



The Playhouse Company

an agency of the Department of Sport, Arts & Culture

# REQUEST FOR BIDS: DIGITISATION OF MEDIA FILES AND OFFICE DOCUMENTS AT THE PLAYHOUSE COMPANY, DURBAN. BID NUMBER: PHC 74/2022

<p><b>The Playhouse Company</b></p> <p>The KwaZulu-Natal Performing Arts Company</p> <p>Contact: Mr. Siya Manqele</p> <p>Email: <a href="mailto:accountingassistant@playhousecompany.com">accountingassistant@playhousecompany.com</a></p> <p>Tel: (031) 369 9507</p> <p>Fax: (031) 306 2166</p>	<p><b>The Playhouse Company</b></p> <p>The KwaZulu-Natal Performing Arts Company</p> <p>Contact: Mrs. Kay Khan</p> <p>Email: <a href="mailto:KayK@playhousecompany.com">KayK@playhousecompany.com</a></p> <p>Tel: (031) 369 9425</p> <p>Fax: (031) 306 2166</p>
<p>Name of bidder: .....</p> <p>.....</p> <p>Amount (VAT Inclusive): R .....</p>	

**Closing date : 28 November 2022**

**Time : 11:00 am**

**Validity period: 90 days from closing date**

**BIDDERS ARE RESPONSIBLE TO ENSURE THAT THE BID DOCUMENTS ARE COMPLETE AND ALL PAGES ARE SECURELY ATTACHED.**

## TABLE OF CONTENTS

<b>Section 1</b>	<b>Invitation to bid</b>	<b>3</b>	<b>SBD 1</b>
<b>Section 2</b>	<b>Special instructions to service providers</b>	<b>6</b>	
<b>Section 3</b>	<b>Tax clearance requirements</b>	<b>8</b>	<b>SBD 2</b>
<b>Section 4</b>	<b>Application for Tax clearance (deleted)</b>	<b>8</b>	
<b>Section 5</b>	<b>Information for service providers</b>	<b>9</b>	
<b>Section 6</b>	<b>Contractual documentation</b>	<b>11</b>	
<b>Section 7</b>	<b>Supplier database registration</b>	<b>12</b>	
<b>Section 8</b>	<b>Pricing Schedule – Professional services (deleted)</b>		<b>SBD 3.3</b>
<b>Section 8</b>	<b>Pricing Schedule – Firm prices</b>	<b>16</b>	<b>SBD 3.1</b>
<b>Section 8</b>	<b>Pricing Schedule – Non-Firm prices (deleted)</b>		<b>SBD 3.2</b>
<b>Section 9</b>	<b>Declaration of interest</b>	<b>17</b>	<b>SBD 4</b>
<b>Section 10</b>	<b>Site Inspection Certificate</b>	<b>20</b>	
<b>Section 11</b>	<b>Evaluation criteria</b>	<b>21</b>	
<b>Section 12</b>	<b>Functionality Evaluation criteria</b>	<b>22</b>	
<b>Section 13</b>	<b>Declaration of Service Provider’s Past Supply Chain Management Practices</b>	<b>23</b>	<b>SBD 8</b>
<b>Section 14</b>	<b>Contract form</b>	<b>25</b>	<b>SBD 7.1</b>
<b>Section 15</b>	<b>Preference Points Claim Form</b>	<b>27</b>	<b>SBD 6.1</b>
<b>Section 16</b>	<b>Certification of Independent bid determination action</b>	<b>33</b>	<b>SBD 9</b>
<b>Section 17</b>	<b>Scope of Work</b>	<b>36</b>	
<b>Annexure A</b>	<b>Bill of Quantity (BOQ)</b>		
<b>Annexure B</b>	<b>Government Procurement: General Conditions of Contract</b>		<b>GC1</b>

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	PHC 74/2022	CLOSING DATE:	28 November 2022	CLOSING TIME:	11:00am
DESCRIPTION	DIGITISATION OF MEDIA FILES AND OFFICE DOCUMENTS AT THE PLAYHOUSE COMPANY, DURBAN.				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT (STREET ADDRESS)

<b>The Playhouse Company</b>					
<b>29 Acutt Street</b>					
<b>Durban central</b>					
<b>4001</b>					
<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					
		TCS PIN:		<b>OR</b>	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
		<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
			NAME:		
<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>					

