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# **INVITATION TO BID COVERING PAGE**

**SUPPLY AND DELIVERY OF  
WOODEN CABINETS FOR BASE HOSPITAL IN GQEBERHA  
(EASTERN CAPE)**

**SPSC-B-029-2022**

**FOR  
DEPARTMENT OF DEFENCE  
SIMON'S TOWN PROCUREMENT SERVICE CENTRE**

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**CLOSING DATE: 15 DECEMBER 2022**

**CLOSING TIME: 11H00**

**VALIDITY: 90 WORKING DAYS**



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# **SECTION A:**

## **CONTACT INFORMATION**

### **Technical Information and Administration Information:**

#### **Technical Information**

Contact: Warrant Officer Class One T.S. Tsogang  
Email Address: spsctechsection@gmail.com  
Office Tel No: (021) 787 5207  
Office Fax No: (021) 787 5171

#### **Administration Information:**

Contact: Petty Officer M.L. Claassen  
Office Tel No: (021) 787 5207

### **Email address for confirmation of Briefing Session attendance:**

Spscbidinvitation@gmail.com

### **Address for depositing of bid documents**

Street: Simon's Town Procurement Service Centre  
No. 2 Arsenal Road  
Simon's Town  
7995

## **BID SUBMISSIONS**

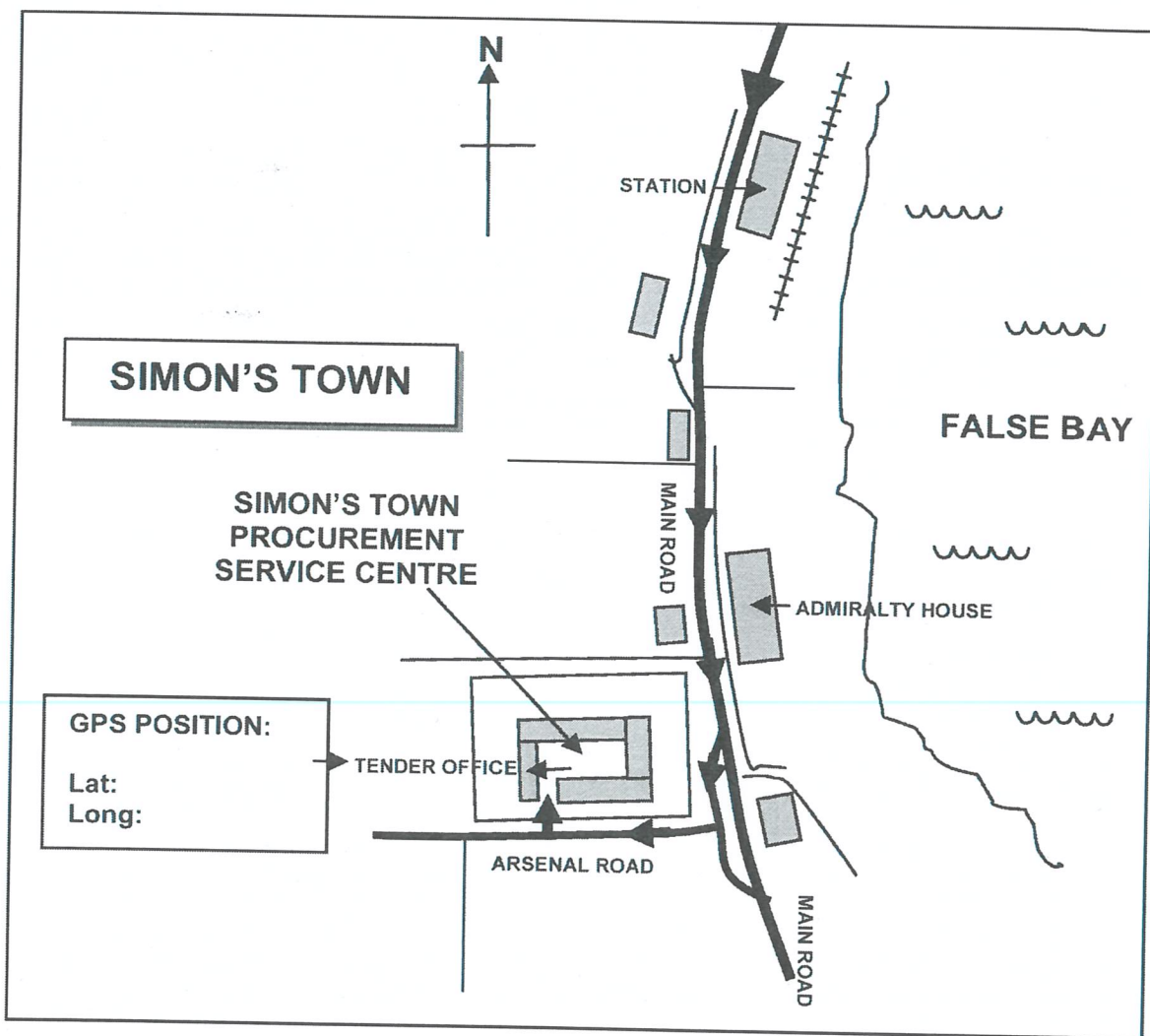
Closing period of bid: Minimum 21 working days

Validity of Bid: 90 working days

GPS CO-ORDINATES TO SPSC BID BOX:

S 34° 11. 530'

E 18° 25. 591'







