

AIR TRAFFIC AND NAVIGATION SERVICES SOC LTD



BACK SCANNING AND DIGITIZATION OF ATNS RECORDS (ONSITE AND OFFSITE) AND AN OFF-SITE STORAGE FACILITY SERVICES (HO, ATA AND ALL ATS UNITS) FOR THE PERIOD OF FIVE (05) YEARS

RFP REFERENCE NUMBER:	ATNS/RFP041/2021/22/ Back scanning and Digitization
CLOSING DATE:	02 February 2022
CLOSING TIME:	11:00 (no late responses will be accepted)
NON- COMPULSORY BRIEFING SESSION:	Date: 18 January 2022 Time: 13pm Venue: Microsoft Teams Bidders interested in attending the briefing session must send an e-mail to thabom@atns.co.za and andyn@atns.co.za by the 17 January 2022 at 16h00 and link will be provided.
COMPULSORY REQUIREMENTS	1. Valid Tax Compliance Report and Pin 2. Company Registration Documents 3. Valid B-BBEE certificate (levels 1-4)
BID VALIDITY PERIOD:	180 days (commencing from Bid closing date)
DESCRIPTION:	BACK SCANNING AND DIGITIZATION OF ATNS RECORDS (ONSITE AND OFFSITE) AND AN OFF-SITE STORAGE FACILITY SERVICES (HO, ATA AND ALL ATS UNITS) FOR THE PERIOD OF FIVE (05) YEARS

DEPOSITED IN THE BID BOX SITUATED AT: OR SUBMITTED ONLINE VIA A LINK TO BE SHARED: SEND AN EMAIL TO tenders@atns.co.za	ATNS Company Limited, Eastgate Office Park, Block C, South Boulevard Road, Bruma, 2298 OR Should a bidder require to submit their documents online, they must send an email to tenders@atns.co.za and copy andyn@atns.co.za to express their interest to do so. On the email Bidders must specify on the subject line – the tender number and description. A link will be shared with the Bidder upon receipt of their intention to submit a bid online. A request must be sent no later than 17 January 2022 at 16h00
PROCUREMENT CONTACT PERSON:	Andy Ngubane
TELEPHONE:	(011) 607 1000
E-MAIL:	andyn@atns.co.za

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO SHALL RESULT IN YOUR BID BEING DISQUALIFIED)

BIDDING STRUCTURE

Indicate the type of Bidding/Biding Structure by marking with an 'X'	
Individual Bidder	
Joint Venture	
Consortium	
With Sub-Contractors	
Other	

If Individual:	
Name of Bidder	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Fax Number	
Cell Number(s)	

E-mail Address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the name/s of the partners:	
Company Name	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
E-mail Address	
Fax Number	
Postal Address	
Physical Address	

HAS VALID TAX PIN BEEN SUBMITTED FOR CONSORTIUM, JOINT VENTURE AND/OR SUB CONTRACTORS	
YES	NO

PLEASE INDICATE THE TYPE OF YOUR COMPANY E.G. PRIVATE COMPANY OR CLOSED CORPORATION OR OTHER	
Indicate the Type of Company	

SIGNATURE OF BIDDER:.....

DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:-----

IMPORTANT NOTICE

The information contained herein, is given without any liability whatsoever to Air Traffic & Navigation Services Company Limited (ATNS) and no representation or warranty, express or implied, is made as to the accuracy, completeness or thoroughness of the content of this Request for Bid (RFB).

This RFB is for the confidential use of only those persons/companies who are participants of this RFB. Each recipient acknowledges that the contents of this RFB are confidential and agrees that it will not without the prior written consent of ATNS, reproduce, use or disclose such information in whole or in part, to any other party other than as required by law or other regulatory requirements.

The Bidder shall bear all costs incurred by him in connection with the preparation and submission of his Bid Response and for finalisation of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the Bidder for these costs.

The Company reserves the right to reject any or all Bids, to undertake discussions with one or more Bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

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1.0 GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

- 1.1. The BIDDER shall submit all responses, diagrams, project management documentation and drawings according to the GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS document and in the English language.

To assist BIDDERS only, each paragraph or article has been appended throughout with the letters “(M)”, to indicate whether the requirement is **Mandatory**.

ALL RESPONSES TO THE REQUIREMENTS IN THIS DOCUMENT SHALL BE PROVIDED AS FOLLOWS:

BIDDERS SHALL RESPOND IN FULL TO EACH ITEM IN THE FORMAT PROVIDED AND REFERENCES (CHAPTER, SECTION, PAGE NUMBER, PARAGRAPH NUMBER) TO DOCUMENTS AND RELEVANT INFORMATION SUPPORTING THE RESPONSES SHALL BE INDICATED IN THE SPACE PROVIDED. THIS INFORMATION WILL BE THE **ONLY RESPONSE USED FOR THE EVALUATION AND ASSESSMENT**.

Responses, provided in the space allowed, that are not clear or inadequate or the lack thereof shall be interpreted as **“Not Compliant”** even though the compliance column is declared as “Comply” and/or the BIDDER’s offer meets the requirement. BIDDER’s shall ensure that each response correctly addresses the requirement stated. Responses not addressing the requirement of the specific paragraph shall be interpreted as **“Not Compliant”**.

BIDDER’s shall declare compliance to each and every paragraph of this document in the column labelled “Compliance” as follows:

C: fully compliant= Full Points on Offer

NC: not compliant= 0 points.

BIDDER’s shall, for paragraphs declared “C” or “NC”, include a statement as to the nature of the variation and may additionally supply supporting information in the space provided to demonstrate how the proposal meets the needs of ATNS.

Number: 7.4.4.1; indicates that the requirement is mandatory and proposals not compliant with the requirement shall be disqualified for further evaluation.

1.2. Background and Introduction

The Air Traffic and Navigation Services (ATNS) Company of South Africa is the major provider of air traffic management, communication, surveillance, navigation and associated services (including training) within South Africa. ATNS manages 10% of the world’s airspace.

Standing strong with over 1100 employees, ATNS strives to continuously provide safe airspace, orderly, expeditious and efficient management of Air Traffic Management services.

The company operates at 21 aerodromes within the country, including OR Tambo, Cape Town and King Shaka International Airports.

In the rest of the African Continent, ATNS provides amongst others the Aeronautical Satellite Communication (VSAT) networks.

This service extends from Cape to Cairo interconnecting more than 33 states in Africa and Middle East. Other services include ATS and technical training, WGS 84 surveys, airspace design, AIP documentation, billing and consultancy services.

Vision

ATNS's Vision is to be the preferred supplier of air traffic management solutions and associated services to the African continent and selected international markets.

Mission

Our Mission is to provide safe, expeditious and efficient air traffic management solutions and associated services, whilst ensuring long-term economic, social and environmental sustainability.

Our business is driven through our embedded Values, being:

- Accountability
- Safety and customer service
- Continuous improvement and innovation
- Employee engagement and development
- Fairness and consistency
- Open and effective communication

The Air Traffic and Navigation Service Company Limited (ATNS) is a State-Owned Company (SOC), established in 1993 in terms of the ATNS Company Act (Act 45 of 1993) to provide air traffic management solutions and associated services on behalf of the State. These services accord with International Civil Aviation Organisation (ICAO) standards and recommended practices, and the South African Civil Aviation Regulations and Technical

Standards. As an air navigation services provider (ANSP), ATNS is governed by the nation's legislative and administrative framework.

ATNS is also a commercialised ANSP operating on the “user pays” principle that relies on current revenues and debt funding for its operational and capital expenditure requirements.