<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
<b>SIGNATURE OF BIDDER</b> .....	<b>DATE</b>		
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>			
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE (ALL INCLUSIVE)</b>	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	SCM	CONTACT PERSON	Siya Mangele
CONTACT PERSON	Siya Mangele	TELEPHONE NUMBER	031-369 9507
TELEPHONE NUMBER	031-369 9507	FACSIMILE NUMBER	031-306 2166
FACSIMILE NUMBER	031-306 2166		
E-MAIL ADDRESS	accountingassistant@playhousecompany.com		

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## SECTION 2: SPECIAL INSTRUCTIONS TO BIDDERS

### 1. RESPONSIVENESS CRITERIA

The Playhouse Company will consider no BID unless it meets the following responsiveness criteria. If a NO response is indicated for any one of the items below, the BID WILL BE DISQUALIFIED:

- Yes  No The BID must be properly received in a sealed envelope clearly indicating the description of the service and the Bid number for which the Bid is submitted.
- Yes  No The Bid must be deposited in the relevant Bid box as indicated on the notice of the Bid on or before the closing date and time of the Bid.
- Yes  No A Valid Tax Clearance Certificate or SARS issued pin must be submitted with the Bid on or before the closing time and date of the Bid.
- Yes  No Bid forms must be completed in full, this includes the Registration of Suppliers Database Application document for The Playhouse Company's supplies database.
- Yes  No Certified copy of the company registration certificate must be submitted together with the Bid documents on or before the closing time and date of the Bid.
- Yes  No Complies with the requirements of the Bid requirements.
- Yes  No Copies of Identity Documents of Members/ Shareholders/ Partners.
- Yes  No Financial ability to execute the contract.
- Yes  No Past 3 years audited financial statements attached.
- Yes  No Comply in full and observe the requirements of the Notice to Service Providers.
- Yes  No CSD Registration report submitted.

## 2. BID PROCEDURES AND INSTRUCTIONS

In the procedures described below, kindly interpret the singular to include the plural. (A list of contact telephone numbers appear at the end of this section and on the cover).

Bidders are asked to:

- Yes  No Review all the documentation as listed above.
- Yes  No Complete the bid documents as indicated. (Use black ball point pen). Any alterations made must be initialed.
- Yes  No Deposit the completed bids on or before bid closing date, in the bid box situated in the reception area of **The Playhouse Company at 29 Acutt Street, Durban, on or before bid closing date and time.**
- No bids will be accepted after the cut-off time.
- Bids submitted will be reviewed in accordance with our SCM Policy, National Treasury Regulations and the PFMA and the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC)
- Acceptance of contract of Agreement shall be simultaneous with the award of the bid to the successful bidder.
- There shall be a **public opening** of the Bids received, with the **names of the bidders announced only** and a list of the bids received will be published on The Playhouse Company website. There shall be no discussions with any enterprise until evaluation of the bid has been complete. Any subsequent discussions shall be at the discretion of The Playhouse Company. Unless specifically provided for in the bid document, bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.

### SECTION 3: TAX CLEARANCE REQUIREMENTS

SBD 2

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 Services (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 or SARS Issued pin that will be valid for a period of 1 (one) year from the date of approval.
3. The original tax clearance certificate or SARS Issued pin must be submitted together with the bid. Failure to submit a compliant tax status will result in invalidation of the bid.
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 certificate 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)

~~Section 4: APPLICATION FOR TAX CLEARANCE CERTIFICATE~~  
~~Refer to Annexure A~~

## **SECTION 5: INFORMATION FOR SERVICE PROVIDERS**

### **1. BACKGROUND**

The Playhouse Company comprises prime live theatre venues in the Province of KwaZulu Natal (KZN). The Playhouse Company is situated in the heart of Durban Central Business District. It is a multi venue complex housed within Tudor and Moorish style buildings. The theatres were restored to their former glory and were combined to form KwaZulu Natal's live entertainment complex known as The Playhouse Company which re-opened in 1986. The Playhouse Company employs its resources and facilities for a variety of artistic programs. The objectives of The Playhouse Company are to:

- Empower talented, gifted and previously disadvantage people of the Province of KwaZulu Natal
- To provide artistic skills through projects and programs.
- To create an environment that will nurture growth, innovation and excellence in all performance art forms and
- Ultimately to contribute towards a vibrant culture in the leisure and entertainment industry that will provide employment to cultural practitioners in the region as well as make a significant contribution to KwaZulu Natal.

