ARMSCOR
Armaments Corporation of South Africa SOC Ltd

INVITATION TO BID

BID NUMBER: RFB NO: EABL/2026/01

BID DESCRIPTION:

PANEL OF SERVICE PROVIDERS FOR 24 HOUR SHUTTLE AND TRANSFER SERVICES FOR AMRSCOR H.Q FOR PERIOD OF THREE (3) YEARS

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Issue Date	14 April 2026
Bid Collection Date (If necessary)	N/A
Briefing Session (*indicate if it is compulsory or not*) Date	N.A
Briefing Session Address and Venue	N/A
Bid Closing Date	06 May 2026

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BID SPECIFICATION (RFB)	

PROPRIETARY INFORMATION

- For bids only advertised on Armscor Website, bid documents may ONLY be obtained from the Armscor Supply Chain Management Department.
- Bid documents obtained from Armscor may NOT be given to a third party.
- Bid proposals received from companies whose bid documents were NOT obtained from Armscor will NOT be considered.
- A-STD-0020: Armscor General Conditions of Contract.
- A-WI-014: Armscor Security Instruction.
- A-GUID-1003: Industry Guide for Defining the Scope of Work.
- AA-GUID-9060: Guide on The Validity of BBBEE Certificate and Affidavits

Bids must ONLY be submitted in hard copy; electronic bids submissions are NOT acceptable.

Kindly register on the National Treasury's Central Supplier Database (CSD) via www.csd.gov.za

RETURNABLE DOCUMENTS CHECKLIST

1. RFB RETURNABLES

1.1 Bidders shall submit the returnable documents together with the Bid on or before the closing time and date of the Bid.

1.2 Administrative documents

1.2.1 Armscor reserves the right to request the administrative returnable documents after the closing time and date in instances where the bidder has not returned the administrative returnable documents. Please note that Armscor is under no obligation to request such documents or information, if information is requested and not provided in terms of legislative requirements.

1.2.2 Bidders must submit the following administrative returnable documents together with the bid.

No.	Administrative Returnable Documents
1	KD17: BID CONDITIONS ACCEPTANCE FORM.
2	Valid proof of BBBEE status for the bidder and its sub-contractor(s).
4	KD 26: BIDDER'S DISCLOSURE.
5	Central Supplier Database Report.

1.2.3 Armscor reserves the right to verify all information submitted with the bid.

Kindly note that any misrepresentations of facts will lead to disqualification of bid and also further steps be taken to claim damages where applicable and undergo a process to list the company and its directors in the list of restricted bidders from doing business with the State with National Treasury,

2. MANDATORY RETURNABLE DOCUMENTS

2.1. Bidders must return the mandatory documents together with the bid. Failure to submit mandatory documents will result in disqualification from further evaluation.

No.	Mandatory Returnable Documents
1	Refer to the Bid specification document.
2	Mandatory Evaluation Documents
3	Functional Evaluation Documents if applicable

3. EVALUATION RETURNABLE DOCUMENTS

3.1. Bidders must return the evaluation returnable documents together with the bid. Failure to submit the evaluation returnable documents will result in forfeiting points as provided in the evaluation and may not necessarily result in disqualification from further evaluation.

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents.

Item	List of Documents Required.	Submitted [Yes or No]	
1.	Central Supplier database (CSD) registration report	Yes ☐	No ☐
2.	SARS issued verification pin code and or proof of application endorsed by SARS. N.B: Armscor reserves a right to verify tax compliance status	Yes ☐	No ☐
3.	Copy of CIPC registration documents listing all members with percentage, see bidding structure for required documents.	Yes ☐	No ☐
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	Yes ☐	No ☐
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	Yes ☐	No ☐
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	Yes ☐	No ☐
7.	Designated sectors: Local production and content. (Where applicable) Annexures	Yes ☐	No ☐
8.	Certified copy of Identity Document for the Company representative	Yes ☐	No ☐
9.	Copy of latest audited financial statements or latest management account	Yes ☐	No ☐
10.	Bid conditions acceptance form on KD17	Yes ☐	No ☐

KD17

ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD (ARMSCOR)

Company registration: 1968/008611/06 Vat registration: 4500101169

RFB NO: E/2024/00X

1. INSTRUCTIONS ON SUBMISSION OF BIDS

1.1 Bid Closing at **11:00 am** on **06 May 2026** (SOUTH AFRICAN TIME)

1.2 Bids must be submitted in a sealed envelope(s) marked with bid reference number, bidder name and closing date. Original plus a copy and USB copy

1.3 The sealed envelope(s) must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:

The Manager:	Supply Chain Management Department Armscor SOC Ltd
Postal address:	Armscor SOC Ltd Private Bag X337 Pretoria, 0001
Delivery address:	Armscor Head Office 370 Nossob Street Erasmuskloof Ext 4 Pretoria

1.4 Bids dispatched by the courier service company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time.
Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception or bids that are incorrectly labelled.

