onsite construction projects from inception to completion. The major advantage and value proposition of this system is the digitization of the manual inspection processes to provide real-time information for progress on construction, if/when used properly.

The system requires the following resources to improve its efficiency and functionality:

- 1.1 eCMS technical support at regional offices (LAN and Desktop Support)
- 1.2 eCMS Administrator and Functional Support at Head Office (Business Solution Maintenance).

The Department is therefore looking for a SITA accredited service provider for provisioning of professional services for LAN & Desktop services and Business Solution Maintenance (functional support) services through the SITA contract (RFB 1183/2022), for a period of Five (5) years.

## **2. SCOPE OF WORKS**

In awarding this bid, the Department expects to appoint a service provider to provide professional services for provisioning of:

- 2.1 LAN and Desktop Support Services (SITA ICN no. 81112011-0068).
- 2.2 Business Solution Maintenance: (SITA ICN no. 81112011-0021)

### 3. SPECIFICATIONS

A service provide must provide a fully managed Professional services which includes the following specification.

Table 1: SPECIFICATIONS

PROFESSIONAL SERVICES REQUIRED	OFFICE LOCATION	QTY	SKILLS REQUIRED	NO. OF WORKING HOURS PER MONTH	NUMBER OF WORKING DAYS PER MONTH	DUTIES
LAN and Desktop Support Services: ICN no. 81112011-0068	Amathole Region Office (Dept. of Justice Building, 31-33 Phillip Frame Road, Chislehurst, East London )	1	<ul style="list-style-type: none"> <li>Technical Skills</li> <li>Communication Skills</li> <li>Problem Solving Skills</li> </ul>	160	20 days	<ul style="list-style-type: none"> <li>This service will consist of hardware diagnostics and software maintenance and support services for ICT LAN and Desktop infrastructure equipment and related peripherals, as well as the support services related to installing hardware and software including:                             <ul style="list-style-type: none"> <li>Operation and delivery of local services to agreed service levels.</li> <li>Local user liaison, training and support providing local coordination for support services.</li> </ul> </li> </ul>
LAN and Desktop Support Services: ICN no. 81112011-0068	OR Tambo Region Office (Botha Sigcawu Building, Mthatha)	1	<ul style="list-style-type: none"> <li>Knowledge of desktop / LAN environment</li> </ul>	160	20 Days	
LAN and Desktop Support Services: ICN no. 81112011-0068	Queenstown Region Office (Block I, Komani Hospital, Queenstown)	1	<ul style="list-style-type: none"> <li>Knowledge of configuring and managing printers and multi-function machines.</li> </ul>	160	20 Days	

			<p>Knowledge of desktop and infrastructure (server, switches and cabling) environment.</p> <ul style="list-style-type: none"> <li>• Knowledge of VCX Telephony System.</li> </ul> <p>Knowledge of Virtualization and Cloud technology.</p>		<ul style="list-style-type: none"> <li>• Local equipment support.</li> <li>• Control of access to local equipment and services.</li> <li>• Maintenance of local documentation and procedures.</li> <li>• Configuration management and change management of all distributed ICT infrastructure components.</li> <li>• Logging, reporting, filtering and correlation of local events, incidents, and problems</li> <li>• Liaison for users on all major deployments of new or updated services, assisting] with the deployment.</li> <li>• Where necessary with any on-site activities; and maintenance and monitoring of local security procedures</li> </ul>
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PROFESSIONAL SERVICES REQUIRED	OFFICE LOCATION	QTY	SKILLS REQUIRED	NO. OF WORKING HOURS PER MONTH	NO. OF WORKING DAYS PER MONTH	DUTIES
Business Solution Maintenance: ICN no. 81112011-0021	Head Office (31-33 Phillip Frame Road, Chiselhurst East London)	1	<ul style="list-style-type: none"> <li>• Computer Literacy</li> <li>• Analysis Skills</li> <li>• Microsoft Teams</li> <li>• Presentation skills</li> <li>• Problem Solving Skills</li> <li>• Communication skills.</li> </ul>	160	20 Days	<p>Maintenance of eCMS production and Test environment.</p> <p>Perform software corrective, perfective or adaptive maintenance, data maintenance, database maintenance, user maintenance, utilisation monitoring etc.</p> <p>Provide systems support and functional support which includes</p> <ul style="list-style-type: none"> <li>▪ technical/functional application support for eCMS and other designated business applications/systems linked/related to eCMS.</li> <li>▪ Technical and analytical expertise to locate and resolve applications/systems related problems.</li> <li>▪ front-line system functional support and back-end technical support for system users, including escalation of technical issues with relevant-</li> </ul>

internal/external stakeholders or IT team.