# **SECTION A**

## **MANDATORY AND ADMINISTRATION EVALUATION CRITERIA**

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## **BID EVALUATION INSTRUCTIONS**

1. All entries are to be completed in any **non-erasable ink** of your choice preferably **Blue** or **Black** ink. Amendments, scratching out, use of Tippex and omission to any documents will Invalidate the bid.
2. Except where otherwise indicated, all questions must be completed.
3. Any questions that are not completed will render such bids to be disregarded during the final calculations.
4. No bids received by telegram, telex, email, facsimile or similar medium will be considered. The original bid must be deposited at the entrance (green box) or handed in at the Bid receipt section at SPSC, 2 Arsenal Road, Simon's Town.
5. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document
6. All information regarding the evaluation process must be treated as confidential.
7. The 2 ENVELOPE system will be utilized. Bidders are required to submit two separate, properly sealed envelopes, both clearly marked with the Company Name, Bid Number and Closing Date.
  - a. Envelope 1: SBD3 / Pricing Schedule (it should contain SBD3/Pricing Schedule **only**)
  - b. Envelope 2: SBD documents, Statement of work and all other required documents.
8. The bids will be evaluated according to the following criteria:
  - a. Mandatory Criteria and Administration Criteria (Phase 1, Stage 1)
  - b. Technical evaluation (Phase 1, Stage 2)
  - c. Price (Phase 2) and B-BBEE Points (Phase 3)
9. Simon's Town Procurement Service Centre reserves the right to award this requirement as a case or per individual item.
10. Suppliers must be registered for the commodity/service required in this bid.
11. This requirement will be awarded using the 80/20 principal
12. No late bids will be accepted after closing date and time.



## ADMINISTRATIVE EVALUATION CRITERIA

### 1. **Phase 1:** Bidders will be evaluated as follows:

Phase 1 Stage 1: Compliance to Mandatory and Administration Criteria, bidders that do not fully comply with the evaluation criteria will be eliminated/excluded and **will not proceed to Phase 1 Stage 2.**

S/No	Criteria
	<b>A</b>
	<b>Phase 1, Stage 1</b>
	<b>Phase 1, Stage 1, Mandatory Criteria</b>
1.	<p><b><u>Intenda Pricing Schedule:</u></b> All fields on this document must be fully completed. Attention must be given to page 1, Bidder's Information, Lead time, Quantity Available, total Unit Cost, Total Cost and B-BBEE Level must be completed. The bid must be submitted in the Two (2) envelope systems as follows</p> <p>a. Envelope 1: SBD3 / Pricing Schedule (it should contain SBD 3/Pricing Schedule <b>ONLY</b>)</p> <p>b. Envelope 2: SBD documents, specification/scope of work/. Description and all other required documents.</p> <p><b>Failure to submit these document as indicated above by the closing date and time will invalidate this offer. Appendix A</b></p>
2.	<p><b><u>SBD 4 (New) - Bidders Disclosure:</u></b> This document must be fully completed. Failure to submit the document as indicated by the closing date and time <b>will invalidate the bid. Appendix B</b></p>
3.	<p><b><u>SBD 6.1 Preference Points Claim Form:</u></b> This document must be fully completed. Failure to complete the document fully as indicated by the closing date and time <b>will forfeit your B-BBEE points. Appendix C</b></p>
4.	<p><b><u>Central Suppliers Database (CSD) Registration Report:</u></b> The CSD Registration Report (not older than 14 days) must be submitted. This report should contain, but not be limited to the following information:</p> <p>i. Tax Compliant status</p> <p>ii. Successfully verified bank details</p> <p>iii. The Suppliers must have a "Physical Address type"</p> <p>iv.</p> <p><b>Failure to submit this CSD Registration Report will invalidate your offer. Appendix D</b></p>
5.	<p><b><u>Broad based Black Economic Empowerment (B-BBEE) status level certificate/ Sworn Affidavit:</u></b> Bidders are required to submit proof of B-BBEE status level verification certificate or sworn affidavit. Should there be a discrepancy between the B-BBEE Certificate or Sworn affidavit vs SBD 6.1 or failure to submit this document by closing date and time <b>will results with points being forfeited. Appendix E</b></p>





S/No	Criteria
	<b>A</b>
6.	<b>Local Footprint:</b> Local footprint means an office, distribution point, facilities or depot within the Eastern Cape area. Bidders to submit a municipality bill as proof of address in the name of the bidding company. <b>Failure to submit this document will invalidate this bid. Appendix F</b>
	<b>Phase 1, Stage 1, Administration Evaluation Criteria</b>
7.	<b>SBD 1 / Invitation to Bid:</b> This document must be fully completed. Failure to submit this document as indicated by the closing date and time <b>may invalidate this bid. Appendix G</b>
8.	<b>SPSC Group Questionnaire:</b> To be fully completed and submitted with bid. Failure to submit this document as indicated by the closing date and time <b>may invalidate this bid. Appendix H</b>
9.	<b>Certificate of Compliance by sub-contractor:</b> A certificate of compliance signed by the bidder and all sub - contractor/s to be submitted with the bid. Failure to submit this document as indicated by the closing date and time <b>may invalidate this bid. Appendix I</b>
10.	<b>Defence Intelligence Questionnaire (D.I.)</b> The DI Vetting form must be completed in full. Failure to submit the DI Vetting form and required documentation, by the closing date and time <b>may invalidate this bid.</b> <b>N.B. The short listed companies will be requested to submit thumb prints. Appendix J</b>
11.	<b>SBD 6.2 Declaration Certificate for Local Production and content for Designated Sectors:</b> This document must be full completed. Failure to complete the document fully as indicated by the closing date and time <b>may invalidate this bid. Appendix K</b>

## TECHNICAL EVALUATION

**Phase 1 Stage 2:** completion of Specification / Scope of work or Description. Bidders that do not fully comply with the requirement will be invalidated / excluded and will not proceed to Phase 2.