Our business offerings are divided into Regulated and non-regulated activities:

Regulated Business

At present 90% of ATNS's revenue is facilitated through its regulated business:

Air navigation services and infrastructure

The principal activities of ATNS's regulated business encompass the planning, operating and maintenance of safe and efficient air traffic management services in the airspace for which the State is responsible. Airspace infrastructure consists of the following main components:

- Communications, navigation and surveillance (CNS) infrastructure.
- Auxiliary aviation services, such as aeronautical information publications, flight procedure design and aeronautical surveys.
- Air traffic management.

ATNS's infrastructure development is informed by user expectations and regulatory requirements at a global level; as well as the needs of the air traffic management (ATM) community and new enabling technologies.

Air traffic service charges

As a monopoly service provider, ATNS is regulated economically by the Economic Regulating Committee (RC) that is a statutory body formed and appointed by the Shareholder, the Department of Transport (DoT). The RC is empowered by the ATNS Company Act (Act 45 of 1993) to issue permission to ATNS. The permission regulates the increase in specified tariffs that ATNS can issue and lays down minimum service standards requirements for the regulated business. ATNS is, through the permission, authorised to levy air traffic service charges on users (aircraft operators) for the use of air navigation infrastructure and/or the provision of an air traffic service. The permission has a five-year life span.

Training institution

ATNS runs a successful training institution as a division within the Company, namely: the Aviation Training Academy (ATA). The ATA provides a full range of air traffic services training, technical support training and related training to delegates in South Africa and the broader African continent in the disciplines of engineering, air traffic services and management. The ATA is an ISO9001:2000 accredited institution and has international cooperation agreements in place with partners, enabling the academy to maintain mutually beneficial partnerships in the presentation and accreditation of international courses in air traffic services (ATS). The ATA is a world-renowned academy, and in both 2012 and 2013 was formally recognized as the International Air Transport Association (IATA) Worldwide Top Regional Training Partner.

Non-Regulated Business

ATNS's non-regulated business currently contributes 10% of the Company's revenue. The non-regulated business encompasses a long-term strategy to facilitate regional expansion through a subsidiary vehicle presently known as “ATNS International”. ATNS International will enable the Company to take a more robust and agile stance in the non-regulated business market without posing undue risks to its regulated market and Shareholder. It will

also enable ATNS to enter into joint ventures and partnerships with external suppliers so that the Company can harness more valuable market opportunities and extend its regional influence and reach.

Additional information is available on ATNS website – www.atns.co.za

1.3.Purpose of the Bid

BACK SCANNING AND DIGITIZATION OF ATNS RECORDS (ONSITE AND OFFSITE) AND AN OFF-SITE STORAGE FACILITY SERVICES (HO, ATA AND ALL ATS UNITS) FOR THE PERIOD OF FIVE (05) YEARS

1.4.Acquisition strategy

The proposed acquisition strategy is to award to one supplier meeting the ATNS Preferential Procurement requirements for the entire scope of sourcing, implementation and support of the project. Suppliers that do not meet the Preferential Procurement requirements must partner with a local supplier that meets the requirements in the form of a joint venture.

2. GENERAL BID INSTRUCTIONS AND ADMINISTRATIVE REQUIREMENTS

2.1. Correspondence during Bid Period

All correspondence, in the "Form of Questionnaire" with the Company during the Bidding period in connection with the Bid Documents, shall be made as follows:

- 2.1.1 All correspondence to ATNS shall be in writing and addressed to:
Andy Ngubane: Procurement
ATNS Company Limited,
Private Bag X15,
Kempton Park
1620,
South Africa

- 2.1.1 All correspondence shall be made as follows:

Ref No: ATNS/RFP041/21/22 Back Scanning and Digitization
Date: Day/Month/Year
To: ATNS Company Ltd
From: Name of Bidder

Subject: Back Scanning Digitization

All correspondence may be sent by email to andyn@atns.co.za or alternatively delivered by hand at the address specified in 3.5.1 The Company, however, shall not be responsible for non-receipt of any correspondence sent by post either registered or otherwise.

2.2.Failure to Adhere to Instructions

FAILURE TO ADHERE TO THE FOLLOWING BID SUBMISSION INSTRUCTIONS SHALL RESULT IN THE BID BEING RENDERED UNRESPONSIVE AND ELIMINATED FROM FURTHER EVALUTION.

2.2.1 Preparation of Bid

The Bid shall be delivered as one complete submission, which shall comprise of: -

- **Parcel A - Commercial Proposal; Financials and Price Structure**
 - **Parcel B - Technical Proposal**
-
- **Parcel A - Commercial Proposal; Financials and Price Structure. - labelled and tabled as per index.**

Parcel A Index	Commercial Proposal; Financials and Price Structure	Confirm Submission with X
A1	Company Information including • Registration documents, • Details of the company Shareholders and their respective shareholding • List of Executive and Non-Executive Directors. percentage of shareholding	
A2	List of proposed Joint Ventures/Sub-contractors/Partners including details of company shareholders and the percentage shareholding.	
A3	Valid B-BBEE Certificate from accredited SANAS Agency or an EME Affidavit certified by commissioner of oath	
A4	Valid Tax Compliance Status and Pin.	
A5	Pricing/Proposed Rates	
A6	Returnable Forms	

- Parcel B - Functional Proposal: Response to the Scope

Parcel B Index	Technical Proposal	Confirm Submission with X
B1	Technical System Specifications	

3. BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

3.1.FRAUD AND CORRUPTION

- 3.1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

3.2. BRIEFING SESSION

- 3.2.1 A non-**compulsory** briefing session and will be held at **13h00 on 18 January 2022**. The session will be follows:

Activity	Date	Location / Nearest Town	Time / meeting or Site Visit Duration
Briefing Session	18 January 2022	VIRTUAL -TEAMS MEETING	13:00 CAT

- 3.2.2 The venue for the briefing session is will take place on TEAMS Meeting, an email requesting to be part of the Briefing session should be send to thabom@atns.co.za and andyn@atns.co.za copy tenders@atns.co.za by **17 January 2022 before 16h00**.
- 3.2.3 Bidders should bring their own copies of the bid documentation to the briefing session as bid documents will not be made available at the session.
- 3.2.4 Any individual wishing to bid must attend the session in person or send a representative. Any organisation wishing to bid must send a representative. For bids from a Consortium or Joint Venture, a representative of at least one of the organisations must attend the session. Bids from individuals, organisations or consortia of organisations that have not met the attendance requirements will not be considered.
- 3.2.5 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is preferably to be requested at the briefing session. Bidders are advised to study this document before attending the session and to have all their questions ready.
- 3.2.6 All those attending will be issued with minutes of the session within the closing date of bid, forwarded electronically upon request.

3.3.CLARIFICATIONS/ QUERIES

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing by completing Form of Questionnaire and email to Andy Ngubane at: andyn@atns.co.za not later than

12:00 on the 28 January 2022. The bid reference number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.

