



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**  
**REPLACEMENT OF ARCHITECT**  
**(INCLUDING PRINCIPAL AGENCY) FOR**

**PROGRAMME 7 AND 8 FOR COMPLETION OF STAGE 5 AND 6**  
**IDT/ARC: CL5&10**

**FOR THE EMERGENCY REPAIRS AND REHABILITATION SCHOOLS PROGRAMME**

Name of Tenderer : \_\_\_\_\_  
Name of duly authorized person: \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel. Number : \_\_\_\_\_  
Cell number : \_\_\_\_\_  
Fax number : \_\_\_\_\_  
E-mail : \_\_\_\_\_

**CLOSING : 01 February 2022 @ 11H00**

**CSD Registration Number:** .....

**Profession/Discipline (e.g. ARCHITECT).** .....

**Name of Registered Director / Owner** .....

**Registration Pr No.** .....

**Council SACAP :** .....

**Board of Trustees:** Ms. Tebogo Malaka (**Chairperson**), Ms. Zimbini Hill (**Deputy Chairperson**), Mr. Timothy Sukazi, Dr. Michael Sutcliffe, Prof. Raymond Nkado, Ms. Karabo Siyila, Ms. Lerato Kumalo, Ms. Prudence Mkhwanazi, Mr. Mpilo Mbambisa, Mr. Krishen Sukdev, Adv. Lufuno Nevondwe, Ms. Rehana Parker

**Acting Chief Executive Officer:** Ms. Tebogo Malaka

**Trust Registration No.:** IT 669/91



**QUOTATION ISSUE DATE: 13 December 2021**  
**T1.1 Tender Notice and Invitation to Tender**



The IDT invites Quotation Proposals from the Architectural Consultants who are professionally registered with SACAP for provision of Architectural Professional Services

| Projects   | Compulsory Site briefing & Inspection | Place          |
|--|---------------------------------------|----------------|
| <ul style="list-style-type: none"> <li>• Magulasavi Secondary School (stage 5:95% complete)</li> <li>• Khakhala Primary School (stage 5:95% complete)</li> <li>• SJ Van Der Merwe Technical High School (stage 5 :100% complete)</li> <li>• Lorraine Banareng Primary School (stage 5: 100%)</li> <li>• Favasi Primary School (stage 5 :100% complete)</li> <li>• Nghalalume Primary School (stage 5:100% complete)</li> <li>• Gaza Primary School (stage 5:100%)</li> </ul> | Not Applicable                        | Not Applicable |

The closing date for receipt of the proposals is on Monday **01 February 2022**.at **11h00**. Quotation proposals must be submitted and deposited in the Tender Box at 22 Hans Van Rensburg Street, Polokwane, 0700

**No late Tenders will be considered.**

Quotations will be evaluated on the 80/20 Preference Point System in line with Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

To qualify for award of preference points, services providers must comply with the following:

- a. Valid and Original Sworn Affidavit or Originally-certified B-BBEE certificate issued by a SANAS-Accredited verification Agency must be submitted with bid Or
- b. **For Exempted Micro Enterprise (EME)**, A Valid Original or Originally-certified certificate by Accounting Officer, as contemplated in the CCA or certified by a Registered Auditor or an Original Affidavit in a format prescribed by the Department of Trade & Industry.
- c. Joint Venture entities must submit an Original or Originally-certified Consolidated B-BBEE certificate from SANAS-Accredited verification agency in order to qualify for points for their B-BBEE status level as an unincorporated entity.

## **Compulsory returnable documents / requirements (Gate Keepers)**

**NB:** Failure to submit or adhere to any of the following documents / requirements will automatically disqualify your bid.

1. Fully completed and signed professional fee offer
2. Proof of registration with the SACAP
3. Proof of indemnity insurance for R1 million
4. Completion of a minimum of 3 general building projects with a minimum value of R 5 000 000 (**Five million Rand – Construction value**) each
  - 4.1 Appointment letter
  - 4.2 Client reference letter (confirming close out of completed projects)
5. Fully completed Pricing that is on page 7 will be accepted. Only the pricing format on page 7 will be accepted.