1.5 Bid proposals received after the closing time and date will not be considered.

2. ENQUIRIES

2.1 All queries regarding this bid must be addressed in writing to SCM Department on scmbids@armscor.co.za. Questions/enquiries relating to this RFB should be received five (5) working days prior to the closing date. Queries received

after this period will not be considered

3. BID VALIDITY PERIOD

3.1 Bid proposals to remain valid for acceptance for a period of **ONE HUNDRED AND FIFTY** days counted from the closing date.
NOTE: Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the Armscor General Conditions of Contract (A-STD-0020) as amended, as well as any special condition contained in this documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at www.armscor.co.za.

BID AWARD RESULTS
Result on bid awarding information is not sent to unsuccessful bidders. Particulars of successful bidders are also NOT published on the Armscor Acquisition Bulletin.

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BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Primary email address	
Alternative Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of individual, supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)	
Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of individual, supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If using subcontractors, indicate the following:	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier	

Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
Subcontractor Details:	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents for both Prime and Sub-Contractors:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of individual, supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	

Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	
Other:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of individual, supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

....

Name ID number

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BID CONDITIONS ACCEPTANCE FORM

Bidders shall complete and sign this bid conditions acceptance form

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in Armscor's General Conditions of Contract A-STD-0020 as amended (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.
I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), as amended, the contents of which I/we acknowledge ourselves to be acquainted with.

I further acknowledge the following conditions:

a) Armscor will not award the bid or order to any bidder based on the proven poor record or poor performance of the bidder in previous projects within the Armscor.
b) Armscor will not award order or contract to the bidders who are blacklisted or restricted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
c) Armscor will not award order or contract to the bidders who failed to demonstrate capacity or capability to perform the order/contract.
d) Armscor reserve the right not to award this quotation to any bidder who fails the financial stability assessment.
e) Armscor reserves the right to award the bid in part or in full.
f) Armscor reserves the right to disregard bids that are abnormally low prices compared to the market.
g) Armscor reserves the right not to award order or contract to the bidder/s that might cause reputational harm to the entity.
h) Armscor reserves the right not to award order or contract in circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state where the person is or was negatively implicated in any SCM irregularity.

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I/We choose as domicilium citandi et executandi in the Republic

.....

.....
(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder: .....

AUTHORISED SIGNATURE

....
Signature Date

.....
Name in block letters

.....
Capacity

SUPPLIER REGISTRATION

1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.

1.2. Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact: -
The Security Registration
Private Bag X337
PRETORIA
0001
E-mail:- register@armscor.co.za

ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. The pages of the KD17 document are numbered from one, and the final page bears the words "and last". Bidders should check the numbers of the pages as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.

2. All bidders shall -

2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);

2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);

2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;

2.4. indicate the prices quoted in the units shown and quote them per item;

2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;

2.6. complete all appendices.

3. Value-added tax, customs duties, ad valorem customs duties and surcharges

3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.

3.2. Where supplies are quoted which are subject to levying of any customs duty, ad valorem customs or excise duty or surcharge by the Department of

Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, ad valorem customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire (KD18).

4. Security

4.1. Classified bids are to be handled in the manner set out in Armscor' s Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.

4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. Advance payments

Bidders shall furnish the price without advance payment.

6. Performance Guarantee

Armscor reserves the right to request the successful bidders to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

7. Commissions

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with these bids.

8. Compliance with Arms Control and Non-Proliferation requirements

Any bidder responding to this Request for Proposal (RFP) shall comply with the following when dealing with defence matériel:

8.1 All relevant South African legislation, including, but not restricted to, the following:

a) National Conventional Arms Control Act, Act No. 41 of 2002, and its implementing Regulations; and

b) Non-proliferation of Weapons of Mass Destruction Act, Act No. 87 of 1993, as amended, and it's implementing Regulations.

8.2 Defence export legislation of supplier countries, i.e. countries from which defence matériel is exported to South Africa as well as countries of origin of the matériel.

8.3 It is the responsibility of the bidder to, when applicable, register with the Directorate Conventional Arms Control (DCAC), Defence Secretariat, in terms of section 13 of the National Conventional Arms Control Act and with the South African Council for the Non-Proliferation of Weapons of Mass Destruction Act.

8.4 If a contract with Armscor is being entered into, the Contractor shall comply with arms control and non-proliferation requirements as prescribed by the contract-

9. Submission of a NCACC Permit

9.1 In terms of the National Conventional Arms Control Act (Act No 41 of 2002, Chapter II, section 13), no person may trade in conventional arms, unless that person is:

a) Registered with the National Conventional Arms Control Committee (NCACC).

b) Is in possession of a permit authorised by the NCACC and issued by the Directorate Conventional Arms Control (DCAC).

NOTE: Local bidders who trade in Conventional Arms as set out above are required to submit a certified copy of a valid NCACC permit when submitting a bid.

10. Tax Compliance

The conditions detailed in the Instruction for Application for Tax Compliance (KD 25) must be adhered to. Armscor Suppliers /Bidders must remain tax compliant for the duration of their contracts.

11. Defence Industrial Participation and National Industrial Participation

11.1 The DIP value threshold of foreign content is based on:

Any single agreement of which the foreign content exceeds USD 2 million; Multiple main agreements concluded within two years of each other, within the framework of a specific project or across different projects, for same and or similar products or services, awarded to the same Seller of which the aggregate value of the foreign content exceeds USD 2 million; Extensions or amendments to the main agreement within the active life of the agreement, which result in the aggregate foreign content value of the project exceeding USD 2 million; Where multiple suppliers are used to address a single Defence Acquisition for the same products or services and the value of the foreign content, in total, exceeds USD 2 million, each supplier shall incur pro rata 50% of the total DIP obligation.