3.4.SUBMITTING BIDS

- 3.4.1 Bids shall be submitted in two separate Parcels. Parcel A (Pricing) and Parcel B (bid document/ returnable). Each parcel shall be prepared contain; 1 (one) original and Two (2) Hard copies Documents and soft copy (PDF format) on a movable storage medium (USB disk), each sealed and addressed in accordance with the following requirements: -
 - 3.4.1.1 The name and address of the Bidder;
 - 3.4.1.2 The Bid Number;
 - 3.4.1.3 The closing date of the Bid indicated on the envelope.
 - 3.4.1.4 A Cover Letter, signed by the authorised representative of each member of the Biding Entity, Consortium or Joint Venture, which shall contain
 - 3.4.1.5 List of Bid Proposal Documents and an Index of the contents therein;
 - 3.4.1.6 Particular points to which the Bidder wishes to draw the Company's attention in his Commercial Proposal and Technical Proposal.
 - 3.4.1.7 The parcels shall not contain documents relating to any Bid other than that shown on the envelope.
- 3.4.2 Within each parcel, each document shall be individually packaged in a sealed envelope, assigned an identification number and clearly marked with either the designation **“Original”**

or “**Copy**”, as applicable. When referencing another related document this identification number shall be indicated. Each document which is a copy shall be marked “**Copy 1/3**”.

- 3.4.3 All Bid Response documents to be submitted shall be hand delivered to the Company not later than the time and date specified under paragraph 3.5.1 of this document.
- 3.4.4 No Bids forwarded by telegram, telex, facsimile will be considered.
- 3.4.5 Pricing must be submitted in a separate sealed envelope in Parcel A.
- 3.4.6 The original copy **MUST BE SIGNED IN BLACK INK** by an authorised employee, agent or representative of the Bidder and initialized on each and every page of the Bid Response.
- 3.4.7 Bid responses sent by post or courier must reach this office at least 36 hours before the closing date as specified, to be deposited into the Bid Box. Failure to comply with this requirement will result in the proposal/Bid response being treated as a “late

3.5.SUBMISSION OF BID:

- 3.5.1 The Bid Documents shall be hand delivered to:

ATNS Company Limited,
Eastgate Office Park, Block C,
South Boulevard Road,
Bruma,
2298
South Africa;

No later than 11:00 on the 2nd February 2022 , local Time at which time the Bid proposals will be collected.

Bidders should allow time to access the premises due to security arrangements that need to be observed.

OR

SUBMITTED ONLINE VIA A LINK TO BE SHARED: SEND AN EMAIL TO tenders@atns.co.za

Should a bidder require to submit their documents online, they must send an email to tenders@atns.co.za and copy andyn@atns.co.za to express their interest to do so. On the email Bidders must specify on the subject line – the tender number and description. A link will be shared with the Bidder upon receipt of their intention to submit a bid online. Requests for online submission link should be sent no **later than 28 January 2022 at 12h00.**

3.6.LATE BIDS

Bids received late shall not be considered. A bid will be considered late if it arrived even one second after closing time or any time thereafter. The tender (bid) proposals shall be collected at exactly **11:00** on the 02 February 2022 and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be delivered allowing enough time for any unforeseen events that may delay the delivery of the bid.

3.7.NEGOTIATION AND CONTRACTING

- 3.7.1 ATNS have the right to enter into negotiation with one or more bidders regarding any terms and conditions, including price(s), of a proposed contract.
- 3.7.2 ATNS shall not be obliged to accept the lowest of any quotation, offer or proposal.
- 3.7.3 A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement signed by the designated responsible person of both parties.
- 3.7.4 **Under no circumstances will negotiation with any bidders constitute an award or promise / undertaking to award the contract.**

3.8.ACCESS TO INFORMATION

- 3.8.1 Requests for information regarding the bid process will be dealt with in line with the ATNS procurement policy and relevant legislation.

3.9.REASONS FOR REJECTION

- 3.9.1 ATNS shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.9.2 ATNS may disregard the bid of any bidder if that bidder, or any of its directors:
- 3.9.3 Have abused the SCM system of ATNS.
- 3.9.4 Have committed proven fraud or any other improper conduct in relation to such system.
- 3.9.5 Have failed to perform on any previous contract and the proof exists.
- 3.9.6 Such actions shall be communicated to the National Treasury.

3.10.PAYMENTS

- 3.10.1 ATNS will pay the contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by ATNS to the contractor.
- 3.10.2 The contractor shall from time to time during the currency of the contract, invoice ATNS for the services rendered.
- 3.10.3 The invoice must be accompanied by supporting source document(s) containing detailed information, as ATNS may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the contractor.
- 3.10.4 No payment will be made to the contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to ATNS.
- 3.10.5 Payment shall be made by bank transfer into the Contractor's bank account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).
- 3.10.6 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

3.11.CANCELLATION OF THE PROCUREMENT PROCESS

This procurement process can be postponed or cancelled at any stage provided that such cancellation or postponement takes place prior to entering into contract with a specific service provider to which the bid relates.

4. CONTRACT TERMS

- 4.1.1 Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representation made. Bidder should accept that their Bid response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document although variation is not anticipated at this time. If any variation does take place Bidder will be advised as soon as possible.
- 4.1.2 The successful Bidder will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given in Volume 1B. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the bidder to have adequate professional indemnity insurance. All Bidders must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.
- 4.1.3 All designs and documentation will be the property of ATNS.

5. DISCLAIMER

- 5.1.1 The bidder shall bear all costs incurred by him in connection with the preparation and submission of his Bid Response and for finalisation of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the bidder for these costs.
- 5.1.2 The Company reserves the right to reject any or all Bids, to undertake discussions with one or more bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

6. SCOPE OF WORK

This project is a sub project of the Records Management Project, the back scanning and digitization and the off-site storage of ATNS Records entail the following:

- a) Back scanning and digitization of all ATNS records, from paper to electronic and drop it in an ATNS specified location that will be accessed by the ATNS Records

Management System. The records are located at ATNS Head Office Departments, ATA and All Units (see *annexure A*) for the description of all record locations.

- b) Off-site storage, maintenance and management of identified ATNS records for a period of five (5) years. Re-locating all ATNS records from the current off-site storage location to the new identified off-storage location.
- c) The following high-level deliverables form part of the scope of the project and must be provided by the service provider:
 - 1. Planning of the project with the ATNS team;
 - 2. Picking up the records from ATNS specified locations, and returning these to a confirmed location;
 - 3. Managing the project staff;
 - 4. Monitoring the sorting process;
 - 5. Monitoring the scanning process;
 - 6. Managing the indexing process;
 - 7. Attending meetings;
 - 8. Collection and delivery;
 - 9. Courier services;
 - 10. Give presentations to relevant audiences when requested; and
 - 11. Writing and delivering reports pertaining to the project.

For further details refer to annexure A of this document

7. EVALUATION PROCESS

7.1. COMPLIANCE WITH MINIMUM REQUIREMENTS CRITERIA

- 7.1.1 All bids duly lodged as specified in this Request for Bid will be examined to determine compliance with bidding requirements and conditions. Bids with deviations from the requirements / conditions, will be eliminated from further consideration.

7.2. FUNCTIONALITY, PRICE AND PREFERENCE POINTS

- 7.2.1 All remaining bids as per paragraph 7.1.1 will be evaluated as follows:
- 7.2.2 **The First stage**, bids will be evaluated first for Pre-Qualification Criteria (Preferential Procurement Requirements) prescribed in Preferential Procurement Regulations. Only bids that meet Preferential Procurement requirements will be considered for further evaluation.
- 7.2.3 **The Second stage**, Bids will be evaluated out of 100 points for functionality. Bids will be considered further if it achieves the minimum prescribed qualifying score for functionality.

Bids that fail to achieve the minimum qualifying score for functionality will be disqualified for further evaluation.

SHORTLISTED BIDS MAY BE REQUIRED TO PRESENT THEIR SOLUTIONS AFTER THE TENDER AWARD TO CONFIRM RESPONSE SUPPLIED.

