Invitation to bid

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| --- |
| **YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE**South African Nuclear Energy Corporation SOC Ltd |

|  |  |
| --- | --- |
| **BID NUMBER:** | FIN-SCM-TEN-0132 |
| **BID DESCRIPTION:** | **Provision of advice and central service delivery on occupational health** |
| **CLOSING DATE:** | 19 September 2025  |
| **CLOSING TIME:** | 11:00am |
| **BID VALIDITY PERIOD:** | 90 Days (Commencing the Bid Closing Date) |
| **SITE BRIEFING MEETING:** | N/A |
| **SITE ACCESS:** | N/A |
| **DELIVERY ADDRESS:** | **BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:**Necsa Gate 3R104 Elias Motsoaledi Street (Church Street West Ext)PelindabaBrits Magisterial DistrictMadibeng MunicipalityNorth West0240 |
| **ENQUIRES:** | Mr. Buyani Nsibande **Email**: SCM@necsa.co.za **Tel:** +27 (0) 12 305 6072 |

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.**

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1. 1. Introduction
		1. Company Overview

The South African Nuclear Energy Corporation Limited (Necsa) is a state-owned public company (SOC), registered in terms of the Companies Act, (Act No. 61 of 1973), registration number 2000/003735/06.

The Necsa Group engages in commercial business mainly through its wholly-owned commercial subsidiaries: NTP Radioisotopes SOC Ltd (NTP), which is responsible for a range of radiation-based products and services for healthcare, life sciences and industry, and Pelchem SOC Ltd (Pelchem), which supplies fluorine and fluorine-based products. Both subsidiaries, together with their subsidiaries, supply local and global markets, earning valuable foreign exhange for South Africa and are among the best in their field in their respective world markets.

Necsa’s safety, health, environment and quality policies provides for top management commitment to compliance with regulatory requirements of ISO 14001, OHSAS 18001 and RD 0034 (Quality and Safety Management Requirements for Nuclear Installations), ISO 9001 and ISO 17025.

Necsa promotes the science, technology and engineering expertise of South Africa and improves the public understanding of these through regular communications at various forums and outreach programmes to the community. We are a proudly South African company continuously striving, and succeeding in many respects, to be at the edge of science, technology and engineering related to the safe use of nuclear knowledge to improve our world.

* + 1. Background

The South African Nuclear Energy Corporation (Necsa) wishes to appoint not more than four (4) Occupation Medical Practitioners on a part time basis who will work in the company’s SHEQ Department at the Necsa’s Medical Services. The OHMPs will cover 40hrs a week including a night time standby to ensure availability of a doctor for 24 hrs. The occupational Medical Practitioner will take responsibility for all activities as prescribed by relevant legislation (Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, National Nuclear Regulatory Act etc.) as well as the South African Medical Council concerning such matter as medical and ethics regulations.

* 1. Scope of Work

**Provision of advice and central service delivery on occupational health**

* Identifying and prioritising Occupational Health related risk areas (including radiological) and recommending appropriate strategies, action control measures to minimise the potential financial, legal and ethical impact
* Responding to specific Occupational Health related needs and possible areas of development identified through the evaluation of Occupational Health outputs in consultation with Medical Services Manager, EAP practitioner and the Occupational Hygienist.
* Provide guidance with the interpretation, implementation and adherence of Occupational Health policies, practices and systems
* Advice proactively (and reactively ) senior management with high level specialist decisions when critical decisions are to be made by providing specialist advice guidance and support
* Provide subject matter expertise, advice and guidance to HR practitioners, and line management
* Provide recommendations on aspects such as first-aid and emergency preparedness e.g. training staff, emergency preparedness centres, etc.
* Provide inputs into health and safety committees.
* Provide guidance regarding disability assessment and ill
* Surveillance of workers health based on legal requirement, the magnitude of occupational risk to worker’s health or by voluntary agreement (Including radiological exposed workers).

