

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICE

BID NUMBER:	RFQ051-2022	CLOSING DATE: 12 JANUARY 2023		CLOSING TIME:	16:00 PM
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DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE FOR THE CSOS GEORGE OFFICE IN THE WESTERN CAPE.
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BID RESPONSE DOCUMENTS MAY BE SENT TO THE BELOW EMAIL ADDRESS:

quotations@csos.org.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Jabulile Sithole	CONTACT PERSON	Lindi Sibiya
TELEPHONE NUMBER	(010) 593 0533/ 060 302 5937	TELEPHONE NUMBER	(010) 593 0533/ 066 302 5975
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	jabulile.sithole@csos.org.za	E-MAIL ADDRESS	Lindi.sibiya@csos.org.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

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]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐

YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐

YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐

YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

<p>1. BID SUBMISSION:</p> <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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>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.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p> <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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / 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> <p>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."</p>

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:



REQUEST FOR QUOTATION

THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE FOR THE CSOS GEORGE OFFICE IN THE WESTERN CAPE.

RFQ VALIDITY PERIOD: 90 DAYS

1. TERMS AND CONDITIONS

This proposal has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which bidders are deemed to acknowledge and accept:

- 1.1. A bid submitted in response to this proposal will constitute a binding offer that will remain binding and irrevocable for a period of hundred and ninety (90) days from the date of submission to the CSOS.
- 1.2. Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 1.3. The CSOS reserves the right to amend, modify, withdraw, or terminate this RFQ or any of the requirements set out herein at any time (and from time to time), without prior notice, and liability to compensate or reimburse any Bidder or person.
- 1.4. Should this RFQ be amended, the CSOS undertakes to publicise or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.5. It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.6. The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.7. The CSOS reserves the right to conduct site inspections or call for supporting documentation to confirm any information provided by a Bidder in its response to this Bid.
- 1.8. This RFQ is not intended to form the basis of a decision to enter any transaction with the CSOS and does not constitute an offer or recommendation to enter such transaction, or an intention to enter any legal relationship with any person.
- 1.9. Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives, or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFQ.
- 1.10. No entity may be involved in more than one bid in response to this RFQ, whether directly or indirectly. Failure to comply with this requirement may, within the sole discretion of the CSOS, result in disqualification of the relevant entity.

- 1.11. Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid shall be brought to the attention of the CSOS Supply Chain Management (“SCM”) Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 1.12. Any requirement set out in this RFQ which stipulates the form and/or content of any aspect of a Bid is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.13. The CSOS and its advisors shall rely on a Bid as being accurate and complete about the Bidders’ information and proposals.
- 1.14. All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals in confidence.
- 1.15. A Bid submitted by the Bidder shall be considered irregular if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to waive any irregularities and to make an award in the best interest of the organization.
- 1.16. The CSOS reserves the right to accept or reject in part or whole any Bid submitted, and to waive any technicalities if this is in the best interest of the organization.
- 1.17. The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFQ at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.
- 1.18. In this RFQ, the words “service provider”, and “supplier” will be used interchangeably to refer to the Bidder.
- 1.19. All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 1.20. All Bids must be formulated and submitted by the requirements of this RFP.
- 1.21. Bids received after the closing date and time as specified in this RFQ shall be rejected.

2. CSOS BACKGROUND

The Community Schemes Ombud Service is established in terms of the Community Scheme Ombud Service Act, 2011 [Act 9 of 2011) to regulate parties' conduct within community schemes and ensure their good governance. To deliver on its mandate, key amongst the priorities of the organization are:

- To regulate all community schemes in South Africa and part of our regulatory function entails the provision of dispute resolution services.
- To promote good governance of community schemes by developing and implementing appropriate guidelines to enhance stability and harmonious relations amongst the parties.
- To conduct educational campaigns to educate and train stakeholders within community schemes and the public at large.
- To enhance community schemes tenure as an alternative tenure option.
- To develop and implement appropriate organisational systems, controls, and measures to enhance financial, economic, and organisational efficiency.

3. PROJECT PURPOSE

3.1 The purpose of this bid is to invite proposals from suitable, qualified, experienced, and reputable office furniture manufacturers or suppliers to supply, deliver and assemble office furniture at CSOS George office in the Western Cape.

