



Glenwood office park  
 Block B  
 Corner Oberon & Sprite street  
 FaerieGlen  
 Pretoria  
 0043  
 PO Box 73000, Lynnwood Ridge.0040  
 Tel: (012)845 2000 - Fax: 086 529-7701  
 Website: www.idt.org.za

## INVITATION TO BID

### PROCUREMENT OF COURIER SERVICES FOR THE INDEPENDENT DEVELOPMENT TRUST OFFICES FOR THE PERIOD 01 JANUARY 2022 TO 31 DECEMBER 2023

Bid No: **IDT/COUR/11/2021/2023**

Description: **COURIER SERVICES FOR THE IDT**

The IDT offices are located across all nine provinces. The services provider is expected to deliver services at all the IDT offices.

<b>Pretoria</b>	<b>Independent Development Trust Glenwood Office Park Block B Cnr. Oberon &amp; Sprite Streets Faerie Glen, Pretoria 0043</b>
<b>Gauteng</b>	<b>Independent Development Trust Glenwood Office Park Block B Cnr. Oberon &amp; Sprite Streets Faerie Glen, Pretoria 0043</b>
<b>KZN</b>	<b>333 Anton Lembede Street 20<sup>th</sup> Floor Durban House Durban 4001</b>
<b>Limpopo</b>	<b>22 Hans Van Rensburg Street 2nd Floor Polokwane 0700</b>
<b>Eastern Cape</b>	<b>1<sup>st</sup> Floor Cube 1 Cedar square Bonza Bay Road Beacon Bay 5241</b>
<b>Free State</b>	<b>Department of Public Works Building 18 President Brand Street Bloemfontein 9301</b>

<b>Mpumalanga</b>	<b>Erf 50 3<sup>rd</sup> floor Allied Building 34 brown street Nelspruit, 1201</b>
<b>Western Cape</b>	<b>30 Waterkant Street 2nd Floor Cape Town 8000</b>
<b>Northern Cape</b>	<b>Montrio Corporate Park 10 Oliver Road Block 3 2<sup>nd</sup> Floor Monument Heights Kimberley 8301</b>
<b>North West</b>	<b>4059 Joules Street The Crossing Mafikeng 2745</b>

## **TERMS OF REFERENCE**

### **1. PURPOSE**

The Purpose of the Bid is to appoint an independent Service Provider for the provision of courier services on behalf of the IDT.

The service provider shall collect and deliver the documents/parcels on behalf of the IDT.

### **2. BACKGROUND**

The Independent Development Trust is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; "The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life.

### **3. SCOPE OF WORK**

3.1 The IDT wants to appoint a suitably qualified courier service provider to render courier services as and when required domestic (locally & nationally) and internationally.

The appointed service provider will be rendering the following courier services:

A. Domestic (locally and nationally) Courier Services, including;

- Same day express
- Overnight courier
- Next day courier
- Economy.

The services include the following daily services:

- Daily pickups at IDT Offices in all 9 regions at 15h00 as and when required and deliver to IDT offices and /or various locations.
- Daily drop offs at IDT Offices at 10h00 from various regions as and when required.

B. International Services

- Worldwide Parcel Express

3.2 To provide all stationery requirements inclusive of

- Waybills
- Fragile labels
- Courier bags
- Courier envelopes
- Tracking labels

### **4. SPECIAL CONDITIONS FOR PROVISION OF SERVICES**

- National infrastructure or the ability to operate nationally;
- In-house company with ground transport fleet (i.e. not sub-contracted);
- In-house international capability or proven contracted relationship with a recognized international courier company;
- Established company;
- Item tracking system.
- Required insurance cover for items being couriered