- Restricted database administration services, while maintaining segregation of duties, which includes database deployments, and data cleansing/migration.
- Create and maintain both technical documentation and system operational documentation (including user manuals), for the designated system(s) to ensure they are in-line with current system version, for eCMS and other designated business applications/systems linked/related to eCMS.
- Documenting all required documentation to facilitate functional requirements changes from initiation to deployment on production, including requirements processing, proposed system interface designs, business rules amendments and conducting system functional testing with sign-off for client acceptance.

Provide system advisory services

Provide and maintain **Governance** of eCMS including

- Creating system related procedures/manuals for using various designated business applications/systems linked/related to eCMS.

Creating and maintaining all required technical documentation for the designated systems, to ensure compliance with all audit and best practise requirements/standards; for eCMS and other designated business applications/systems linked/related to eCMS.

- Ensure that the designated departmental ICT applications/systems operate in-line with the departmental Corporate Governance of ICT Policy that implements the objective, principles and practices of the Corporate Governance Framework.

Ensure that business application/systems changes are managed effectively (change management).

Maintain user procedure manuals, online help functions and contribute towards development of training materials.

- Perform eCMS Risk Management including implementing appropriate security controls for designated departmental systems/application development, maintenance and software support processes according to the System Development Life Cycle (SDLC) methodology; in order to reduce information security risks to acceptable departmental levels.
- Conduct monthly/quarterly security reviews to ensure appropriate user accounts management, according to audit requirements and best practise.

#### 4. EVALUATION CRITERIA

ECDHS has set minimum standards (Stages) that a bidder needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

*Table 2: STAGES OF EVALUATION*

<b>(STAGE 1): Administrative compliance</b>	<b>(STAGE 2): Price and Specific goals Evaluation</b>
Bidders must submit all documents as outlined in Table 1	Bidders will be evaluated in terms of section 5 of the PPPFA 2000, Preferential Procurement Regulations, 2022.

#### 4.1 STAGE 1 – ADMINISTRATIVE COMPLIANCE

**4.1.1** Without limiting the generality of ECDHS's other critical requirements for this Bid, bidders must submit the documents listed in Table 3 below. All documents must be completed and signed by the duly authorised representative of the prospective bidder. During this phase, bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. In case of a Joint Venture/Consortium all parties are expected to submit individual documentation:

Table 3: STAGES OF EVALUATION OF BIDDERS ADMINISTRATIVE COMPLIANCE

No	The document that must be submitted	Explanatory Information
1	SBD1: Invitation to tender	Complete and sign the supplied proforma document
2	SBD2: Tax clearance certificate	Complete and sign the supplied proforma document
3	SBD4: Declaration of interest	Complete and sign the supplied proforma document
4	SBD6.1: Preference points claim form;	Complete and sign the supplied proforma document
5	Bill of quantities and summary & form of offer	Submit full details of the pricing proposal as per Bill of quantities. Blank spaces will be regarded as incomplete. Should the bidder not charge for the service, the bidder must indicate that with a zero (0). Bidders must complete the entire Pricing Schedule
7	SITA supplier Database registration (SITA Accredited Services provider)	Service Providers must be registered as a service provider on the SITA Database. If you are not registered, prior to submitting your proposal. Visit <a href="https://www.sita.co.za">https://www.sita.co.za</a> to obtain your vendor number. Submit printout as proof of accreditation. The service provider must be accredited for appropriate ICT service in line with the requirement set out in the table 1 of the specification.
8	Annexure B: Intent to form Joint venture consortium agreement.	The joint venture and/or consortium agreements must clearly set out the shareholding and roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other

		party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement. A signed agreement will be expected to be submitted prior award of contract.
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**4.2 STAGE 2: PRICE AND PRICE AND SPECIFIC GOALS EVALUATION EVALUATION**

**4.2.1** Regulation 3 of the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations 2022, (the Regulations) stipulates that an organ of state must, prior to making an invitation for tenders, determine and stipulate the appropriate preference point system to be utilized in the evaluation and adjudication of tenders.

