



MICT SETA Head Office
Supply Chain Management
19 Richards Drive
Gallagher Convention Centre, Gallagher House
Level 3 West Wing
Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

RFQ NUMBER	RFQ/MICT/86/2022
RFQ DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE FURNITURE FOR THE CAPE TOWN REGIONAL OFFICE.
RFQ ISSUE DATE	23 January 2023
CLOSING DATE & TIME	30 January 2023 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.
PHYSICAL SUBMISSIONS	19 Richards Drive, Halfway House, Midrand (Gallagher Convention Center)

Submissions of RFQ document and samples must be hand delivered to MICT SETA Head Office **before the closing date of this RFQ.**

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

RETURNABLE DOCUMENTS CHECKLIST

quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
CIPC registration documents		
B-BBEE Certificate/ Sworn Affidavit		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS and/or SARS issued verification pin		
SBD 6.1 - Preferential Procurement Claim Form		
SBD 4 – Bidder's Disclosure		

Note: This RFQ must be completed and signed by the authorised company representative

MICT SETA –QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

TERMS OF REFERENCE

1. Background Information

The Media, Information and Communication Technology Sector Education and Training Authority ("MICT SETA") is a statutory body established through the Skills Development Act, of 1998 section 10 (1) (a). The SETA was established to offer support to its stakeholders through skills development imperatives within the Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications sub-sectors.

1. Specification

**** Bidders must submit physical samples of the wood and fabrics to be used in the production of the furniture.**

FURNITURE AND POWER SETS

FURNITURE

		UNIT	QTY
OPEN PLAN			
1	<p>2-way face to face cluster consisting of:</p> <ul style="list-style-type: none"> 2 x Tops 1600 x 800mm 2-way underframe, 50 x 50 square tubing with cross beam supports 2 x Mobile drawer pedestals with 1 pencil drawer, 1 standard drawer, 1 filing drawer plus central lock 	item	4
2	<p>Desk based screen upholstered, including brackets</p> <p>Size: 1600 x 500(H)</p>	item	4
3	<p>K3-BM-01 chair</p> <ul style="list-style-type: none"> Black nylon frame Ventilated mesh backrest Seat with moulded foam Height adjustable lumbar support Fixed PP armrest Synchronised tilting mechanism, backrest can be locked in upright position Nylon base with running castors Grade 4 gas cylinder for height adjustment 	item	8
OFFICES			
4	<p>Workstation consisting of:</p> <ul style="list-style-type: none"> Top 1800 x 750mm L-extension unit, size 1600 x 450, with shelving and drawer pedestal End leg 750 with cross beams to L-extension Modesty panel 	item	2
5	1000 diameter round top with base	item	2
6	<p>X3-55BH high back chair</p> <ul style="list-style-type: none"> Mesh backrest Seat with moulded foam Lumbar support - height adjustable with soft PU material Height adjustable armrests Synchronised tilting mechanism in 4 locking positions Class 4 gas lift 350mm nylon base with BIFMA quality Castors 60mm, abrasion resistance 	item	2
7	<p>"Modena" 4-legged armchair, black upholstered seat, black mesh backrest</p> 	item	8
MEETING AREA			
8	<p>6 seater table with radius on all 4 corners, fitted with 4 x Zita legs</p> <p>Size: 1800 x 1200mm</p>	item	1
9	4 seater table 1200mm diameter round fitted with 4 x Zita legs	item	1
10	<p>K3-BM-01 chair</p> <ul style="list-style-type: none"> Black nylon frame Ventilated mesh backrest Seat with moulded foam Height adjustable lumbar support Fixed PP armrest Synchronised tilting mechanism, backrest can be locked in upright position Nylon base with running castors Grade 4 gas cylinder for height adjustment 	item	10
STORE ROOM			
11	<p>Set of bolted steel shelving fitted with 5 x shelves</p> <p>Size: 2205(H) x 914(W) x 457(D)</p>	item	5