11.2 Where a contract to the value of the equivalent of USD10 000 000 or more, is placed on a foreign company, a minimum of 30 % National Industrial Participation (NIP) shall be part of the foreign company's contractual obligations, in addition to the 50 % DIP. This condition is also applicable to all contracts placed on a local company, subcontracting a single foreign company to the aforesaid value or more.

12. Local production and content for designated sectors

12.1 Local Content and Production refers to the mandate where a minimum percentage of goods, services or inputs be locally sourced and manufactured within South Africa to boost the local economy.

12.2 A bidder awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

12.3 If there is no designated sector, Armscor may include as a specific condition of the bid, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

13. Awarding of Bids

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 and Preference Point System of the Preferential Procurement Regulations, 2022.

The applicable points are:

Price (Pp):	**80 Points**
Specific Goals:	**20 Points**
Total:	**100 Points**

The following formula must be used to calculate the points in respect of a bid up to a rand value of R 50 000 000, 00 (all applicable taxes included).

A maximum of 80 points is allocated for price on the following basis:
80/20

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where:

Ps	= Points scored for price of bid under consideration.
Pt	= Price of bid under consideration.
$Pmin$	= Price of lowest acceptable bid.

14. Objective Criteria

Armscor reserves the right to:

a) Armscor will not award the bid or order to any bidder based on the proven poor record or poor performance of the bidder in previous projects within the Armscor.
b) Armscor will not award order or contract to the bidders who are blacklisted or restricted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
c) Armscor will not award order or contract to the bidders who failed to demonstrate capacity or capability to perform the order/contract.
d) Armscor reserve the right not to award this quotation to any bidder who fails the financial stability assessment.
e) Armscor reserves the right to award the bid in part or in full.
f) Armscor reserves the right to disregard bids that are abnormally low prices compared to the market.

g) Armscor reserves the right not to award order or contract to the bidder/s that might cause reputational harm to the entity.
h) Armscor reserves the right not to award order or contract in circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state where the person is or was negatively implicated in any SCM irregularity.

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to Armscor and not necessarily on the basis of the lowest costs.

KD17

BID NUMBER : EABL/2026/01

CLOSING AT 11:00 ON : 06-MAY-2026

VALIDITY PERIOD: 150 DAYS

NAME OF BIDDER : _____

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
	The panel of service providers for 24-hour shuttle and transfer services for Armscor H.Q for a period of three (3) years.in accordance to Annexure A Scope of Work and Annexure B Mandatory Evaluation criteria.				
	Table 2: General Procurement Single-envelope evaluation approach				
	TOTAL (excluding VAT)				
	VAT				
	TOTAL (including VAT)				

1. Delivery address: 370 Nossob Street
   Erasmuskloof
   Pretoria
   0001

   .....

2. * Period required for commencement of delivery, after receipt of order:.....

3. * Rate of delivery: .....

4. * Period required for completion of order, after receipt thereof:.....

* Must be completed by Bidder if not completed by Armscor

Page 14 & last

ANNEXURE A

SCOPE OF WORKS

1. **The successful Panel of bidders are expected to perform 24-hour shuttle and transfer services as follows:**

   1.1 Provide shuttle and transfer services for Armscor and DOD within the requested designated addresses.

   1.2 Provide shuttle and transfer services from designated addresses to and from International Airport and designated address for Armscor and DOD as and when required.

   1.3 Provide shuttle and transfer services for Armscor and DOD officials with disabilities.

2. Transport Armscor and DOD in accordance with the instructions as contained in the official order and the detailed scope below:

#	AREA OF SPECIALISATION	SCOPE OF WORK (SOW)
1.	**Transportation Services**	• Provide scheduled and on-demand shuttle and transfer services as required by Armscor and DOD on a 24hr basis. • Ensure all vehicles are well-maintained, roadworthy, and equipped with necessary safety features.
2.	**Service Coverage:**	• Operate within designated areas, including but not limited to Armscor and DOD facilities and nearby locations. • Ensure nationwide and/or international coverage for both routine and special event transportation needs. • Ensure the provision for all applicable cross-border permits as part of the service offering. The appointed service provider will be responsible for securing, managing, and complying with all cross-border regulatory requirements and associated documentation.
3.	**Service Quality**:	• Maintain high standards of customer service, ensuring courteous and professional drivers. • Ensure vehicles are clean, comfortable, and equipped with amenities such as air conditioning and adequate luggage space.
4.	**Operational Efficiency**	• Utilize route optimization software to minimize travel time and reduce costs. • Implement a system for real-time tracking and monitoring of vehicles.
5.	**Safety and Security**	• Ensure all drivers are qualified, licensed, and atleast two drivers are trained in defensive driving techniques. • Implement safety protocols for emergency situations and maintain comprehensive insurance coverage.