## **Non-Mandatory**

1. Original & Valid Tax Clearance Certificate; Or Tax compliance letter with Unique Security Personal Identification Number (PIN) in terms of the Electronic Tax Compliance Status (TCS) System from SARS
2. Proof of registration on the Central Supplier Database(CSD)

## **TERMS AND CONDITIONS**

- Quotations must be hand delivered on or before the quotation closing date and closing time as shown above. No late quotations will be considered.
- Any amendments to the rates offered or description given must be signed by the person who signed the quotation.
- Only authorized representatives of the supplier may duly sign quotations. The IDT will not accept liability for quotations not duly signed.
- No services may be rendered without an official purchase order issued by IDT.
- The IDT reserves the right to award the quotations in whole or in part or not to award at all.
- The IDT General Conditions of Contract are applicable for all quotations in addition to PROCSA contract document. ([www.idt.org.za](http://www.idt.org.za)).



**FORM OF OFFER AND ACCEPTANCE**

**OFFER**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

Replacement of Architect and Principal agency for Programme 7 and 8 for completion of stage 5 and 6

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:**

.....

..... Rand (in words);

R..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature ..... Date .....

Name ..... Identity number .....

Capacity .....

**for the tenderer**

(Name and address of organization) .....

Name and signature of witness .....

**NOTE: Failure of a tenderer to sign this part of the tender form (offer) in full will invalidate the tender**



## ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1: Agreements and contract data, (which includes this agreement)
- Part C2: Pricing data
- Part C3: Scope of work.
- Part C4: Site information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature ..... Date .....

Name ..... Identity number .....

Capacity .....

**for the Employer** INDEPENDENT DEVELOPMENT TRUST  
IDT Limpopo Office  
22 Hans Van Rensburg Street  
Limpopo  
0700

Name and ..... signature of witness.....

Date .....

By the duly authorized representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

I is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement



## PRICING FOR ARCHITECTURE

**NB:** Expenses / disbursements as provided for in the contract are paid in addition to the total of the project cost-based tariff but in line with Government rates as published by The Department of Public Works from time to time. Travelling disbursement claims will be paid from **POLOKWANE** to the project.

### Project

Replacement of Architect and Principal agency for Programme 7 and 8. for completion of stage 5 and 6

| Project Cost Estimate   | Amount                |
|---|-----------------------|
| Disbursement (7 projects combined) – <b>to be included with offer</b> | <b>R 200 000.00</b>   |
| cost of construction work (for 7 projects combined)                   | <b>R 39 024 954.8</b> |

### 3. BASIC FEE (As per proposal estimated duration is 3 months)

|   | Lower range                                  | Primary Fee                                  | Percentage                                   | Total  |
|---|--|--|--|--|
| Basic Fee   | As per the calculations given by the bidder. | As per the calculations given by the bidder. | As per the calculations given by the bidder. | As per the calculations given by the bidder. |
| <b>Standard service</b>   |  | <b>Proportion of fee</b>                     | <b>% Discount Offer</b>                      |  |
| Stage 5 -95% complete <ul style="list-style-type: none"> <li>Magulasavi Secondary School</li> <li>Khakhala Primary School</li> </ul>  | Construction                                 | 27%  |  |  |
| Stage 6 – 0% complete <ul style="list-style-type: none"> <li>Gaza Primary School</li> <li>Lorraine Primary School</li> <li>SJ Van Der Merwe Technical School</li> <li>Nghalalume Primary School</li> <li>Favasi Primary School</li> </ul> | Close out                                    | 3%   |  |  |
| Total fees  |  |  |  | <b>R</b>                                     |
| Add: Disbursements  |  |  |  | <b>R 200 000.00</b>                          |
| Sub-total   |  |  |  | <b>R</b>                                     |
| Add:VAT (15%)   |  |  |  | <b>R</b>                                     |
| Total (carried to form of offer)  |  |  |  | <b>R</b>                                     |

Signature(s)

Name(s)

