

<b>TENDER NUMBER</b>	<b>SAHRC 04-2023</b>
<b>DESCRIPTION</b>	To invite potential and qualified service providers to submit proposals for the procurement, deliver and implementation of server infrastructure to the South African Human Rights Commission.
<b>TENDER BRIEFING</b>	<p>DATE: 20 November 2023</p> <p>TIME: 11H00 (GMT +2)</p> <p>ADDRESS: 27 Stiemens Street, JD House, Braamfontein, Johannesburg.</p> <p>Enquiries can be made <b>in writing</b> as follows: Cut off date for queries will be 5 days after the tender briefing session.</p> <p>Administration/ Supply Chain Management:  <a href="mailto:tenders@sahrc.org.za">tenders@sahrc.org.za</a></p> <p>Technical: <a href="mailto:rkuvutlu@sahrc.org.za">rkuvutlu@sahrc.org.za</a></p>
<b>CLOSING DATE</b>	<p>DATE: 30 November 2023</p> <p>TIME: 11H00 (GMT +2)</p> <p>ADDRESS: 27 Stiemens Street, JD House, Braamfontein, Johannesburg</p>

## 1. Background

The South African Human Rights Commission (SAHRC) is a Constitutional body established in terms of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, 40 of 2014. The

SAHRC is under the strategic leadership of the Commissioners. The Secretariat of SAHRC is overseen by a Chief Executive Officer (CEO).

SAHRC has presence in all nine Provinces within the Republic of South Africa. SAHRC is in a process to build a new data centre that requires new hardware and software servers' infrastructure. The new data centre will be located at the SAHRC Head Office.

## **2. Objective**

The objective of this Request for Proposal (RFP) is to appoint a suitably qualified service provider to procure, deliver, configure, and implement new servers, switches and shared data storage infrastructure.

## **3. Scope of service**

### **3.1. Two (2) Hosts Server hardware and software requirement**

- a) Service provider to procure, deliver, configure, test, and deploy two (2) hardware servers similar or equivalent to HPE ProLiant DL380 Gen11.
- b) Service provider to procure, deliver, configure, test, and deploy hardware server components similar or equivalent to four (4) HPE 32GB (1x32GB) dual Rank x8 DDR5-4800 CAS-40-39-39 EC8 Registered Smart Key Memory Kit.
- c) Service provider to procure, deliver, configure, test, and deploy hardware server components similar or equivalent to four (4) HPE 480GB SATA 6G Read Intensive SFF BC Multi-Vendor SSD.
- d) Service provider to procure, deliver, configure, test, and deploy hardware server components similar or equivalent two (2) HPE 1000W Flex slot titanium hot plug power supply kit.
- e) Service provider to procure, deliver, configure, test, and deploy hardware server components similar or equivalent two (2) HPE Smart array (8 external lanes/ no cache) 12G SAS PCIe lug-in controller.
- f) Service provider to procure, deliver, configure, test, and deploy installation service similar or equivalent two (2) HPE installation and startup DL38x (p) service.
- g) Service provider to procure, deliver, configure, test, and deploy hardware server components similar or equivalent two (2) HPE Smart array (8 external lanes/ no cache) 12G SAS PCIe lug-in controller.
- h) Service provider to procure, deliver, and activate support service similar or equivalent two (2) HPE five (5) year tech care essential – WS2022 Datacentre 16 Core ROK/FIO service.
- i) Service provider to procure, deliver, and activate support service similar or equivalent two (2) HPE five (5) year tech care essential DL380 Gen11 HW service.

### **3.2. Storage server requirements:**

- a) Service provider to procure, deliver, configure, test, and deploy hardware server similar or equivalent one (1) HPE MSA 1060 10GBASE-T iSCSI SFF Storage.
- b) Service provider to procure, deliver, configure, test, and deploy hardware server components similar or equivalent two (3) HPE MSA 7.68TB SAS 12G Read Intensive SFF (2.4in) M2 3 Year Warranty SSD.
- c) Service provider to procure, deliver, configure, test, and deploy software server similar or equivalent one (1) HPE MSA 2060 Advanced Data Service E-LTU.

- d) Service provider to procure, deliver and activate installation service similar or equivalent one (1) HPE MSA Family Installation and Startup Service.
- e) Service provider to procure, deliver and activate support service similar or equivalent one (1) HPE Five (5) tech care essential MSA 1060 storage service.

