



sa air force

Department:
Defence
REPUBLIC OF SOUTH AFRICA

Telephone: 012 351 2502
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Enquiries: Flight Sergeant J. Shibambu

SA Air Force Procurement Unit
Air Force Mobile Deployment Wing
Private Bag X05
Valhalla
0137
22 January 2026

BID: SPU/B/DBSS/081/25: SUPPLY AND DELIVERY OF 7 DRAWER TOOLS CABINET WITH 207 PIECES

GOODS DELIVERY ADDRESS: 10 AIR DEPOT, STEPHANUS, SCHOEMAN ROAD, THABA TSHWANE, PRETORIA

VALIDITY PERIOD: 90 DAYS

CLOSING DATE & TIME FOR BID: 11:00 ON 18 FEBRUARY 2026

1. You are hereby invited to furnish this Department with a Bid for the supply of the above-mentioned items as per attached documents. The documents you should be in possession of are; This Cover Letter, Road Map to South African Air Force Procurement Unit (SAAF PU), SBD 1; SBD 3; SBD 4; SBD 6.1; SWORN AFFIDAVIT and QUESTIONNAIRE.
2. The conditions contained in General Bid Conditions (GBC), General Conditions of Contract (GCC) and all the attached forms will apply to your Bid.
3. Kindly Bid by completing the relevant forms, directed to **SOUTH AFRICAN AIR FORCE PROCUREMENT UNIT, PRIVATE BAG X04, VALHALLA, 0137** to reach the Bid Receipt Office not later than the closing date and time or deposit in the Bid Box in the Parking Area across from the Security Guard Room at the **Main Entrance of AIR FORCE MOBILE DEPLOYMENT WING, Old Johannesburg Road (crossing Godiva Road), Valhalla before the Closing Date and Time.**
4. **Please note that the Bid Box will be closed daily between 18:00 and 06:00 am.** Bids can also be handed in at the South African Air Force Procurement Unit, Internal Services Section during Office Hours 07:00 am till 15:00. However, if the Bid is late it will not be accepted for consideration.
5. The following members can be contacted regarding the following aspects of this Bid only during office hours:
 - a. Compilation of Bid Document: **Flight Sergeant J. Shibambu at 012 351-2502.**
 - b. Technical Information: **Major K.P. Mbedzi 012 312-2003/ 012 672 3235.**

BID: SPU/B/DBSS/081/25: SUPPLY AND DELIVERY OF 7 DRAWER TOOLS CABINET WITH 207 PIECES

6. Authenticate this Document:

COMPANY NAME:	
PHYSICAL ADDRESS:	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
POSTAL ADDRESS:	<p>.....</p> <p>.....</p> <p>.....</p>
TEL NO:	
FACSIMILE NO:	
MOBILE NO:	
BANKING DETAILS:	<p>.....</p> <p>.....</p>
NAME (PRINT):	
CAPACITY:	
SIGNATURE:	
DATE:	

7. Kindly take note that according to Government Gazette No. 47452 NO. 2721 dated 04 November 2022, effective from 16 January 2023, Bidders are to submit a Sworn Affidavit to substantiate the preference points claimed. Sworn Affidavit must be signed by legally recognised Commissioner of Oath. The Department of Defence reserves the right to verify the truthfulness of the claims. Should the Proof (Affidavit) not be submitted, a Zero (0) point will be allocated.

Yours Sincerely



(LIEUTENANT COLONEL M.D MOSEKI)

OFFICER COMMANDING SA AIR FORCE PROCUREMENT UNIT: COLONEL

APPENDIX A
MANDATORY EVALUATION
CRITERIA FOR SUPPLY AND
DELIVERY OF 7 DRAWER TOOLS
CABINET WITH 207 PIECES
DATED 22 JANUARY 2026

MANDATORY CRITERIA

1. **PHASE 1:** Compliance to Mandatory Requirements. Bidder that does not fully comply with the criteria will be eliminated/excluded and will not go to the next phase.

SER NO	MANDATORY CRITERIA	SUBMITTED YES / NO
a.	<p>Central Supplier Database: From 01 April 2016 it is mandatory for the Department of Defence (DOD) to make use of Suppliers that are Registered on the National Treasury Central Supplier Database (CSD).</p> <p>It is Mandatory to comply to the following Minimum Criteria on the CSD Registration Report (Attach Report not older than 14 Days, if possible):</p> <ul style="list-style-type: none"> i. Supplier <u>must</u> be Tax Compliant. ii. Banking Details <u>must</u> be Verified Successfully. iii. Supplier <u>must</u> have a "Physical Address Type". iv. CSD Report <u>must</u> reflect the Commodity or Service the Company is Bidding for: <ul style="list-style-type: none"> a) Segment Title: Tools and Genera Machinery. b) Family Title: Hand Tools. c) Class Title: Wrenches and Drivers. d) Commodity Title: Socket Sets <p>Failure to Adhere to abovementioned Minimum Criteria, on CSD Report will invalidate the Bid.</p>	
b.	<p>Signed SBD 1 and 4: Bidder to fully Complete and Sign the SBD Documents and submit a Copy of the Original by the Closing Date and Time. Original SBD Documents must be available on request.</p>	
c.	<p>Signed SBD 3: Bidder to Complete the Pricing Schedule together with a Quotation on Company Letter Head and Submit a Copy of the Original by the Closing Date and Time. Pricing, Signature (Consenting of Conditions) and Information (Block) at the Bottom of the Second Last page on the SBD 3. Failure to submit will invalidate the Price Quotation.</p>	