The KwaZulu-Natal Performing Arts Company trading as The Playhouse Company was declared a Cultural Institution by the Minister of Arts Culture, Science & Technology in March 2003, in terms of Section 3 (1) of the Cultural Institutions Act 1998 (Act No 119 of 1998)

The Playhouse Company is a Schedule 3 Public Entity classified in terms of the Public Financial Management Act. The Playhouse Company was de-registered for VAT by SARS effective 31/03/2005 as for all such Public Entities.

### **2. REQUIREMENT OF THE BID**

The requirement of this bid is for the provision of services/goods as stated on the cover page.

#### **2.1 TERMS OF ENGAGEMENT**

The bid will be for the duration of the services/goods as stated on the cover page. The timelines are as follows:

- |                                      |                            |
|--------------------------------------|----------------------------|
| 1. Placing of advert                 | 26 October 2022            |
| 2. Compulsory site meeting           | 04 November 2022 @ 10:00am |
| 3. Closing of tender                 | 28 November 2022 @ 11:00am |
| 4. Tender award to successful bidder | 15 December 2022           |
| 5. Contractor commencement           | 10 January 2023            |

We do not guarantee that the award date and contract commencement date will materialise as indicated, we reserve the right to change them as and when required.

#### **2.2 SCOPE OF WORK**

Refer to SECTION 17 for detailed documentation and instructions.

### 3. REQUIRED BIDDING FORMAT AND CONTENT

The bid should include at least the following information:

#### 1. First / Front page listing clearly:

1. Service Provider's registered name of company and company registration number.
2. Contact details for tender clarifications purposes (person/s name, telephone, cell phone and fax numbers, e-mail address, physical and postal addresses)

#### 2. Description of business:

1. The bidder's business outline (focus area, turnover, profit, structure, BEE status, shareholding, information technology, staff training etc.)
  - 1.1. Involvement of SMME/s
  - 1.2. Location of Business Base

#### 3. Track Record

- 3.1  Yes  No Similar contracts performed or currently being performed (experience within the industry). A minimum of five (5) current references for verification purposes.

Company Name	Contact Person	Contact Number	Contract Value
1.			
2.			
3.			
4.			
5.			

- 3.2  Yes  No Client references to be submitted including individual names and contact telephone numbers.  
The bidder's permission is required by The Playhouse Company to pursue references on the Contractors performance

#### 4. Financial bid should provide as much detail as possible.

- 4.1 See section 17 for financial proposal.

**5. Proposed Contract Workers**

5.1 Organogram of management and ownership.

1. Partner/s or Director/s with detailed CV/s.

2. Summary CV/s (experience, skills, qualifications) of senior supervisory individuals.

**6. Commencement of contract**

6.1.  Yes  No The successful service provider will be required to commence with the services as per the dates detailed under 2.1 Terms of Engagement above.

**SECTION 6: CONTRACTUAL DOCUMENTATION**

Contractual documentation required in respect of the tender are as follows:-

Yes  No Proof of insurance – Public Liability Insurance

**SECTION 7: REGISTRATION OF SUPPLIERS ON THE PLAYHOUSE COMPANY DATABASE**

Suppliers must be registered on the National Treasury’s Central Supplier Database (CSD) on [www.csd.gov.za](http://www.csd.gov.za).

A CSD Registration report must accompany this document on submission.

CSD Registration Report attached?

Yes  No

**1. OWNERSHIP**

1.1 Is there equity ownership by BEE? **YES / NO**

1.2 Is this a joint Venture Entity? **YES / NO**

1.3 If 1.1 or 1.2 is yes, provide names of Black partners hereunder and % shareholding/ holding company:

	%		%
	%		%

1.4 What is HDI ownership percentage? .....

**2. EXECUTIVE MANAGEMENT & BOARD MEMBERS’ INVOLVEMENT**

2.1

Full Name	ID Number	SA Citizen before 27/4/94 Yes/No	Capacity: Member/ Partner/ Shareholder/ Trustee/ Beneficiary	% Ownership/Part nership/ Trust/ Interest	M/F	Disabled Yes/No	HDI Yes/ No	(*) Race W/B/ I/C/ Other	%of Time devoted to the Business

(\* NB: The request for the Race of a person herein is required for STATISTICAL PURPOSES ONLY and is not intended to prejudice any Service Provider in any manner whatsoever.