## 5. EXPECTED OUTCOMES AND DELIVERABLES

- The service provider must timeously deliver Documents /packages to the correct intended person(s) and provide proof of receipt of package/consignment.
- Should the daily service pickup time be missed the service provider shall be required to deliver and/or collect on demand.
- The service provider shall provide services for emergency delivery only when requested by duly authorized staff representative of IDT through telephone or email.
- The weight of each document will vary according to the number and the size of the documents contained therein.
- There shall be no pick up on weekends including public holidays.
- In some instances, the service provider shall be required to assist with bulk mailing requirements, such as copies of the Annual Report, banners etc.
- Provide waybills and required stationery for all collections and deliveries.
- Provide at least monthly management reports in respect of percentage spending, types of courier service rendered, percentage of undelivered/returned documents, and spread of delivery destinations.
- The service provider shall allocate a Key Account Manager for the duration of the contract.

## 6. ACCOUNTABILITY AND LIABILITIES

The approved Service provider must make provision to replace any losses on insured items. (Insurance cover)

## 7. COMPULSORY REQUIREMENTS

### Stage 1

- CSD number or Report if already registered with CSD
- Tax Compliance Pin
- Occupational health and safety Act(Act 85 of 1993) ( Proof thereof )
- COIDA ( Submit Proof of Valid Certificate at the time of submission)
- Civil Aviation Act (Act 13 of 2009) ( Valid Proof thereof )
- Registration with the National Bargaining council for the logistics and Road Freight industry ( Valid Proof thereof )
- Compliance with ICASA in terms of the postal services Act ( Proof thereof )
- **Fully Completed and signed SBD forms: SBD 1, SBD 4, SBD 6.1, SBD 8 and SBD 9**

## Functionality

### Stage 2

Any proposal not meeting a minimum score of 70 Points on functional proposal will be disqualified and will not be considered for the Stage Three Phase on BBEE and Price.

Item	Score	Points scored
<b>1. Functionality</b>	<b>100</b>	
<b>Company profile</b> Respondents are required to provide details of their Company Profile (track record and experience) and capability. (to be limited to one page) Company profile details track record = 10	<b>10</b>	
Respondents must provide a comprehensive list of its current clients, outlining the length of time they have been conducting business and at least three (3) client references and supporting company documents should be submitted. IDT has the discretion to contact the provided references) Comprehensive list of top 1 - 3 current clients = 15 Comprehensive list of top 3 - 5 current clients = 30 Comprehensive list of top 6 - 10 current clients = 40	<b>40</b>	
Minimum of client references letters including contact details <b>1- 3</b> client references letters including contact details = 10 <b>4 - 6</b> client references letters including contact details = 20 <b>7 - 10</b> client references letters including contact details = 30	<b>30</b>	
<b>Years of Experience</b> Company experience in the provision of courier services: Company registered in the last 1-5 years = 5 Company registered in the last 6-10 years = 10 Company registered in the last 11-15 years = 20	<b>20</b>	
<b>Total functionality points</b>	<b>100 points</b>	
<b>Minimum functionality points threshold to be achieved is:</b>	<b>70 points</b>	

## 8. PRICING / Rate

### Stage 3

Service providers are hereby required to quote on rendering the following courier services for the IDT for a period of **24 months**, in the format prescribed below (indicate all regional offices):

Type of service	Location	Fixed rate per delivery	Additional weight cost per kg.
Same Day Services	Within IDT		
	All other provinces		
Overnight Services	Within IDT		
	All other provinces		
Less urgent services/ within 72 hours	Within IDT		
	All other provinces		

Price must be quoted in South African currency and must be inclusive of VAT.