d.	Signed SBD 6.1: Bidders to submit a Sworn Affidavit, signed by a Legally Recognised Commissioner of Oath to substantiate the Preference Point (Specific Goal) claimed as per Completed and Signed SBD 6.1, Table 1, by the Closing Date and Time. The Department of Defence reserves the right to verify the truthfulness of the claim. Should Affidavit <u>not</u> be submitted a Zero (0) Point will be allocated.	
e.	Mandatory Documents: Appendix A1-A3 (Mandatory Evaluation Criteria) and Appendix B1-B2 Specification for Twenty Five (25) X Minimum of 207 Pieces Drawers Tool Cabinet Box) form Part of the Bid Document and must be completed and returned with Bid. Failure to do so will invalidate the Bid.	
	NOTES	CONFIRM YES/NO
f.	Price Reasonability: The Department will conduct market research to assess the reasonableness of prices submitted. Offers deemed not aligned to prevailing market rates will not be considered. The Department reserves the right to award or not award the bid.	

2. **PHASE 2:** Price: (Will be according to prices submitted)

Criteria	Points
Price	80/

3. **PHASE 3:** Preferential Points (As per GOVERNMENT GAZETTE NO. 47452). Proof (Sworn Affidavit) to substantiate the Preference Point claimed for Specific Goal as per SBD 6.1, signed by a legally recognised Commissioner of Oath, must be submitted together with Bid.

Criteria	Points
Specific Goal	20/

4. Preference Points (Specific Goals). A Bid will not be disqualified from the bidding process if the Bidder does not claim a point as per Specific Goals and does not submit a Sworn Affidavit, to substantiate the Preference Point claimed. Such Bidder will score Zero (0) out of a maximum of Twenty (20) Points for Preference Point claimed.

5. The point scored for PRICE must be added to point scored for SPECIFIC GOAL contribution claimed to obtain the Bidders total score out of 100.

6. Calculation of SPECIFIC GOAL. Points must be awarded to a Bidder for attaining the Specific Goal Contributor Level in accordance with the Table below:

STATUS LEVEL	SPECIFIC GOAL CONTRIBUTOR	NUMBER OF POINTS (80/20 SYSTEM)
Level 1	51% Owned by Black Women Military Veterans	20
	or	
	51% Owned by Black Youth	
	or	
	51% Owned by Black People with Disability	
Level 2	51% Owned by Black Male Military Veterans	18
	or	
	51% Owned by People with Disability	
	or	
	51% Owned by Black Women EMEs	
Level 3	51% Owned by Women Military Veterans	16
	or	
	51% Owned by Black Male EMEs	
	or	
	51% Owned by Women EMEs	
	or	
	51% Owned by Black Women QSEs	
Level 4	51% Owned by Male Military Veterans	14
	or	
	51% Owned by Youth	
	or	
	51% Owned by any other EMEs	
	or	
	51% Owned by Black Male QSEs	
	or	
	51% Owned by Women QSEs	
Level 5	51% Owned by any other QSEs	12
Level 8	Non-Compliant Contributor	0

IMPORTANT NOTES

THIS REQUIREMENT WAS E-MAILED TO YOUR CSD E-MAIL ADDRESS. PLEASE TAKE NOTE THAT YOU MAY MAKE USE OF TWO (2) OPTIONS TO RESPOND TO THE PRICE QUOTATION.

THE PRICE QUOTATION, MUST BE PRINTED, COMPLETED AND RETURNED EITHER BY MEANS OF,

OPTION 1: saafpureq@gmail.com E-MAIL ADDRESS.

OPTION 2: OR HAND DELIVERED (IN SEALED ENVELOPE) OR SUBMITTED IN THE BID BOX OF THE SOUTH AFRICAN AIR FORCE PROCUREMENT UNIT.

ADDRESS: MAIN ENTRANCE OF AIR FORCE MOBILE DEPLOYMENT WING, OLD JOHANNESBURG ROAD CROSSING GODIVA ROAD, VALHALLA.

BID BOX: SAME ADDRESS AS ABOVE.

ROAD MAP ATTACHED FOR EASY REFERENCE



SECURITY

GROUND

SECURITY BOOMS

ROBOT

GODIVA ROAD

**Parking
Area**

**AIR FORCE BASE
SWARTKOP
(MUSEUM)**

R 1 0 1 O L D J O H A N N E S B U R G R O A D

**AIR FORCE
BASE
SWARTKOP
WEST**

V I N D E L L A R O A D

NORTH

**SAAF
PROCUREMENT
UNIT
TENDER
BOX**

PRICING SCHEDULE

SBD3

Reference No: SPU/B/DBSS/081/25
 Document Number:
 Validity Period: 90 Days
 Closing Date: 18 February at 11:00

Item No	Item Code	Item Description	Consumer	Delivery Point	Purchas Unit of Measure	Date Required
01	18-196-7453	7 Drawer Tool Cabinet With a 207 Pieces.	10 Air Depot	Thaba Tshwane	EA	
		Line Comment				
		See Attached Appendix B1-B2 Specification for Twenty Five (25) a Minimum of 207 Pieces 7 Drawer Tools Cabinet.				
			Lead Time	Quantity Required	Quantity Available	
				25		
		Total Unit Cost in ZAR Currency, Including VAT and All Delivery Costs.				
		Total Cost in ZAR Currency, Including VAT and All Delivery Costs.				