LEGEND

(M) – Male      (F) – Female      (W) – White      (B) – Black      (I) – Indian      (C) – Coloured

2.2 What percentage comprises Black Senior Management? .....

3. **HUMAN RESOURCES**

3.1 Is there an Employment Equity plan in your organisation **YES / NO**

3.1.1 If yes, indicate the DOL (Dept of Labour) status with regard to the plan and attach relevant certificate:

3.2 Please complete the following Employment Equity Statistics:

Occupational Levels	MALE				FEMALE				TOTAL
	B	W	C	I	B	W	C	I	
Top Management									
Senior Management									
Professionally qualified experienced specialists and mid management									
Skilled technical and academically qualified workers, junior management, supervisors, superintendents									
Semi-skilled and discretionary decision making									
Unskilled and defined decision making									
<b>TOTAL</b>									

Key: B – Black, W – White, C – Coloured, I – Indian

3.3 Skills development expenditure as a proportion of total payroll:

3.3.1 What is the total payroll per annum **R**

3.3.2 What is the total training expenditure for the past financial year **R**

3.3.3 What percentage of training expenditure was allocated to HDI's \_\_\_\_\_%

4. **INDIRECT EMPOWERMENT**

4.1 Does your company have a Preferential Procurement Policy? **YES/NO**  
And if so do you have a scorecard to measure that?

4.2 What percentage of goods/services were sourced from Black suppliers with a Dept of Trade and Industry weighted average of 20% and above in the past twelve months \_\_\_\_\_%

4.3 Have you invested or offered business and non-business related support to BEE companies **YES/NO**

If yes, state:

Company	Total Assets	Nature of Investment/Support

5. **SMME STATUS**

Total full-time paid employees	Total annual turnover	Total gross asset value (fixed property excluded)	REMARKS (for office use)

6. **TRADE REFERENCES**

Please provide at least three trade references:

Client	Contact Person	Contact Number	Account Number

I hereby declare the information provided above and contained in the CSD Report is true and correct.

\_\_\_\_\_  
**FOR AND ON BEHALF OF THE APPLICANT COMPANY**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAME OF SIGNATORY**

\_\_\_\_\_  
**CAPACITY OF SIGNATORY (POSITION HELD IN COMPANY)**

**SECTION 8: PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

NAME OF BIDDER: .....	BID NO.: PHC 74/2022
CLOSING DATE: 28 November 2022	CLOSING TIME 11:00 AM

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

Item No.	Item Description	Qty	Unit Price	Total Price (VAT exclusive)	Total Price (VAT inclusive)

- Require by: \_\_\_\_\_

- At: \_\_\_\_\_

- Brand and model \_\_\_\_\_

- Country of origin \_\_\_\_\_

- Does the offer comply with the specification(s)? \*YES/NO  
 - If not to specification, indicate deviation(s) \_\_\_\_\_

- Period required for delivery \_\_\_\_\_

- Method of delivery \_\_\_\_\_

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

**SECTION 9: DECLARATION OF INTEREST**

SBD 4

**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

---

<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.

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

2.2.1 If so, furnish particulars:  
.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:  
.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

---

<sup>2</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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF  
PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY  
CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**SECTION 10: SITE INSPECTION CERTIFICATE**

NB: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building/institution involved:.....

Bid no:.....

Service:.....

THIS IS TO CERTIFY THAT (NAME).....

ON BEHALF OF.....

VISITED AND INSPECTED THE SITE ON (DATE).....

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF SERVICE PROVIDER OR AUTHORISED REPRESENTATIVE**  
(PRINT NAME)

**DATE:**.....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**  
(PRINT NAME)

.....  
**DEPARTMENTAL STAMP**  
(OPTIONAL)

**DATE:**.....

## SECTION 11: EVALUATION CRITERIA

Evaluation of the bid responses will be done in 3 phases (referred to as gate 0, gate I and gate II) and is based on predetermined weightings.

- **GATE 0: Prequalification gate**
  - Central Supplier Registration (CSD);
  - SARS Issued pin or Valid Tax Clearance Certificate;
  - Recent audited financial statements for the past 3 years;
  - Must be a member of SAMPRA or equivalent;
  - Completed and signed SBD documents;

**Please note: Failure to submit the mandatory documentation and information stated above will result to the bid failing the PPPFMA Evaluation**

- **GATE I: Technical Evaluation**
  - Only bids with all information supplied in SECTION 12 as requested will be evaluated in Gate I (Technical).
  - A minimum of **75%** on the Gate I Technical Evaluation is required for bids to be considered for Gate II evaluation.