- 7.2.4** **The Third stage**, bids will be evaluated in terms of the 80/20 preference point systems. **Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated in accordance with the 80/20 preference point system.**

7.3. PREFERENTIAL PROCUREMENT REFORM:

THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 PERTAINING TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2003.

Black Economic Empowerment is one of the essential objectives of ATNS. In accordance with government policy, ATNS insists that the Bidders demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices, (SMME Development) etc.

In accordance with the Preferential Procurement Policy Framework Act (PPPFA) and the Code of Good Practice of the Republic of South Africa, this Bid will be adjudicated in terms of functionality and a scoring system for Price and B-BBEE using the 80/20 or 90/10 scoring system depending on the value of the lowest acceptable bid received. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof and or Original BEE affidavit certified by the commissioner of Oath, together with their Bid responses, to substantiate their BBBEE rating claims. Failure to submit a valid B-BBEE certificate will result in the Bidder not qualifying for preferential points.

In addition, the Preferential Procurement (PP) requirements as per the ATNS Procurement Policy which states that ATNS shall deal with suppliers in accordance with the B-BBEE Codes of Good Practice will be taken into consideration. ***In this particular tender, ATNS shall give preference to: B-BBEE compliant suppliers with a status level 1 to 4.***

The service provider shall maintain or improve upon their current B-BBEE Contribution level for the duration of the contract. The service provider will be required to submit a new SANAS accredited BBBEE or Sworn Affidavit. The service provider shall maintain or improve upon their current B-BBEE Contribution level for the duration of the contract. The service provider will be required to submit a new B-BBEE certificate/Sworn Affidavit every year and each time there are changes in the company.

Suppliers not meeting the requirements of the Preferential Procurement requirements (PP) are required to clearly identify any possible teaming arrangement which could be established with South African BBBEE compliant enterprises and which could result in significant Transfer of Technology and Skills development. Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favourably by the Company during the Bid evaluation process.

Partnership must be in the form of Joint Ventures/Consortium/Partners Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive Bid offers shall be evaluated in terms of functionality and scoring system for Price and B-BBEE. **The 80/20 or 90/10 Preference Point System shall be applicable in accordance with the THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 PERTAINING TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2003.**

- at least 51% Black Owned Suppliers.
- at least 51% Black Woman Owned Suppliers.
- at least 51% Black Youth Owned Suppliers.
- at least 51% Black Woman Youth Owned Suppliers.
- at least 51% Black Owned Supplier with Disabilities.

-
- at least 51% Black Woman Owned Supplier with Disabilities.
 - at least 51% Black Owned Suppliers living in rural or underdeveloped areas or townships.
 - at least 51% Black Woman Owned Suppliers living in rural or underdeveloped areas or townships.
 - at least 51% Black Owned Suppliers who are military veterans.
 - at least 51% Black Woman Owned Suppliers who are military veterans.

Bidders that fail to meet any pre-qualifying criteria stipulated above will be disqualified and will not be evaluated further

Only Bidders who met the mandatory requirements will be evaluated further in terms of Price and B-BBEE.

7.4.Bid Response Evaluation

The evaluation of responsive Bids shall be conducted by a panel appointed by ATNS following a three-stage process as follows:

7.4.1 First Stage: Initial Screening (Pre-Qualification Criteria)

During this stage Bid response documents will be reviewed to assess adherence to submission instructions.

7.4.2 Mandatory Requirements

FAILURE TO ADHERE TO THE BID SUBMISSION INSTRUCTIONS SHALL RESULT IN THE BID BEING RENDERED UNRESPONSIVE AND ELIMINATED FROM FURTHER EVALUTION.

The table below summarises the required adherence to the submission instructions and shall also be used by the Bidder as a checklist for the completeness of the submission:

Reference	Requirement	Comply	Do not comply
	Bidders' acceptance of terms and conditions of bid.		
	South African companies should submit original or certified copies of valid B-BBEE Status Level Verification Certificates or affidavit certified by commissioner of auth.		
	<i>Is the Bid divided into commercial (Vol 1) and technical (Vol 2 -4 (if applicable)) submissions?</i>		
	<i>Signed JV/Consortium agreement with clear illustration of portion of work and contract value % that the local EME or QSE will be responsible for.</i>		
	<i>Bidders must submit a workable plan to train and promote black businesses or individuals through meaningful participation in this project.</i>		

7.4.3 Transformation

Preference Criteria - Preferential Procurement (PP) requirements. The table below summarises the required adherence to the Preferential Procurement (PP) requirements and shall also be used by the Bidder as a checklist for the completeness of the submission. Bidders not meeting the PP requirements of the requirement 1 (**1.1 to 1.11**) must complete requirement 2. (**2.1 & 2.2**) and provide supporting documents as illustrated in the table below. **FAILURE ADHERE TO THE TRANSFORMATIONAL REQUIREMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION:**

REFERENCE	REQUIREMENT	YES	NO
1	Does the Bidder meet the Preferential Procurement requirements? (if <u>Yes</u> , indicate by tick below, if <u>No</u> complete section 2 below)		
1.1	Suppliers with B-BBEE contribution: Level 1- 4 (this requirement is a must for local suppliers)		
1.2	at least 51% Black Owned Suppliers		
1.3	at least 51% Black Woman Owned Suppliers		
1.4	at least 51% Black Youth Owned Suppliers		
1.5	at least 51% Black Woman Youth Owned Suppliers		
1.6	at least 51% Black Owned Supplier with Disabilities		
1.7	at least 51% Black Woman Owned Supplier with Disabilities		
1.8	at least 51% Black Owned Suppliers living in rural or underdeveloped areas or townships		
1.9	at least 51% Black Woman Owned Suppliers living in rural or underdeveloped areas or townships		
1.10	at least 51% Black Owned Suppliers who are military veterans		
1.11	at least 51% Black Woman Owned Suppliers who are military veterans		
2	<u>Bidders not meeting</u> ownership requirements shall be required to enter into a partnering agreement with a South African supplier that meets the PP requirements: (if Yes, Please complete item 2.1 & 2.2. attach supporting documents)		
2.1	Bidders must submit a workable plan to train and promote black businesses or individuals through meaningful participation in this project.		
2.2	Bidders must submit a clear work plan illustrating work share with the local supplier/partner (clearly illustrating the portion of work that the local EME or QSE will be responsible for and clear confirmation of a minimum of 30% of the total contract value subcontracted to the local EME or QSE).		

Only Bidders that comply with the above mandatory and transformational requirements 1 or 2: (2.1; 2.2) will be evaluated further.

7.4.4 Second Stage: Functionality Evaluation

During this stage Bid response documentation will be evaluated against compliance to the Technical Specifications. The Functionality Evaluation is sub-divided into the following steps:

7.4.1.1. Mandatory Technical Requirements.

Bidders who do not comply with any of the mandatory requirements below will be disqualified.

7.4.1.2. Mandatory compliance

1. Mandatory Requirement	Comply / not Comply
Bidder must provide Professional Records & Information Services Management Letter of Good Standing	

2. Mandatory Requirement	Comply / not Comply
Bidder must provide National Archives Record Services Compliance Certificate Letter of Good Standing.	

3. Mandatory Requirement	Comply / not Comply
The bidder must provide three (3) reference(s) letters from enterprise clients demonstrating their expertise, experience and capacity to the same executions or implementations towards back scanning and digitization of records and off-site storage	

4. Mandatory Requirement	Comply / not Comply
The bidding service provider must demonstrate a minimum of five (5) years' combined experience in providing and managing an off-site storage solution must be submitted with the response to this tender and also stipulating the specific duration or period of when the activity was undertaken.	