Capacity

**For the tenderer:**

(Insert name and address of organisation)

Name & signature of witness

Date

**EVALUATION CRITERIA**

**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

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

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

To qualify for award of preference points, services providers must comply with the following:

- a. Valid and Original Sworn Affidavit or Originally-certified B-BBEE certificate issued by a SANAS-Accredited verification Agency must be submitted with bid Or
- b. **For Exempted Micro Enterprise (EME)**, A Valid Original or Originally-certified certificate by Accounting Officer, as contemplated in the CCA or certified by a Registered Auditor or an Original Affidavit in a format prescribed by the **Department of Trade & Industry**.
- c. Joint Venture entities must submit an Original or Originally-certified Consolidated B-BBEE certificate from SANAS-Accredited verification agency in order to qualify for points for their B-BBEE status level as an unincorporated entity.

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of points (80/20 system)</b> |
|---|--|
| 1   | 20                                     |
| 2   | 18                                     |
| 3   | 14                                     |
| 4   | 12                                     |
| 5   | 48                                     |
| 6   | 6                                      |
| 7   | 4                                      |
| 8   | 2                                      |
| Non-compliant contributor                 | 0                                      |

## Part C3 Scope of work

### 1. Description of the Works

1.1 Replacement of Architect and Principal agent for Programme 7 and 8. for completion of stage 5 and 6

| Project                           | Project Value Incl VAT | Projects stage |
|-----------------------------------|------------------------|----------------|
| Magulasavi Secondary School       | R 5 848 423.44         | Stage 5        |
| Khakhala Primary School           | R 4 505 795.00         | Stage 5        |
| Gaza Primary School               | R 5 257 325.46         | Stage 6        |
| Lorraine Primary School           | R 3 996 379.82         | Stage 6        |
| SJ Van Der Merwe Technical School | R 9 443 661.96         | Stage 6        |
| Nghalalume Primary School         | R 5 919 531.12         | Stage 6        |
| Favasi Primary School             | R 4 083 838.80         | Stage 6        |

We are currently on stage 5 which is 95% complete for :

1. Magulasavi Secondary School
2. Khakhala Primary School

#### Deliverables :

- Certifying of Works and Final completion
- Compiling of NIEMS report
- Final account
- Project Close Out report
- Compiling of project file

And stage 6 complete for :

1. Gaza Primary School
2. Lorraine Primary School
3. SJ Van Der Merwe Technical School
4. Nghalalume Primary School
5. Favasi Primary School

#### Deliverables :

- Compiling of NIEMS report
- Final account
- Project Close Out report
- Compiling of project file