### **3.3. Backup tape library hardware server requirement.**

- a) Service provider to procure, deliver, configure, test, and deploy hardware server similar or equivalent one (1) HPE StoreEver MSL 1/8 G2 0-drive Tape Autoloader R1R75A.
- b) Service provider to procure, deliver, configure, test, and deploy hardware server similar or equivalent one (1) HPE StoreEver MSL LTO-9 Ultrium 45000 SAS Drive upgrade Kit.
- c) Service provider to procure, deliver, configure, test, and deploy hardware server similar or equivalent one (1) HPE StoreEver 1/8 G2 Tape Autoloader Rack Kit.
- d) Service provider to procure, deliver, configure, test, and deploy hardware server similar or equivalent one (1) HPE StoreEver 2.0m (6ft) mini-SAS HD 4x to mini-SAS HD 4x Cable.
- e) Service provider to procure, deliver, configure, test, and deploy hardware server components similar or equivalent one (1) HPE Ultrium Universal Cleaning Cartridge.
- f) Service provider to procure, deliver, configure, test, and deploy hardware server components similar or equivalent one (1) HPE LTO-9 Ultrium 45TB RW non Custom Labelled 20 data cartridges with cases.
- g) Service provider to install HPE Storage Autoloader and all its hardware and software server components.
- h) Service provider to procure, deliver, and activate support service similar or equivalent to HPE five (5) tech care essential MSL G2 AL service.

### **3.4. Software backup solution**

- a) Service provider to procure, deliver, install, configure, and activate backup solution similar or equivalent to two (2) Veeam Public Sector platform foundation universal five (5) year subscription with 24/7 support E-LTU.
- b) Service provider to procure, deliver, install, configure, and activate backup tracking solution similar or equivalent to one (1) Veeam new associated platform Software tracking.

### **3.5. Core Switches hardware requirement**

- a) Service provider to procure, deliver, install, configure, and deploy two (2) 48 Ports Switches similar or equivalent to HPE Aruba 2930F 48G PoE+ 4SFP Managed L3 Gigabit Ethernet Switch JL262A- with a three warranty and next business day support.

### **3.6. Creation of Virtual Machine Servers**

- a) Service provider is required to create twenty virtual machines (VM's) and configure, test, and deploy them.
- b) Service provider is required to migrate current eighteen servers to the virtual environment.
- c) Migration of the existing data from standalone servers to the new MSA storage server.
- d) Service provider is required to develop the as build configuration documents for the new servers and submit them to the Commission.

- e) Service provider is required to prepare a handover document to the ICT business unit and demonstrate on how to access the new server environment.
- f) Service provider is required to train the ICT support on how to manage the server environment.

#### 4. Deliverables

- 4.1. Procurement, delivery, configuration, and deployment of two host servers.
- 4.2. Installation of data centre solution on MSA storage.
- 4.3. Procurement, delivery, configuration, and deployment of MSA storage server.
- 4.4. Procurement, delivery, configuration, and deployment of one backup server.
- 4.5. Procurement, delivery, configuration, and deployment of Veeam Licenses.
- 4.6. Procurement, delivery, configuration, and activate of HPE licenses.
- 4.7. Procurement and delivery of HPE Support services.
- 4.8. Procurement, delivery, configuration, and deployment of two HPE Aruba 48 Port PoE Layer 3 Managed switches.
- 4.9. Provision of training to ICT server support staff.
- 4.10. Delivery of the as build servers configuration documentation.
- 4.11. Procurement and delivery of HPE LTO-9 Ultrium 45TB RW non-Custom Labelled 20 data cartridges with cases.

#### 5. Pricing

A detailed price breakdown outlined on table 2 below must be completed and a service provider must include other items, if required. A copy of the pricing schedule to be completed by the bidders is on **Annexure A**.