6.	**Reporting and Compliance:**	• Provide regular reports on service performance, including punctuality, vehicle condition, and customer feedback. • Comply with all relevant South African transportation laws and regulations.
7.	**Service Standards**	• Punctuality: Achieve a minimum of 95% on-time arrivals. • Vehicle Condition: Ensure all vehicles are not more than 5 years old and meet roadworthy standards.
8.	**Performance Monitoring**	• Regular audits will be conducted to ensure compliance with service standards. • Performance metrics will be used to evaluate the service provider's effectiveness and identify areas for improvement.
9.	**Contract Terms**	• The contract will be for a period of 3years. • Termination clauses will be included for non-compliance with service standards or contractual obligations.
10.	**Account Management**	• Allocation of a dedicated Account Manager and Administrator that will be responsible for Armscor account.

Note: Armscor reserves the right to verify the documents and Information submitted with the BID.

Note:

- Service providers are not guaranteed any work under this Panel; however, work requests will be through a quotation as and when required through rotations.
- The 80/20 preference points system will be applied by Armscor in accordance with the areas of specialisation for request for quotation issued to the panel where the predetermined table 2 Specific Goals for General Procurement will apply.
- Bidders are required to ensure that all prices quoted during the request for quotations are fair, reasonable, and reflective of prevailing market rates.

ANNEXURE B

1. Mandatory Evaluation Criteria

1.1 Each bid will be assessed against the Mandatory criteria requirements. Should any bid fail to comply with any one of the Mandatory criteria, the bid will be eliminated from further evaluation process.

1.2 Armscor reserves the right to verify the documents and Information submitted with the BID.

Table below is Mandatory Evaluation Criteria

	Description of requirement	Evidence required
1.	The Bidder must be licensed by the National Public Transport Regulator (NPTR) for interprovincial shuttle and transfer services.	The Bidder shall submit an Operating license obtained from the National Public Transport Regulator (NPTR) for interprovincial shuttle and transfer services.
2.	The Bidder must allocate drivers that comply with the Department of transport rules and regulations and Atleast two (2) drivers must have advanced driving skills.	The Bidder shall submit all drivers valid certified copies as per National Land Transport Act 5 of 2000 section 50(1): • South African ID documents • South African Driver's licence • Public Driving Permits (PDP)/ Professional Driving Permits (PrDP) with a minimum of 3 years' experience. • Atleast two (2) drivers must submit a certification that entail advance driving.
3.	The Bidder must have a minimum of 5 years' experience in the shuttle and/or transfer services.	The Bidder shall submit client reference letter/s with a minimum of 5 years' shuttle and/or transfer services experience. The client reference letter shall indicate the following: • Client Letterhead • Period (start and end date) • Description • Contact details • Letter must be signed by duly authorised official.
4.	The Bidder must have a business profile detailing the Account manager, Administrator and list of vehicles.	The Bidder shall submit a business profile detailing the following: • Organogram also showing Account Manager and Administrator. • List of vehicles
5.	The Bidder must have a comprehensive insurance for all the Vehicles and passenger's accident insurance.	The Bidder must submit a valid proof of comprehensive insurance for each vehicle and proof of passenger's accident insurance. **Note: Bidder must retain the insurance for the duration of the contract.**

ANNEXURE B

2 SPECIAL CONTRACT CONDITIONS

2.1 Special Contract Conditions are additional to A-STD-0020: Armscor's General Conditions of Contract.

2.2 If the bidder is non-compliant with the special contract conditions, Armscor will grant the recommended bidder reasonable opportunity to comply before the commencement of the contract.

2.3 Armscor Personnel Evaluation Division (APED) will do the necessary vetting and issue a Security Clearance Certificate. The costs for the first clearances will be paid by Armscor. Any subsequent security clearance required will be for the Bidder's cost estimated at which is at R26 997,50 for **Confidential**.

2.4 The bidder must ensure that all its Company directors involved with the shuttle and/or transfer services for Armscor and DoD (including new appointments/replacements) complete a personal security clearance application and hand it in for processing. Such individuals must also have the personal evaluation security interview (PESI) and sign a Non-Disclosure Agreement (NDA).

2.5 Compliance to special conditions of contract is required throughout the term of the panel.

KD18

ARMAMENTS CORPORATION OF SOUTH AFRICA LTD (ARMSCOR)

QUESTIONNAIRE

REPLIES

1. What is the request for bids number? .....

2. Confirm compliance to price basis. .....

3. Indicate which of the following applies:

3.1 The prices are fixed. ☐

3.2 The prices are not fixed ☐

4. The delivery period shall be fixed.

5. Are you the accredited agent in the RSA for the manufacturer of the supplies quoted by you? Yes ☐ No ☐

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED OR ARE OFFERED EX BONDED WAREHOUSE, THE ATTACHED SECURITY QUESTIONNAIRE (KD 22) MUST BE COMPLETED AND THE FOLLOWING QUESTIONS ANSWERED:

6. Is a special import permit required? .....
If not, state your imports permit number.

7. What are the names and addresses of your overseas suppliers? (Give particulars in KD 22)
.....
.....
.....

8. Foreign content:

8.1 What amount in foreign currency must be remitted overseas?
.....

8.2 What is the rate of exchange used in converting the ZAR1,00 = ... amount into SA Rand and the date on which this is based? DATE: .....