S/No	Criteria
	<b>Stage 2</b>
1.	<b>SPECIFICATION/SCOPE OF WORK:</b> The bidder's compliance must be indicated with the word comply/do not comply, agree/do not agree, yes or no, or any other form of acceptance or non-acceptance on the statement of work, each paragraph and sub-paragraph must be acknowledged. No abbreviations will be accepted, for example, "c/nc for comply/not comply or y/n for yes/no etc". <b>OR</b> <b>DESCRIPTION:</b> Bidders must confirm the offer conforms to description supplied <b>Failure to comply will invalidate the bid. Appendix L</b>



**Phase 2:** Only bidders that qualified on Phase 1 will be evaluated on Phase 2 & 3. (Price and B-BBEE) in accordance with the PPPFA 05 of 2000.

<b>Phase 2</b>	Price. (Will be according to specific requirements)	<b>80/</b>
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**Phase 3:** Preferential points. (As per B-BBEE Act, 2003(Act No. 53 of 2003) requirement in the B-BBEE status Level Certificate accredited by the South Africa National Accreditation System (SANAS) or Sworn Affidavit attested by a commissioner of Oath.

Phase 3	Preferential B-BBEE points	20/																																								
<p>Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:</p> <table><tr><th>B-BBEE Level Contributor</th><th>Status of</th><th>Number of Points (90/10 system)</th><th>Number of Points (80/20 system)</th></tr><tr><td>1</td><td></td><td>10</td><td>20</td></tr><tr><td>2</td><td></td><td>9</td><td>18</td></tr><tr><td>3</td><td></td><td>8</td><td>14</td></tr><tr><td>4</td><td></td><td>5</td><td>12</td></tr><tr><td>5</td><td></td><td>4</td><td>8</td></tr><tr><td>6</td><td></td><td>3</td><td>6</td></tr><tr><td>7</td><td></td><td>2</td><td>4</td></tr><tr><td>8</td><td></td><td>1</td><td>2</td></tr><tr><td>Non-compliant Contributor</td><td></td><td>0</td><td>0</td></tr></table> <p>A bid must not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of ten (10) or twenty (20) points respectively for B-BBEE.</p> <p><b>Calculation of the total points scored for price and B-BBEE status level of contribution</b></p> <p>The points scored for price must be added to the points scored for B-BBEE status level contribution to obtain the bidder's total points scored out of 100.</p>			B-BBEE Level Contributor	Status of	Number of Points (90/10 system)	Number of Points (80/20 system)	1		10	20	2		9	18	3		8	14	4		5	12	5		4	8	6		3	6	7		2	4	8		1	2	Non-compliant Contributor		0	0
B-BBEE Level Contributor	Status of	Number of Points (90/10 system)	Number of Points (80/20 system)																																							
1		10	20																																							
2		9	18																																							
3		8	14																																							
4		5	12																																							
5		4	8																																							
6		3	6																																							
7		2	4																																							
8		1	2																																							
Non-compliant Contributor		0	0																																							





## PRICING SCHEDULE

**Pricing Schedule:** All fields on this document must be fully completed. The bid must be submitted in the Two (2) envelope systems as follows:

- a. Envelope 1: SBD3 / Pricing Schedule (it should contain SBD3/Pricing Schedule ONLY)
- b. Envelope 2: SBD documents, Specification/Statement of work or Description and all other required documents.

**Failure to submit these document as indicated above by the closing date and time will invalidate this offer. Appendix A**

**Failure to submit these document as indicated above by the closing date and time will invalidate this offer. Appendix A**



## INTENDA PRICING SCHEDULE

Please ensure the following fields are completed on the Intenda Pricing Schedule

- 
- a. Company Name
  - b. Attention:
  - c. Tel No:
  - d. Fax No: (if no fax number indicate N/A)
  - e. Cell No:
  - f. Email:
  - g. Lead Time
  - h. Quantity Available
  - i. Total Unit Cost
  - j. Total Cost
  - k. BBBEE level
-



the sandf

Department:  
Defence  
REPUBLIC OF SOUTH AFRICA

## Request for Bid : SPSC-B-029-2022

Author: Wendy Cooper  
Date: 11/14/2022 15:00:16

### PRICING SCHEDULE

Bid No. SPSC-B-029-2022  
Document No. 0000458381  
Description: SUPPLY AND DELIVERY OF WOODEN CABINETS FOR BASE HOSPITAL IN GQEBERHA (EASTERN CAPE)  
Currency: ZAR  
Closing Date: 2022-12-15 11:00:00  
Status: Created  
Validity Days: 90 WORKING 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
18-015-7107	CABINET OFFICE STATIONARY WOOD AS PER STATEMENT OF WORK	AREA MILITARY HEALTH UNIT EASTERN CAPE	Gqebera	Each	
DELIVERY TO TAKE PLACE TOMILITARY BASE HOSPITAL GQEBERHA (EASTERN CAPE)		Lead Time	Quantity Required	Quantity Available	
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs			180		
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					