Indicate Lead Time for all Items (Days)

The following conditions are hereby accepted:
 "Standard Terms and Conditions" or "General Conditions of Contract" Available on Website or Attached
 The Awarding of the Price Quotation as determined by the (Department of Defence).

The following is hereby certified:
 This offer is correct and any mistake will be at my risk.
 I accept responsibility for the execution of all obligations entrusted upon me.
 I did not participate in any collusive practices with any other supplier or any other person regarding this Price Quotation or any other Price Quotation.
 I am duly authorized to sign the Price Quotation.
 The offer is inclusive of Value Added Tax.

Name: Capacity:
 Signature: Date:

Price Firm Y/N		Grand Total Including VAT
Do You Accept Government Orders Y/N		
Comply with Specification Y/N		
	Brand & Model	
	Delivery Period Firm Y/N	
	If Not, State Deviations	

Questionnaires

Questionnaires/Evaluation Criteria 80/20 Evaluation Criteria

Question/s		Options	
Level 1: 51 51% owned by Black Women Military veterans / 51% owned by Black Youth / 51% owned by Black people with disability	<input type="checkbox"/>	LEVEL 1	
Level 2: 51% owned by Black Male Military veterans / 51% owned by people with disability / 51% owned by Black Women EME's	<input type="checkbox"/>	LEVEL 2	
Level 3: 51% owned by Women Military Veterans / 51% owned by Black Male EME's / 51% owned by Woman EME's / 51% owned by Black Woman QSE's	<input type="checkbox"/>	LEVEL 3	
Level 4: 51% owned by Male Military veterans / 51% owned by Youth / 51% owned by any other EME's / 51% owned by Black Male QSE's / 51% owned by Women QSE's	<input type="checkbox"/>	LEVEL 4	
Level 5: 51% owned by any other QSE's	<input type="checkbox"/>	LEVEL 5	
	<input type="checkbox"/>	LEVEL 6	
	<input type="checkbox"/>	LEVEL 7	
	<input type="checkbox"/>	LEVEL 8	

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the sandf
Department
Defence
REPUBLIC OF SOUTH AFRICA

Request for Bid : 377475

Author: F.M. Choba
Date: 01/21/2026 12:01:32

PRICING SCHEDULE

Bid No. 377475
Document No. 0000613395
Description: SUPPLY AND DELIVERY OF 7 DRAWER TOOLS CABINET WITH 207
PIECES
Currency: ZAR
Closing Date: 2026/02/18 11:00:00
Status: Created
Validity Days:
Document Type: Request for Bid Open
Company Name:
Attention:
Tel No:
Fax No:
Cell No:
Email:

No.					
Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
18-196-7453	7 Drawer Tool Cabinet with a 207 Pieces.	10 AIR DEPOT		Each	
	Line Comment	Lead Time	Quantity Required	Quantity Available	
			25		
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					

5B1-3

The following is hereby certified:

I accept responsibility for the execution of all obligations entrusted upon me.

I am duly authorized to give the price quotation.

The offer is inclusive of value Added Tax







Signature: Date:

[illegible]

Questionnaires / Evaluation Criteria

Questions

Level 3: 51% owned by Women Military veterans / 51% owned by Black Male EMEs / 51% owned by Black Women QSEs/51% owned by Women EMEs

Options	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
						

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Level 4: 51% owned by Male Military veterans / 51% owned by youth / 51% owned by any other EMEs/ 51% owned by Black Male QSEs / 51% owned by Women QSEs

Level 5: 51% owned by any other QSEs

<input type="checkbox"/>	LEVEL 7
<input type="checkbox"/>	LEVEL 8
<input type="checkbox"/>	NON-COMPLIANT

Attachment Description

Attachment File Name

SPECIFICATION D BSS/VEH/01/10/2024
June 2025

SPECIFICATION: TWENTY FIVE (25) X A MINIMUM OF 207 PIECES 7 DRAWERS TOOL CABINET/BOX

S/N	TOOL TYPE	COMPLY (YES/NO)
	a.	d.
01	Socket ½ drive in mm: 8, 10, 12,13,14,15,16,17,18,19,20,21,22,24,27,30,32	
02	Universal joints ½ drive	
03	Sockets –spark plugs ½ Drive in mm:16 and 21	
04	Extension bar ½ in mm:125,150	
05	Sliding bar ½	
06	Ratchet handle ½	
07	Power bar ½	
08	Sockets 3/8 in mm: 8, 10, 12,13,14,15,16,17,18,19	
09	Ratchet handle 3/8	
10	Extension bar 3/8	
11	Universal joints 3/8	
12	Deep sockets 3/8 in mm: 8, 10, 12,13,14,15,16,17,18,19	
13	Adaptor 1/4	
14	Torx bit sockets ¼ in mm: T25,T27,T30,E5,E6,E7,E8	
15	Hex bit sockets ½ H7,H8,H9,H10,H12,H14,H17,H19	
16	Spline bit sockets ½ M5,M6,M10,M12	
17	Torx bit sockets ½ T40,T50,T55,T60,E10,E11,E12,E14,E16,E18,E20,E24	
18	Wheel impact sockets in mm: 17mm,21mm	
19	Combination spanner in mm: 8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,24	
20	Long nose plier 160 mm	
21	Diagonal plier 160mm	
22	Combination plier 180mm	
23	Water pump plier 250mm	
24	Locking plier 250mm	
25	Aviation tin snip 250mm	
26	Adjustable wrench 200mm	
27	Circlip plier inside 180mm	
28	Circlip plier outside 180mm	
29	Trimming knife fixed blade	
30	Trimming knife pack of 5	
31	Rubberizing measure tape 5m	
32	11 screwdriver bit set	
33	Torx key wrench 9pc set T10 -T50	
34	Hex key wrench 9pc set 1.5 – 10mm	
35	Ball key wrench 9pc 1.5 – 10mm	

