

# BID DOCUMENT

**BID NUMBER:** FIC/RFB/OFFICE FURNITURE/14/2023/24

**ISSUE DATE:** 07 MARCH 2024

**COMPULSORY BRIEFING SESSION DATE (VIRTUAL):** 15 MARCH 2024

**CLOSING DATE FOR THE BID:** 28 MARCH 2024

**CLOSING TIME FOR THE BID:** 11:00

**DESCRIPTION FOR THE BID:** REQUEST FOR PROPOSALS FOR THE ONCE-OFF SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE AND RELATED ITEMS TO THE FINANCIAL INTELLIGENCE CENTRE - CENTURION OFFICE

**SUBMITTING BIDS:** One (1) original copy of the bid proposal must be handed in / delivered to:  
**TENDER BOX**  
**FINANCIAL INTELLIGENCE CENTRE**  
**BYLSBRIDGE OFFICE PARK**  
**CNR JEAN AVENUE & OLIEVENHOUTBOSCH**  
**(13 CANDELA STREET, HIGHVELD EXT 73)**  
**HIGHVELD, CENTURION**

Bidders are required to present their identity documents and/or valid driver's license at the main gate in order to gain entry within the FIC offices.

**CSD NUMBER**

.....

## DOCUMENTS IN THIS BID DOCUMENT PACK

### Contents

<b>PART A: SBD 1 INVITATION TO BID</b>	<b>3</b>
<b>PART B: TERMS AND CONDITIONS FOR BIDDING</b>	<b>4</b>
<b>PART C: SPECIAL CONDITIONS OF CONTRACT</b>	<b>5</b>
<b>PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK</b>	<b>8</b>
<b>PART E: EVALUATION PROCESS</b>	<b>17</b>
<b>PART F: FINANCIAL PROPOSAL/PRICING SCHEDULE</b>	<b>20</b>
<b>PART G: STANDARD BIDDING DOCUMENTS</b>	<b>22</b>
SBD 4: BIDDER'S DISCLOSURE	23
SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PPR 2022	26

**PART A: SBD 1 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL INTELLIGENCE CENTRE					
BID NUMBER:	<b>FIC/RFB/OFFICE FURNITURE/8/2023/24</b>	CLOSING DATE:	<b>28 MARCH 2024</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>REQUEST FOR PROPOSALS FOR THE ONCE-OFF SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE AND RELATED ITEMS TO THE FINANCIAL INTELLIGENCE CENTRE - CENTURION OFFICE</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>					
RECEPTION, FINANCIAL INTELLIGENCE CENTRE					
BYLS BRIDGE OFFICE PARK, CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGVELD EXT 73 CENTURION)					
HIGHVELD EXT 73					
CENTURION					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Pelisa Landule</b>	CONTACT PERSON	<b>Pelisa Landule</b>		
TELEPHONE NUMBER	<b>012 641 6052</b>	TELEPHONE NUMBER	<b>012 641 6052</b>		
FACSIMILE NUMBER	<b>N/A</b>	FACSIMILE NUMBER	<b>N/A</b>		
E-MAIL ADDRESS	<a href="mailto:Tenders@fic.gov.za">Tenders@fic.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:Tenders@fic.gov.za">Tenders@fic.gov.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:		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?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>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.</b>					

**PART B: TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD 7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

**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: .....

## **PART C: SPECIAL CONDITIONS OF CONTRACT**

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

The General Conditions of Contract (GCC) will form part of this BID documents and may not be amended.

Special Conditions of Contract (SCC) relevant to this BID, compiled separately for this BID (if applicable) will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

Copies of the GCC are available from the website

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

### **SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO TAKE NOTE OF:**

#### **1 FRAUD AND CORRUPTION**

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

#### **2 NEGOTIATION**

- 2.1 The Financial Intelligence Centre has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.
- 2.2 The Financial Intelligence Centre shall not be obliged to accept the lowest of any bid, offer or proposal in part or in whole.
- 2.3 All respondents will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of the Financial Intelligence Centre is the Supply Chain Manager or his/her written authorised delegate.

### **3 REASONS FOR REJECTION**

- 3.1 The Financial Intelligence Centre shall reject a proposal for the award of a contract if the recommended bidder/tenderer has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.2 The Financial Intelligence Centre may disregard the BID of any bidder/tenderer if that bidder/tenderer, or any of its directors:
- 3.2.1 Have abused the SCM system of the Financial Intelligence Centre.
  - 3.2.2 Have committed proven fraud or any other improper conduct in relation to such a contract.
  - 3.2.3 Have failed to perform on any previous contract and the proof exists.
- 3.3 Such actions shall be communicated to the National Treasury.