2

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
99-129-6130	CABINET FILING 4 DRAWER WOOD WAIST HEIGHT AS PER STATEMENT OF WORK	AREA MILITARY HEALTH UNIT EASTERN CAPE	Gqebera	Each	
FOR COMMENTS SEE LINE 91					
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs		Lead Time	Quantity Required	Quantity Available	
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs			250		

TOTAL PRICE line 1

TOTAL PRICE line 2

TOTAL PRICE line 1 + 2 = R - - -

Questionnaires

Questionnaires / Evaluation Criteria

THE 80/20 QUESTIONNAIRE EVALUATION TEMPLATE V2

Question/s	Options	Attachment Description	Attachment File Name
Please provide your BBEEE level from the possible list provided in the dropdown .	LEVEL 1		
	LEVEL 2		
	LEVEL 3		
	LEVEL 4		
	LEVEL 5		
	LEVEL 6		
	LEVEL 7		
	LEVEL 8		
	NON-COMPLIANT		





## **SBD 4: BIDDERS DISCLOSURE**

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This document must be fully completed.

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**Failure to complete the document fully as indicated by the closing date and time will invalidate the bid. Appendix B**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

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

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<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder





## **SBD 6.1: PREFERENCE POINTS CLAIM FORM**

**This document must be fully completed.**

**Failure to complete the document fully as indicated by the closing date and time will forfeit your B-BBEE points. Appendix C**



## 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:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20..... preference point system shall be applicable; or
- b) Either the 80/20 or ~~90/10~~ preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 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**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

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

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: ..... = ..... (maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

## 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:		EME	QSE
Black people		√	√
Black people who are youth			
Black people who are women			
Black people with disabilities			
Black people living in rural or underdeveloped areas or townships			
Cooperative owned by black people			
Black people who are military veterans			
OR			
Any EME			
Any QSE			

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm: .....

8.2 VAT registration number: .....

8.3 Company registration number: .....

8.4 **TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

.....

8.6 **COMPANY CLASSIFICATION**

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business: .....

8.8 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 contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor 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 –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1. ....
- 2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....





## **CENTRAL SUPPLIER DATA BASE (CSD)** **REGISTRATION REPORT**

The CSD Registration Full Report (not older than 14 days) must be submitted. This report should contain, but not be limited to the following information:

- i. Tax Compliant status
- ii. Successfully verified bank details
- iii. The Suppliers must have a "Physical Address type"

**Failure to submit this CSD Registration Report will invalidate your offer.**



## **BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATE/SWORN AFFIDAVIT**

Bidders are required to submit proof of B-BBEE status level verification certificate or sworn affidavit. Should there be a discrepancy between the B-BBEE Certificate or Sworn affidavit vs SBD 6.1

---

**Failure to submit this document by closing date and time will results  
with points being forfeited**



## LOCAL FOOTPRINT

Local footprint means an office, distribution point, facilities or depot within Eastern Cape area. Bidders to submit a municipality bill as proof of address in the name of the bidding company. **Failure to submit this document will invalidate this bid Appendix F**

**FAILURE TO SUBMIT THIS DOCUMENTATION WILL INVALIDATE YOUR BID**



## **SBD 1: INVITATION TO BID**

**This document must be fully completed**

**Failure to submit this document as indicated by the closing date and time may invalidate this bid**



## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER: SPSC-B-029-2022 CLOSING DATE: 15 DECEMBER 2022 CLOSING TIME: 11H00

DESCRIPTION: SUPPLY AND DELIVERY OF WOODEN CABINETS FOR BASE HOSPITAL IN GQEBERHA (EASTERN CAPE)

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

**Simon's Town Procurement Service Centre. No 2 Arsenal Road, Simon's Town or handed in at the Bid Reception**

**Section, No 2 Arsenal Road, Simon's Town (Directions to the above address are available with the Bid Document)**

### BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON: PO M.L. CLAASSEN

TELEPHONE NUMBER: (021) 787 5131

FACSIMILE NUMBER:

E-MAIL ADDRESS: spsctechsection@gmail.com

### TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON: WO1 T. TSOGANG

TELEPHONE NUMBER: (021) 7875144

FACSIMILE NUMBER:

E-MAIL ADDRESS: spsctechsection@gmail.com

### SUPPLIER INFORMATION

LEGAL NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE

NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE

NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

SUPPLIER COMPLIANCE STATUS

TAX COMPLIANCE SYSTEM PIN:

OR

CENTRAL SUPPLIER DATABASE No:

MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE

TICK APPLICABLE BOX]

☐ Yes

☐ No

B-BBEE STATUS LEVEL SWORN AFFIDAVIT

[TICK APPLICABLE BOX]

☐ Yes

☐ No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?

☐ Yes

☐ No

[IF YES ENCLOSE PROOF]

ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?

☐ Yes

☐ No

[IF YES, ANSWER THE QUESTIONNAIRE BELOW]

### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

## 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](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

.....

DATE:

.....



## **SPSC GROUP QUESTIONNAIRE**

To be fully completed and submitted with bid.

**Failure to submit this document as indicated by the closing date and time may invalidate this bid.**



SIMON'S TOWN PROCUREMENT SERVICE CENTRE

CLOSING DATE OF BID: 15 DECEMBER 2022  
CLOSING TIME OF BID 11H00

BID NUMBER: SPSC-029-2022  
VALIDITY: 90 WORKING DAYS

GROUP QUESTIONNAIRE

Circle applicable response and delete not applicable response.