BOARDROOM			
12	16 seater table with underframe Size: 5400(L) x 1600(W)		item 1
13	Server table with slab legs and support rail Size: 2700(L) x 600(D)		item 1
14	K3-GM-07 high back chair <ul style="list-style-type: none"> Nylon frame in grey colour Ventilated mesh backrest Seat with moulded foam Height adjustable lumbar support Height adjustable armrests Synchronised tilting mechanism, backrest can be locked in upright position Light grey nylon base with running castors Grade 4 gas cylinder for height adjustment 		item 16
Informal Waiting Area			
15	3 seater couch upholstered in fabric @ R350,00 per metre		item 1
16	Single seater upholstered in fabric @ R350,00 per metre		item 1
17	600 diameter round coffee table		item 2
18	Set of nesting coffee tables		item 1
Reception			
19	Reception desk with counter, L-extension, counter top, set of drawers and credenza storage Size: 2200(L) x 2200(L) x 800(D)		item 1
20	K3-GM-07 high back chair <ul style="list-style-type: none"> Nylon frame in grey colour Ventilated mesh backrest Seat with moulded foam Height adjustable lumbar support Height adjustable armrests Synchronised tilting mechanism, backrest can be locked in upright position Light grey nylon base with running castors Grade 4 gas cylinder for height adjustment 		item 1
Waiting Area			
21	3 seater couch upholstered in fabric @ R350,00 per metre		item 1
22	Single seater upholstered in fabric @ R350,00 per metre		item 2
23	600 diameter round coffee table		item 2
24	Set of nesting coffee tables		item 1
Dining Area/Coffee Area			
25	White 900 diameter round table with dining base		item 2
26	4-legged polypropylene shell chair		item 9
27	High counter top, size 2400(L) x 700(D) x 1050(H) with underframe and support beams		item 1
28	High counter top, size 5400(L) x 700(D) x 1050(H) with underframe and support beams [NB Made up in 2 x sections of + 2700(L) x 700(D)]		item 1
29	Bar height chair, polypropylene shell with black base		item 10

KITCHEN	UNIT	QTY
Fridge	item	1
Kettles	item	2
Urn 15litres	item	1
Kitchen bin stainless steel	item	1
Serving trays		
<ul style="list-style-type: none"> • Rectangular tray large 	item	1
<ul style="list-style-type: none"> • Rectangular tray medium 	item	1
<ul style="list-style-type: none"> • Round tray large 	item	1
<ul style="list-style-type: none"> • Round tray medium 	item	1
Dinner Set		
<ul style="list-style-type: none"> • 24 dinner plates 	item	1
<ul style="list-style-type: none"> • 24 side plates 	item	1
<ul style="list-style-type: none"> • 24 teacups and saucers 	item	1
<ul style="list-style-type: none"> • 24 Coffee mugs 	item	1
<ul style="list-style-type: none"> • Cutlery 48 piece 	item	1
<ul style="list-style-type: none"> • Milk jar 2,25ml 	item	1
<ul style="list-style-type: none"> • Milk jar 250ml 	item	2
<ul style="list-style-type: none"> • Milk jar 1ml 	item	1
<ul style="list-style-type: none"> • Sugar basin 	item	4
<ul style="list-style-type: none"> • Teapot 	item	2

2. Special Conditions

The Preferential Procurement Regulations, 2011, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 which came into effect on 7 December 2011 make provision for the Department of Trade and Industry (DTI) to designate sectors in line with national departments and industrial policies for local production.

Regulation 9 (1) of the Regulations prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local production and content will be considered.

To this end, the DTI has designated and determined the stipulated minimum threshold for furniture products for local production and content.