### **4 PAYMENTS**

- The Financial Intelligence Centre (FIC) will pay the service provider the Fee as set out in the final contract. No additional amounts will be payable by the FIC to the Contractor.
- 4.1 The Contractor shall from time to time during the currency of the contract invoice The Financial Intelligence Centre for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT Act No 89 of 1991 has been submitted to the FIC.
- 4.2 Payment shall be made into the bidder/tenderer's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this BID is awarded).
- 4.3 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other amounts of money required to be paid in terms of applicable law.

### **5 PRESENTATION / DEMONSTRATION**

- 5.1 The FIC reserves the right to request site visit/presentations/demonstrations from the short-listed bidder/tenderers if needed.

## **PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK**

### **SPECIFICATIONS FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF NEW OFFICE FURNITURE AND RELATED ITEMS**

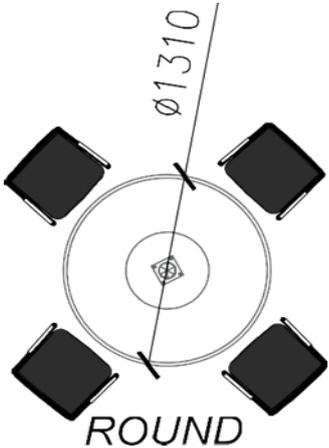
#### **PURPOSE**

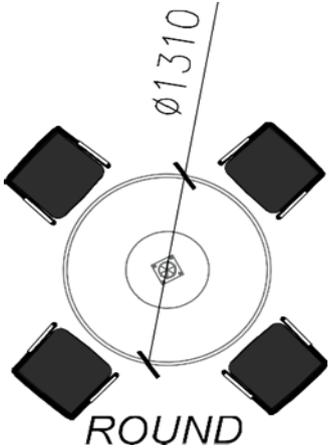
1. The Financial Intelligence Centre (FIC) is looking to appoint a suitably qualified and experienced supplier to supply, deliver and install new office furniture and related items for the Centurion Office on a once-off basis. The successful bidder will be expected to deliver the furniture within 60 days from the issuing of the Purchase Order.

#### **BACKGROUND OF THE FIC**

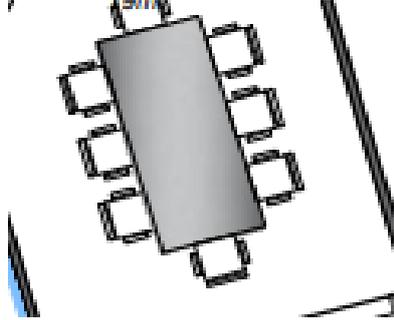
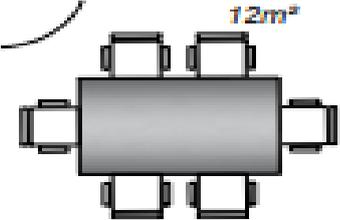
2. The Financial Intelligence Centre (FIC) was established in 2003, through the promulgation of the Financial Intelligence Centre Act, No. 38 of 2001 (FIC Act) as amended, with the purpose of identifying the proceeds of unlawful activities and combating money laundering and financing of terrorism.
3. The FIC is South Africa's national financial intelligence unit tasked to, amongst other functions; provide financial intelligence to stakeholders including law enforcement agencies, intelligence agencies and the South African Revenue Service. The FIC is also a member of the international standard-setting body, the Financial Action Task Force (FATF) which promotes effective implementation of legal, regulatory, and operational measures for combating money laundering, terrorist financing and other related threats to the integrity of the international financial system. In addition, the FIC is also a member of the Egmont Group, a united body of around 170 Financial Intelligence Units (FIUs), which provides a platform for the secure exchange of expertise and financial intelligence to combat money laundering and terrorist financing (ML/TF).
4. In achieving its mandate, the FIC inter alia plays a key role in assessing trends and threats posed by criminal activities, which assist investigating and prosecuting authorities to combat crime.