4. SCOPE OF WORK

4.1 The successful bidder must supply, deliver, and assemble the office furniture as indicated in Annexure A of this document, at the Western Cape George CBD;

4.2 The furniture to be supplied should be brand new and no second-hand furniture will be accepted. A detailed specification of the required furniture is attached as Annexure A.

Detailed services required

- Supply, deliver and assemble office furniture as specified in this document.
- Ensure that any furniture damaged in transit or otherwise is immediately replaced.
- Ensure that there are no delays in the delivery, supply and assembling of office furniture.
- All after-sales support (i.e., variations, queries, telephone calls, and correspondence) should be attended to promptly.
- Ensure that delivery takes place within 8 weeks (2 months) after the appointment.
- The bidder must submit a concise company proposal containing the following information:
- Demonstrating understanding and compliance with the requirements contained in this RFQ:

- A detailed specification of furniture items (include measurements and a catalogue with colour photographs).
- Turn-around times (including delivery and assembling/ setting up).
- Co-ordinate and schedule the project, from inception to completion.
- Perform quality assurance and control until final inspection and handover
 - Furniture style must be:
 - high quality material and finishes;
 - modern, contemporary, aesthetically pleasing;
 - modular, functional, ergonomically designed;
 - suitable for an eight (8) hour work-day,
 - uncluttered and easy to use
- All furniture must have a lifespan of eight (8) to twelve (12) years, taking into account fair wear and tear
- Floor plans of the premises will be made available to the successful service provider, to facilitate the finalization of the layout and placement of the furniture and equipment.
- Such floor plans remain the property of CSOS, they cannot be shared with anyone and must be returned upon completion of the project
- The service provider must possess an in-depth knowledge and experience in manufacturing office furniture as per the specifications that have been provided.

Warranty of Office Furniture

- The bidder shall warrant that the furniture supplied to CSOS is per the published specifications.
- The furniture must be quality guaranteed against defects, faults, and mechanical breakage for not less than five (5) years.
- The bidder shall indicate the full details of product warranties.
- The successful bidder to provide, at no additional cost, all parts and labour necessary to repair the supplied items during the warranty period.

The procurement process is a cost-effective benefit to CSOS, ensuring that the procurement of the office furniture is based on quality, pricing, and compliance with the local production and content requirements.

5. PROJECT TIME FRAME

The delivery time will be 8 weeks from date of service level agreement, including a five (5) year warranty period.

The appointment will not exceed this stipulated timeframe.

6. PRE-QUALIFICATION REQUIREMENT

Failure to meet ALL the below requirements will result in the disqualification of a bidder

	DELIVERABLE	COMPLIANCE
1.	The Declaration Certificate for Local Production and Content (Completed, dated and signed SDB 6.2). The bidder must meet the minimum stipulated threshold for local production and content.	Comply / Not Comply

7. MANDATORY REQUIREMENTS

Bidders must submit ALL the below documents, to be evaluated further on functionality.

Failure to meet ALL the below requirements will result in the disqualification of a bidder

	DELIVERABLE	Comply / Not Comply
1.	The Declaration Certificate for Local Production and Content (Fully Completed, dated, and signed SBD 6.2 as well as annexure C; D and E).	
2	Include a brochure, picture, and specifications of all the items listed in the quote	
3	Provide a letter indicating the five (5) year warranty for all furniture.	
4.	<ul style="list-style-type: none"> Two (2) reference letters from clients to whom the Bidder has provided similar services (manufacturing or supply of furniture). The reference letters must be within a ten-year period. Reference letters must be on the client's letterhead and signed. 	

8. SCM COMPLIANCE DOCUMENTS – should be before Mandatory

Bidders should submit the documents below:

Documents required	Submitted Y/N
Valid B-BBEE certificate issued by an accredited SANAS verification agency /Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oath/B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).	
Proof of registration on the National Treasury Central Supplier Database (provide CSD summary report or CSD number)	
Valid tax PIN/letter	
Completed the SBD 1; 3;4;6.1& 6.2 NB please ensure that all the SBD forms are fully completed and signed.	