**Financial analysis:**

Bids that pass through gate I will be evaluated for financial stability, capability and ability to execute the contract

- **GATE II: PPPFMA 80/20 Evaluation**
  - Only bids achieving the minimum GATE I technical evaluation pass rate will be considered for Gate II evaluation.
  - The Gate II evaluation will be conducted according to PPPFMA treasury act rules.
    - Price 80 points
    - BEE 20 points

**SECTION 12: FUNCTIONALITY EVALUATION CRITERIA – (not to be completed by bidder)**

Functionality covers the bidder’s technical competency, capability, experience and financial proposal.

**Bidders scoring less than 75 % (75 out of 100) will be regarded as having submitted a non-responsive bid and will be disqualified. All bidders that score 75% and more will be evaluated further on points for price and B-BBEE in terms of the 80/20 system.**

Quality criteria	Sub-criteria	Weight	Reference in your submission
1. Technical competence	Service provider understands the specification of the tender and the requirements set out. (BOQ completed in full and correctly).	20	
	A proposal detailing a technical approach and methodology as per the specific requirements of how the work will be done. i.e: Digitilisation process; workmanship guarantee; integration with M-Files; Metadata; etc.	20	
	A project management plan with timelines from start to finish indicating milestones, activities and resources required has been submitted.	20	
	Submission meets requirements and fulfills every aspect of the requirement = 20 points Submission meets minimum requirements and satisfies most aspect of the requirement = 10 points Submission fails to meet requirements = 5 points		
2. Capability	Resumés of key personnel on the project team (on and off site) with between 3 and 5 years’ relevant experience in digitisation: 5 years = 8 points 4 years = 6 points 3 years = 4 points Project specific organogram submitted = 2 points.	10	
3. Track record and previous experience	The bidder must have completed at least 5 projects of similar nature and scale, in digitisation of media files and office documents within the last 5 years:  5 projects = 15 points 4 projects = 12 points 3 projects = 9 points 2 projects = 6 points 1 project = 3 points 0 projects = 0 points  <b>Note:</b> Reference letters to include the value of the projects completed.	15	
4. Financial capability	The bidder is financially stable. There is availability of financial resources to deliver timely service:  Signed audit report (unqualified) = 5 points Positive cashflow in the balance sheet = 5 points Profitability over the previous three years = 5 points	15	
<b>Total Score</b>		<b>100</b>	

**SECTION 13: DECLARATION OF SERVICE PROVIDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES SBD 8**

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution’s supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied)</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid
    - Tax clearance certificate
    - Pricing schedule(s)
    - Technical Specification(s)
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011
    - Declaration of interest
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination
    - Special Conditions of Contract;
  - (i) General Conditions of Contract; and
  - (i) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2.	.....
DATE:.....	

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I ..... in my capacity as .....  
accept your bid under reference number .....dated.....for the supply of  
goods/services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND (if applicable)	DELIVERY PERIOD	B-BBEE STATUS LEVEL	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE .....

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**

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, 2011.**

**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 R 50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/10 system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

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

1.3.1. The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	80
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. 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

1. **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
2. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
3. **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
4. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
5. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
6. **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
7. **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
8. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
9. **“EME”** means any enterprise with annual total revenue of R5 million or less.
10. **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
11. **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
12. **“non-firm prices”** means all prices other than “firm” prices;
13. **“person”** includes a juristic person;
14. **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
15. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
16. **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

17. “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
18. “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored will be rounded off to 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- $P_s$  = Points scored for comparative price of bid under consideration  
 $P_t$  = Comparative price of bid under consideration  
 $P_{\min}$  = Comparative price of lowest acceptable bid

**5. Points awarded for B-BBEE Status Level of Contribution**

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
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

1. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
2. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
3. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
4. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
5. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
6. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub- contractor is an EME that has the capability and ability to execute the sub-contract.
7. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = ..... (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8. SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9. DECLARATION WITH REGARD TO EQUITY**

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

9.2 VAT registration number : .....

9.3 Company registration number : .....

**9.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company (Pty) Limited
- [TICK APPLICABLE BOX]

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**9.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

**9.7 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS? .....**

**9.8** I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDER(S)

DATE: .....

ADDRESS: .....

