



Glenwood Office Park  
Cnr. Oberon & Sprite Streets  
Faerie Glen 0043  
PO Box 73000, Lynnwood Ridge 0040  
Tel: (012) 845-2000 – Fax: (012) 348-1089  
Website: [www.idt.org.za](http://www.idt.org.za)

## Request for Quotation

RFQ number: Security SCC 001/06/2022/23

**Description REQUEST FOR QUOTATION FOR RENDERING SECURITY SERVICES AT IDT LIMPOPO OFFICE FOR THE PERIOD OF (24 months) From 1 JULY 2022 TO 30 JUNE 2024.**

**Closing date and time: 21 JUNE 2022 @ 11:00pm**

**CSD Number: MAAA** \_\_\_\_\_

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

- **Submission of quotations:**  
All quotations must be submitted to the following address  
22 Hans Van Rensburgh Street  
Polokwane  
0700  
on or before the closing date and time stipulated above
- All quotations received after the closing date and time will not be considered.

### Bidders Information

1. Name of the Supplier: \_\_\_\_\_,
2. National Treasury Central Supplier Database number MAAA \_\_\_\_\_,
3. Email Address : \_\_\_\_\_,
4. Contact Number: \_\_\_\_\_,

### Objective

The security services resource should be dedicated to the IDT for the duration, **01 JULY 2022 to 30 JUNE 2024** subject to IDT working hours.

## 1. SCOPE OF SECURITY SERVICES CONTRACT

responsible for securing premises and 2 **personnel** by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment, and access points as well as permitting or prohibiting entry.

**We require 2 personnel (1 at day and 1 at night to safeguard the building)**

(i) Number of floors x 2

(ii) Number of buildings x 2

(iii) Number of basement x 1

**Square meter of the area 1421 m<sup>2</sup>**

**Occupants**

**Permanent and contract staff 35**

## TERMS OF REFERENCE

### 1.OBJECTIVE

The main objective of these terms of reference is to appoint the service provider as an independent contractor for Security Services at the Independent development trust situated at the 22 Hans Van Rensburg Street for a period **24 months** starting from **01 JULY 2022 up to 30 JUNE 2024**

Independent Development Trust (IDT) requires a professional service provider who can assist in the safeguarding of its assets, employees, vehicles and patrolling services by providing daily physical guarding, access and access controls.

### 2. BACKGROUND

The Independent Development Trust is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; "The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life".

### 3. Mandatory Requirements, which is to be provided for by the service provider:

- Valid PSIRA Certificate of the company bidder's (company/close co-operation/sole traders) accreditation and registration by the Private Security Industry Regulatory Authority
- Valid Letter of good standing of the company from Private Security Industry Regulatory Authority (PSIRA)(Not older than 12 months)
- Valid certified copies of PSIRA Certificate(s) of Directors/Owners registered as grade C and security officers

- Valid Letter of good standing/Letter for tender purposes/Proof of registration Compensation for occupational Injuries Disease Act. (COIDA) not older than 12 months obtainable from Department of Labour);
- Valid Unemployment Insurance Fund (U.I.F.) Letter of good standing or Letter for tender purposes or Proof of registration
- Private Security Sector Provident Fund (PSSPF). Letter of good standing or Letter for tender purposes or Proof of registration from an accredited institution in the country
- The Service Provider must submit the existing cover for Public Liability insurance policy from any registered insurance company or submit documentary proof/ letter of intent/Quotation from registered insurers. The cover should be of the minimum value of R 1 000 000 for the duration of the contract
- Fully completed Forms SBD 1, 4

**Non-Mandatory Requirements, which is to be provided for by the service provider:**

- Compliance with all Tax Clearance requirements: Attach Valid Tax Clearance Certificate/ Compliance Tax Status Pin, Central Supplier Database Number, where consortium/joint ventures/ sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements
- Confirmation from the service provider that they will be able to start work on 1 July 2022

Service provider to start on the 01 July 2022	(Yes/No) Kindly circle appropriate option
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Service providers must quote the IDT a total price for a period of 24 months inclusive of VAT for the service that will be rendered and the quoted price must be valid for at least Ninety (90) days after the closing date of this Request for Quotation.

Enquiry must be in writing:

- All SCM queries related to this RFQ must be submitted in writing to:  
[CarnationM@idt.org.za](mailto:CarnationM@idt.org.za)
- All Technical related Queries must be directed in writing to:  
[MamikieM@idt.org.za](mailto:MamikieM@idt.org.za)