The stipulated minimum threshold percentages for local production and content for the different categories of furniture are as follows:

Category of furniture	Stipulated minimum threshold
Office furniture	85%
School furniture	100%
Base and mattress	90%

To ensure that local production and content is discharged on manufacturing activities, the following furniture products which have been designated must be included in bid invitations:

Office furniture

	Description	% Local content
1	Melamine office desk with drawers	70%
2	Office desk (drawers) with timber top on a steel frame	90%
3	Office desk (drawers) with supawood (MDF) top on the steel frame	90%
4	Melamine/paper foil office desk with drawers	70%
5	Stacker upholstered chairs – 4-legged without arms	100%
6	Side upholstered chair – sleigh base with arms	70%
7	High back upholstered chair with arms on a 5-star base	65%
8	Steel stationery cupboard	100%
9	Steel drawer(s) filing cabinet	100%
10	Wood stationery cupboard	100%
11	Wood drawer (s) filing cabinet	100%

The SABS approved technical specification number SATS 1286:2011 and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E(Local Content Declaration: Supporting Schedule to

Annex C)] are accessible to all potential bidders on the DTI's website <http://www.thedti.gov.za/industrialdevelopment/ip.jsp> at no cost.

The attached Declaration Certificate for Local Production and Content must form part of the bid documentation.

PRICING SCHEDULE

Name of bidder _____ **RFQ number:** _____

Closing date _____

Bid shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

Item	Requirement Description	Quantity	Unit Price (Excl. VAT)	Total Cost (Excl. VAT)
	SUPPLY AND DELIVERY OF OFFICE FURNITURE			
1.	2 way face to face cluster (open plan)	4	R	R
2.	Desk based screen upholstered (open plan)	4	R	R
3.	K3-BM-01 Chair (open plan)	8	R	R
4.	Workstation (offices)	2	R	R
5.	1000 diameter round top with base (offices)	2	R	R
6.	X3-55BH-high back chair (offices)	2	R	R
7.	Modena 4''legged armchair, black (offices)	8	R	R
8.	6 seater table with radius on all four corners, fitted with 4x zita legs (meeting area)	1	R	R
9.	4 seater table 1200mm diameter round fitted with 4x zita legs (meeting area)	1	R	R
10.	K3-BM-01 chair (meeting area)	10	R	R
11.	Set of bolted steel shelving fitted with 5x shelves (storeroom)	5	R	R
12.	16 seater table with underframe (boardroom)	1	R	R
13.	Server table with slab legs and support rail (boardroom)	1	R	R
14.	K3-GM-07 high back chair (boardroom)	16	R	R
15.	3 seater couch upholstered in fabric @R350.00 per metre (informal waiting	1	R	R

	area)			
16.	Single seater upholstered in fabric @R350.00 per metre (informal waiting area)	1	R	R
17.	600 diameter round coffee table (informal waiting area)	2	R	R
18.	Set of nesting coffee table (informal waiting area)	1	R	R
19.	Reception desk with counter, L extension, counter top (reception area)	1	R	R
20.	K3-GM-07 high back chair (reception)	1	R	R
21.	3 seater couch upholstered in fabric @R350.00 per metre (waiting area)	1	R	R
22.	Single seater upholstered in fabric @R350.00 per metre (waiting area)	2	R	R
23.	600 diameter round coffee table (waiting area)	2	R	R
24.	Set of nesting coffee table (waiting area)	1	R	R
25.	White 900 diameter round table with dinning base (dinning area)	2	R	R
26.	4-legged polypropylene shell chair (dinning area)	9	R	R
27.	High counter top, size 24000(L) x 700(D) x 1050(H) with underframe and support beams (dinning area)	1	R	R
28.	High counter top, size 54000(L) x 700(D) x 1050(H) with underframe and support beams (NB made up in 2 x sections of + 2700(L) x 700(D) (dinning area)	1	R	R
29.	Bar height chair, polypropylene shell with black base (dinning area)	10	R	R
30.	Fridge	1		
31.	Kettles	2		
32.	Urn 15litres	1		
33.	Kitchen bin stainless steel	1		
34.	Serving trays <ul style="list-style-type: none"> • Rectangular tray large • Rectangular tray medium • Round tray large • Round tray medium 	1 1 1 1	R R R R	R R R R
35.	Dinner Set <ul style="list-style-type: none"> • 24 dinner plates • 24 side plates 	1 1	R R	R R

	<ul style="list-style-type: none"> • 24 teacups and saucers • 24 Coffee mugs • Cutlery 48 piece • Milk jar 2,25ml • Milk jar 250ml • Milk jar 1ml • Sugar basin • Teapot 	1 1 1 1 1 1 1 1	R R R R R R R R	R R R R R R R R
Sub-Total		R		
VAT@15%		R		
TOTAL PRICE (INCLUDING VAT)		R		

Complete below:

1. Delivery Address: MICT SETA Cape Town Office
2. Indicate the Delivery period after order receipt.....
3. Is the delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above;

Authorised Company Representative:

Capacity under which this quote is signed.....