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

- 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.**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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.**

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

## SECTION 17: SCOPE OF WORK

### 17.1 DIGITISATION OF MEDIA FILES AND OFFICE DOCUMENTS AT THE PLAYHOUSE COMPANY, DURBAN:

- 17.1.1 The tender consists of the transferring of media files and office documents to a digital format for archival purposes. The figures in the BOQ have been provided by our Librarian.
- 17.1.2 The office areas are to remain operational during the entire working period. The Contractor is to include in the Tender BOQ for all associated works, travel, and labour costs of implementing the phased digitilisation. Works need to be undertaken on site, however if media/drawings need to be removed for offsite scanning/digitilisation then the Librarian will be responsible for signing out and in the media/drawings.
- 17.1.3 The tenderer will be responsible for handling all the content with extra care during the digitization process.
- 17.1.4 The successful Tenderer will be required to submit workmanship guarantees for the work's carried out.

### 17.2 DESCRIPTION OF THE BUILDINGS/ AND SCOPE OF WORK:

17.2.1 The sites are located at:

- (a) 231 Anton Lembede Street – Theatre Building
- (b) 29 Acutt Street – Head office

17.2.2 The successful tendered is required to digitize the following:

ITEM	DESCRIPTION	TYPE	UNIT	FORMAT
1	Production Files (Number of sheets)	A4 Sheets	3 000	PDF
2	Scripts (number of pages)	A4 Sheets	62 200	PDF
3	Photos		23 000	JPEG
4	Annual Reports (number of pages)	A4 Sheets	1 200	PDF
5	Costume Designs (number of sheets)	A3 Sheets – some to be photographed due to loose materials.	20 000	PDF
6	Negatives		10 500	JPEG
7	Audio reel to reel, large and mini		945	MP4
8	VHS Tapes		2 160	MP4
9	LP's		330	MP3
10	MBR 20's Master Broadcast Video cassette		1	MP3
11	DVCAM		5	MP3
12	Beta B Video cassette		1	MP3
13	Digital Video Cassettes (Mini)		120	MP3
14	Mini Disks		6	MP3
15	Dictaphone mini cassettes		77	MP3
16	VHSc		5	MP3

17	Floppy disks		89	MP3
18	Stiffy disks		60	MP3
19	Radio Cassettes		369	MP3
20	Drawings	A0	2 000	PDF

Note: There is a 10% Contingency fee applicable to the bill of quantity.

### 17.3 SPECIFIC REQUIREMENTS:

- 17.3.1 Records must be checked to ensure they are physically suitable for digitisation. For example, paper records must be checked to see if they are free of tears or creases, that staples and pins are removed without damage to the document.
- 17.3.2 Records that are too fragile to be scanned must be identified and removed from the scanning process. (e.g. Costume designs).
- 17.3.3 Paper based documents such as maps and plans, must be scanned at original size. Where this is not possible, a resized scan may be made for access purposes only, and the source record must be retained.
- 17.3.4 Audio visual records must be checked for damage.
- 17.3.5 Audio visual records such as cassettes or video tapes must be digitised fully, including both sides of a tape where appropriate.
- 17.3.6 Appropriate metadata should be created for each record and captured in an information system/database so that the records are searchable. e.g. Photo, put the Artist name, Production name, and year, the information is available at the back of photo or on the label or package.
- 17.3.7 Size – Scan to original size.
- 17.3.8 Resolution - Minimum 600 to 800 PPI for digital copies.
- 17.3.9 Handle items by their edges to avoid damage from fingerprints.
- 17.3.10 An air blower / lint wipe / latex gloves should also be added as a requirement when handling the content.
- 17.3.11 RGB digital colouring.
- 17.3.12 Format must be PDF, JPEG, MP3, MP4, MPEG
- 17.3.13 The recommended quality rate for mp3 format is 320kbps at 16 bit. FLAC format may also be considered to prevent reduction in quality.
- 17.3.14 All items that are to be scanned have unique names and numbers, this information will be used when the data is stored, scanned, etc. All information is to be uploaded onto the M Files Software housed in the library in communication with the M Files publisher.
- 17.3.15 All data remains the property of The Playhouse Company and may not be used or reproduced due to Copyright laws. All data is to be handed back to the Playhouse Company at the end of the project in a hard drive and any excess copies with the tenderer to be permanently destroyed.
- 17.3.16 A legally binding service level agreement will be entered into and will include clauses on non-disclosure and copyright.