##### Pricing of Server Infrastructure.

Table 1: Price breakdown

No	Item	Quantity	Unit Price	Total
1	48 Ports PoE Layer 3 Switches	2		
2	Configuration of switches	2		
3	Storage hardware server	1		
4	Server hardware for hosts	2		
5	Host servers' licences	2		
6	Back hardware server	1		
7	Auto Loader server	1		
8	Five Year HPE support for hosts	2		
9	Five Year HPE support for storage server	1		
10	3 Year Support HPE server support autoloader	1		
11	VMware Data centre licence	1		
12	Professional service for installation and configuration of server infrastructure	11		
13	Professional services for the creation of VM's	1		
14	Professional services for as build documentation config.	1		
15	Data migration professional services	1		
16	Handover and training of the ICT server support 6 officials			
17	Other costs- specify			

	<b>TOTAL BEFORE VAT</b>			
	<b>PLUS 15% VAT</b>			
	<b>GRAND TOTAL INCLUSIVE OF 15% VAT</b>			

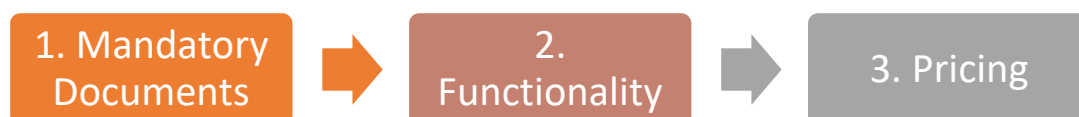
## 6. Project Timelines

Contracting Period for this tender will be for a period of thirty-six (36) months.

## 7. Evaluation Criteria

Bids will be evaluated on 80/20 point system as outlined in the PPR of 2017.

The proposals will be evaluated in three phases:



### 9.1 Phase 1: Mandatory Documents

- 9.1.1 Bid proposal.
- 9.1.2 Central Supplier Database Summary Report.
- 9.1.3 Valid certified copy of B-BBEE Certificate or Sworn Affidavit for companies qualifying as EMEs or QSEs or Certified copy of BBBEE Certificate.
- 9.1.4 Valid Tax Clearance Certificate or Tax Compliance Status (with SARS PIN CODE).
- 9.1.5 A comprehensive company profile, with the following requirements:  
Management structure.
- 9.1.6 All SBD (Standard Bidding Documents) forms must be completed fully and signed.
- 9.1.7 Provide a proof of accreditation certificate as the reseller or partner of the product being proposed by the Bidder.

**Note: Bidders who fail to comply with the mandatory requirements will be disqualified.**

All quotes received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below:

0 = **Unacceptable**, 1 = **Serious Reservations**, 2 = **Minor Reservations**, 3 = **Acceptable**, 4 = **Good**, and 5 = **excellent**

### Evaluation on functionality, as in Table 1 below:

- i. Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70%.
- ii. The overall score must be equal or above 70% to proceed to for Price and BBBEE evaluations.
- iii. Bidders who fail to meet minimum threshold will be regarded as submitting a non-responsive bid and will not be considered for further evaluation on price and preference points. The minimum threshold for qualification by functionality is 70%, assessed as per criteria listed in Table 1 below:

## Phase 2: Functionality evaluation

	Criteria	Percentage weighting
1.	<p>Bidder must have 5 years' or more experience of a similar service</p> <ul style="list-style-type: none"><li>0 points = less than 1 year experience</li><li>5 points = 1 year experience</li><li>20 points = 2 years of experience</li><li>20 points = 3 years of experience</li><li>30 points = 4 years of experience</li><li>40 points = 5 years or more of experience</li></ul>	30
2.	<p>Bidder's proposed project methodology and plan outlining how SAHRCs server requirements will be implemented.</p> <ul style="list-style-type: none"><li>0 Points =No project plan submitted.</li><li>5 Points= Project plan with no milestones&amp; timelines.</li><li>10 Points= Project plan with milestones and no timelines.</li><li>20 Points= Project plan with milestones&amp; timelines.</li></ul>	25
3.	<p>References included for executing a project of similar magnitude in the last 3 years, signed, dated and on the letterhead of the company where similar work was delivered. Reference letter/s must indicate procurement and implementation of servers, data centre and core switches. Submission of reference letters not complying with any of the above will be not considered.</p> <ul style="list-style-type: none"><li>0 points= no reference letters submitted, or they are not in the last 3 years or not signed and on the letterhead of the company.</li><li>5 points= 1 reference letters submitted</li><li>10 points= 2 reference letters submitted.</li><li>20 points= 3 relevant reference letters submitted.</li></ul>	20
4.	<p>Migration plan provided to migrate the Commission servers and data from the existing server infrastructure.</p> <ul style="list-style-type: none"><li>0 Points =No migration provided</li><li>5 Points- Migration plan provided with no approach/ detailed process to migrate both servers and data.</li><li>10 points= Adequate migration plan provided with limited.</li><li>20 points= Detailed migration plan with clear activities and timelines to migrate current servers to virtual servers created by the service provider. And data migration from current standalone servers to MSA shared storage.</li></ul>	25
	<b>Total</b>	<b>100</b>

## 9.2 Phase 3: Price and PPPFA Calculations

### Price evaluation based on the 80/20 preferential point system.

The contract would be awarded to the service provider scoring the highest score.