**NB:** No query shall be allowed 24 hours prior to the closing date and time of this Request for quotation.

***NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.***

#### 4. **FUNCTIONALITY**

##### Stage Two

Item	Score
1. Functionality	100
<p>Company experience, capability and ability in guarding services.</p> <p>I. The bidder must have at least 3-5 years proven experience in guarding services.</p> <p>II. The bidder should have successfully completed 1 or more projects in the Security services. All successfully completed projects must add up to minimum 12 months.</p> <p>NB: Attach reference letters/testimonials from all corporate or government clients where the bidder has provided guarding services as per point ii above. The reference letter must be on the client letter head and must be duly signed. Proof should include both value and duration of completed projects</p> <p><b>Poor (score 0) - Criteria requirements are inadequately met.</b> (One of above i and ii criteria requirements is not met.)</p> <p><b>Good (score 15) - Meet all criteria requirements.</b> (if one of the above i and ii criteria requirements are met.)</p> <p><b>Excellent (score 30) - Exceed criteria requirement significantly</b> (Both above i and ii criteria requirements are met and exceeded)</p> <p>IDT has the discretion to contact the provided references)</p>	30
<p>Full company Uniform; corporate and combat with company logo(i.e. female and male)</p> <ul style="list-style-type: none"> <li>➤ No uniform– not acceptable (0)</li> <li>➤ incomplete uniform – partially acceptable (15)</li> <li>➤ Full company Uniform; corporate and combat with company logo(i.e. female and male) –fully acceptable (30)</li> </ul> <p>Attach Pictures</p>	30
<p>Security operations manager with PSIRA Grade B/C and 3-5 years' experience as a security operations manager specifically managing guarding operations <b>NB:</b> please attach personnel CVs entailing skills (interpersonal, writing and verbal)</p> <ul style="list-style-type: none"> <li>❖ No certificate (PSIRA Grade B/C) with or without experience as a security operations manager specifically managing guarding operations. – <b>Poor (0)</b></li> <li>❖ certificate (PSIRA Grade B/C) with 3-5 years' experience as a security operations manager specifically managing guarding operations - <b>Good (15)</b></li> <li>❖ certificate (PSIRA Grade B/C) with more than 5 years' experience as a security operations manager specifically managing guarding operations – <b>Excellent (30)</b></li> </ul>	30
<p><b>METHODOLOGY</b></p> <p>Implementation plan with service deliverables and time frames. project plan indicating tasks to be undertaken</p> <ul style="list-style-type: none"> <li>❖ Methodology and proposed plan <b><u>does not outline</u></b> the requirements as specified in the ToR – Poor (0)</li> <li>❖ Methodology and proposed plan <b><u>adequately address</u></b> most of the requirements in the ToR - Good (5)</li> <li>❖ Methodology and proposed plan <b><u>exceptionally specifies</u></b> the manner in which the project will be delivered and indicate additional value adds– Excellent (10)</li> </ul>	10
Total functionality points	100
Minimum functionality points to be obtained for a supplier to be evaluated on price	60

## 5. Pricing

Price and preference point scoring:

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

Mandatory, Functionality and Price & preferential points used will be applicable on this requisition

**6. Guarding Requirements** (but is not limited to the below, this can be revised from time to time)

a. Day Shift (time frames, example 06:00 – 18:00) and Night Shift (18:00 – 06:00)

Security guard per day, appropriately (Grade C) for Physical Guarding Services and monitoring the CCTV cameras. Physical Guarding Services should also cover public holidays and the annual IDT shutdown period which is between 20th December and 10th January of every year.

b. The IDT does not provide any transport to and from the premises (site). The approved Service Provider must ensure that their appointed security personnel are punctual as per the work shift outlined under point a. above.

c. Security Guards should always be dressed in appropriate dress codes (corporate) as determined by the Service provider. The dress code must also be made available at the time of responding to the RFQ for record keeping purposes. i.e. (Pictures as an Attached)

d. Daily liaison must be maintained between the Security Guard and the IDT Security Manager.

e. Recording of all security related incidents appropriately for follow-up purposes. The Service provider must provide stationary and other relevant recording items (e.g. Occurrence Books and visitor books)

- f. The necessary action must be taken in order to deter anyone from damaging or removing any property of the IDT.
- g. Take necessary action must be taken to apprehend any person who commits any offence at the property and the incident must be reported to management immediately
- h. All occurrences, however minor, must be reported and entered in appropriate records

**7. Security Guard duties** (but is not limited to the below, this can be revised from time to time)

- a. When arriving on site security officer must do a proper building inspection to ensure that no incidents occurred (Security related incidents.)
- b. When the client arrives on site, report to the client and report any incidents that might have taken place and to get a daily briefing from the client (All Security incidents must be reported as soon as possible to the Client)
- c. Do patrols of the building during the day to ensure no unauthorized persons is wandering around the building and offices
- d. Assist clients / tenants and visitors where needed,
- e. Keep the client informed of any suspicious persons / activities within the building
- f. Before going off duty ensure that all offices are locked and windows are closed
- g. Report personally to offices that are working late in order for them to see that there is an officer in the building
- h. Monitor the CCTV cameras and act on anything suspicious (As an enhancement of the guarding function)

**8. Payment Terms**

- a) The IDT undertakes to pay an original and valid tax invoices in full within thirty ( ) days from date of invoice; it should however be noted that payments for EMEs' will be paid from between 7 – 14days.
- b) Valid tax invoices for all services rendered are to be submitted to Phomolo Hlahla and IDT's Finance Division at the physical addresses above or may be sent through an email to the following email address:

Email address for: [PhomoloH@idt.org.za](mailto:PhomoloH@idt.org.za)

Email address for IDT's Finance Division: [Tshepok@idt.org.za](mailto:Tshepok@idt.org.za)

**Enquiries**

Enquiries must be sent by email to: Ms. Mamikie Mashele;  
[MamikieM@idt.org.za](mailto:MamikieM@idt.org.za)

**THE IDT IS NOT OBLIGED TO ACCEPT THE LOWEST QUOTE AND RESERVES THE RIGHT TO ACCEPT IN WHOLE OR IN PART**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	Security SCC 001/06/2022/23	CLOSING DATE:	21 JUNE 2022	CLOSING TIME:	11:00
DESCRIPTION	PROCUREMENT OF SECURITY SERVICES				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
22 Hans Van Rensburg					
Polokwane					
0700					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mamokie Mashele		CONTACT PERSON	Tshepo kekana	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	MamokieM@idt.org.za		E-MAIL ADDRESS	TshepoK@idt.org.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		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
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 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.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

.....  
 .....

**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.**

### 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.

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

<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.

## 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).

1.2

- 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) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

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

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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

**90/10**

$$P_s = 80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

**Pt** = 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"/>
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- 7.1.1 If yes, indicate:

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
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		
<b>OR</b>		
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 .....

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