36	Head lamp 150 lumens	
37	Light duty hacksaw frame 300mm	
38	Farmers own file 200mm	
39	Vernier caliper 0.5*150mm	
40	Recoil free hammer 40mm	
41	Feeler guage 20pc set	
41	Pin punch and chisel set 12pc set	
Total number of pieces (a minimum of 207)		

Bidders Name and Surname: _____

Signature: _____

Date: _____

SOUTH AFRICAN AIR FORCE PROCUREMENT UNIT

CLOSING DATE OF BID: 18 February 2026

NUMBER: SPU/B/DBSS/081/25

CLOSING TIME OF BID: 11:00 AM

NAME OF BIDDER:

VALIDITY PERIOD: 90 DAYS

**QUESTIONNAIRE PER ITEM
[TICK THE APPLICABLE BOXES]**

Period (in days) required for Completing of Delivery?

Please state Percentage Profit before Tax?

The Department of Defence Prefers Firm Prices.

Price Firm? YES ☐ NO ☐

Delivery period Firm? YES ☐ NO ☐

Comply with Description as requested? YES ☐ NO ☐

If not, state Deviations?

Will a Government Order be Accepted? YES ☐ NO ☐

Are you Registered in terms of Section 23 (1) or 23 (3) of the Value Added Tax (Act No. 89 of 1999)? YES ☐ NO ☐

VAT Registration Number:

Company Registration Number:

Confirm that in the event of a contract be concluded, it will be in terms of the Attached General Bid Conditions (GBC) and General Conditions of Contract (GCC) content, of which you are fully Acquainted with:

If Trade Discount is offered, is it included in the Price? YES ☐ NO ☐

PREFERENCE MAY BE GIVEN TO EARLIEST FIRM DELIVERY, ITEM/S URGENTLY REQUIRED.

IMPORTANT!!! Prices not reflected on the official Bid Documentation provided as part of this Bid will not be taken into consideration.

PLEASE NOTE THAT PRICES INDICATED IN THIS DOCUMENT WILL BE TAKEN AS VAT INCLUSIVE.

This requirement may be Awarded in Total to One (1) Bidder or per Individual Item (More than One (1) Bidder).

The obligation to Pay Sub-Contractor/s is my own Responsibility. YES ☐ NO ☐

You are requested to make a Copy of the completed Bid for your own record keeping. Is this Noted? YES ☐ NO ☐

Has your Company's Sworn Affidavit been Attached? Failure to do so will result in No Points being allocated for Goal claim. Is this Noted? YES ☐ NO ☐

Has a valid CENTRAL SUPPLIER DATA BASE (CSD) REGISTRATION REPORT (Not older than Fourteen (14) Days) been submitted? Failure to submit will invalidate the Bid. YES ☐ NO ☐

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN AIR FORCE PROCUREMENT UNIT							
BID NUMBER:		SPU/B/DBSS/081/25		CLOSING DATE:		18 FEBRUARY 2026	
				CLOSING TIME:		11:00	
DESCRIPTION		SUPPLY AND DELIVERY OF 7 DRAWER TOOL CABINET WITH 207 PIECES					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT							
MAIN ENTRANCE OF SOUTH AFRICAN MOBILE DEPLOYMENT WING (MUSEUM SIDE)							
OLD JOHANNESBURG ROAD (ACROSS FROM GODIVA ROAD)							
VALHALLA							
0137 (SEE ATTACHED MAP)							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON		FLIGHT SERGEANT J. SHIBAMBU		CONTACT PERSON		MAJOR K.P. MBEDZI	
TELEPHONE NUMBER		(012) 351 2405		TELEPHONE NUMBER		(012) 312-2003/ 012-672-4047	
FACSIMILE NUMBER		(012) 351-2340		FACSIMILE NUMBER		(012) 312-1182	
E-MAIL ADDRESS		Saafpu.Invitations@dod.mil.za		E-MAIL ADDRESS		N/A	
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 _____	
[A CSD REGISTRATION REPORT NOT OLDER THAN FOURTEEN (14) DAYS MUST BE SUBMITTED WITH BID. SWORN AFFIDAVIT ALSO TO BE SUBMITTED WITH BID TO SUBSTANTIATE SPECIFIC GOAL POINTS CLAIMED]							
CSD REGISTRATION REPORT ATTACHED NOT OLDER THAN FOURTEEN (14) DAYS:		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		SWORN AFFIDAVIT SUBMITTED FOR SPECIFIC GOAL POINTS CLAIMED AS PER SBD 6.1		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, GENERAL BID CONDITIONS (GBC), 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:

.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an Offer or Offers in terms of this Invitation to Bid. In line with the principles of Transparency, Accountability, Impartiality and Ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of Legislation, it is required for the Bidder to make this Declaration in respect of the details required hereunder.

Where a person/s is listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be Disqualified from the Bid Process.