**4.2.2** Regulation 5 stipulates that the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

**THE 80/20 PREFERENCE POINT SYSTEMS**

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

80/20

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

**4.2.3 POINTS AWARDED FOR SPECIFIC GOALS**

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 below as may be supported by proof/ documentation stated in the conditions of this tender:

*Table 4: STAGES OF EVALUATION OF BIDDERS*

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
Women-owned Organizations	<b>8</b>	
Youth	<b>4</b>	
People with Disability	<b>2</b>	
Locality: Eastern Cape	<b>5</b>	
Military Veterans	<b>1</b>	

#### **4.2.4 CLAIMING OF PREFERENCE POINTS**

- 4.2.4.1** Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in a form of valid SITA Supplier Database supplier profile that outlines the ownership of the organisation.
- 4.2.4.2** Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in form of a medical certificate / letter not older than 6 months from a registered medical practitioner (Practitioner number, contact details to be stated on correspondence) detailing the disability. The Medical certificate will only be used for evaluation purposes.
- 4.2.4.3** Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in a form of valid SITA Supplier Database supplier profile that outlines the ownership of the organisation.

**4.2.4.4** Preference points for Locality may be allocated for promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and or commission warehouses in this municipal area are expressly excluded from claiming points for this goal. Bidders must submit proof of the Company's Registered Offices. Proof of rate statement, lease agreement or confirmation of locality from local authority.

**4.2.4.5** Preference points allocated for Military Veterans may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in terms confirmation letters from the Department of Military Veterans.

**NB:** Bidders must provide sufficient proof and supporting documentation in respect of the above evaluation criteria and specific goals evaluation. Bidders who do not submit the required information shall not be scored for the respective/relevant evaluation criteria. In the case of a joint venture and/or consortium the agreements must clearly set out the shareholding and roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. Failure to submit shareholding will result in non-allocation of points.

## 5. KEY COMPETENCIES OF THE BIDDER(S)

5.1.1 A service provider must be accredited in terms of SITA Transversal Contract RFB 1183.

## 6. FINANCIAL PROPOSAL

6.1 The Financial Proposal provided shall specify and state a **firm and fixed** price to complete the project, including total fees and expenses (VAT Included).

6.2 Bidders must ensure that they fill in the following table as part of the Financial Proposal:

Table 5: BILL OF QUANTITIES

NO.	ITEM	QTY	No. of Working Hours per Month	No. of Working Days per Month	Rate	AMOUNT	TOTAL
A.	BUSINESS SOLUTION MAINTENANCE: ICN no. 81112011-0021: Head Office	1	160	20			
B	LAN and Desktop Support Services: Amathole/Buffalo	1	160	20			
C	LAN and Desktop Support Services: Christ Hani	1	160	20			
D	LAN and Desktop Support Services: OR Tambo	1	160	20			
	<b>TOTALS</b>		640				

## 7. SPECIFIC CONDITIONS OF THE CONTRACT

Special Conditions that apply to this contract are as follows:

- 7.1 The Service Provider must deliver precisely as ordered.
- 7.2 The service provider must deliver within fourteen (14) days after issuing of purchase order.
- 7.3 The service provider must deliver the service together with the invoice.
- 7.4 The Department reserves the right to cancel the Terms of Reference.
- 7.5 The Department must ensure that the selected service provider is accredited for the service in line with the requirements and is accredited in terms of RFB 1183 in the province where the solution is required; Proof of SITA's authorization to provide the service e.g., Accreditation Certificate, participation letter etc.
- 7.6 The Department must enter into a fixed five (5) year contract with a potential Service Provider.
- 7.7 A Service Provider approved in a specific province/s cannot be used to provide a service in province/s for which they are not accredited, with the one exception, if there are no service providers accredited for this service in the particular province.
- 7.8 The work performance contract must be developed and monitored quarterly to measure performance and subject to automatic annual renewal 2024/25, 2025/26, 2026/27, and financial years not exceeding CPIX taking into cognisance of performance of the ECMS Project Administrator.
- 7.9 The work performance contract is subject to manual renewal for the 2027/28 and 2028/29 financial years.
- 7.10 The Contract must be monitored quarterly to measure performance.
- 7.11 The service provider must provide professional services for a period of
  - 20 days per month and 160 hours per month for each required service.