**Represent Safety department in forums:**

* Representing Occupational Health at divisional and other forums and leadership meetings
* Ensure healthy and transparent relationships and partnerships with key stakeholders including liaising with hospitals and specialists responsible for providing emergency care for work related diseases and casualties
* Represent Health & Wellness on internal forums on area of expertise.
* Supporting business partners(HR) in their focus areas and providing evidence of Health and Wellness responses

The Scope of Work shall include the performance of all work necessary to achieve the objectives of the bid, whether uniquely specified or not.

* + 1. Specification / Technical Requirements

**Requirements**

* MBChB or equivalent Medical Degree
* Post graduate Qualification in Occupational Health
* Proof of HPCSA Registration.
* Qualification/certificate and experience in radiation will be an added advantage
* 5 to 10 years’ experience in OH environment.
* Knowledge of applicable governance and statutory requirement.

**Knowledge**

* Expert knowledge of both theoretical and practical application of Occupational Health.
* Knowledge of both theoretical and in radiological and chemical industry
* Knowledge of OH industry standard project management tools and techniques.
* Ability to manage numerous projects and remain calm in difficult situations.
* Health and wellness models, theories and research practices.
* Benchmarks of effective programmes
* Implement health risk reduction interventions
* Healthy Lifestyle Management including HIV/AIDS and TB in the workplace.
* Good understanding on how Medical Aid Scheme - Chronic Disease Management programmes function.
* Risk Management (Identifying Risk Areas in relation to Health and Wellness)
* Management of sickness, absenteeism and medically incapacitated employees
* Change management knowledge

The Occupational Medical Practitioner is required to work 8-12 hrs per week and the duration of the contract is 3 years. The practitioner must be an independent (solo-practice) contractor. The working schedule will be discussed and agreed with the appointed bidders.

* + - 1. The bidder shall, based on the overall objective of the scope of work to be performed and the bidders expertise, identify any obvious omissions from the scope that they believe to be essential for meeting the overall objectives and it will include this into the price of the work to be performed and submit it for negotiation.
			2. The bidder shall strictly comply with all technical and commercial requirements of this bid.
			3. A bid with a deviation shall be considered as an alternative bid. These may be evaluated provided that the main bid complies with all requirements supplied.
		1. Bill of Quantities / Activity Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Service Description** | **Quantity**  | **Rate** |
|  | * Medical Surveillance, Primary Health, and Emergency Services for Necsa, contractors & private company employees.
* Ad-hoc SHEQ Committee Meetings
* Disability, Absenteeism, etc
 | 8-12 hrs per week  |  |
|  | * Standby Services as per National Nuclear Regulator requirement
 | Per Hour |  |

* + - 1. Hourly labour rates shall include all charges and overheads associated with labour, e.g. bonus, overtime or other incentive payments necessary to attract and retain sufficient workforce during the contract period. It shall include daily allowances, fares, transport, subsistence allowances, condition money, national insurance, sick pay and leave, industrial training levy, redundancy payment contribution, provision for protective clothing-tools-and-equipment.
		1. Applicable Necsa Policies
			1. The following Necsa policies must be adhered to:

|  |  |
| --- | --- |
| SHEQ-INS-0100 | Necsa General Safety, Health and Environmental Policy. |
| SHEQ-INS-0102 | Necsa Alcohol and Drug Policy. |
| FIN-SCM-PRO-0014 | Procedure for Necsa’s Supply Chain Management Process. |