2. BIDDERS DECLARATION

- 2.1 Is the Bidder or any of its Directors / Trustees / Shareholders / Members / Partners or any Person having a Controlling Interest in the Enterprise, Employed by the State?
YES / NO

- 2.1.1 If so, furnish particulars of the Names, Individual Identity Numbers and if applicable, State Employee Numbers of Sole Proprietor / Directors / Trustees / Shareholders / Members/ Partners or any Person having a Controlling Interest [1] in the Enterprise, in table below:

FULL NAME	IDENTITY NUMBER	NAME OF STATE INSTITUTION

[1] I the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any Person connected with the Bidder, have a relationship with any Person who is Employed by the Procuring Institution? **YES / NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the Bidder or any of its Directors / Trustees / Shareholders / Members / Partners or any Person having a Controlling Interest in the Enterprise have any Interest in any other related Enterprise whether or not they are bidding for this contract? **YES / NO**

2.3.1 If so, furnish particulars:

.....

3. DECLARATION

I, the undersigned, (Name)..... in submitting the accompanying Bid, do hereby make the following Statements, that I Certify to be True and Complete in every respect:

- 3.1 I have Read and I Understand the Contents of this Disclosure;
- 3.2 I understand that the accompanying Bid will be Disqualified if this Disclosure is found not to be True and Complete in every respect;
- 3.3 The Bidder has arrived at the accompanying Bid independently from, and without Consultation, Communication, Agreement or Arrangement with any Competitor. However, Communication between Partners in a Joint Venture or Consortium [2] will not be construed as Collusive Bidding.
- 3.4 In addition, there have been no Consultations, Communications, Agreements or Arrangements with any Competitor regarding the Quality, Quantity, Specifications, Prices, including Methods, Factors or Formulas used to Calculate Prices, Market Allocation, the Intention or Decision to Submit or Not to Submit the Bid, Bidding with the intention not to Win the Bid and Conditions or Delivery Particulars of the Products or Services to which this Bid Invitation relates.

[2] Joint Venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 The Terms of the accompanying Bid have not been, and will not be, Disclosed by the Bidder, Directly or Indirectly to any Competitor prior to the Date and Time of the Official Bid Opening or of the Awarding of the Contract.
- 3.6 There have been no Consultations, Communications, Agreements or Arrangements made by the Bidder with any Official of the Procuring Institution in relation to this Procurement Process prior to and during the Bidding process except to provide Clarification on the Bid submitted where so required by the Institution; and the Bidder was not Involved in the Drafting of the Specifications or Terms of Reference for this Bid.
- 3.7 I am aware that in Addition and without Prejudice to any other Remedy provided to Combat any Restrictive Practices related to Bids and Contracts, Bids that are Suspicious will be Reported to the Competition Commission for Investigation and Possible Imposition of Administrative Penalties in Terms of Section 59 of the Competition Act No 89 of 1998 and or may be Reported to the National Prosecuting Authority (NPA) for Criminal Investigation and or may be Restricted from Conducting Business with the Public Sector for a Period not exceeding Ten (10) Years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable Legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 AND 3 ABOVE IS CORRECT;

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

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a. ~~The applicable preference point system for this tender is the 90/10 preference point system.~~
- b. The applicable preference point system for this tender is the **80/20** preference point system.
- c. Either the **90/10** or **80/20** preference point system will be applicable in the tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

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

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

3.2.1 POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point systems applies, an organ of state must, in the Tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

THE TENDERER IS TO PICK ONLY ONE SPECIFIC GOAL

Status Level	The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Level 1	51% owned by Black Women Military veterans or 51% owned by Black Youth or 51% owned by Black people with disability	10	20		
Level 2	51% owned by Black Male Military veterans or 51% owned by people with disability or 51% owned by Black Women EME's	8	18		

Level 3	51% owned by Women Military Veterans or 51% owned by Black Male EMEs or 51% owned by Woman EMEs or 51% owned by Black Woman QSEs	6	16		
Level 4	51% owned by Male Military veterans or 51% owned by Youth or 51% owned by any other EMEs or 51% owned by Black Male QSEs or 51% owned by Women QSEs	4	14		
Level 5	51% owned by any other QSEs	2	12		
Level 6	Not Applicable				
Level 7	Not Applicable				
Level 8	Non-compliant	0	0		

NOTE: Bidders are to submit Sworn Affidavit to substantiate the preference points claimed. Sworn Affidavit must be signed by legally recognised Commissioner of Oath.

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close Corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) **If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –**
 - (a) **disqualify the person from the tendering process;**
 - (b) **recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;**
 - (c) **cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;**
 - (d) **recommend that the Tenderer or Contractor, its Shareholders and Directors, or only the Shareholders and Directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and**
 - (e) **forward the matter for criminal prosecution, if deemed necessary.**

NOTE: The Department of Defence reserves the right to verify the truthfulness of the claims (Par 4.6 iii).