## 8. COLLECTION OF BID DOCUMENTS

- 8.1 Bid document will be available on the Departmental Website ([www.ecdhs.gov.za](http://www.ecdhs.gov.za)) as from the **26 July 2024**

## **9. DOCUMENTS TO BE SUBMITTED**

9.1 The following documents **MUST** be submitted with the proposal and failure to submit them may lead to elimination:

9.2 Proof of registration on SITA RFB 1183/2022 Transversal contract

## **10. RETURNABLE SCHEDULES**

The Service Provider must ensure that the following documents are completed and returned with the bid proposal:

10.1 SBD 1: INVITATION TO TENDER.

10.2 SBD 2: TAX CLEARANCE CERTIFICATE.

10.3 SBD 4: DECLARATION OF INTEREST.

10.4 SBD 6.1: PREFERENCE POINTS CLAIM FORM.

10.5 COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC)  
CERTIFICATE.

## **11. SUBMISSION OF BID PROPOSAL**

11.1 Bid proposals must be deposited in a Bid Box (that is accessible 24 hours) situated at the Ground Floor, Department of Human Settlements, Steve Tshwete Building, 31–33 Phillip Frame Road, Waverley Park, Chiselhurst, East London.

11.2 Faxed or emailed bid proposals will not be accepted.

## **12. BID VALIDITY**

12.1 This bid will be valid for one hundred and twenty (120) days after the closing date.

### **13. PROJECT DURATION**

13.1 The duration of this project is expected to be for a maximum period of sixty (60) months.

### **14. CLOSING DATE**

14.1 All bid proposals in response to this bid should reach the Department not later than the Friday **16 August 2024 at 11H00**. Bids received after **11H00** will not be accepted or considered.

### **15. BRIFEFING SESSION**

The briefing session will be held on the **02 August 2024 at 11H00** at the Ground Floor boardroom, Department of Human Settlements, Steve Tshwete Building, 31-33 Phillip Frame Road, Waverly Park, Chislehurst, East London.

### **16. CONTACT DETAILS ON TERMS OF REFERENCE**

Ms. Neliswa Gwele – Applications & Systems Support (ICT), Department of Human Settlements, Head Office, **EAST LONDON**

Tel: (043) 711 9822

Email: [NeliswaG@ecdhs.gov.za](mailto:NeliswaG@ecdhs.gov.za)

All **Supply Chain Management** related enquiries regarding this bid may be directed to:

Mr. Xolile Mpupa: Deputy Director – Demand Management; Department of Human Settlements, **EAST LONDON**

Tel: (043) 711 9643

Cell: (074) 142 4781

E-mail: [XolileM@ecdhs.gov.za](mailto:XolileM@ecdhs.gov.za)

**16. FINANCIAL PROPOSAL FINAL SUMMARY**

<b>FINAL SUMMARY &amp; FORM OF OFFER</b>							
<b>SCMU11-24/25-116: APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF ICT STRATEGY INITIATIVES (PROFESSIONAL SERVICES FOR THE PROVISIONING OF FUNCTIONAL SUPPORT, LAN &amp; DESKTOP SERVICES FOR THE ELECTRONIC CONSTRUCTION MANAGEMENT SYSTEM (ECMS) THROUGH SITA TRANSERVAL CONTRACT (RFB 1183/2022), FOR A PERIOD OF FIVE (5) YEARS.</b>							
<b>NO.</b>	<b>ITEM</b>	<b>QTY</b>	<b>No. of Working Hours per Month</b>	<b>No. of working Days per Month</b>	<b>RATE</b>	<b>AMOUNT</b>	<b>TOTAL</b>
<b>A.</b>	BUSINESS SOLUTION MAINTENANCE: ICN no. 81112011-0021: Head Office	1	160	20			
<b>B</b>	LAN and Desktop Support Services: Amathole/Buffalo	1	160	20			
<b>C</b>	LAN and Desktop Support Services: Christ Hani	1	160	20			
<b>D</b>	LAN and Desktop Support Services: OR Tambo	1	160	20			
<b>TOTAL = CARRIED FROM FINANCIAL PROPOSAL</b>							
<b>TOTAL ABOVE IN WORDS</b>							