* 1. Applicable Necsa Procedures
		1. Requirements to Access Necsa Site
			1. Access to any other area will only be allowed by the facilty manager.
			2. In the case of foreign citizens, whether visitors to South Africa or residents in the country, a copy or scan of the passport must be submitted at least two (2) weeks before the date required to enter on the Necsa site.
		2. Emergencies, Incidents, Accidents
			1. Necsa maintains an Emergency Control Centre, a Fire Brigade and Paramedics with a fully equipped ambulance, an on-site Medical Clinic with doctors and nursing staff and several highly trained response personnel.
			2. The Emergency Control Centre and emergency response personnel are on call 24/7 and equipped to handle any emergencies foreseen.
			3. If any emergency situation, incident, accident or injury should occur they Emergency Control Centre should be contacted at extension 3333 or 012 305 3333.
			4. Emergency exercises and site alarm tests are conducted from time to time to ensure full preparedness of all Necsa staff. The site wide announcement will clearly state this is an exercise/test.
			5. Everyone, including visitors, are required to follow emergency instructions. Your site host will explain the details during the compulsory briefing session.
		3. Necsa Health, Safety and Environmental Requirements
			1. The bidder shall submit its company Health, Safety and Environmental (SHE) Policy with the bid. It shall reflect the intention to submit a SHE Plan in relation to the work that will be performed.
		4. Necsa Requirements for Quality
			1. The bidder shall submit its company Quality Policy with its bid. It shall reflect the intention to submit a Quality Plan for ensuring all deliverables comply with the bid specifications.
		5. Necsa Requirements for Project SHEQ
			1. Necsa’s SHEQ Project Approval Process prescribes that all planned projects or project phases be assessed for compliance with Necsa/s SHEQ requirements (SHEQ-INS-0823).
		6. Confidentiality
			1. Bidders shall handle the contents of this document as confidential and private and may not disclose it to a third party or publish in any way whatsoever.
			2. The signing of Necsa’s Confidentiality agreement will only be required if information of a confidential nature are provided to the bidders.
			3. Normally this is only required on entering into the contract, which is not part of the bid specification.
1. 1. Instruction to Bidders
		1. General
			1. Bidders must familiarise themselves with and comply with the mandatory requirements and ensure their availability for site visits and presentations, as required, on the appropriate dates.
		2. Bidder Information
			1. The required information on the bidder must be completed as stipulated in Paragraph 7. Failure to do so may result in disqualification.
			2. The successful bidder shall demonstrate to Necsa that adequate pre-employment screening, including security screening, was performed on their employees/sub-contractors (staff).
			3. The pre-employment screening shall as a minimum be able to:
				1. Authenticate that staff are who they claim to be;
				2. Confirm that staff have a right to work in the RSA;
				3. Obtain written declaration from staff of any criminal record; and
				4. Confirm that staff possesses the relevant qualifications to undertake the duties effectively and safely.
			4. The successful bidder shall deploy competent staff, supervision and labour who are appropriately experienced and trained for the work they are to undertake.
			5. Necsa and its representatives may seek formal assurance to this effect (including a formal audit) at any time during the contract period.
		3. Consortium
			1. Bidders forming part of a Consortium must submit with their bid a copy of their Consortium agreement in a separate attachment. This must clearly indicate:
				1. The form of agreement;
				2. The respective roles and responsibilities of the members;
				3. The identity of the lead company which will have the overall project responsibility;
				4. The name and address of the officer acting as the single point of contact for all communications between NECSA and the tenderers. He shall be fully empowered to act on behalf of all members; and
				5. The member’s agreement to be jointly and severally liable to NECSA for the performance of the contract.
		4. Sub-contracting
			1. Bidders must detail any work to be sub-contracted, and the proposed sub-contractor(s) to be used.
			2. Necsa reserves the right to reject the use of any of the bidder’s proposed subcontractors and any subcontractor proposed during the contract term.
			3. Bidders are advised that Necsa will not respond to any direct approach from potential sub-contractors for details in respect of any particular item in this bid.
		5. Necsa’s Bidding Rights
			1. Necsa reserves the right to:
				1. Extend the closing date;
				2. Verify any information contained in a proposal;
				3. Request documentary proof regarding any bid issue;
				4. Give preference to locally manufactured goods or locally sourced services;
				5. Issue follow-up or supplementary questions during the response period or after receipt of tenders;
				6. Make known to all bidders any questions submitted by a bidder including commercial and technical clarifications, together with the answers given to any individual bidder, if it is considered to be relevant to the tender; and
				7. Cancel or withdraw this request for tender as a whole or in part.
			2. Evaluating Authorities’ part of the evaluation process NECSA may require bidders to arrange and/or participate in one or more of the following:
				1. Interviews with, or written references from, nominated reference;
				2. Reference site visits to the location(s) of nominated reference;
				3. Interviews with bidder personnel who would be involved in the contract execution (day-to-day operations of the site);
			3. Negotiations with the bidders.
		6. Bidding Process
			1. Bidders must familiarise themselves with and comply with the procurement timetable and ensure their availability for the site visit and presentations, as required, on the appropriate dates. Necsa is unlikely to be able to offer much flexibility to this timetable.
			2. Bidders are required to:
				1. Respond in the English language;
				2. A cover letter on the bidders company letterhead with clear reference to the bid of interest should accompany both the technical and pricing proposals;
				3. All copies of the tender response must have signatures on the Declaration of Compliance to the Necsa Contact Person;
				4. Ensure that all document attachments are clearly marked and bound in a clear, logical and well-marked format with a table on context ensuring ease of finding individual documents or sections; and
				5. The original document must be signed in black ink by an authorised person, agent or representative and each and every page of the bidding documents shall contain the initials of the same signatory.
			3. All costing and information must be typed and signed by the bidder, no hand written costing/pricing will be accepted.
			4. All bids in this regard shall be accepted if they have been placed in the tender box by the closing date stipulated. **Late bid submissions will not be considered.**
		7. Bid Submission Requirements
			1. Bidders must submit their responses and all supporting documents in properly labelled and sealed envelopes clearly as follows:
				1. Technical Proposal – Envelope One must include:

|  |  |
| --- | --- |
|  | a set of four (4) hard copies (one (1) original and three (3) copies) and one (1) electronic copy (on disk or memory stick).**No pricing information must be included in Envelope One.** |

* + - * 1. Pricing Proposal – Envelope Two must include:

|  |  |
| --- | --- |
|  | a set of two (2) hard copies (one (1) original and one (1) copy) and one (1) electronic copy (on disk or memory stick).**All compulsory returnable documents must be included in Envelope Two.** |

* + - 1. No proposal shall be accepted by Necsa if submitted in any manner other than as prescribed above.
	1. Eligibility Requirements
		1. Pre-qualification Criteria

Non-compliance to the following pre-qualification criteria will result in automatic disqualification:

| **Item** | **Requirement** | **Yes/No** |
| --- | --- | --- |
| 1. | Bidder company information (completed Paragraph 7) |  |
| 2. | Valid Compensation Commissioner Fund: Letter of good standing (COIDA) |  |
| 3. | MBChB or equivalent Medical Degree |  |
| 4. | Post graduate Qualification in Occupational Health |  |
| 5. | Proof of HPCSA Registration. |  |
| 6. | Dispensing certificate |  |
| 7. | Must be residing within a radius of 80KM from Necsa. ( proof of residence to be provided) |  |

* + 1. Technical / Functional Evaluation Criteria

| **Item** | **Requirement** | **Weight** | **Points** | **Criteria** |
| --- | --- | --- | --- | --- |
| 1 | Financial/Payment  | 25 | 0 | No letter with payment terms or terms on the quotation submitted |
| 5 | Letter or quotation with Upfront/Bank Guaranteed terms |
| 15 | Letter or quotation with COD to 14 days terms |
| 25 | Letter or quotation with payment Terms 30 days terms |
| 2 | Experience (CV) in Occupational health in the Nuclear Industry | 75 | 0 | Less than five years ‘ |
| 60 | Provide five(5) to nine ( 09) year relevant reference with contact details of the clients (name of client, telephone number and/or email address) |
| 75 | Provide ten (10) years or more relevant reference with contact details of the clients (name of client, telephone number and/or email address) . |
| **Total** | **100** |  |  |

**Note: Bidders that score <80 out of a 100 in respect of Technical / Functional Evaluation Criteria will be regarded as submitting a non-responsive bid and will not be evaluated further.**

* + 1. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million

5.4.1 The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

Where-

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

5.4.2 The following table must be used to calculate the score out of 20 for Specific goals:

| **Ownership** | **Number of Points** | **Evidence to be by the supplier to substantiate the points allocated per specific goal** |
| --- | --- | --- |
| 100% black ownership | 20 | BBBEE certificate/sworn affidavit or the company registration documents, which contain the % of ownership or shareholding certificate with the % of shares owned by the individuals. |
| At least 51% black ownership | 15 |
| Less than 51 % black owned but more than 40% black ownership. | 10 |
| Less than 40% black ownership and more than 0% black ownership. | 05 |
| 0% black ownership  | 0 |

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5.4.3 A tenderer must submit proof of its B-BBEE status level of contributor/ company registration documents/share certificate.