9. Statutory costs:

9.1 Are the goods quoted on subject to customs duty, ad valorem customs or surcharge?

.....

9.2 If so, what is the amount payable in respect of

a) Customs duty .....

b) Ad valorem customs duty? .....

PRICE BREAKDOWN

10. The following particulars must be furnished, failure of which may invalidate the bids.

		Amount	% of Total Price
10.1	FOB/FCA cost of item		
10.2	Sea/Air freight		
10.3	Insurance charges		
10.4	Clearance charges		
10.5	Customs duties		
10.6	Ad valorem customs duties		
10.7	Delivery costs from port/airport to your premises		
10.8	Local content (excluding (10.10)		
10.9	Delivery costs from your premises into store		
10.10	Balance (detail to be submitted)		
TOTAL			

....

DATE BIDDER'S SIGNATURE

KD21

ARMAMENTS CORPORATION OF S.A. LIMITED

(ARMSCOR)

PREVIOUS PURCHASES

LAST TWO BIDS

If any similar or identical equipment has been supplied to ARMSCOR, or to any of ARMSCOR'S subsidiaries or the South African National Defence Force, the completion of this form by bidders is compulsory.

Date of Bids	Organization	Order No.	Items Purchased	Unit Price	Motivation for Price Differences

BIDDER:	
SURNAME AND INITIALS:	
DATE:	
SIGNATURE:	

KD22

ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED (ARMSCOR)

SECURITY QUESTIONNAIRE ON THE IMPORTED CONTENT OF BIDS

1. In all cases where the supplies quoted are imported (either in full or in part), bidders shall furnish the following particulars (if space is insufficient, use additional pages):

1.1 COUNTRY OF ORIGIN:

Item No(s).	Country
.....	.....
.....	.....
.....	.....
.....	.....

1.2 NAME OF MANUFACTURER(S)/SUPPLIER(S)/STOCKIST(S):

Item No(s).	Name
.....	.....
.....	.....
.....	.....
.....	.....

1.3 NAME OF INTERMEDIARY (IES) (WHEN THERE IS NO DIRECT CONTACT WITH THE FIRMS LISTED IN 1.2):

Item No(s).	Name
.....	.....
.....	.....
.....	.....
.....	.....

1.4 NAME OF AGENTS RESPONSIBLE FOR SHIPPING AND CLEARANCE:

Item No(s)	Name
.....	.....
.....	.....
.....	.....
.....	.....

KD22

1.5 NAME OF BANK ARRANGING TRANSFER OF FUNDS OVERSEAS:

Item No(s).	Name
.....	.....
.....	.....
.....	.....
.....	.....

1.6 IS AN END-USER CERTIFICATE REQUIRED? YES ☐ NO ☐

If yes:- Item No. (s).

.....

.....

.....

.....

1.7 ARE THE ITEMS SUBJECT TO ANY SPECIAL EXPORT REQUIREMENTS?

YES ☐ NO ☐

If Yes:-

Item No. (s)	Requirements
.....	.....
.....	.....
.....	.....
.....	.....

2. Failure to furnish the information requested may render the bid invalid.

.....

NAME

....

DATE BIDDER'S SIGNATURE

KD24

BROAD-BASED BLACK ECONOMIC EMPOWERMENT

ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off-The-Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off-The-Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

1 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000

1.1 The following preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022; Armscor Preference Point System of the Preferential Procurement Regulations, 2022.

1.2 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)

1.3 Preference points for this bid shall be awarded for:

Price: 80

Specific Goals: 20

Total points for Price and Specific Goals must not exceed: 100

1.4 Bidders who do not submit a valid proof as per paragraph 2.2 of KD24 (Principles) will score 0 points for Specific Goals.

2. ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS

2.1 The preference points that will be awarded in terms of the Specific Goals with regards to procurement processes shall be as follows (one table will be applicable for each bid):

Table 1: Specific Goals for Targeted Procurement

No	Specific Goals for Targeted Procurement	Points for 80/20 PPS
	RDP Programme: Promotion of SMMEs	
1	EME or QSE entities which are at least 51% owned by black people	4 points
2	EME or QSE entities which are at least 51% owned by black women	4 points
3	EME or QSE entities which are at least 51% owned by black youth	4 points
4	EME or QSE entities which are at least 51% owned by black military veterans	4 points
5	EME or QSE entities which are at least 51% owned by black people living with disabilities	4 points
	Total Points Per PPS	**20 points**

Table 2: Specific Goals for General Procurement

No	Specific Goals for General Procurement	Points for 80/20 PPS
RDP Programme: Promotion of SMMEs		
1	EME or QSE entities which are 100% owned by black people	20 points
2	EME or QSE entities which are at least 51% owned by black people	18 points
3	EME or QSE entities which are at least 35% owned by black people	16 points
4	EME or QSE entities which are at least 25% owned by black people	10 points
Total Points Per PPS		**20 points**

a) General procurement may typically include but is not limited to commercial-off-the-shelf (COTS) items.

