



**KWAZULU-NATAL PROVINCE**

**ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA**

**REQUEST FOR QUOTATION**

**SERVICES REQUIRED FOR TWELVE-MONTH SUBSCRIPTION OF ADOBE SUITE  
PROGRAMS**

**REQUISITION NUMBER: 2023101801**

**CLOSING DATE: 03/11/2023**

**CLOSING TIME: 11:00**

Quotations may be emailed at [scmquotations11@kznedtea.gov.za](mailto:scmquotations11@kznedtea.gov.za) or be deposited into the quotation box situated at main foyer at 270 Jabu Ndlovu Street, Pietermaritzburg on or before closing date and time.

## PART A INVITATION TO QUOTE

|  |  |                      |   |                                 |  |
|--|--|----------------------|---|---------------------------------|--|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b> |  |                      |   |                                 |  |
| <b>QUOTATION NUMBER:</b>   | 2023101801   | <b>CLOSING DATE:</b> | 03/11/2023  | <b>CLOSING TIME:</b>            | 11:00  |
| <b>DESCRIPTION</b>   | SERVICES REQUIRED FOR TWELVE-MONTH SUBSCRIPTION OF ADOBE SUITE PROGRAMS            |                      |   |                                 |  |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>       |  |                      |   |                                 |  |
| <b>EMAIL ADDRESS:</b> scmquotations11@kznedtea.gov.za OR at;                                     |  |                      |   |                                 |  |
| <b>QUOTATION BOX AT 270 JABU NDLOVU STREET, EDTEA HEAD OFFICE, AT FOYER.</b>                     |  |                      |   |                                 |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>  |  |                      | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                    |                                 |  |
| CONTACT PERSON   | Ntsepiseng Molefe  |                      | CONTACT PERSON  | Sizwe Mthethwa                  |  |
| TELEPHONE NUMBER   | 060 564 1286   |                      | TELEPHONE NUMBER  | 064 857 5924                    |  |
| FACSIMILE NUMBER   |  |                      | FACSIMILE NUMBER  |                                 |  |
| E-MAIL ADDRESS   | Ntsepiseng.molefe@kznedtea.gov.za  |                      | E-MAIL ADDRESS  | sizwe.mthwethwa@kznedtea.gov.za |  |
| <b>SUPPLIER INFORMATION</b>  |  |                      |   |                                 |  |
| NAME OF BIDDER   |  |                      |   |                                 |  |
| POSTAL ADDRESS   |  |                      |   |                                 |  |
| STREET ADDRESS   |  |                      |   |                                 |  |
| TELEPHONE NUMBER   | CODE   |                      | NUMBER  |                                 |  |
| CELLPHONE NUMBER   |  |                      |   |                                 |  |
| FACSIMILE NUMBER   | CODE   |                      | NUMBER  |                                 |  |
| E-MAIL ADDRESS   |  |                      |   |                                 |  |
| VAT REGISTRATION NUMBER  |  |                      |   |                                 |  |
| SUPPLIER COMPLIANCE STATUS   | TAX COMPLIANCE SYSTEM PIN:   |                      | OR  | CENTRAL SUPPLIER DATABASE No:   | MAAA   |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?           | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |                      | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? |                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |

### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

## PART B

### TERMS AND CONDITIONS FOR BIDDING

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

**2. TAX COMPLIANCE REQUIREMENTS**

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:


.....

REQUISITION NUMBER:

2023101801

| Item No. | Description: SUPPLY, INSTALLATION OF ADOBE CREATIVE CLOUD   | Quantity | Unit Price | Total Price |
|----------|---|----------|------------|-------------|
| 1.       | <p><b>Adobe Creative Cloud 2023 (12 Months)</b></p> <p><b>Features:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 30+ Apps and Services Included</li> <li><input checked="" type="checkbox"/> 100GB of Cloud Storage</li> <li><input checked="" type="checkbox"/> Including the 14,000 Adobe Fonts.</li> <li><input checked="" type="checkbox"/> Validity of 12 Months</li> <li><input checked="" type="checkbox"/> Multilingual</li> <li><input checked="" type="checkbox"/> Compatible with any Operating System</li> <li><input checked="" type="checkbox"/> No Code. Activation takes place on the email address.</li> <li><input checked="" type="checkbox"/> App also automatically upgradable to future versions (CC 2023)</li> </ul> <p>Service Provider will activate the license on the email address provided during purchase within 15 minutes. The procedure is automatic. The department will receive an email from Adobe as confirmation.</p> <p>Access more than 20 Creative Cloud apps for photography, design, video, web, UX and social media.</p> <p>Includes:</p> <p>Acrobat Pro<br/>Photoshop<br/>Illustrator<br/>InDesign<br/>Premiere Pro<br/>After Effects<br/>Lightroom<br/>XD<br/>Animate<br/>Lightroom Classic<br/>Dreamweaver<br/>Dimension</p> | 01       |            |             |