9. PROJECT EVALUATION CRITERIA

LOCAL CONTENT

- 8.1 Bids will be evaluated in terms of Minimum Thresholds for Local Content stipulated in the bid document. The declaration made by the bidder in the Declaration Certificate for Local Content (SB) and Annex C (Local Content Declaration: Summary Schedule) will be used for this purpose.
- 8.2 Local Content %s / Minimum Thresholds are to be declared per Item, under C15 of Annex C. All responses that will not meet the required Minimum Threshold for local content (per Item) as stipulated in the specifications will be disqualified and not evaluated further. Only bids that achieved the Minimum Threshold for local content and production will be evaluated further.
- 8.3 The Declaration Certificate for Local Production and Content (SBD 6.2) together with the (Local Content Declaration: Summary Schedule) must be completed, duly signed, and submitted by the bidder at the closing date and time of the bid as indicated in this bid specification document.

8.4 The CSOS will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act 5 of 2000, the Broad-Based Black Economic Empowerment Act 53 of 2003 and the Regulations to the legislative frameworks.

The proposals will be evaluated in three (3) phases. The first phase will be Pre-qualification Requirement, the second phase is Mandatory Requirements; the third phase will third will be Pricing.

If the Mandatory and Local Content requirements are not met, the bidder will be disqualified and not further evaluated on Price and Preference Points.

Phase 2:

Annexure A must be evaluated on the individual local content guidelines

Local Content Requirements on Office Furniture	Stipulated minimum threshold
Office Furniture	65 % to 100 %
Textile	100%

PREFERENCE ON PRICING AND BBBEE.

The 80:20 formula will be used for the allocation of points for price and B-BBEE as per the PPPFA:

Phase 3: Price & B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTINGS/POINTS
Price	Detailed budget breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies or affidavit	B-BBEE Contributor Level	20
TOTAL POINTS		100



Below is Annexure A, with a description of the items required:


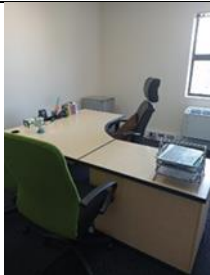

ANNEXURE A



SPECIFICATIONS:

All furniture items with doors (i.e., drawers, filing cabinets & credenzas) should be lockable.


The bidder must provide the following specifications:

NO	DESCRIPTION	Size & Colour	Picture available)	(If	LOCAL CONTENT THRESHOLD	QTY	Rate (R)	Amount (R)	Please indicate with "X" offer complies with local content minimum thresholds.		
									Yes	No	Comments
1.	High back Chair High back-office chairs, swivel	Size: 108 x 57 x 68 cm Colour: Black			65%	4					
2.	Visitors & Boardroom Chairs Black painted sleigh frame/ Black nylon arms	Size: 108 x 57 x 68 cm Colour: Black			70%	17					

NO	DESCRIPTION	Size & Colour	Picture available) (If	LOCAL CONTENT THRESHOLD	QTY	Rate (R)	Amount (R)	Please indicate with "X" offer complies with local content minimum thresholds.		
3.	Hinge Door filing cabinets. 1500 (H) includes 3 x shelves	Size: 900mm W x 400mm D x 1500mm H Colour: Mahogany		90%	3					
4.	Desk Managers Desk with conference Size: 2000mm x 1000mm Colour: Mahogany Drawers and combination credenza	Size: 1200mm x 600mm D Colour: Mahogany		90%	4					
5.	Office bins Wastepaper bins (black)-	Size: 240mm Diameter x 300mm H Colour: Black		100%	5					

NO	DESCRIPTION	Size & Colour	Picture available) (If	LOCAL CONTENT THRESHOLD	QTY	Rate (R)	Amount (R)	Please indicate with "X" offer complies with local content minimum thresholds.		
6.	Reception desk/area Small Reception Counter (Malamine) with desk height pedestal and sliding door credenza	Size: 1600mm Straight Counter With 2 Drawers Colour: Light with Melamine		70%	1					
97.	Reception couch Size :2-seater couch,	Colours: fabric Green and black - CSOS colours Metal finish - legs		90%	1					