5. Mandatory Requirement	Comply / not Comply
The bidding service provider must demonstrate a minimum of five (5) years' combined experience in providing and managing back scanning and digitization of records and also stipulating the specific duration or period of when the activity was undertaken.	

6. Mandatory Requirement	Comply / not Comply
The bidder must be able to render services across RSA (All Provinces) and the bidder must attach a company footprint as PoE.	

7. Mandatory Requirement	Comply / not Comply
The bidder must have successfully completed a minimum of 05 similar contracts / projects in the in back scanning and digitization of records were rendered for the last five (05) years. The bidder must provide 05 completion certificates / reference letters / from contactable clients. The completion certificate / reference letters must be on the client's letterhead and should contain the following detail: client's company name, name and position of person who may be contacted and telephone number, description of project, project actual cost at completion, specify duration or period of project and an indication of whether the similar project was successful or not. ATNS reserves the right to contact these organizations.	

8. Mandatory Requirement	Comply / not Comply
The bidder must have successfully completed number of 05 similar contracts / projects in the offsite storage facility services that were rendered for the last five (05 years. The bidder must provide 05 completion certificates / reference letters / from contactable clients. The completion certificate / reference letters must be on the client's letterhead and should contain the following detail: client's company name, name and position of person who may be contacted and telephone number, description of project, project actual cost at completion, specify duration or period of project and an indication of whether the similar project was successful or not. ATNS reserves the right to contact these organizations.	

7.4.1.3. Compliance to Technical Specification (Relative Weight, 100%)

The Bidder's compliance to the Technical Specifications shall be evaluated using mandatory requirements

- 7.4.4.1 Bidders who met all mandatory requirements will be evaluated in terms of the **80/20** preference point system, where a maximum of **80** points are allocated for price and a maximum of **20** points are allocated in the respect of the level of B-BBEE Contribution of the bidder

7.4.4.2 Costing Template

OFF-SITE STORAGE MANAGEMENT

NO:	ACTIVITY	Unit of Measure	Total QTY	Price Per Each Unit	Total Price
A	Sorting	Pages	1 - 4 000 000		
		A4	1 – 2 500 000		
		A3	1 – 1000 000		
		A0	1 - 500 000		
		A2	1 – 500 000		
		A1	1 – 500 000		
B	Categorisation	Pages	1 - 4 000 000		
		A4	1 – 2 500 000		
		A3	1 – 1000 000		
		A0	1 - 500 000		
		A2	1 – 500 000		
		A1	1 – 500 000		
C	Labelling	Pages	1 - 4 000 000		
		A4	1 – 2 500 000		
		A3	1 – 1000 000		
		A0	1 - 500 000		
		A2	1 – 500 000		
		A1	1 – 500 000		
D	Page Numbering and Indexing	Pages	4 000 000		
		A4	1 – 2 500 000		
		A3	1 – 1000 000		
		A0	1 - 500 000		
		A2	1 – 500 000		
		A1	1 – 500 000		
E	Migration and Transfer of Records from Existing Supplier to New Supplier	Boxes	1 - 10 000		
F	Storage of Records	Boxes	1 - 14 000		
		1 st Year	1 - 10 000		
		2 nd Year	1 - 1000		
		3 rd Year	1 - 1000		
		4 th Year	1 - 1000		
		5 th Year	1 - 1000		
G	Macro-Appraisal and assign Retention	Boxes	1 - 750		
		1 st Year	1 - 150		

	Periods to ATNS Records	2 nd Year	1 - 150		
		3 rd Year	1 - 150		
		4 th Year	1 - 150		
		5 th Year	1 - 150		
H	Confidential Destruction of Records	Boxes	1 - 750		
		1 st Year	1 - 150		
		2 nd Year	1 - 150		
		3 rd Year	1 - 150		
		4 th Year	1 - 150		
		5 th Year	1 - 150		
I	Access and Retrieval of Records from Storage Location (Enquiries and Handling)	Boxes	1 - 2500		
		1 st Year	1 - 500		
		2 nd Year	1 - 500		
		3 rd Year	1 - 500		
		4 th Year	1 - 500		
		5 th Year	1 - 500		
J	Courier Vehicles (Collection and Deliveries)	Per Trip / Minimum 10 Boxes	1 - 1750		
		1 st Year	10 - 350		
		2 nd Year	10 - 350		
		3 rd Year	10 - 350		
		4 th Year	10 - 350		
		5 th Year	10 - 350		
	Total Bid Price including Vat				

BACK-SCANNING AND DIGITIZATION MANAGEMENT

NO:	ACTIVITY	Unit of Measure	Total QTY	Price Per Each Unit	Total Price
A	Page Numbering and Indexing	Pages	1 - 7 000 000		
		A4	1 - 4000 000		
		A3	1 – 1000 000		
		A0	1 – 1000 000		
		A2	1 – 500 000		
		A1	1 – 500 000		
B	Preparation of Records for Back Scanning and Digitization	Pages	1 - 7 000 000		
		A4	1 - 4000 000		
		A3	1 – 1000 000		
		A0	1 – 1000 000		
		A2	1 – 500 000		
		A1	1 – 500 000		
C	Scan and Digitized Records Transferred or Loaded into ATNS Records Management Systems (Offsite)	Pages	1 - 7 000 000		
		A4	1 - 4000 000		
		A3	1 – 1000 000		
		A0	1 – 1000 000		
		A2	1 – 500 000		
		A1	1 – 500 000		
D	Prepare Removal Records from Internal (Onsite) Storages	Pages	3 000 000		
E	E-Hosting Services per GB of Scanned and Digitized Records for Retrievability and Searchability	Per GB	1 - 5 000 000		
		1 st Year	1 - 4 000 000		
		2 nd Year	1 - 250 000		
		3 rd Year	1 - 250 000		
		4 th Year	1 - 250 000		
		5 th Year	1 - 250 000		
	Total price including VAT				

STATIONERY MANAGEMENT

NO:	ACTIVITY	Unit of Measure	Total QTY	Price Per Each Unit	Total Price
A	Comprehensive Range of Stationery	Stationery Type	1 - 4000		
		1 st Year	1 - 2000		
		NB2	1 - 1000		
		NB3	1 - 1000		
		2 nd Year	1 - 500		
		NB2	1 - 300		
		NB3	1 - 200		
		3 rd Year	1 - 500		
		NB2	1 - 300		
		NB3	1 - 200		
		4 th Year	1 - 500		
		NB2	1 - 300		
		NB3	1 - 200		
		5 th Year	1 - 500		
		NB2	1 - 300		
		NB3	1 - 200		
	Total price including VAT				

WITHDRAWAL MANAGEMENT

NO:	ACTIVITY	Unit of Measure	Total QTY	Price Per Each Unit	Total Price
A	Permanent Withdrawal Fee	Boxes	1 - 7 000		
B	Delivery Fee	Boxes	1 - 7 000		
	Total price Including VAT				

COMPLIANCE MANAGEMENT

NO:	ACTIVITY	Unit of Measure	Total QTY	Price Per Each Unit	Total Price
A	Records Management Assessments and Approved Reports	HO, ATA & All ATS Units	31		

ANNEXURE A – RESOURCES

1. ONSITE FOR PREPARING REMOVAL OF RECORDS FROM INTERNAL STORAGES CLEAN UP (8 MONTHS FOR HEAD OFFICE AND 6 MONTHS FOR ATA AND ATSUS)
2. ONSITE BACK SCANNING AND DIGITIZATION OF ATNS RECORDS (8 MONTHS MONTHS FOR HEAD OFFICE AND 6 MONTHS FOR ATA AND ATSUS)