Table 3: Specific Goals for Other Procurement

No	Specific Goals for Other Procurement	Points for 80/20 PPS
RDP Programme: Promotion of South African Owned Enterprises		
1	Entities which are BBBEE Level 1	20 points
2	Entities which are BBBEE Level 2	18 points
3	Entities which are BBBEE Level 3	16 points
4	Entities which are BBBEE Level 4	10 points
Total Points Per PPS		**20 points**

Table 4: Specific Goals for Procurement from Entities Located in Specific Province, Region or Municipality

No	Specific Goals for Procurement from Entities Located in Specific Province, Region or Municipality	Points for 80/20 PPS
	RDP Programme: Locality	
1	Entities located within the specific locality	10 points
2	Entities located outside the specific locality	0 points
	RDP Programme: Promotion of South African Owned Enterprises	
1	EME or QSE entities which are at least 51% owned by black people	2 points
2	EME or QSE entities which are at least 51% owned by black women	2 points
3	EME or QSE entities which are at least 51% owned by black youth	2 points
4	EME or QSE entities which are at least 51% owned by black military veterans	2 points
5	EME or QSE entities which are at least 51% owned by black people living with disabilities	2 points
	Total Points Per PPS	**20 points**

Table 5: Specific Goals for Procurement from Entities with Local Manufacturing Capabilities for Designated Sectors

No	Specific Goals for Procurement from Entities with local manufacturing capabilities for designated sectors	Points for 80/20 PPS
	Designated Sectors	
1	Full compliance to the applicable minimum threshold for local content	10 points
2	Non-compliance to the applicable minimum threshold for local content	0 points
	RDP Programme: Promotion of South African Owned Enterprises	
1	EME or QSE entities which are at least 51% owned by black people	2 points
2	EME or QSE entities which are at least 51% owned by black women	2 points
3	EME or QSE entities which are at least 51% owned by black youth	2 points
4	EME or QSE entities which are at least 51% owned by	2 points

	black military veterans	
5	EME or QSE entities which are at least 51% owned by black people living with disabilities	2 points
Total Points Per PPS		**20 points**

Table 6: Concurrent Application of Specific Goals

No	Concurrent Application of Specific Goals	Points for 80/20 PPS
RDP Programme: Promotion of SMMEs		
1	EME or QSE entities which are at least 51% owned by black people	5 points
RDP Programme: Locality		
2	Entities located within the specific locality	5 points
Local Manufacturing Capabilities for Designated Sectors		
3	Full compliance to the applicable minimum threshold for local content & production	5 points
RDP Programme: Promotion of South African Owned Enterprises		
4	Entities which are BBBEE Level 2 or better	5 points
Total		**20 points**

Table 7: Specific Goals for Income Generation, Disposal or Leasing of Assets

No	Specific Goals for Income Generation, Disposal or Leasing of Assets	Points for 80/20 PPS
RDP Programme: Promotion of South African Owned Enterprises		
1	Entities which are BBBEE Level 1	20 points
2	Entities which are BBBEE Level 2	18 points
3	Entities which are BBBEE Level 3	16 points
4	Entities which are BBBEE Level 4	14 points
Total Points Per PPS		20 points

2.2 PRINCIPLES

2.2.1 Valid proof of B-BBEE status is either of the following:

A) A B-BBEE sworn affidavit fully completed and

I. Deposed and signed in the presence of the commissioner of oaths (certified true copy not acceptable)

II. Does not contradict itself (% black ownership matches compliance level)

III. Commissioner of oaths credentials and signature are reflected.

B) A B-BBEE certificate issued by either the CIPC or a SANAS accredited verification agency.

C) An entity submitting an unincorporated joint venture / consortium must attach a consolidated B-BBEE certificate in the name of the joint venture / consortium issued by a SANAS accredited verification agency.

d) B-BBEE status must be based on the latest financial year-end information which is used to determine the total revenue, otherwise it is invalid and unacceptable. Financial year end to be stipulated by **dd/mm/yyyy** (Refer to paragraph (i) of the BBBEE Guide referred to below)

e) The bid must be accompanied by the CIPC Beneficial Ownership Declaration. The declaration should be the latest lodged with CIPC.

f) The bidder must submit the company registration documents issued by Companies and Intellectual Property Commission (CIPC) accompanied by the latest share register and share certificate for (Pty) Ltd and Ltd signed by the Company Secretary or registered Auditor.

g) A guide on validity of BBBEE affidavits and BBBEE certificates is available on Armscor's website.

2.2.2 Military Veterans

a) Military Veterans Act 18 of 2011 defines a military veteran as
   i. a South African who rendered military services to any of the military organisations (statutory and non-statutory) which were involve in all sides of South Africa's Liberation war from 1960 to 1994.
   ii. Served in the Union Defence Force before 1961; or
   iii. Became a member of the new South African National Defence Force after 1994, and has completed his or her military training and no longer performs military service, and has not been dishonourably discharged from that military organisation or force.

b) The bidder shall submit with the bid documents a confirmation letter issued by the Department of Military Veterans with a force number, confirming that the shareholder of the entity is a Military veteran.
   i. For military veteran beneficiaries, the bidder shall submit a confirmation

letter issued by the Department of Military Veterans indicating all the beneficiaries of the Military Veteran.