**SPECIFICATIONS/ REQUIREMENTS**

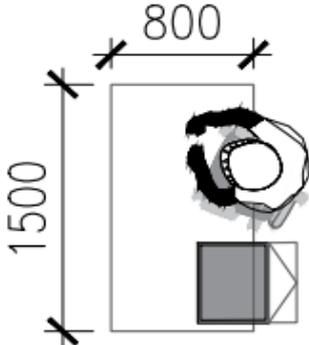
No.	Description	Specification	Colour	Quantity
1.	Desk with built-in power dock	 <ul style="list-style-type: none"> <li>• 2400 x 1300 x 720mmH (Desk)</li> <li>• 1700 x 800mm (L Extension with Pedenza)</li> <li>• Anthracite Backer</li> <li>• 32mm Top</li> <li>• Curved Laminated Modesty Panel</li> <li>• Curved 50mm Legs</li> </ul>	Maple Veneer	3
2.	4-seater round meeting table	 <ul style="list-style-type: none"> <li>• 32mm Top</li> <li>• 1310 x 1310 x 720mmH</li> <li>• Metal Base</li> </ul>	Maple Veneer	3

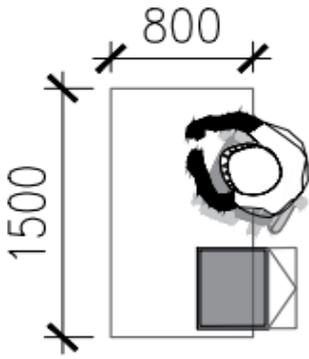
No.	Description	Specification	Colour	Quantity
3.	4-seater round meeting table	 <ul style="list-style-type: none"> <li>• 32mm Top</li> <li>• 1310 x 1310 x 720mmH</li> <li>• Metal Base</li> </ul>	Maple Melamine	7
4.	Visitor's chair/ 4-seater round table	 <ul style="list-style-type: none"> <li>• Black LC50 Arms</li> <li>• Black Powder Coated Round Tube Sleigh Base</li> <li>• Upholstered in Weavers World Vulcan Fabric</li> </ul>	Colour - Weaver Align- code 8647- Tidepool	72

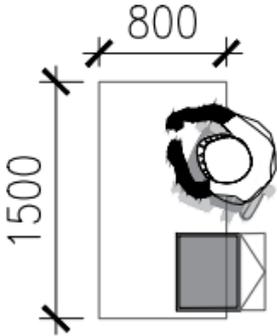
No.	Description	Specification	Colour	Quantity
5.	Management workstation with built-in power dock	<ul style="list-style-type: none"> <li>• 32mm top</li> <li>• 2000 x 900mm x 720H Desktop</li> <li>• 1200 x 600mm extension top</li> <li>• 2½ Drawer under countertop retrieval cabinet, With Pencil Tray and 2 Drawers, 699 high x 798 wide x 595 deep</li> <li>• Modesty panel for desktop</li> </ul> 	Maple Melamine	9
6.	Bookcase cabinet	<ul style="list-style-type: none"> <li>• 32mm Base and Top</li> <li>• 900(W) X400(D)1500(H) Hinged Glass Door Bookcase with solid back and 3 x shelves.</li> </ul> 	Maple Melamine	8
7.	Functional office workstations with built-in power dock	<p>1600 X 800 (working surface) Desk Height</p> <p>3 drawer mobile pedestal with one deep filer, cable tray and modest panels.</p> 	Maple Melamine	12

No.	Description	Specification	Colour	Quantity
8.	Boardroom Table	 <ul style="list-style-type: none"> <li>• Rectangular shaped 2700 x 1200 x 760mmH</li> <li>• 8-Seater</li> <li>• 48mm Top (to match the existing table)</li> <li>• Rectangular Legs and modesty panel</li> <li>• Pop up power doc</li> </ul>	Medium Cherry Rosewood	1
9.	Boardroom Table	 <ul style="list-style-type: none"> <li>• Rectangular Shaped</li> <li>• 2200 x 1200 x 760mmH</li> <li>• 6 - Seater</li> <li>• 48mm Top (to match the existing table)</li> <li>• Rectangular Legs and modesty panel</li> <li>• Pop up power doc</li> </ul>	Medium Cherry Rosewood	3

No.	Description	Specification	Colour	Quantity
10.	Boardroom chair	 <ul style="list-style-type: none"> <li>• Synchro mechanism with 5 position lock</li> <li>• High density foam on seat and backrest</li> <li>• Gas height adjustment</li> <li>• Non-woven mesh back and woven mesh seat</li> <li>• Black PU spider base</li> <li>• Adjustable seat back and forth</li> <li>• Adjustable back up and down</li> <li>• Adjustable lumbar support</li> <li>• Adjustable black PU arms</li> <li>• Adjustable head rest</li> <li>• Upholstered seat and back</li> <li>• Carries 150kgs mass daily</li> </ul>	Colours (Vulcan Mint 35- back rest, Cobalt 50-seat)	48