NO:	ACTIVITY	Unit of Measure	Total QTY Per resource	Price Per hour	Total 7 hours
A	ATNS - Head Office (HO)	Resources	2		
B	Air Traffic Academy (ATA)	Resources	1		
C	Air Traffic Services Units (ATSU)	Resources	29		
	Total Price for 8 Months for HO & ATA				
	Total Price for 6 Months for ATSU				

ANNEXURE B – RESOURCES

1. THE BIDDING SERVICE PROVIDER WILL BE EXPECTED TO PROVIDE LAPTOP/S OR DESKTOP/S AND HANDHELD HIGH-VOLUME SCANNER/S

NO:	ACTIVITY	Unit of Measure	Total QTY Per resource	Price Per hour	Total Price 7 hours
A	ATNS - Head Office (HO)	Resources	2		
B	Air Traffic Academy (ATA)	Resources	1		
C	Air Traffic Services Units (ATSU)	Resources	29		
	Total Price for 6 months				

Resources will be expected to be onsite for 7 hours per day

TOTAL BID PRICE BACK SCANNING AND DIGITIZATION OF ATNS RECORDS (ONSITE AND OFFSITE) AND AN OFF-SITE STORAGE FACILITY SERVICES (HO, ATA AND ALL ATS UNITS) FOR THE PERIOD OF FIVE (05) YEARS

ITEM DESCRIPTION	TOTAL PRICE	TOTAL PRICE INCLUDING VAT
OFF-SITE STORAGE MANAGEMENT		
BACK-SCANNING AND DIGITIZATION MANAGEMENT		
STATIONERY MANAGEMENT		
WITHDRAWAL MANAGEMENT		
COMPLIANCE MANAGEMENT		
RESOURCES ANNEXURE A		
RESOURCES ANNEXURE B		
TOTAL BID PRICE FOR A PERIOD OF 5 YEARS INCLUDING VAT		

FAILURE TO COMPLY WITH THE ABOVE COSTING TEMPLATE WILL LEAD TO DISQUALIFICATION OF YOUR RESPONSE

7.4.5 Third Stage – Price and B-BBEE Evaluation

7.4.5.1 Points are allocated in terms of the B-BBEE Codes of Good Practice guideline as indicated in the table below. Bidders shall submit valid B-BBEE Certificates which will be verified.

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

7.4.5.2 A bidder shall not be awarded points for B-BBEE status level of contributor if the Bid documents indicate that the Bidder intends subcontracting (JV or Consortium) more than 30% of the value of the contract to any other person not qualifying for at least the points that the Bidder qualifies for, unless the intended subcontractor (JV or Consortium) is an EME that has the capability to execute the subcontract.

- **The points scored by a Bidder for B-BBEE contribution will be added to the points scored for price.**
- **The points scored will be rounded off to the nearest two decimal places.**

7.5.CRITERIA FOR CONTRACTS AWARD

Preferential Procurement (PP) Requirements

- 7.5.1.1. Subject to the instruction set out in clause (3.10.4), priority shall be given to Bidders who meet Order of Preference criteria. In particular, preference shall be given to EME or QSE as illustrated in clause (6.4.2.3).

Criteria for breaking deadlock in scoring

- 7.5.1.2. If two or more bidders score an equal total number of points, the contract may be awarded to the Bidder that scored the highest points for B-BBEE.
- 7.5.1.3. If two or more bidders score equal total points on the functionality evaluation process and equal preference points for B-BBEE, the contract may be awarded to the Bidder that scored the highest points for functionality.
- 7.5.1.4. If two or more bidders score equal total points in all respects, the award may be decided by the drawing of lots.

FORM OF BID
CLOSING TIME:

ON

BID NO.

VALIDITY: **180 DAYS**

NAME OF BIDDER:

.....
.....

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY BID PRICE MUST <u>EXCLUDE</u> VALUE-ADDED TAX
1			R
2			R

Manufacturer, type and model

.....

Country of manufacture

.....

Is the offer strictly to specification?

YES / NO

If not to specification, state deviations

.....

Contract period excluding guarantee period

.....

Is the price quoted fixed?

YES / NO

Is the delivery and installation period fixed?

YES / NO

Are the supplies/services guaranteed as required in the Bid specification?

YES / NO

If a guarantee is not specifically required in the Bid specification, are the Supplies/ services guaranteed?

YES / NO

Are you the accredited agent for the manufacturers of the equipment offered?

YES / NO

Where in the Republic of South Africa can a machine/equipment of the type offered by you be inspected under working conditions?

.....

What are the names and addresses of the factories where the supplies will be manufactured?

.....

What is the approximate value of spares carried in stock in the Republic of South Africa for the equipment offered?

R.....

Furnish full particulars (separately if necessary) of the arrangements which can be made by you for the efficient servicing/maintenance of the supplies/services locally

.....

In respect of supplies to be specially imported, indicate -

(i) Whether a special import permit is required?

YES / NO

(ii) The name and address of the person or company to whom payment is to be made abroad

.....

(iii) The amount in foreign currency to be paid by you abroad
(See **Volume 1B**, paragraph 2.16.15.1)

.....

(iv) What ruling rate of exchange (at date of Bid) was applied in the conversion of this amount to South African currency (See Volume 1B, paragraph 2.16.15.1 and what was the date when this rate applied)

.....

* Price as reflected on form must include all customs and/or other duties, delivery and installation costs. Bids on a basis of c.i.f. or in bond, or qualified to the effect that bills of entry are to be furnished may be disqualified.

Rate of Exchange Variation

Installation Contract:

Upon Contract award, the contractor shall hedge the foreign content, and immediately provide same to ATNS. Any variation between the quoted rate in the Price Schedule, and Hedged Rate shall be for the account or credit of the contractor.

Option and CVO:

Any options or Contract Variation Orders shall be hedged upon the receipt of an Order by the Contractor, and any variation between the quoted rate and Hedged Rate shall be for the account or credit of the Contractor.

Support Contract

At the commencement of each of support, The Contractor shall Hedge the foreign content for that year, and any variation between the quoted rate of the Price Schedule and the Hedged Rate shall be for the account or credit of ATNS.

Rules that apply when exchange cover on a fixed term basis is a condition of the contract:

The Contractor shall, within 14 fourteen days of receipt of the contract (or if an export permit is required within 14 [fourteen] days after receipt of such permit) or such extended period as agreed upon at the time, arrange exchange cover for the total exchange amount which cover may not exceed the contractual term and shall be transferred abroad on a fixed term basis. Once the currency futures have been issued, the Company's finance division must be provided with a copy of such currency futures.

Should the currency futures not be taken out within the prescribed period, then, subject to the provisions of paragraph one of the following two rates, whichever is to the best advantage of the company, shall be used for calculation purposes:

8. FORM OF UNDERTAKING TO BID

For the Attention of Supply Chain Management

Ms

ATNS Company Limited,

Private Bag X15,

Kempton Park, 1620,

South Africa

E-Mail: andyn@atns.co.za

(Date)

Dear Sirs,

(Bidder Name)

Undertaking to Bid

With reference to the Invitation To Bid dated (date), inviting us to Bid for the design, manufacture, fabrication, supply, transport, delivery to site, installation, testing and completion, preparation and delivery of all drawings and manuals, provision of spare parts, consumables and tools and management of all such matters, all in accordance with the Bid Documents for (Bid Name and

reference number) **(the “Works”)** for the Air Traffic and Navigation Services Company Ltd, we (Bidder’s *Name*), hereby confirm our intention to Bid for the Works.