2.2.3 Local content and production

A) The dtic designate and determine a stipulated minimum threshold for each sector which is designated

B) Local content and production refers to the mandate where a minimum stipulated percentage of goods, services or inputs be locally sourced and manufactured within South Africa to boost the local industry, create jobs and develop industrial capacity.

C) The complete list of sectors and sub-sectors which are designated for local production with minimum local content threshold can be found on the website of the department of trade, industry & competition via the link below.

http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/

d) The bidder shall submit with the bid documents a fully completed annexure c indicating compliance to the stipulated minimum local content threshold of a commodity

e) Where a bidder is unable to meet the stipulated minimum local content threshold the bidder shall submit with the bid an exemption letter issued by the dtic.

2.2.4 Locality

A) The bidder must submit the municipality bill/local councillor letter (must be not be older than 3 months).

A) In an event where the bidder is the lessee, the municipality bill and the lease agreement must be submitted.

B) In an event where the bidder owns the property, the municipality bill must be in the name of the bidder or owner.

2.2.5 Sub-Contracting

A) It is a requirement of Armscor that subcontracting must be considered by a bidder. Where feasible the bid shall indicate the minimum sub-contracting percentage applicable. Armscor shall endeavour to advance designated groups where applicable.

B) A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.

2.2.6 Ownership

In accordance with the provisions of the Defence Sector Code, it is a requirement of Armscor that all suppliers that do business with Armscor should achieve at least 35% black equity ownership and may be included as a bid requirement.

2.2.7 Verification of bidders information

The Armscor reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the specific goals claim of the bidder and/or its sub-contractor(s).

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.

Kindly note that any misrepresentations of facts will lead to disqualification of bid and also further steps be taken to recover the loss where applicable and list the company and its directors in the list of restricted bidders from doing business with the State with National Treasury,

KD24

B-BBEE DECLARATION

1. Confirmation of the Bidder's Turnover

Name of the Bidder		
Registration Number		
Financial Year End		
Turnover (As at the latest financial year end)	R	Period Starting (Day, Month, Year)
		Period Ending (Day, Month, Year)

2. Confirmation of Subcontractors involved in the execution of the order:

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	**% Black Ownership**	**B-BBEE Status**	**% Value to be Contracted**
1.			
2.			
3.			

***Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.**

3. Confirmation of Suppliers involved in the execution of the order:

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

AUTHORISED SIGNATURE:

Name in block Letter: _____

Date: _____

Capacity: _____

DEFENCE SECTOR B-BBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member ☐ / Director ☐ / Owner ☐ (**Select at least one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:
   a) The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
   b) The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
   c) The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
   d) Black Designated Group Owned % Breakdown as per the definition stated above:
      i) Black Youth % = _____%
      ii) Black people living with disabilities % =_____%
      iii) Black Unemployed % =_____%
      iv) Black People living in Rural areas % = _____%
      v) Black Military Veterans % =_____%
   e) Based on the Audited Financial Statements/Financial Statement and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less.
   f) Please confirm on the table below the B-BBEE level contributor, by ticking the applicable **box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition)	☐
At Least 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition)	☐
Less than 51% Black Owned	**Level Four** (100% B-BBEE procurement recognition)	☐

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature _____ Date	_____ Signature _____ Date

Issued in terms of the Defence Sector Code (Gazette 42391 - 12 April 2019)

ANNEXURE 1 TO KD24

DEFENCE SECTOR B-BBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member ☐ / Director ☐ / Owner ☐ (**Select at least one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

a) The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

b) The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

c) The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

d) Black Designated Group Owned % Breakdown as per the definition stated above:

vi) Black Youth % = _____%

vii) Black people living with disabilities % =_____%

viii) Black Unemployed % =_____%

ix) Black People living in Rural areas % = _____%

x) Black Military Veterans % =_____%

e) Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was between R5,000,000.00 (Five Million Rands) and R50,000,00.00 (Fifty Million Rands).

f) Please confirm on the table below the B-BBEE level contributor, by ticking the applicable **box.**

100% Black Owned	**Level One** (135% B-BBEE procurement recognition)	☐
At Least 51% Black Owned	**Level Two** (125% B-BBEE procurement recognition)	☐

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature _____ Date	_____ Signature _____ Date

Issued in terms of the Defence Sector Code (Gazette 42391 - 12 April 2019)

KD25

SARS: TAX COMPLIANCE STATUS

NOTE: It is a condition of bids that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD25.

1. In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
3. The Tax compliance PIN letter shall be submitted with the bids, with an authorisation letter for Armscor to use the PIN code for verification of tax compliance status of the bidder.
4. In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.
5. In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bids.
6. Tax compliance is done via e-filing on the SARS website www.sars.gov.za.

NOTE: Armscor Suppliers/ Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

ANNEXURE 1 TO KD25

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR					
BID NUMBER:	RFB No: E/2024/00x	CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :

ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8),
370 NOSSOB STREET,

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Mr. A.L Mmbengwa	CONTACT PERSON	Mr. A.L Mmbengwa
TELEPHONE NUMBER	012 428 3610	TELEPHONE NUMBER	012 428 3610
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	**scmbids@armscor.co.za**	E-MAIL ADDRESS	scmbids@armscor.co.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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ 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?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No

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.

ANNEXURE 1 TO KD25

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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
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.
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 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.