Delivery: Gqeberha

Do you confirm compliance to 90 working days validity period? YES / NO

If not, state reason/s .....

Is your price firm for the validity period of 90 working days? YES / NO

If not, state reason/s .....

Delivery period eg 1 day, 1 week or 1 month .....

Copies General Conditions of Contract and General bid Conditions are available from the National Treasury Website ([www.treasury.gov.za](http://www.treasury.gov.za))

Do you confirm compliance to the General Conditions of Contract, General Bid conditions and Special Conditions of Contract YES / NO

Do you confirm that you may sign a SBD 7.1 on award, YES / NO

General Information

Bid Documents: have you made/kept a copy of completed Bid documents for reference purposes:

YES / NO

Clarification of Information: It has been noted and confirmed that the DOD may request clarification on any information regarding any aspect included in the bid document. The bidder is to supply the requested information within the requested time span. Failing may result in the bid being disqualified.

**ADMINISTRATION**

**Bidders are requested to number each page of the Bid Document submitted. Pages are to be numbered from the bottom page to the top page (top right hand corner)**

NB: SPSC RESERVES THE RIGHT TO RECALL THE BIDDER/S TO COMPLY WITH THE ABOVE ADMINISTRATION INSTRUCTION

I/WE HEREBY CONFIRM THAT I/WE HAVE COMPLIED WITH ALL OF THE ABOVE REQUIREMENTS

WITNESS 1: ..... DATE: .....

WITNESS 2: ..... DATE: .....

BIDDER NAME: .....

SIGNATURE..... DATE:.....

Capacity under which this bid is signed .....





## **CERTIFICATE OF COMPLIANCE BY SUB- CONTRACTOR/SUPPLIER**

A certificate of compliance signed by the bidder and all sub - contractor/s to be fully completed and submitted with bid.

---

**Failure to submit this document as indicated by the closing date and time may invalidate this bid.**

## CERTIFICATE OF COMPLIANCE BY SUB-CONTRACTOR / SUPPLIER

THIS CERTIFICATE MUST BE SUBMITTED WITH THE COMPLETED BID (IN THE ORIGINAL FORMAT) BY THE BIDDER

**CONTRACTORS NAME:** \_\_\_\_\_

**SUB-CONTRACTORS NAME:** \_\_\_\_\_

*(Delete whichever is not applicable)*

I/we am/are fully aware of the Bid Requirements and am/are capable of supplying the required item(s)/service(s) strictly according to the Bid Conditions, Special Conditions and Specifications supplied by the Department of Defence. I/we hereby certify that \_\_\_\_\_ will submit quotations/bids to

Supply the item(s)/service(s) listed in Bid no: \_\_\_\_\_

Section(s) \_\_\_\_\_

I/we further certify that I/we have the necessary infrastructure at my/our disposal to execute the Bid.

I/we, the Sub-contractor(s) am/are willing to allow the Department of Defence's Officials access to my/our premises for inspection purposes.

Sub-Contractor's Contact Person: \_\_\_\_\_

Address of Sub-Contractor: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SUB-CONTRACTOR

### WITNESSES:

1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_



## **DEFENCE INTELLIGENCE QUESTIONNAIRE (D.I.)**

The DI Vetting form must be completed in full.

**N.B. The short listed companies will be requested to submit thumb prints.**

---

Failure to submit the DI Vetting form and required documentation, by the closing date and time may invalidate this bid.

**N.B. The short listed companies will be requested to submit thumb prints.**

DEPARTMENT OF DEFENCE INTELLIGENCE (DI) VETTING

TO DI SEC INSTR/01/2014

QUESTIONNAIRE:

MAIN CONTRACTOR

Company Name: .....

Company Registration Number: .....

DOD Supplier Code (if already registered with the DOD): .....

Personal particulars of Company Director(s) (Include copy of RSA Identification and passport document):

.....

.....

.....

.....

.....

Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation)

.....

.....

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Company Physical Address: .....

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Company Postal Address: .....

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Company Core Business: .....

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**SECTION B**

**SUB CONTRACTORS DETAILS**

Personal particulars of sub-contractors if any (Include copy of RSA Identification and passport documents):

.....

.....

.....

.....

.....

Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation)

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Sub-Contractors Company Physical Address:

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Sub-Contractors Company Postal Address:

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Sub-Contractors Company Core Business:

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## **SECTION C**

### **MAIN CONTRACTOR**

1. When did the company begin with its operations?

Answer: .....

2. Does the company have a valid SARS tax clearance certificate? If yes, provide the tax clearance certificate number and the certified copy of the certificate.

Answer: .....

3. Is the company registered with the Company and Intellectual Property Commission (CIPC)? If yes, provide the registration number and attach a certified copy of the registration certificate.

Answer: .....

4. Who are the shareholders of the company and what percentage of shares do they each possess?

Answer: .....

.....

.....

5. List the services that will be rendered by the company to the SANDF?

Answer: .....

.....

.....

6. Which DOD installations/unit and specific area/section does the company required access to?

Answer: .....

.....

.....

7. Name list and copies of RSA ID's / passports of all employees entering the DOD installation.

Answer: .....

.....

.....

8. Does the company provide services to other RSA state departments? If yes, provide the names of the departments and the period/s during which service was provided.

Answer: .....

.....

.....

9. Does the company provide services to foreign governments and/or companies? If so, provide details.

Answer: .....  
.....  
.....