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SWORN AFFIDAVIT – GENERAL

I, THE UNDERSIGNED,

Full Name & Surname	
Identity Number	

HEREBY DECLARE UNDER OATH AS FOLLOWS:

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

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	<p>.....</p> <p>.....</p> <p>.....</p>
Type of Entity (CC; (Pty) Ltd; Sole Prop; etc):	
Nature of Business:	
Definition of "Black People":	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003, as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none">(a) who are citizens of the Republic of South Africa by birth or descent; or(b) who became citizens of the Republic of South Africa by naturalisation-<ul style="list-style-type: none">i. before 27 April 1994; orii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"

SWORN AFFIDAVIT – GENERAL

Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none">(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;(b) Black people who are youth as defined in the National Youth Commission Act of 1996;(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;(d) Black people living in rural and under developed areas;(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”
--	---

“I HEREBY DECLARE UNDER OATH THAT I CLAIM ONE OF THE FOLLOWING GOALS”:

NOTE: THE TENDERER TO PICK ONLY ONE SPECIFIC GOAL AND SUBSTANTIATE THE GOAL CLAIMED IN THE PRESENCE OF A COMMISSIONER OF OATH.

LEVEL 1 – 20 POINTS CLAIMED

- The Enterprise is _____ % Owned by Black Woman Military Veterans as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____ % Owned by Black Youth as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____ % Owned by Black People with Disability as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

LEVEL 2 - 18 POINTS CLAIMED

- The Enterprise is _____ % Owned by Black Male Military Veterans as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____ % Owned by People with Disability as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____ % Owned by Black Woman EMEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

SWORN AFFIDAVIT – GENERAL

LEVEL 3 - 16 POINTS CLAIMED

- The Enterprise is _____% Owned by Woman Military Veterans as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____% Owned by Black Male EMEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____% Owned by Woman EMEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____% Owned by Black Woman QSEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

LEVEL 4 - 14 POINTS CLAIMED

- The Enterprise is _____% Owned by Male Military Veterans as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____% Owned by Youth as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____% Owned by any other EMEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____% Owned by Black Male QSEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
- The Enterprise is _____% Owned by Woman QSEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

LEVEL 5 - 12 POINTS CLAIMED

- The Enterprise is _____% Owned by any other QSEs as Stipulated in Standard Bid Document (SBD 6.1) Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

SWORN AFFIDAVIT – GENERAL

LEVEL 8 - 0 POINTS CLAIMED

- Non – Compliant:

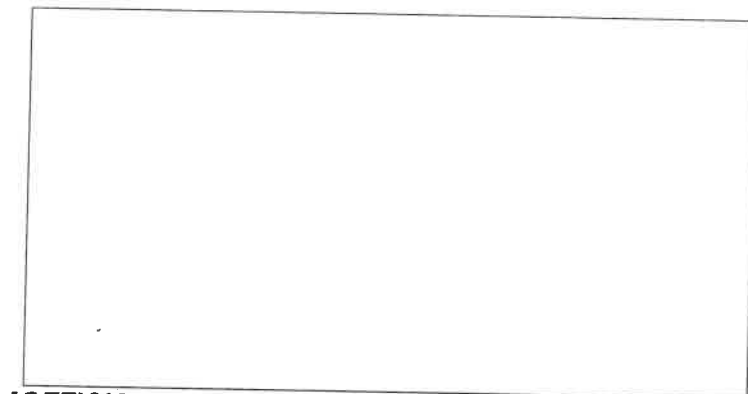
"I KNOW AND UNDERSTAND THE CONTENTS OF THIS AFFIDAVIT AND I HAVE NO OBJECTION TO TAKE THE PRESCRIBED OATH AND CONSIDER THE OATH BINDING ON MY CONSCIENCE AND ON THE OWNERS OF THE ENTERPRISE WHICH I REPRESENT IN THIS MATTER".

COMMISSIONER OF OATH SIGNATURE

DATE

DEPONENT SIGNATURE

DATE



[OFFICIAL OFFICE STAMP OF COMMISSIONER OF OATH]

DEPARTMENT OF DEFENCE

GENERAL BID CONDITIONS **(GBCs)**

TABLE OF CLAUSES

1. Definitions
2. Application
3. Availability
4. Approved list of bidders
5. Preparation of bids
6. Charge for bid documents
7. Samples
8. Alternative offers
9. Partial bids
10. Bid prices and delivery periods
11. Validity periods
12. Closing of bids
13. Lodging of bids
14. Open bids or unnumbered envelopes
15. Opening of bids
16. Late bids
17. Consideration of bids
18. Award of bids
19. Quantities other than specified
20. Bidder's incorrect information
21. Notification of awards
22. Furnishing of bid information
23. Amendment or withdrawal of bid

GENERAL BID CONDITIONS

1. **Definitions.** Unless inconsistent with or otherwise indicated by the contents, the following terms shall have the meanings assigned to them:

- a. **Acceptance of a Bid.** Means the award of a contract to a bidder in response to his bid or price quotation.
- b. **Bid.** Means a written offer on the official bidding documents forming part of firstly, an invitation to bid which invitation has been advertised in the Government Tender Bulletin, or secondly, an offer submitted in response to an invitation to submit a price quotation.
- c. **Bidder.** Means any natural or juristic person submitting a bid or a price quotation.
- d. **Closing Time.** Means the date and hour specified in the bidding documents for the receipt of bids or price quotations.
- e. **Department.** Means the Department of Defence and in specific any of its Procurement Entities.
- f. **Firm Prices.** Are deemed to be the prices which are 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 a law or regulation is binding upon the contractor and demonstrably have an influence on the prices of any supplies, or the rendering costs of any services, for the execution of the contract.
- g. **Price Quotation.** Means a written offer sounding in money and reflected on the documentation wherein the offer was invited, duly completed and where necessary signed by or on behalf of the bidder.
- h. **GBC.** Means the General Bid Conditions.
- i. **Written or In Writing.** Means handwritten in ink or any form of electronic or mechanical writing.