ANNEXURE 1 TO KD25

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

KD26

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.

3. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] 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

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.

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:

.....

.....

4. 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[2] 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.

3.5 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.

3.6 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

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; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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

KD27

ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED (ARMSCOR)

INTELLECTUAL PROPERTY REQUIREMENTS

1. INTRODUCTION

1.1 What is Intellectual Property?

Intellectual Property (or "IP") means the result or outcome of creative or innovative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.
IP includes design and mental activities, e.g.:

a) Bills of Material (BOM's)
b) Instructions,
c) Reports,
d) Specifications,
e) Interface designs,
f) Manufacturing processes,
g) Material Specifications,
h) Processes,
i) Product designs,
j) Re-engineering (maintenance/obsolescence),
k) Software,
l) Algorithms,
m) Source Codes,
n) System/integration designs,
o) Test and Evaluation Methods, etc.

IP excludes Project Management activities and Hardware created/built according to a design or following a "recipe".

1.2 How is IP manifested?

IP is manifested and embodied in Data Items or Documents.
"Data items or Documents" means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

This list is non exhaustive and includes any protectable subject matter under applicable intellectual property law.

NOTE:

- The document itself is not IP
- The contents of a document represent IP
- The document becomes the tangible and recordable carrier of IP

1.3 What is Background IP?

For definition, refer to A-STD-0020 "Armscor General Conditions of Contract". "Background IP" belongs to a contractor who has fully paid for its generation or has acquired it at its own cost, and which may be used or serve as a basis for developing new Foreground IP.

1.4 What is Historic IP?

"Historic IP" is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

1.5 What is Foreground IP?

For definition, refer to A-STD-0020 "Armscor General Conditions of Contract". "Foreground IP" is a new intellectual property that is created during the execution of the order.

1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 "Armscor General Conditions of Contract".
"Shared," "Jointly Owned," or "Co-owned" IP is IP that belongs to both the DOD and a contractor because both contributed to its generation. Ownership is typically (and preferably) proportional to contribution.
Historic and Foreground IP may be either

a) wholly owned by the DOD, or
b) shared or Jointly Owned or co-owned between DOD and the contractor

2. IP RECORDAL REQUIREMENTS

Prospective suppliers must provide all information regarding applicable Intellectual Property (IP) to the bid. Armscor will record the information on their IP System, which will generate a Statement of IP, which will be appended to the order. The Statement of IP will constitute the contractual agreement between Armscor and the contractor with respect to IP matters.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

a) Short IP description
b) Original Supplier
c) Cost of Establishment (If available)

2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

a) Armscor IP Number (if available)
b) Short IP description
c) The next information is to be provided per order, on which the Historic IP was established:
    i) Order Number on which Historic IP was generated
    ii) Master record index (MRI) reference
    iii) Original Supplier
    iv) Cost of Establishment
    v) Percentage Ownership (DOD)
    vi) Associated Milestone / Line item on the order under which the IP was established

2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

a) IP number of Historic IP, if IP is enhanced (modified / improved / upgraded).
b) Short IP description
c) Master record index (MRI) reference with version and date
d) Original Supplier
e) Cost of Establishment
f) Percentage Ownership (DOD)
g) Associated Milestone / Line item on the order under which the IP will be established.

NOTE: 1 The cost of establishment has always been included in item/milestone prices of orders, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP

appended to orders in order to properly manage such IP;

NOTE: 2 To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spreadsheet from Armscor's website. Upon completion, the spreadsheet must be printed and attached to the bid, thereby forming an integral part of the bid.

3. SAFEGUARDING OF IP

3.1 IP Assignment Agreement

The IP Assignment Agreement, which will be based on the Statement of IP and the Statement of Work, will be concluded with the main contractor in the main contractor's name and will apply to the creating sub-contractor(s), who will remain the design authority for the particular IP.

3.2 Management and Safeguarding of IP

The main contractor will be responsible for managing IP generated during the execution of the order, as well as IP generated by its subcontractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for its continued management.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

3.4 IP Audits

Armscor is required by law to conduct an IP intangible asset audit of all existing DOD IP *every financial year*. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website: (www.armscor.co.za/Downloads/Download.asp) and must be used as a template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

a) "Background IP" provides a form to capture all background IP information
b) "Historic IP" provides a form to capture all historic IP information.
c) "Foreground IP" provides a form to capture all foreground IP information.

4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describes the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Invoice Item	The contractual invoice item that will serve as the basis for IP payment.

5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm, certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please mark the relevant answer)

	Yes	No
Will Background IP be applicable during the execution of the quoted scope of work?	☐	☐
If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.		
Will Historic IP be utilised and/or is it required as a prerequisite for executing the quoted scope of work?	☐	☐

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line.

	Yes	No
Will any of these Historic IP items be enhanced during the execution of the quoted scope of work?	☐	☐

If yes, also complete the 'Foreground IP' worksheet for those IP items.

	Yes	No
Will a new Foreground IP be generated during the execution of the quoted scope of work?	☐	☐

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, has to be attached to the bid.

WITNESSES:

1 .....

2 .....

.....
SIGNATURES OF BIDDER(S)

.....
DATE:

ADDRESS: .....

.....

.....