10. Has the company been implicated in any fraudulent activities? If yes, provide details.

Answer: .....  
.....  
.....

11. Has the company been implicated in any corrupt practices? If yes, provide details.

Answer: .....  
.....  
.....

12. Has the company been implicated in any other criminal activity? If yes, provide details.

Answer: .....  
.....  
.....

13. Does the company have the Employment Equity Plan? If yes, provide the Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans)

Answer: .....  
.....  
.....  
.....  
.....

14. What is the track record and achievements of the company? Provide details.

Answer: .....  
.....  
.....  
.....

15. Is the company under investigation by any government security agency? If yes, provide details.

Answer: .....  
.....  
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16. What known factor could possibly prevent this company from entering into contract with the Department of Defence and Military Veterans or any component thereof and why?

Answer: .....  
.....  
.....

**Compiled by:**

**Name:** .....

**Identification Number:** .....

**Position in Company:** .....

**Signature:** .....

**Date:** .....

**NB: Important: The following documentation is Mandatory and is to be included in the DI vetting declaration**

- The profiles of the Director(s) of the Main Contractor and Sub- Contractors as well as their RSA Identification and passport documents.
- The current Financial Statement(s) of the company.
- The current and valid SARS Tax Clearance Certificate.
- The current and valid SARS Personal Tax Clearance Certificate and or IRP6 of all Directors, Shareholders and Members (Sub-Contractor/s included).
- The registration number and attach a certified copy of the registration certificate with the Company and Intellectual Property Commission (CIPC).
- Central Data Base registration report with MAAA and Unique number.
- Name list and RSA IDs of all personnel entering DOD premises.
- Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation).
- Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans).





## **SBD 6.2 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

THIS ITEM MUST MEET THE STIPULATED MINIMUM THRESHOLD FOR DESIGNATED LOCAL CONTENT AND PRODUCTION AS REQUIRED BY THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 (PPR 2017)

**THE DESIGNATED LOCAL CONTENT IS 100% FOR THESE  
ITEMS**

**ITEM 1: CABINET OFFICE STATIONARY STEEL**

**ITEM 2: CABINET FILING 4 DRAWER**

DEVIATIONS WILL ONLY BE ALLOWED WHEN AND IF THE REQUEST FOR EXEMPTION IS APPROVED BY THE DTIC.

THE EXCHANGE RATE TO BE USED FOR THE CALCULATION OF LOCAL PRODUCTION AND CONTENT MUST BE THE EXCHANGE RATE PUBLISHED BY THE SOUTH AFRICAN RESERVE BANK (SARB) ON THE DATE OF THE ADVERTISEMENT OF THE BID.

**Failure to submit this document as indicated by the closing date and time may invalidate this bid.**

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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

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

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

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



1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
  - 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
  - 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
  - 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
  - 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
  - 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
  - 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
  - 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
  - 2.9. **“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.
3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

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

**ITEM 1:**

Cabinet Officer stationary wood

100%

**ITEM 2:**

Cabinet filing 4 drawer wood

100%

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

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



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

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

**IN RESPECT OF BID NO. ....**

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

**NB**

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

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

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

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Local Content Declaration - Summary Schedule

Tender No.	
Tender description:	
Designated product(s)	
Tender Authority:	
Tendering Entity name:	
Tender Exchange Rate:	
Specified local content %	

**Note: VAT to be excluded from all calculations**

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[illegible][illegible]

**Signature of tenderer from Annex B**

	(C20) Total tender value	R 0
	(C21) Total Exempt imported content	
	(C22) Total Tender value net of exempt imported content	

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

R0
R0



## Annex D

**Imported Content Declaration - Supporting Schedule to Annex C**

[illegible]

### A. Exempted imported content

A. Exempted imported content				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											R 0

(D19) Total exempt imported value	R 0
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This total must correspond with  
Annex C - C21

### B. Imported directly by the Tenderer

[illegible]

(D32) Total imported value by tenderer	R 0
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**C. Imported by a 3rd party and supplied to the Tenderer**

[illegible]

(D45) Total imported value by 3rd party	R 0
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**D. Other foreign currency payments**

D. Other foreign currency payments			Calculation of foreign currency payments		Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above	R 0
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This total must correspond with  
Annex C - C 23

Signature of tenderer from Annex B

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



## Annex E

## Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

**Note:** VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			R 0

(E10) **Manpower costs** (Tenderer's manpower cost)

R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

R 0

(E13) Total local content R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date:



# **SECTION B**

## **TECHNICAL**

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## SPECIFICATION / STATEMENT OF WORK / DESCRIPTION

The bidder's compliance must be indicated with the word comply/do not comply, agree/do not agree, yes or no, or any other form of acceptance or non-acceptance on the specification/scope of work, each paragraph and sub-paragraph must be acknowledged. No abbreviations will be accepted, for example, **"C/NC FOR COMPLY/NOT COMPLY OR Y/N FOR YES/NO ETC"**

OR

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**DESCRIPTION:** bidders must confirm the offer conforms to description supplied.