**PART A  
INVITATION TO BID**

|   |  |                      |  |   |              |
|---|--|----------------------|--|---|--------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST</b>  |  |                      |  |   |              |
| <b>BID NUMBER:</b>  | <b>IDT/ARC: CL5&amp;10</b>   | <b>CLOSING DATE:</b> | <b>01 February 2022</b>                        | <b>CLOSING TIME:</b>  | <b>11h00</b> |
| <b>DESCRIPTION</b>  | Replacement of Architect and Principal agency for Programme 7 and 8. for completion of stage 5 and 6 |                      |  |   |              |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED</b>  |  |                      |  |   |              |
| <b>22 Hans Van Renburg street</b>   |  |                      |  |   |              |
| <b>Polokwane</b>  |  |                      |  |   |              |
| <b>0700</b>   |  |                      |  |   |              |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>   |  |                      | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |   |              |
| <b>CONTACT PERSON</b>   | <b>Ms M Mashele</b>  |                      | <b>CONTACT PERSON</b>                          | <b>Mr E Nemaconde</b>   |              |
| <b>TELEPHONE NUMBER</b>   | <b>015 295 0000</b>  |                      | <b>TELEPHONE NUMBER</b>                        | <b>015 295 0000</b>   |              |
| <b>FACSIMILE NUMBER</b>   | <b>015 295 6559</b>  |                      | <b>FACSIMILE NUMBER</b>                        | <b>015 295 6559</b>   |              |
| <b>E-MAIL ADDRESS</b>   | <b><a href="mailto:Mamikiem@idt.org.za">Mamikiem@idt.org.za</a></b>                                  |                      | <b>E-MAIL ADDRESS</b>                          | <b><a href="mailto:emmanueln@idt.org.za">emmanueln@idt.org.za</a></b>             |              |
| <b>SUPPLIER INFORMATION</b>   |  |                      |  |   |              |
| <b>NAME OF BIDDER</b>   |  |                      |  |   |              |
| <b>POSTAL ADDRESS</b>   |  |                      |  |   |              |
| <b>STREET ADDRESS</b>   |  |                      |  |   |              |
| <b>TELEPHONE NUMBER</b>   | <b>CODE</b>  |                      | <b>NUMBER</b>                                  |   |              |
| <b>CELLPHONE NUMBER</b>   |  |                      |  |   |              |
| <b>FACSIMILE NUMBER</b>   | <b>CODE</b>  |                      | <b>NUMBER</b>                                  |   |              |
| <b>E-MAIL ADDRESS</b>   |  |                      |  |   |              |
| <b>VAT REGISTRATION NUMBER</b>  |  |                      |  |   |              |
| <b>SUPPLIER COMPLIANCE STATUS</b>   | <b>TAX COMPLIANCE SYSTEM PIN:</b>  |                      | <b>OR</b>                                      | <b>CENTRAL SUPPLIER DATABASE No:</b>  | <b>MAAA</b>  |
| <b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>   | TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No                     |                      | <b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>     | [TICK APPLICABLE BOX]<br><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> |  |                      |  |   |              |



|  |  |  |  |
|--|--|--|--|
| <p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> | <p><input type="checkbox"/>Yes                      <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p> | <p>ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b></p> | <p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p> |
|--|--|--|--|

**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

|  |
|--|
| <b>1. BID SUBMISSION:</b>  |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>   |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE JOINT BUILDING CONTRACT COMMITTEE (JBCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A JBCC AGREEMENT.</b>   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.   |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.  |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.   |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.   |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.   |
| 2.6 WHERE NO TCS 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: .....

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
  
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
 Name of state institution at which you or the person connected to the bidder is employed : .....  
 Position occupied in the state institution: .....

Any other particulars:  
 .....  
 .....  
 .....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**



2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

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

### 3 Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | Personal Reference Number | Tax Number | State Number / Number | Employee Peral Number |
|-----------|-----------------|---------------------------|------------|-----------------------|-----------------------|
|           |                 |                           |            |                       |                       |
|           |                 |                           |            |                       |                       |
|           |                 |                           |            |                       |                       |
|           |                 |                           |            |                       |                       |
|           |                 |                           |            |                       |                       |
|           |                 |                           |            |                       |                       |
|           |                 |                           |            |                       |                       |

### 4 DECLARATION

I, THE UNDERSIGNED (NAME)..... CERTIY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

**NOTE: Failure of a tenderer to fully complete and sign this part of this SBD form in full will invalidate the tender**

**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) 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:

|  | <b>POINTS</b> |
|--|---------------|
| <b>PRICE</b>   | <b>80</b>     |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>                | <b>20</b>     |
| <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:

|   |           |   |
|---|-----------|---|
| <b>80/20</b>  | <b>or</b> | <b>90/10</b>  |
| $P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ | or        | $P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ |

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:

- 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"/> |
|-----|--------------------------|----|--------------------------|

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><br>v | <b>QSE</b><br>v |
|--|-----------------|-----------------|
| 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 .....              |

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 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   | Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?<br><br>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:  |                                 |                                |
| 4.2   | 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)?<br><b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |



|       |   |                                 |                                |
|-------|---|---------------------------------|--------------------------------|
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:   |                                 |                                |

**SBD 8**

**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**

**NOTE: Failure of a tenderer to fully complete and sign this part of this SBD form in full will invalidate the tender**



## SBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 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. disregards 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.
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

**NOTE: Failure of a tenderer to fully complete and sign this part of this SBD form in full will invalidate the tender**