SIGNED BY/ON BEHALF OF THE BIDDER

NAME

SIGNATURE

DATE

COMPANY STAMP

SCMU11-24/25-116: APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF ICT STRATEGY INITIATIVES (PROFESSIONAL SERVICES FOR THE PROVISIONING OF FUNCTIONAL SUPPORT, LAN & DESKTOP SERVICES FOR THE ELECTRONIC CONSTRUCTION MANAGEMENT SYSTEM (ECMS) THROUGH SITA TRANSERVAL CONTRACT (RFB 1183/2022), FOR A PERIOD OF FIVE (5) YEARS.

RECOMMENDED / ~~NOT RECOMMENDED~~



N. GWELE  
END USER: ICT

02/07/2024

DATE

RECOMMENDED / ~~NOT RECOMMENDED~~



CHAIRPERSON  
BID SPECIFICATION COMMITTEE

02/07/2024

DATE

APPROVED / ~~NOT APPROVED~~



MR. E.Q VENN  
ACTING HEAD OF DEPARTMENT

03/07/24

DATE

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SCMU11-24/25-116	CLOSING DATE:	16 AUGUST 2024	CLOSING TIME:	11: 00
DESCRIPTION	SCMU11-24/25-116: APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF ICT STRATEGY INITIATIVES (PROFESSIONAL SERVICES FOR THE PROVISIONING OF FUNCTIONAL SUPPORT, LAN & DESKTOP SERVICES FOR THE ELECTRONIC CONSTRUCTION MANAGEMENT SYSTEM ( ECMS) THROUGH SITA TRANSVERSAL CONTRACT (RFB 1183/2022), FOR A PERIOD OF FIVE (5) YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
DEPARTMENT OF HMAN SETTLEMENTS					
31-33 PHILLIP FRAME ROAD, STEVE TSHWETE BUILDING, GROUND FLOOR					
WAVERLY PARK					
EAST LONDON					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MR X. MPUA		CONTACT PERSON	MS. N GWELE	
TELEPHONE NUMBER	043 711 9874		TELEPHONE NUMBER	043 711 9822	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Xolilem@ecdhs.gov.za		E-MAIL ADDRESS	NeliswaG@ecdhs.gov.za	
<b>SUPPLIER INFORMATION</b>					
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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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.					

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**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 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: .....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



### Application for a Tax Clearance Certificate

**Purpose**

Select the applicable option ..... Tenders  Good standing

If "Good standing", please state the purpose of this application

Empty text box for purpose of application

**Particulars of applicant**

Name/Legal name (Initials & Surname or registered name)			
Trading name (if applicable)			
ID/Passport no	Company/Close Corp. registered no		
Income Tax ref no		PAYE ref no	7
VAT registration no	4	SDL ref no	L
Customs code		UIF ref no	U
Telephone no		Fax no	
E-mail address			
Physical address			
Postal address			

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname			
First names			
ID/Passport no		Income Tax ref no	
Telephone no		Fax no	
E-mail address			
Physical address			

**Particulars of tender** (If applicable)

Tender number

Estimated Tender amount R

Expected duration of the tender  year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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**Audit**

Are you currently aware of any Audit investigation against you/the company?..... YES NO  
 If "YES" provide details

**Appointment of representative/agent (Power of Attorney)**

I the undersigned confirm that I require a Tax Clearance Certificate in respect of  Tenders or  Goodstanding.

I hereby authorise and instruct  to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent Date

Name of representative/agent

**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer Date

Name of applicant/Public Officer

**Notes:**

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
  - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - without just cause shown by him, refuses or neglects to-
    - furnish, produce or make available any information, documents or things;
    - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

## 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 interest<sup>1</sup> 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

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> 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.

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 consortium<sup>2</sup> 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.
- 3.5 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

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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.

contract.

- 3.6 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.
- 3.7 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bidder

**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
- 

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

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

b) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

- (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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

**80/20**

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>max</sub> = 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
  - (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,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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Woman owned Organization	8	
Youth	4	
People with Disability	2	
Locality:EC	5	
Military Veterans	1	
<b>TOTAL</b>	<b>20</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

- 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;
- iv) 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 –
  - (a) 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.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

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