**Failure to comply will invalidate the bid**

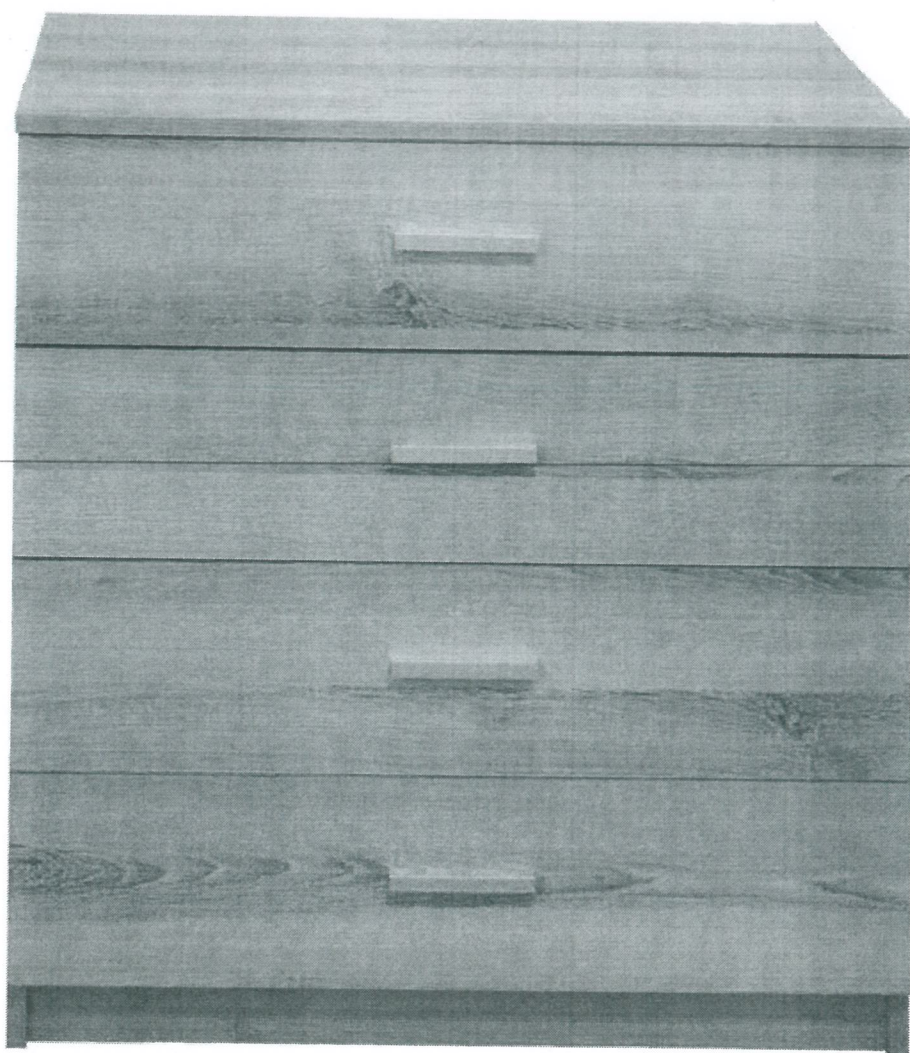
<b><u>SPECIFICATION / DESCRIPTION FOR SUPPLY OF WOOD STATIONARY CABINETS AND WOOD 4 DRAWER CABINETS FOR AREA MILITARY HEALTH UNIT EASTERN CAPE</u></b>		<b><u>COMPLY/DO NOT COMPLY</u></b>
<b>1. <u>CONTRACTOR TO QUOTE FOR:</u></b>		
<b>1.1</b> The contractor shall be required to measure, supply of wooden cabinets.		.....
<b>2. <u>SCOPE OF WORK</u></b>		
<b>2.1 <u>WOODEN STATIONARY CABINETS</u></b>		
2.1.1 All cabinets to be light in colour. The entire cabinet should have the same finish including the shelving ie light "Sahara" finish.		.....
2.1.2 Wooden stationary cabinets will have 5 shelves.		.....
2.1.3 The wooden stationary cabinets are to be fitted with steel hinges and locks. Each door must have a steel handle. Cabinets lock keys to be handed over to project manager.		.....
2.1.4 An amount of 180 wooden stationary cabinets will be required.		.....
2.1.5 The cabinets should already be assembled when supplier makes delivery.		.....
<b>2.2 <u>WOODEN 4-DRAWER FILING CABINET</u></b>		
2.2.1 All cabinets to be light in colour, the entire cabinet should have the same finish including the shelving ie light "Sahara" finish.		.....
2.2.2 Wooden filing cabinets will have 4 drawers that are fitted with a steel lock and wooden handles. Cabinet lock keys to be handed over to project manager.		.....
2.2.3 An amount of 250 wooden 4 drawer filing cabinets will be required.		.....
2.2.4 The 4 drawer filing cabinets must already be assembled when supplier makes delivery.		.....
<b>3. <u>SPECIFICATIONS</u></b>		
<b>3.1</b> The wooden stationary cabinets must consist of 16mm boards. Door handles must be Satin Nickel or Steel. Cabinet Dimensions : Length 182cm x Depth 60cm x Width 80cm. The dimensions of the shelving should all be the same with same space in between shelves.		.....