## 9. PAYMENT TERMS

- IDT undertakes to pay valid invoices in full within 30 (thirty) days from the invoice date for work done to its satisfaction. EMSs' will be paid between 7 and 15 days.
- All supporting documents for services rendered should be submitted together with the tax invoices by the first (1st ) of every month; and
- No upfront payment will be made to the service provider
- Valid tax invoices for all services rendered are to be submitted to Ms. Mahali Moloi and IDT's Finance Department at the addresses below:

**Glenwood office park**  
**Block B**  
**Corner Oberon & Sprite street**  
**FaerieGlen**  
**Pretoria**  
**0043**  
**PO Box 73000, Lynnwood Ridge.0040**

or may be sent through an email to the following email address:

Email address: SCM Contact: [Melvin-EugeneM@idt.org.za](mailto:Melvin-EugeneM@idt.org.za)

## 9. DURATION

The service provider will be appointed for a period of 24 months effective:  
01 January 2022 to 31 December 2023

## 10. ENQUIRIES/ CLARIFICATION

Any enquiries / clarifications regarding this RFQ must be addressed in writing to IDT Supply Chain Management Office, email: [Melvin-EugeneM@idt.org.za](mailto:Melvin-EugeneM@idt.org.za) and Facilities and Admin Office, email: [LindaB@idt.org.za](mailto:LindaB@idt.org.za)

## 11. SUBMISSION OF PROPOSALS

Any proposal submitted by facsimile or by electronic means such as email, **will not be accepted.**

The proposals must be submitted in the form of an **original hard copy x 1**.

The proposal must be in a sealed envelope or package, and must be clearly marked as follows:

**Name and Address of Service provider**

Bid No: **IDT/COUR/11/2021/2023**

Description: **COURIER SERVICES FOR THE IDT**

Bid Closing date and Time: **29 November 2021 at 11:00pm**

**All bids must be deposited in the Tender Box located at the reception area of the Independent Development trust (IDT) at the following address:**

**IDT**

**Block B Building**

**Glenwood Office Park**

**Cnr Oberon and Sprite Street**

**Faerie Glen**

**0043**

***NB: Late tenders will NOT be accepted (after the closing date and time).***

**THE IDT IS NOT OBLIGED TO ACCEPT THE LOWEST PRICE AND RESERVES THE RIGHT TO ACCEPT ANY TENDER IN WHOLE OR IN PART**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>IDT/COUR/11/2021/2023</b>	CLOSING DATE:	<b>29 NOVEMBER 2021</b>	CLOSING TIME:	<b>11:00 am</b>
DESCRIPTION	<b>COURIER SERVICES FOR THE IDT</b>				
<b>BID RESPONSE DOCUMENTS MUST BE DELIVERED TO THE ADDRESS BELOW</b>					
<b>THE INDEPENDENT DEVELOPMENT TRUST</b>					
<b>CNR SPRITE &amp; OBERON STREET</b>					
<b>FAERIE GLEN (PRETORIA)</b>					
<b>0043</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Mr Melvin-Eugene Moroka</b>		CONTACT PERSON	<b>Ms Linda Stoffels</b>	
TELEPHONE NUMBER	<b>012 845 2065</b>		TELEPHONE NUMBER	<b>012 845 2174</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:Melvin-EugeneM@idt.org.za">Melvin-EugeneM@idt.org.za</a>		E-MAIL ADDRESS	<a href="mailto:LindaB@idt.org.za">LindaB@idt.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<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 THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> 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.
- 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: .....



DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, shareholder etc.): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

**YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:

.....

Name of state institution to which the person is connected:

.....

Position occupied in the state institution:

.....

Any other particulars:

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

2.8 Did you or your spouse, or any of the company's directors / **YES / NO** shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have **YES / NO** any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES / NO** aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors /shareholders/ members of **YES / NO** the company have any interest in any other related Companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

**DECLARATION**

I, THE UNDERSIGNED

(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

Position..... Name of Bidder.....



**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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<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>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
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"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be
- ii) Subcontracted.....%
- iii) The name of the sub-contractor.....
- iv)The B-BBEE status level of the sub-contractor.....
- v) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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vi) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
	√	√
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		
<b>OR</b>		
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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
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**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p><b>Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?</b></p> <p><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of Bidder



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_ (Bid  
Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

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

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

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) Bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

**<sup>3</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.**

Name of Bidder: \_\_\_\_\_

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

Position: \_\_\_\_\_

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