2. **Application.** The GBCs are applicable to all Departmental bids and written price quotations, unless otherwise indicated in the bidding documents. Where the conditions in the bidding documents are in conflict with the GBCs, the conditions in the bidding documents shall prevail.

3. **Availability**. Copies of these GBCs are available, on application, from the Secretary for Defence (Attention: Chief of Acquisition and Procurement), Private Bag X910, Pretoria, 0001 or from any of the Department's Procurement Entities.
4. **Approved List of Bidders**. In the event that an approved list of bidders has been compiled for specific goods or services, bids will only be invited from bidders on such a list.
5. **Preparation of Bids**. Concerning the preparation of bids, bidders are to note the following:
 - a. **Expenses**. Unless otherwise indicated in the bid documents, the Department shall not be liable for any expense incurred in the preparation and submission of a bid.
 - b. **Bidding Documents**. Bidders are required to make use of the prescribed bidding documents. No changes to the bid documents are to be made.
 - c. **Information**. All the information called for in the bidding documents is to be furnished in the appropriate spaces, eg the bid prices. If requested, other information required, pamphlets, samples, etc are to be supplied.
 - d. **Address**. A *domicilium citandi et executandi* shall be chosen in the Republic and stated in the bid.
 - e. **Completion of Bidding Documents**. Bidders are to complete the bid documents, forms, certificates, questionnaires and specification forms in all aspects and to submit bids signed in blue ink and to initial each page in blue ink.
 - f. **Bid Envelope**. The bid number must not appear on any envelope unless the envelope contains the bid itself. In particular, the bid number must not appear on an envelope containing a request for bid documents.
 - g. **Bidder's Own Conditions**. Bids should not be qualified by the bidder's own conditions of bid. Bids qualified by a bidder's own conditions may be rejected as being invalid and failure of the bidder to renounce such conditions when called upon to do so may invalidate the bid. This includes any alterations, erasures, omissions or additions by bidders to the bid documents.
 - h. **Submission of Documents**. The bid documents are to be submitted with due consideration to the following:
 - i. The bid documents are not to be retyped or redrafted. Photocopies may be prepared and used, but the original signed document must be submitted with the bid.
 - ii. Bidders must check the number of pages and satisfy themselves that none are missing or duplicated.
 - iii. Bidders must bid in accordance with the requirements stipulated in the bid documents.

- iv. Bids must be compiled in such a manner that it allows for easy cross-referencing between the bid document and the submitted bid.
 - i. **Documents.** Bidders are to ensure that all required or specified documents are included in their bids.
 - j. **Compliance to Conditions and Specifications.** Bidders are to clearly indicate in their bids that their offers are compliant to the conditions and specification pertaining to the bid. If not, it must be clearly stated where and in which manner their offers are non-compliant to the conditions and specifications.
6. **Charge for Documents.** Where applicable and as required in the bidding documents or advertisement, a non-refundable fee for documents may be charged.
7. **Samples**
- a. The Department shall not make samples available to prospective bidders, unless specifically mentioned in the bid documents;
 - b. When samples are called for in bid documents, samples shall be delivered at the cost of the bidder to the addressee mentioned in the bid documents before the closing time of the bid. Bids shall not be included in parcels containing samples.
8. **Alternative Offers.** In the event that bidders offer products alternative to that called for, bids for such alternative offers shall be submitted on separate copies of the bid documents, but only if bids are submitted for the specified requirement.
9. **Partial Bids.** In the event that bids for supplies and/or sales are called for, bids may be submitted for less than the number of specified items, or part of the specified quantity or requirement called for in the bid.
10. **Bid Prices and Delivery Periods**
- a. **Firm Bids.** Firm bid prices and delivery periods are preferred. However, bidders may submit firm or non-firm prices and delivery periods. Where a bidder has not indicated whether his prices or delivery periods are firm or not, bid prices and delivery periods are deemed to be firm and the contractor shall be bound thereby. Expressions such as "soonest" or "earliest" or delivery periods which are unspecified are not acceptable.
 - b. **Contract Periods.** Where different prices are bid for different periods of the contract, the bid price applicable in respect of a particular period of the contract shall be a firm price if, as regards such period, it conforms to the definition of firm prices.
 - c. **Proof.** The Department may, where non-firm prices are offered, require that proof of costs of labour, material or other factors which are specified by the bidder, be submitted and, should the cost in the opinion of the Department not be realistic, same may be brought into consideration in the comparison adjudication of the bids.

11. **Validity Periods.** The period for which bids are to remain open for acceptance, valid and binding is indicated in the bidding documents and is calculated from the closing time and such offers are to remain open for acceptance, valid and binding until close of business on the last day of the period so calculated. Should this last day fall on a Saturday, Sunday or Public Holiday, the bid will remain open for acceptance, valid and binding until close of business on the first business day following such Saturday, Sunday or Public Holiday.

12. **Closing of Bids.** Bids close at the time and date indicated in the bid documents. Extension of the closing date may be granted if circumstances justify this action. The closing date is normally extended only if there is sufficient time to publish an amending notification before the original closing date.