The points scored in respect of Specific Goals (B-BBEE) contribution (i.e. HDI status) will be added to the points scored for price.

Only Bidders that have met the 70% threshold in functionality evaluation will be evaluated in for price and BBEE.

Price and BBEE will be evaluated as follows:

- The price (maximum 80 points).
- B-BBEE status level of contributor (maximum 20 points).
  - The following formula will be used to calculate the points for **Price**:
  - **$Ps = 80 \{1 - \frac{(Pt - P \min)}{P \min}\}$**
  - **P min**
  - **Where**
  - **Ps = Points scored for comparative price of bid or offer under consideration.**
  - **Pt = Comparative price of bid or offer under consideration.**
  - **P min = Comparative price of lowest acceptable bid or offer**
  - Points must be awarded to a bidder for attaining the BBEE status level of contribution in accordance with the table below:

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

## **8. Confidentiality, independence and objectivity**

The service provider will hold all material and information exchanged in the course of the implementation of this project in the strictest confidence and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the SAHRC as the SAHRC asserts its moral authority and copyright over the report. The service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

## **1 THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE CLARIFICATION**

- 1.1** The SAHRC may request clarity of further information regarding any aspect of the bid. The service provider should supply the requested information within forty-eight (48) hours after the request has been made.
- 1.2** The SAHRC reserves the right to conduct a security background check or screening of the service provider.
- 1.3** The SAHRC reserves the right to conduct mandatory site inspection to the offices of the service provider.

## **2 CONDITIONS OF TENDER**

- 2.1** The SAHRC reserve the right not to award the tender.
- 2.2** Any conditions imposed by the service provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the service provider.
- 2.3** The service provider will be held liable for any damage or loss suffered by the entity, because of the service provider's own or his/her employees' negligence or intent, which originated at the site. The service provider will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the service provider's own employees.
- 2.4** The service provider must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- 2.5** A copy of such insurance contract must be handed to the SAHRC Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid or is being sought must be furnished on request.
- 2.6** SAHRC does not bind itself to accept the lowest quote.
- 2.7** The SAHRC reserves the right to invite bidders for presentation at bidders own cost and perform site visits on short listed bidders before the award of the bid, as part of evaluation process.
- 2.8** SAHRC does not bind itself to make any selection from the proposals, or quotations received.
- 2.9** SAHRC reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the service provider/s at all.
- 2.10** SAHRC reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the service provider/s at all.
- 2.11** All prices quoted must be VAT inclusive.
- 2.12** SAHRC will not make any upfront payments before the rendering of services.
- 2.13** The successful bidder shall provide the service required based on the set timelines and as per the schedule to be provided by SAHRC.
- 2.14** A pricing schedule with one of the specified elements omitted from the costing may be considered non-responsive.
- 2.15** The price proposal must be valid for 120 days.
- 2.16** This is a two-stage bidding process in which proposals submitted must include technical and price, submitted in separate envelopes. For this purpose, the service provider must provide in respect of:
  - a. Clearly marked **Technical**, one (1) original plus five (5) hard copies.



- b. The price proposal, original must be sealed clearly marked **price bid sheet** should include the name of service provider and certification that the person signing the proposal entitled to represent the service provider empowered to submit the bid and authorized to sign a contract with the SAHRC.

### 3 CONTRACT PERFORMANCE

- 3.1 The performance of the Service Provider shall be reviewed quarterly during the period of the signed Service Level Agreement.
- 3.2 If it is found that information provided is false including the breach of the General Condition of Contract, The SAHRC reserves the right to terminate this contract with immediate effect.