Signature:

Date:

4. EVALUATION CRITERIA

EVALUATION CRITERIA

RFQs received will be evaluated on meeting specifications and Price & specific goals.

STAGE 1: SPECIFICATION AND LOCAL PRODUCTION AND CONTENT

Evaluation of RFQ's received will be based on meeting the specification

Only quotes that achieved the stipulated threshold for local production and content will be evaluated further.

Bidders that do not meet the requirements of the specification and Local content and production (Regulation 8) will be eliminated from further evaluation process.

STAGE 2: PRICE AND SPECIFIC GOALS

Bidder must submit certified copies of the company's directors as per the CIPC documents.

**** certified copies must not be older than 3 months.**

Bidder must submit valid proof of BBBEE contributor status (BBBEE verification certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE affidavit duly sworn and commissioned) for points allocation. All sections of BBBEE sworn affidavits must be completed in full. Please see the guidelines for validating BBBEE sworn affidavits.

RFQs received will be evaluated against the following criteria:

LOCAL CONTENT AND PRODUCTION (Regulation 8(2) – PREFERENTIAL PROCUREMENT REGULATIONS, 2017

For this RFQ the bidders must meet the Local content and production for clothing products, bidders must complete all the Annexures in relation to this regulation. kindly refer to paragraph 3. Special Conditions for more information.

Description	% Local content
Wood stationery cupboard	100%
Melamine office desk with drawers	70%
Office desk (drawers) with timber top on a steel frame	90%
Office desk (drawers) with supawood (MDF) top on the steel frame	90%
Upholstered couches	100%
Side upholstered chair – sleigh base with arms	70%
High back upholstered chair with arms on a 5-star base	65%
Wood drawer (s) filing cabinet	100%

*** Only bids/quotes that achieve the minimum stipulated threshold for local production and content will be evaluated further.

Note: Bidders that do not meet the requirements of Local content and production (Regulation 8) will be eliminated from the further evaluation process.

Bidders must follow the process below when requesting exemption letters from the DTI

For exemption requests on designated products and the minimum threshold for local content cannot be met for various reasons, bidders must apply for exemption per tender. After checking with the industry, the Dti will decide whether to grant an exemption or not.

In the official request (signed letter), the following information should be included:

- Procuring entity/government department/state-owned company.
- Tender/bid number.
- Closing date.
- Item(s) for which the exemption is being requested for.
- Description of the goods, services or works for which the requested exemption item will be used for and the local content that can be met.
- Reason(s) for the request.
- Supporting letters from local manufacturers and suppliers.

NB - Exemption letters are tender-specific and applications are not transferrable. The turnaround time in response to exemption letters for all designated products is five working days with the exception of rail and boats/vessels which is seven working days.

Request for exemption letter is to be directed to:

Dr Tebogo Makube

Chief Director: Industrial Procurement

Tel: 012 394 3927

E-mail: tmakube@thedti.gov.za.

The turnaround time in response to textile, clothing, leather, and footwear exemption letters request is two working days and requests are to be directed to:

Patricia Khumalo

Tel: 012 394 1390

E-mail: khumaloP@thedti.gov.za

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This document must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person 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.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?
(Tick applicable box)

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

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annexure C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
 do hereby declare, in my capacity as
 of(name of bidder entity),
 the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.
The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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.

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

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

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

3 DECLARATION

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

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

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.

combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

PREFERENCE PROCUREMENT CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

b) the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2 DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Owned	15	
Youth Owned	05	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
 - Partnership/Joint Venture / Consortium

- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....