For the purpose of this Bid our point of contact is as follows:

Name:

Designation:

Tel No:

Fax No:

Postal Address:

Yours faithfully,

For and on behalf of (*Bidder’s Name*) Witnessed by:

Name : [of Authorised Representative]

Name :

Title :

Title :

9. CONFIDENTIALITY AGREEMENT

For the Attention: Procurement

Ms Andy Ngubane
ATNS Company Limited,
Private Bag X15,
Kempton Park, 1620
South Africa
E-Mail: andyn@atns.co.za
(Date)

Dear Sirs

(Bid Name)

Agreement on Confidentiality of Bid Document

We, (*Bidder's Name*) , hereby agree to keep all the information contained in the Bid Document (Ref No.) confidential and not to disclose any information contained therein to any third party for any purpose other than for the preparation of the Bid.

We undertake to obtain from all third parties, to which the Bid Document or a portion of the Bid Document shall be disclosed for the purpose of obtaining a bid for part of the Works, a corresponding Confidentiality Agreement not to disclose any information therein as we have agreed.

We acknowledge and agree that the Bid Document shall remain the Company's property and has been given to us solely for the purpose of preparing and submitting a Bid.

We further agree to return the whole of the Bid Document and all copies made therefrom to the Company in the event that we have decided not to submit a Bid or having submitted our Bid, it has not been accepted or when the Company so requests for whatever reason for the return of the Bid Document.

Yours faithfully,
for and on behalf of [*Bidder's Name*] Witnessed by:

Name :
Title :

Name:
Title :

10. FORM OF QUESTIONNAIRE

Ref. No : (Reference No.)
Date :

For the Attention: Procurement

Ms Andy Ngubane
ATNS Company Limited,
Private Bag X15,
Kempton Park, 1620
South Africa
E-Mail: andyn@atns.co.za
(Date)

Dear Sirs

(Bid Name)

From : (Name of Bidder, Consortium or Consortium Leader)
(Name of Responsible Person and Department)

Fax No : (Area code - Number)

e-mail address: (**Procurement Officer as per the Bid advert**)

(Reference of particular document of the RFT or Bid Document)

(Title of subject matter in question)

No.	Paragraph No. in RFT or Bid Document	Questions

Questionnaire Submission No. _____

CHECKLIST OF BIDDING DOCUMENTATION BEFORE SUBMITTING

NB!! PLEASE TAKE NOTE THAT ALL STANDARD BIDDING (SBD) FORMS MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE YOUR BID

NB: Has the following forms been completed, signed and submitted with your proposal?

Documentation	Checked by Bidder	Checked by Procurement Specialist
Invitation to Bid-SBD1		
Valid Tax Compliance Status Pin		
Declaration of interest – SBD 4		
Preference point claim – SBD 6.1		
Contract Form (rendering of services) – SBD 7.1		
Declaration of Bidders past Supply Chain Management Practices –SBD 8		
Certification of Independent Bid Declaration – SBD 9		
ATNS Form D		
ID Documents of Directors/Shareholders		
Company Registration Documents		
Company Profile		
Submitted One (1) original, two (2) hard copies and one (1) electronic copy USB) in PDF format.		

SBD1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
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]					

11.ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	12.ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	--	--	---

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? DOES THE ENTITY HAVE A BRANCH IN THE RSA? DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? 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.	☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
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:

TAX COMPLIANCE REQUIREMENTS

It is a condition of the bid that the taxes of the successful bidder must be in order or those satisfactory arrangements have been made with the Receiver of Revenue to meet his /her tax obligations.

In order to meet this requirement bidders are required to submit **tax compliance status and Pin** obtainable at SARS nationally or online by the bidder.

1. SARS will then furnish the bidder with a Tax Compliance Report and a Pin that will be valid for a period of 1 (one) year from date of approval.
2. The Tax Compliance Status report and Pin must be submitted together with the bid. Failure to submit the Pin will result in the invalidation of the bid.
3. In bids where Consortia/Joint Ventures/Sub-contractors are involved each party must submit a separate Tax Compliance Status report and Pin.
4. Copies of the Tax Compliance Status can be obtained at any SARS branch office nationally or on the website www.sars.gov.za.
5. Applications for the Tax Compliance Status may also be made via eFiling. In order to use this provision, tax payers will need to register with SARS as eFilers through the website www.sars.gov.za.
6. In the case of foreign recommended bidders, with neither South African tax obligation nor history of doing business in South Africa, the foreign recommended bidder's completed SBD 1 must be submitted to the South African Revenue Service to issue the Confirmation of Tax Obligations letter.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritisms, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where:
 - 1.1 The bidder is employed by the state; and/or
 - 1.2 The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on

whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):

.....

.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

¹"State" means –

(a) any national or provincial department, national or provincial public entity /constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) Any municipality or municipal entity; (c) provincial legislature;

(d) National Assembly or the national Council of provinces; or

(e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

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

YES	NO
-----	----

2.7.1 If so, furnish the following particulars:

Name of person/director /trustee /shareholder/ member:

.....

Name of State institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the State institution:

.....

Any other particulars:

-
-
-
- 2.7.2 If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES	NO
-----	----

- 2.7.7.1 If yes, did you attach proof of such authority to the bid document?

YES	NO
-----	----

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

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

-
-
-
- 2.8 Did you or your spouse, or any of the company's directors trustees/shareholders/members or their spouses conduct business with the State in the previous twelve months?

- 2.9.1 If so, furnish particulars:

-
-
- 2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this bid?

- 2.9.1 If so, furnish particulars:

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid?

2.11.1 If so, furnish particulars:

.....
.....

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

2.11.1 If so, furnish particulars:

.....
.....

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

Full Name	Identity Number	Personal Income Tax Reference Number	StateEmployee Number/Persal Number

4. DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE

.....
Signature

.....
SignatureDate

.....
Position

SBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

1.1.1. The 80/20 system for requirements with a Rand value of up to **R50 000 000** (all applicable taxes included); and

1.1.2. The 90/10 system for requirements with a Rand value above R50 000 001 (all applicable taxes included).

1.2. The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3. Preference points for this bid shall be awarded for "Price" and "B-BBEE Status Level of Contribution".

1.3.1. The maximum points for this bid are allocated as follows:

POINTS

1.3.1.1. PRICE.....

1.3.1.2. B-BBEE STATUS LEVEL OF CONTRIBUTION.....

Total points for Price and B-BBEE must not exceed 100

1.4. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or original affidavit certified by commissioner of oath together

with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1. "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2. "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3. "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4. "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5. "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic, 2000 (Act No. 5 of 2000);
- 2.6. "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7. "consortium or joint venture" 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;
- 2.8. "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9. "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.10. "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working

or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

- 2.11. “non-firm prices” means all prices other than “firm” prices;
- 2.12. “person” includes a juristic person;
- 2.13. “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.14. “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.15. “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-

Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

- 2.16. “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.17. “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1. The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3. Points scored must be rounded off to the nearest 2 decimal places.
- 3.4. In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

- 4.1. THE 80/20
- 4.2.

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

80/20

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

Where

Ps=Points scored for comparative price of bid under consideration

Pt=Comparative price of bid under consideration

Pmin=Comparative price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

- 5.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the

person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub- contract.