### 4 FORMAT AND SUBMISSION OF THE PROPOSAL

- 4.1 All the official forms (SBD) must be completed and signed in all respects by bidders. Failure to comply will invalidate a bid.
- 4.2 Bidders are requested to submit one (1) original plus one (1) USB.
- 4.3 For ease of reference, bids should be packaged in the following format:
- a. Annexure A - Signed Tender Document and Completed SBD Forms
  - b. Annexure B - Mandatory Documents
  - c. Annexure C - Functionality Response
  - d. Annexure D - Company Profile
  - e. Annexure E - Any other supporting document

### 5 COMPULSORY INFORMATION SESSION & ENQUIRIES

#### 5.1 Briefing session

DATE: 20 November 2023 TIME: 11H00 (GMT +2)

ADDRESS: 27 Stiemens Street, JD House, Braamfontein, Johannesburg.

**Non-attendance will not result in disqualification**

- 5.2 Inquiries must be made in writing to the following

Supply Chain Management / Admin	Technical
<a href="mailto:tenders@sahrc.org.za">tenders@sahrc.org.za</a>	<a href="mailto:rkhuvutlu@sahrc.org.za">rkhuvutlu@sahrc.org.za</a>

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## 6 CLOSING DATE

- 6.1** Proposals must be submitted on or before 30 November 2023 at 11h00 at the South African Human Rights Head Office, 27 Stiemens Street, Braamfontein, JD House, Johannesburg. There will a submission register which bidder must sign upon submitting their bid.
- 16.2** Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time to for any unforeseen events that may delay the delivery of the bid.

**NB: All tender enquires must be in writing.**

## ANNEXURE A: PRICING SCHEDULE

No	Item	Quantity	Unit Price	Total
1	48 Ports PoE Layer 3 Switches	2		
2	Configuration of switches	2		
3	Storage hardware server	1		
4	Server hardware for hosts	2		
5	Host servers licences	2		
6	Backup Server hardware - Autoloader	1		
7	Backup server software	1		
8	Five Year HPE support for hosts	2		
9	Five Year HPE support for storage server	1		
10	3 Year Support HPE server support autoloader	1		
11	VMware Data centre licence	1		
12	Professional service for installation and configuration of server infrastructure	11		
13	Professional services for the creation of VM's	1		
14	Professional services for as build documentation config.	1		
15	Data migration professional services	1		
16	Handover and training of the ICT server support 6 officials			
17	Other costs- specify	1		
18	Other costs- specify			
19	Other costs- specify			
	<b>PRICE BEFORE VAT</b>	o		
	<b>PLUS 15% VAT</b>			
	<b>GRAND TOTAL INCLUSIVE OF 15% VAT</b>			

**NB: THIS DOCUMENT MUST SUBMITTED SEPARATELY WITH SBD 3.1 AS PRICE PROPOSAL.**

## PART A

### INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	11H00
DESCRIPTION					
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED  
AT (STREET ADDRESS)

<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE  [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes   <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes   <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

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 PART B:3 BELOW ]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

## 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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

#### 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

#### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

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

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

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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:

.....

**PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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Required by: .....

- At: .....

.....

Brand and model .....

Country of origin .....

- Does the offer comply with the specification(s)? \*YES/NO

- If not to specification, indicate deviation(s) .....

Period required for delivery

.....

\*Delivery: Firm/not firm

- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable





SBD4

## 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.

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<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.



SBD4

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....  
.....

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

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<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.



**SBD4 |**

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

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

.....

..... Signature

Date

.....

..... Position

Name of bidder

**PREFERENCE 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 **80/20** preference point system.

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

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

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of 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:

$$\begin{array}{ccc}
 \mathbf{7} & \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{PPPP} = 8888 \text{ ¢} - \frac{\mathbf{PPPP} - \mathbf{PP}}{\mathbf{PPPP} - \mathbf{Pmin}} \text{ ¢} & \mathbf{or} & & \mathbf{PPPP} = 9988 \text{ ¢} - \frac{\mathbf{PPPP} - \mathbf{PP}}{\mathbf{PPPP} - \mathbf{Pmin}} \text{ ¢}
 \end{array}$$

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \text{or} & \mathbf{90/10} \\
 \\
 \frac{PPPP}{mmmm} = 8888 \frac{11}{11} + \frac{PPPP-PP}{PP \ mmmmm} \frac{?}{?} & \text{or} & \frac{PPPP}{mmmm} = 9988 \frac{11}{11} + \frac{PPPP-PP \ mmmmm}{PPmmmm} \frac{?}{?}
 \end{array}$$

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 system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

**9 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 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)

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]





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

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....