NO	DESCRIPTION	Size & Colour	Picture available) (If available)	LOCAL CONTENT THRESHOLD	QTY	Rate (R)	Amount (R)	Please indicate with "X" offer complies with local content minimum thresholds.		
7.	Boardroom Table 10-Seater Boardroom table with 10 chairs	Size: 1800mm x 1200mm Colour: Mahogany		70%	1					
8.	Conference table Conference table	Size: 1200mm Diameter - round table 4-Seater Colour: Mahogany		90%	1					

NO	DESCRIPTION	Size & Colour	Picture available) (If	LOCAL CONTENT THRESHOLD	QTY	Rate (R)	Amount (R)	Please indicate with "X" offer complies with local content minimum thresholds.	
9.	Fridge 161L Finish: Silver Net capacity: 161L An energy efficiency class Lifelong-life LED light, energy saving Removable tempered glass shelves Clean interior, much easier to clean Adjustable level feet Recessed handle Reversible door design Voltage/Frequency: 220-240 / 50Hz	Size: 161L capacity Colour: Grey / White			1				

10. PRICING

- The proposed total pricing must be inclusive of VAT if applicable.
- The CSOS may require a breakdown of rates on any of the items priced.
- The CSOS reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

ITEM	AMOUNT
Furniture total (including 5 year guarantee)	R
Installation fee	R
Delivery fee	R
SUBTOTAL	R
VAT @15%	R
TOTAL INCLUDING VAT	R

11. PROPOSAL SUBMISSION REQUIREMENTS

Bidders are requested to submit a proposal/quotation that details the entire project scope.

Bidders can drop or courier the RFQ responses/ proposals at CSOS reception on or before 12 January 2023 at 16h00:

Building 4

Berkley Office Park; 8 Bauhinia Street

Witch Hazel Avenue; Highveld Technopark

Centurion

RFQ responses can also be sent to: quotations@csos.org.za

12. REPORTING REQUIREMENTS

The Successful bidder must advise the CSOS immediately when unforeseeable circumstances will adversely affect the execution of the project. Full particulars of such circumstances, as well as the period of delay, must be furnished.

The successful bidder will report directly to the Project Manager **Ms Lindi Sibiya and the delegated task team to this project**, as and when required. Qualitative management of the service and performance must be overseen by the service provider.

13. DISCLAIMER

The successful bidder will have a compulsory kick-off meeting with the Facilities to confirm furniture colour and sizes at George Office in WC before starting with manufacturing.

14. CONTACT DETAILS

There will be no briefing session for this request for quotation. For technical enquiries please contact Ms Lindi Sibiya, email: Lindi.Sibiya@csos.org.za, Tel: 010 593 0533. / 066 302 5975

SCM enquiries please contact Ms Jabulile Sithole , email: jabulile.sithole@csos.org.za, Tel: (010) 593 0533/ 066 302 5937

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:BID NO:
RFQ051-2022: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE FOR THE CSOS GEORGE OFFICE IN THE WESTERN CAPE.

CLOSING TIME 16:00PM ON 12 JANUARY 2023.

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

ITEM NO <u>TAX</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE FOR THE CSOS GEORGE OFFICE IN THE WESTERN CAPE.

- Services must be quoted in accordance with the attached terms of reference.

Total cost of the assignment (R inclusive VAT)

R.....

ITEM	AMOUNT
Furniture total (including 5 year guarantee)	R
Installation fee	R
Delivery fee	R
SUBTOTAL	R
VAT @15%	R
TOTAL INCLUDING VAT	R

Signature (Bidder)

Date

The financial proposal for this assignment should cover for all assignment activities as per terms of reference

2. Period required for commencement with project after acceptance of bid_____
3. Are the rates quoted firm for the full period? Yes/No
4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Technical enquiries regarding bidding procedures may be directed to:

Lindi Sibiya

Tel:

(010) 593 0533

Cell: 066 302 5975

E-mail address:

Lindi.Sibiya@csosorg.za

Supply Chain queries may be directed to:

Jabulile Sithole

Cell: 060 302 5937

Email address: jabulile.sithole@csos.org.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.21.2

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20.....** preference point system shall be applicable; or

b) The 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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

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

2. DEFINITIONS

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

of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

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. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (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-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12

5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

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

(**Tick applicable box**)

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

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....