6. BID DECLARATION

6.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1. B-BBEE Status Level of Contribution:.....=(maximum of 10 or 20points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a

Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. SUB-CONTRACTING

8.1. Will any portion of the contract be sub-contracted? YES/NO (delete which is not applicable)

8.1.1. If yes, indicate:

8.1.1.1. what percentage of the contract will be subcontracted?

..... %

8.1.1.2. the name of the sub-contractor?

.....

8.1.1.3. the B-BBEE status level of the sub-contractor?

.....

8.1.1.4. whether the sub-contractor is an EME? YES/NO (delete which is not applicable)

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1. Name of Company/Firm:

9.2. VAT Registration Number:

9.3. Company Registration Number:

9.4. Type of the Company/Firm [Tick applicable box]

☐	Partnership/Joint Venture / Consortium
☐	One-person business/sole propriety
☐	Close corporation
☐	Company
☐	(Pty) Limited

9.5. Describe Principle Business Activities

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

9.6. Company Classification [Tick applicable box]

	Manufacturer
	Supplier
	Professional service provider
	Other service providers, e.g. transporter, etc.

9.7. Total number of years the company/firm has been in business?

.....

9.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I / we acknowledge that:

9.8.1. The information furnished is true and correct;

9.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

9.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

9.8.4. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

9.8.4.1. disqualify the person from the bidding process;

9.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

1.3

9.8.4.3. 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;

9.8.4.4. restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state

for a period not exceeding 10 years, after the audialterampartem (hear the other side) rule has been applied; and

9.8.4.5. forward the matter for criminal prosecution

WITNESSES:

1.....

2.....

.....

SIGNATURE(S) OF BIDDER(S)

ADDRESS:.....
.....
.....
.....

DATE:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE COMPLETED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - 2.1.1 Invitation to bid;
 - 2.1.2 Tax pin ;
 - 2.1.3 Pricing schedule(s);
 - 2.1.4 Filled in task directive/proposal;
 - 2.1.5 Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - 2.1.6 Declaration of interest;
 - 2.1.7 Declaration of bidder's past SCM practices;
 - 2.1.8 Certificate of Independent Bid Determination;
 - 2.2 General Conditions of Contract (Volume 1 B); and
 - 2.3 Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid
6. I confirm that I am duly authorized to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.....

2.....

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT

ON

NAME (PRINT)

SIGNATURE

WITNESSES

1.....

2.....

DATE.....

OFFICIAL STAMP

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - 3.1 abused the institution's supply chain management system;
 - 3.2 committed fraud or any other improper conduct in relation to such system; or
 - 3.3 failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

Item	Question	Yes	No
4.1	Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audialterampartem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act(No 12 of 2004)? The Register for Bid Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

SBD 8 (2)

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND
CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature Date

.....
Position, Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - 3.1 Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - 3.2 Cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
 - 3.3 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
4. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of:

(Name of Bidder) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - 5.1 Has been requested to submit a bid in response to this bid invitation;
 - 5.2 Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 5.3 Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However

communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

³ 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.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 7.1 prices;
 - 7.2 geographical area where product or service will be rendered (market allocation)
 - 7.3 Methods, factors or formulas used to calculate prices;
 - 7.4 The intention or decision to submit or not to submit, a bid;
 - 7.5 The submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6 Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
SignatureDate

.....
Position Name of the Bidder

Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFT document, please refer your enquiries, in writing, to the contact person(s) listed below. ATNS reserves the right to place responses to such queries on the website.

PROCUREMENT:	Andy Ngubane
TELEPHONE:	(011) 607 1000
E-MAIL:	andyn@atns.co.za

ATNS FORM D

DISCLOSURE OF GROUP/COMPANY STRUCTURE

1. In view of possible allegations of favouritism, it is required by ATNS that the bidder or his/her authorised representative declare the group structures if any and submit information of group directors / members / shareholders / trustees or subsidiary companies and positions held in the group /companies.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

3. **The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable. must be indicated in paragraph 3.1 below.**

3.1 Full details of Group / directors / trustees / members / shareholders.

Name of Group / Company / Trust	Full Name and Surname	Identity Number	Personal Reference Number	Tax

3 DECLARATION

I, THE UNDERSIGNED (NAME).....

Declare that the information furnished in paragraphs two (2) and three (3) above is correct. I accept that ATNS may reject the bid or act against me in terms of paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

.....
Signature Date

.....
Position Name of bidder

1 PROTECTION OF PERSONAL INFORMATION

- 1.1 The Service Provider shall ensure that its employees, representatives and officers, comply with the provisions of the Protection of Personal Information Act, 2013 (“**POPIA**”) and all other applicable data protection laws and, without limitation to the foregoing, shall ensure the security and confidentiality of all Personal Information processed by that Party is in accordance with POPIA and all other applicable data protection laws.
- 1.2 The Service Provider must only process personal information of the Company and third parties on behalf of the Company, with the Company’s knowledge or authorisation, treat such information which comes to their knowledge as confidential and must not disclose it unless required by law or in the course of the proper performance of the Service Provider’s duties. The Service Provider must comply with the responsible party’s obligations in clause section 19 of POPIA.
- 1.3 Where the Service Provider, its agents, subcontractors, officers, directors, shareholders, representatives, or employees has/have access to any Personal Information held by the Company for any reason in connection with this Agreement or is/are supplied with or otherwise provided with Personal Information by the Company or on behalf of the Company for any purpose, or are supplied with or otherwise provided with Personal Information relating to the Services, the Service Provider shall:
- 6.2.1
- 1.3.1 process such Personal Information only for purposes of performing its/their obligations under this Agreement and shall not otherwise modify, amend or alter the contents of such Personal Information or disclose or permit the disclosure of such Personal Information to any third party, unless specifically authorised to do so by the Company or as required by law or any regulatory authority, and shall take all such steps as may be necessary to protect and safeguard such Personal Information;
- 1.3.2 without prejudice to the generality of the foregoing, ensure that appropriate, reasonable technical and organisational measures shall be taken by it/them to prevent –
- 1.3.2.1 the unauthorised or unlawful processing of such Personal Information; and

1.3.2.2 the accidental loss or destruction of, or damage to, such Personal Information; and

1.3.2.3 promptly notify the Company when it becomes aware of any unauthorised, unlawful or dishonest conduct or activities, or any breach of the terms of this Agreement relating to Personal Information.

1.4 The Service Provider shall be liable for all claims, demands, actions, costs, expenses (including but not limited to reasonable legal costs and disbursements), fines, losses and damages arising from or incurred by reason of any wrongful processing of any Personal Information by the Service Provider (including its agents, subcontractors, officers, representatives or employees) for any breach of its obligations or warranties in terms of clause **Error! Reference source not found.**

6.2.2

1.5 Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.

1.6 The Service Provider must notify the Company immediately where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person (Data Breach) and must assist the Company, at its own cost: a) with any investigation or notice to the Regulator or data subjects that the Company may make in relation to a Data Breach; and b) in responding to any directions by the Regulator to publicise the Data Breach, including assisting the Company to make public announcements if required.

6.2.3

6.2.4

1.7 The Service Provider indemnifies the Company against any civil or criminal action or administrative fine or other penalty or loss as a result of the Service Provider's breach of this clause.

1. POPIA CONSENT

1.1 The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:

1.1.1 The information is voluntarily supplied, without undue influence from any party; and

1.1.2 The information is necessary for the purposes of the engagement with ATNS.

1.2 The tenderer acknowledges that he /she is aware of his/her right to:

1.2.1 Access the information at any reasonable time for the purposes of rectification thereof;

1.2.2 Object to the processing of the information;
Lodge a complaint with the Information Regulator

END