5.4.4 A tenderer failing to submit proof of Specific goals may not be disqualified, but –

1. May only score points out of 80 for price; and
2. Score 0 points out of 20 for specific goals.

5.4.5

5.4.6 The points scored by a tenderer for specific goals in terms of sub regulation (2) must be added to the points scored for price under sub regulation (1).

5.4.7 The points scored must be rounded off to the nearest two demical places.

5.4.8 Subject to sub regulation (9) and regulation 11, the contract must be awareded to the tenderer scoring the highest points.

5.4.9 If the price offered by a tenderer scoring the highest points is not market-related, the organ of state may not award the contract to that tenderer.

a) The organs of state may –

1. Negotiated a market-related price with the tenderer scoring the highest points or cancel the tender;
2. If the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;
3. If the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
4. If a market-related price is not agreed as envisaged in paragraph (b)(iii), the organ of state must cancel the tender.

**5.5**

5.5.3

1. 1. Returnable documents Checklist

Please indicate that all mandatory documents are included in this bid by ticking the boxes in the checklist below. Responses received without all required documents will be considered invalid. Please also indicate where additional documents have been submitted to the main tender response.

* + 1. Mandatory Documents
			1. ☐ Bidder’s Information (Paragraph 7)
			2. ☐ Original good standing letter from SARS (Tax clearance) OR a letter from SARS with PIN number issued for TAX compliance status.
			3. ☐ If a Consortium, Joint Venture or Sub-contractor, a valid Tax Clearance Certificate for each member.
			4. ☐ Compensation for Occupational Injuries and Diseases Act (COIDA).
			5. ☐ MBChB or equivalent Medical Degree
			6. Post graduate Qualification in Occupational Health
			7. Proof of HPCSA Registration.
			8. Dispensing certificate

.

* + 1. Price
			1. ☐ Price Breakdown.
		2. Compliance Documents
			1. ☐ SBD 1 Invitation to Bid.
			2. ☐ SBD 3.3 Pricing Schedule – Professional Services.
			3. ☐ SBD 4 Declaration of Interest.
			4. ☐ SBD 6.1 Preference points claim form in terms of the preferential procurement regulations 2022.
			5. ☐ SBD 7.2 Contract Form – Rendering of Services.
			6. ☐ Necsa Terms and Conditions of Contract.
			7. ☐ Necsa Confidentiality Agreement.
			8. ☐ Necsa Alcohol and Drug Control Policy.
			9. ☐ Necsa Safety, Health and Environmental Policy.
	1. Bidder Information

The following information must be completed. Failure to do so may result in disqualification.

|  |
| --- |
| **BIDDER INFORMATION** |
| Bidder Name: |  |
| Registration Number: |  |
| VAT Registration Number: |  |
| Bidding Structure (Individual, Joint Venture, Consortium, Sub-contractors) |  |
| Contact Person: |  |
| Telephone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Postal Address: |  |
| Physical Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |
| **HAS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |

If bidding as a Joint Venture, Consortium or Sub-Contractors, complete the following company information.

|  |
| --- |
| **Name of Company (1):** |
| Registration Number: |  |
| VAT Registration Number: |  |
| Contact Person: |  |
| Telephone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Postal Address: |  |
| Physical Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |
| **HAS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |

|  |
| --- |
| **Name of Company (2):** |
| Registration Number: |  |
| VAT Registration Number: |  |
| Contact Person: |  |
| Telephone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Postal Address: |  |
| Physical Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |
| **HAS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |

|  |
| --- |
| **Name of Company (3):** |
| Registration Number: |  |
| VAT Registration Number: |  |
| Contact Person: |  |
| Telephone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Postal Address: |  |
| Physical Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |
| **HAS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |

|  |
| --- |
| I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT.I FURTHER ACCEPT THAT, IN ADDITION TO CANCELLATION OF CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE. |
|  |  |  |
| **SIGNATURE OF BIDDER (DULY AUTHORISED)** |  | **DATE** |
|  |  |  |
| **CAPACITY UNDER WHICH THIS BID IS SIGNED** |