|   |  |  |  |
|---|--|--|--|
| <p> Audition<br/> InCopy<br/> Character Animator<br/> Capture<br/> Bridge<br/> Adobe Express<br/> Premiere Rush<br/> Photoshop Express<br/> Photoshop Camera<br/> Media Encoder<br/> Aero<br/> Adobe Scan<br/> Fill &amp; Sign<br/> Acrobat Reader </p> <p> 100 GB of cloud storage, Adobe Portfolio, Adobe Fonts, and access to the latest features and updates as they are released </p> <p> HOW MANY DEVICES CAN I INSTALL THE SOFTWARE ON? </p> <p> This license allows you to install the Adobe app on more than one computer; you can log in (activate it) on two computers, but use it on only one computer at a time. </p> <p> WHAT DO I GET WHEN I PURCHASE? </p> <p> We will activate the license on the email address provided during purchase within 15 minutes (the procedure is automatic). You will then be able to download products directly from the manufacturer's site. You will receive an email from Adobe confirming successful activation and with an invitation to download and use the program. </p> <p> HOW DO YOU JUSTIFY A LOW PRICE LIKE THIS? </p> <p> Our licenses are purchased through VIP (Value Incentive Plan) plans and are to be considered "enterprise." More information is available on Google. Our software is dedicated "to professionals" </p> |  |  |  |
|---|--|--|--|

|  |  |  |  |  |
|--|--|--|--|--|
|  | <p>but can be used by anyone. Functionally they are identical to publicly available subscription plans. The only difference is in price and duration (perpetual, no expiration).</p> <p>All apps download and update via Adobe Creative Cloud.</p>  |  |  |  |
|  | <b>NB: Licenses must be valid for a period of 12 months</b>  |  |  |  |
| <b>Sub-Total</b>   |  |  |  |  |
| <b>VAT (only include if VAT registered)</b>  |  |  |  |  |
| <b>Grand Total</b>   |  |  |  |  |
| For enquiries please contact Sizwe Mthethwa / Mphathi Mngomezulu on 0648575924/083 824 9647                      |  |  |  |  |
| Service to be supplied and installed at EDTEA Ministry Offices,181 Hoosen Haffejee Street, Pietermaritzburg 3201 |  |  |  |  |

Name of Company's Representative.....Designation.....

Authorized Signature.....

Date.....

Validity period:60 days after the closing date

VAT Vendor Number..... (if applicable)

Banking details same? Yes..... No..... (please indicate with a tick)

COMPANY STAMP

| The specific goals allocated points in terms of this tender | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) | Documents to be submitted to claim points   |
|---|---|--|---|
| <b>Preference Goal 1- HDI</b>                               |   |  |   |
| African   | 10  |  | Completed ownership demographic form, CIPC Certificate and completed SBD 6.1              |
| <b>Preference Goal 2-RDP</b>                                |   |  |   |
| Geographical Location- KZN Based                            | 10  |  | Utility bill letter/letter from the ward councillor/lease agreement and completed SBD 6.1 |
| <b>Total</b>  | <b>20</b>   |  |   |

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other

<sup>1</sup> 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.



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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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 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.

|                    |                          |
|--------------------|--------------------------|
| .....<br>Signature | .....<br>Date            |
| .....<br>Position  | .....<br>Name of bid der |

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 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.