	<b><u>SPECIFICATION / DESCRIPTION FOR SUPPLY OF WOOD STATIONARY CABINETS AND WOOD 4 DRAWER CABINETS FOR AREA MILITARY HEALTH UNIT EASTERN CAPE</u></b>	<b><u>COMPLY/ DO NOT COMPLY</u></b>
	<p><b>3.2</b> The wooden 4 drawer filing cabinet must consist of 16mm boards. The handles for the drawers must be the same wood as the cabinet and have same wood grain. Cabinet dimensions: Height 74cm x Depth 40cm x Width 72cm. All drawers to be same the dimensions to each other.</p> <p><b>4. <u>ACCEPTANCE</u></b></p> <p><b>4.1</b> Acceptance shall be carried out in accordance with this specification and adherence to the statement of work.</p> <p><b>5. <u>LIABILITY</u></b></p> <p><b>5.1</b> Supplier to provide a 6 month warranty against defects and faulty workmanship on all the cabinets and any other material supplied and fitted, in line with industry standards.</p> <p><b>6. <u>CONCLUSION</u></b></p> <p><b>7.1</b> Contractor's conformance to this specification and any proposed deviation from this statement of work to be included in the quote.</p> <p><b>7. <u>QUERIES</u></b></p> <p>The Contractors quote is to include all services required to satisfy the requirements of the end user.</p> <p>..... CONTRACTOR                      SIGNATURE                      DATE</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
	<p>Any queries can be directed to Warrant Officer T.S. Tsogang 021 787 5207 and /or email to spsctechsection@gmail.com during office hours (0830B to 1500B).</p>	









# SECTION C

Special Conditions of Contract

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**DEPARTMENT OF DEFENCE**

**SPECIAL CONDITIONS OF CONTRACT**  
**(SCCs)**

**TABLE OF CLAUSES**

1. Changed Requirement
  2. Co-ordinated activities
  3. Contractor's Personnel
  4. Value Added Tax (VAT)
  5. Damage Compensation
  6. Waiver
  7. Severability
  8. Sub-contracting
-

## **SPECIAL CONDITIONS OF CONTRACT**

### **CHANGED REQUIREMENT**

1. If Department of Defence institutions participating in this contract are disbanded or relocated or for reasons unknown at the time of concluding the contract, the Department of Defence reserves the right to cancel the contract or parts thereof on written notice of 90 days sent to the contractor at the address appearing in the contract.

### **CO-ORDINATED ACTIVITIES**

2. Whilst on Department of Defence premises, personnel of the contractor will have access to all areas, subject to other stipulations in the relevant contract, to render the services. If the contractor's service is not rendered in a specific area at a given time, access to that area is forbidden.
3. The work to be executed must under no circumstances disrupt the routine activities taking place in the institution or on the premises where the service is to be provided.

### **CONTRACTOR'S PERSONNEL**

4. Identification. To identify the contractor's personnel on the premises of the Department of Defence, the personnel will comply with the following, with any costs for the account of the contractor:
  - a. Personnel will wear company identification cards with an employee photograph on it, conspicuously on his/her person at all times;
  - b. Personnel will wear identifiable uniforms whilst on duty.
5. Attitude towards Safety, Health, Security and Service Delivery. Without prejudice to the contractor's responsibility and right to select and appoint his/her own personnel, the Department of Defence will at all times have the right to identify personnel of the contractor whom are considered to be safety and/or health and/or security risk and/or personnel whom are undesirable. In such case the contractor will be requested not to utilise such person(s) any longer to honour his/her obligations in terms of this contract. The contractor will immediately comply with the request and he/she will not, as a result of such a request, be entitled to institute any claim against the Department of Defence for any loss or otherwise suffered as a result of such a request. The contractor therefore indemnifies the Department of Defence against any claim whatsoever from the employee concerned.
6. Name List. The contractor must submit a complete name list of all personnel to be employed on Department of Defence premises to provide the service according to the contract, to the Department of Defence official at the institution or on the premises where the service is to be provided, who will arrange for entry permits for the contractor. Any changes to the personnel must be communicated to the designated official without delay.
7. Personnel on Site. The contractor must ensure that the total number of personnel offered for the execution of this contract is on duty on a daily basis. Provision must therefore be



made for temporary or stand-in personnel for cases where personnel are on leave or sick leave.

#### **VALUE ADDED TAX (VAT)**

8. All monies paid in terms of this bid is subject to value added tax calculated at the appropriate tariff from time to time as provided for in the Value Added Tax Act, Act 89 of 1991, the schedules thereto and Rulings as issued by the South African Revenue Services in regard to value added tax.

#### **DAMAGE COMPENSATION**

9. The contractor herewith indemnifies the Department of Defence from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, injuries or disability of any such person(s), or the damage to property of the contractor or any other person(s) that may result from or be related to the execution of this contract.
10. The contractor will be held responsible for any damage or theft that may be caused, to the premises or content by him or his employees or be due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by the Department of Defence against the contractor.
11. In the case of damages to premises or content resulting from the work done, the contractor will undertake to rectify the damage immediately to the satisfaction of the Department of Defence. If the contractor fails to act immediately after notification, the Department of Defence will rectify the damage at will and the cost thereof will be recovered from any moneys outstanding.
12. The Department of Defence and its employees will not be held responsible for any claim or injury to the contractor's personnel whilst on Department of Defence property or in the execution of their tasks on Department of Defence property.

#### **WAIVER**

13. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any such waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

#### **SEVERABILITY**

14. Should any of the terms and conditions of the Contract be held to be invalid or unlawful, such terms and conditions will be severable from the remaining terms and conditions, which will continue to be valid and enforceable.

## SUB-CONTRACTING

15. In the event that sub-contractors are used to execute the contract or part thereof, the following shall apply:
- a. Prior Approval. Once the contract has been concluded, the contractor shall obtain prior approval from the Department of Defence before the appointment of any sub-contractor.
  - b. Payment. The contractor shall remain liable to reimburse the sub-contractors for goods delivered or services rendered to the Department of Defence.