13. **Lodging of Bids.** Concerning the lodging of bids the following shall apply:

- a. **Receipt.** Bids shall be lodged to ensure their actual receipt at the address before the closing time specified and in accordance with the directives in the bidding documents.
- b. **Envelope.** Each bid shall be addressed according to the directives in the bidding documents and shall be lodged in a separate sealed envelope with the name and address of the bidder, the bid number and the closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope.
- c. **Copies.** Unless specifically provided for in the bid invitation, no bids forwarded by e-mail, telegram, telex, facsimile or similar apparatus will be considered. Photostat copies of bids or photostat copies of faxes, signed in ink after being photostatted, will be accepted as valid bids.
- d. **Samples.** Bids shall not be included in packages containing samples as such bids may be rejected as being invalid.

14. **Open Bids or Unnumbered Envelopes.** All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. However, if a bid is received in an unsealed envelope or without an envelope, it shall be sealed in an envelope after the bid number has been written on the envelope.

15. **Opening of Bids.** Bids are opened in public as soon as practicable after the closing time and the names only of the bidders are read out, if so requested, at the time of opening the bids.

16. **Late Bids.** Bids are late if they are received at the address indicated in the bid documents after closing time. A late bid shall be kept by the Department and only opened if no bid or no suitable bid was received by the closing time. If acceptable bids were received before the closing time, the late bid will not be opened or admitted for consideration and where practicable shall be returned unopened to the bidder accompanied by an explanation.

17. **Consideration of Bids.** During the consideration of bids the following applies:

- a. **Bids Considered.** All bids correctly lodged are taken into consideration.

- b. **Position of Bidder.** The financial standing of bidders and/or their ability to manufacture or to supply goods or to render a service may be examined before their bids are considered for acceptance.
 - c. **Comparative Prices.** In comparing bids, the prices are brought to a comparative level by deducting unconditional discounts, preferences and other benefits and adding delivery and other costs as applicable and bringing implied contract price adjustments into account. Non-firm bid prices are adjusted in accordance with the assessed contract price adjustments implicit in the non-firm prices. Where a range of delivery periods is quoted, the worst implied delivery period is used when calculating the comparative prices.
 - d. **Preferential Point System.** Where bidding documents include documents relating to a preferential point system, the required calculations will be made and comparison of bids done on the basis of points earned through the preferential point system.
 - e. **Adjustments to Prices.** The department reserves the right to rectify any incorrect calculations made by the bidder, but no adjustments may be made to the input figures.
 - f. **Compliance to Specification.** Bids will be evaluated to establish compliance to product or service specifications, with due consideration to alternative offers and/or deviations to specification.
 - g. **Evaluation Criteria.** Where bidding documents include evaluation criteria relating to functionality, for example bidder's capability, bidders profile, etc, the required calculations will be made and comparison of bids done on the basis of points earned.
 - h. **Negotiations.** Unless otherwise stated in the bid documents, no negotiations will be entered into.
 - i. **Communication with Bidders.** The Department may request clarification on information regarding any aspect included in the bid, which the bidder is to supply by the indicated date.
18. **Award of bids.** After prices have been brought to a comparative level and/or points calculated according to a preferential points system, the bid will be awarded considering the following order of priority:
- a. If the preferential point system is applicable, normally to the bidder with the highest points, unless reasonable and justifiable grounds exist for passing over the bidder with the highest points. In the event of equal bids, the award is according to the relevant regulation.
 - b. If the preferential point system is not applicable, normally to the bidder with the lowest bid in the case of purchases by or services to the Department, or highest bid in respect of sales, unless reasonable and justifiable grounds exist for passing over the bid with the lowest bid in the case of purchases by or services to the Department, or highest bid in respect of sales. In the event of equal bids, the award is according to the following order:
 - i. Bidders offering firm bid prices as well as firm delivery periods.

- ii. Supplies provided and services rendered from resources available within the Republic.
 - iii. Supplies and services from points nearest to the centres at which delivery is required.
 - iv. All things still being equal, the award shall be decided by the drawing of lots.
- c. The Department is not obliged to accept the lowest or any bid.
 - d. The Department may, where a bid relates to more than one item, accept such bid in respect of any specific item or items and also accept part of the specified quantity of any specific item or items.

19. **Quantities Other than Specified.** The Department may increase or decrease the quantities reflected in the bids, but will do so after consultation with the bidders that responded to the invitation to bid.

20. **Bidder's Incorrect Information.** Where a contract has been awarded on the strength of information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Department may, in addition to any other legal remedy it may have

- a. recover from the contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the contract; and/or
- b. cancel the contract and claim any damages which the Department may suffer as a result of having to make less favourable arrangements.

21. **Notification of Acceptance.** Successful bidders are notified by registered or certified mail of the acceptance of their bids, either through a contract form or by official departmental order forms.

22. **Furnishing of Bid Results**

- a. The following particulars of the successful bidders are normally published in the Government Tender Bulletin for general information:
 - i. Name.
 - ii. The price and delivery basis.
 - iii. The brand name of the product or the name of the manufacturer, if applicable.
 - iv. Where applicable, the preference percentages claimed.
- b. Bids are not available for perusal by the public, but, at the written request of a bidder or interested party, the names and addresses of all bidders may be furnished over and above the information published in the Government Tender Bulletin:
- c. Requests for any further information will be treated as provided for by law.

23. **Amendment or Withdrawal of Bid.** If a bidder amends or withdraws his bid after the closing time and within the validity period or extended validity period, he shall reimburse the Department any damages if a less favourable bid is accepted or less favourable arrangements are to be made.
24. **Failure to Comply.** Where bidders fail to comply with any of these conditions, the Department reserves the right to invalidate bids received.

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GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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