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         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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 quotation 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:

80/20

or

90/10

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

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

$P_{max}$  = 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.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

#### 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: .....

### AUTHORITY TO SIGN A QUOTATION

The quotation der must indicate the enterprise status by signing the appropriate box hereunder.

|                      |           |                    |             |              |                               |  |
|----------------------|-----------|--------------------|-------------|--------------|-------------------------------|--|
| (I)                  | (II)      | (III)              | (IV)        | (V)          | (VI)                          |  |
| CLOSE<br>CORPORATION | COMPANIES | SOLE<br>PROPRIETOR | PARTNERSHIP | CO-OPERATIVE | JOINT VENTURE /<br>CONSORTIUM |  |
|                      |           |                    |             |              | Incorporated                  |  |
|                      |           |                    |             |              | Unincorporated                |  |

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

whose signature is .....

to sign all documents in connection with this quotation and any contract resulting therefrom on behalf of the enterprise.

| NAME | ADDRESS | SIGNATURE | DATE |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |

*(if the space provided is not enough please list all the director in the resolution letter)*

**Note:**

The following document must be attached to this form according to the status of the enterprise, in the form of a resolution authorising the signatory to sign all documents in connection with this quotation and any contract resulting therefrom on behalf of the enterprise, and **such resolution shall include a specimen signature of the signatory.**

|                             |  |
|-----------------------------|--|
| Co-operative:               | Resolution letter from the directors   |
| Close Corporation:          | Resolution letter from the directors   |
| Company:                    | Resolution letter from the director/s  |
| Sole Proprietor:            | Resolution letter from the director  |
| Partnership:                | Resolution letter from the director  |
| Joint Venture / Consortium: | Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises |

**Note:** Director/s may appoint themselves if they will be the one signing all documents in connection with this quotation and any contract resulting therefrom on behalf of the enterprise.

**Failure to complete, sign and date this form or failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.**

## SWORN AFFIDAVIT – B-BBEE 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 of the following enterprise and am duly authorised to act on its behalf:

|   |   |
|---|---|
| Enterprise Name                                 |   |
| Trading Name (If Applicable):                   |   |
| Registration Number                             |   |
| Enterprise Physical Address:                    |   |
| 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 –<br>(c) who are citizens of the Republic of South Africa by birth or descent; or<br>(d) who became citizens of the Republic of South Africa by naturalisation-<br>III. before 27 April 1994; or<br>IV. 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:<br>(f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;<br>(g) Black people who are youth as defined in the National Youth Commission Act of 1996;<br>(h) 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;<br>(i) Black people living in rural and under developed areas;<br>(j) 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:

- The Enterprise is \_\_\_\_\_% 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,
- The Enterprise is \_\_\_\_\_% 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,
- The Enterprise is \_\_\_\_\_% Black Designated Group 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,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

|                          |  |  |
|--------------------------|--|--|
| 100% Black Owned         | <b>Level One</b> (135% B-BBEE procurement recognition level) |  |
| At Least 51% black owned | <b>Level Two</b> (125% B-BBEE procurement recognition level) |  |

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

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

|       |
|-------|
|       |
| Stamp |

\_\_\_\_\_  
Signature of Commissioner of Oaths



## INVITATION TO QUOTE

## Ownership Demographic Schedule

- ✓ Kindly provide the percentage ownership for each owner according to the following demographic categories; African Male, African Female, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female, Youth, Disabled, Co-operative and Other.
- ✓ Please ensure you provide a total per category by adding up each owner's percentage for each applicable category.

[illegible]

## Board Resolution

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS

OF (Company Name) \_\_\_\_\_ HELD ON (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_

AT (Address) \_\_\_\_\_

**RESOLVED THAT** the company has authorized, Mr/Ms. \_\_\_\_\_ in his/her capacity

\_\_\_\_\_ and is hereby authorized to sign all documents in connection with this quotation and any contract resulting therefrom on behalf of the enterprise. The acts done and documents shall be binding on the company, until the same is withdrawn by giving written notice thereof.

**Specimen Signature of Authorised Signatory:**

\_\_\_\_\_  
(Signature)

I/We, the undersigned, being the Member(s) of the enterprise **RESOLVED FURTHER THAT**, a copy of the above resolution duly certified as true by designated director / authorised signatory of the company be furnished with responses to RFQ (Request for Quotations).

| NO | DIRECTORS NAME AND SURNAME | SIGNATURE | DATE |
|----|----------------------------|-----------|------|
| 1. |                            |           |      |
| 2. |                            |           |      |
| 3. |                            |           |      |
| 4. |                            |           |      |
| 5. |                            |           |      |
| 6. |                            |           |      |

COMPANY STAMP