No.	Description	Specification	Colour	Quantity
11.	6-Way Face to Face Cluster with Built-in Power Dock	<ul style="list-style-type: none"> <li>• 32mm Top</li> <li>• 1500 x 800mm Desk Top, desk height 3 drawer mobile pedestal with one deep filer, cable tray and modest panels.</li> <li>• Aluminum screen framed privacy</li> </ul>  <p><b>OPEN PLAN DESK</b></p>	Maple Melamine	5
12.	4-Way Face to Face Cluster With Built-in Power	<p><b>a. Size A</b></p> <ul style="list-style-type: none"> <li>• 32mm Top</li> <li>• 1600 (working surface) x 420 (drawers) x 800 (width) x 720 (height) mm</li> <li>• Aluminum framed privacy screen</li> <li>• Modesty panel</li> </ul> 	Maple Melamine	7

No.	Description	Specification	Colour	Quantity
13.	4-Way Face to Face Cluster With Built-in Power (Fusion Centre)	<p><b>b. Size B</b></p> <ul style="list-style-type: none"> <li>• 32mm Top</li> <li>• 1500 x 800mm Desktop, Desk Height Pedestal, cable trays and modesty panels.</li> <li>• Aluminum screen</li> </ul>  <p><i><b>OPEN PLAN DESK</b></i></p>	Maple Melamine	2
14.	2-Way face to face cluster with built-in power dock	<ul style="list-style-type: none"> <li>• 32mm Top</li> <li>• 1600 (working surface) x 420 (drawers) x 800 (width) x 720 (height) mm</li> <li>• Aluminum framed privacy screen</li> <li>• Modesty panel</li> </ul> 	Maple Melaine	8

No.	Description	Specification	Colour	Quantity
15.	2 -way cluster side by side with built-in power dock	<ul style="list-style-type: none"> <li>• 32mm Top</li> <li>• 1500 x 800mm Desk Top, Desk Height Pedestal Pole Legs Blade Power Set &amp; 3m cable trays and modest panels</li> <li>• Aluminum screen</li> </ul>  <p style="text-align: center;"><b>OPEN PLAN DESK</b></p>	Maple Melamine	3
16.	ICT service desk-Bar stool	<p>High Chair- Seat Height Adjustment Swivel Mechanism Backrest Depth Adjustment 5 Star Nylon Base 50 mm castors Chrome 50 mm castors</p> 	Colours (Vulcan Mint 35- back rest, Cobalt 50- seat)	5

No.	Description	Specification	Colour	Quantity
17.	High-back Chair	 <ul style="list-style-type: none"> <li>• 2 Lever Synchro Mechanism</li> <li>• Gas Height Adjuster</li> <li>• Black LC95 Adjustable Arms</li> <li>• Black Base</li> <li>• Upholstered in Weavers World Vulcan Fabric</li> </ul>	Colours (Vulcan Mint code 35- back rest, Cobalt code 50-seat)	98
18.	Power Dock	Power set with connecting cable and extensions 	N/A	98

## EVALUATION PROCESS

Evaluation of bids received will be based on compliance with pre-selection (mandatory) requirements, price, and specific goals (B-BBEE status level of verification)

### 5. Pre-selection Requirements

No.	Item	Requirement
5.1	Central Supplier Database	Bidders must be registered on the Central Supplier Database (CSD) prior to submitting a bid.
5.2	CSD Tax compliant status	CSD must reflect a tax compliant status before any appointment letter/ order is awarded, thus the bid will only be awarded to a bidder whose overall tax status on CSD is compliant.
5.3	Valid B-BBEE Certificate or Sworn Affidavit	Bidders must submit a B-BBEE Certificate issued by SANAS Accredited BEE Verification Agencies OR a sworn affidavit as prescribed by the B-BBEE codes of good practice.
5.4	Standard Bidding Document (SBD) 1 and 4 forms – Invitation to Bid and Bidder’s Declaration	SBD 1 and 4 forms must be fully completed, signed, and submitted with the bid.
5.5	SBD 6.1 form – Preference Points Claim form in terms of the Preferential Procurement Regulations 2022	SBD 6.1 form must be fully completed, signed, and submitted with the bid.
5.6	Guarantee	All furniture must carry 5-year guarantee. Proof of guarantee/ guarantee letter from the manufacturer must be submitted with the bid.

No.	Item	Requirement
5.7	Attendance of compulsory site visit	Attendance of the site inspection is compulsory. Bidders who do not attend the compulsory site visit will be eliminated.
5.8	Annexure A (Pricing Schedule)	Pricing must conform to the pricing schedule as per the template in Annexure A and must be fully completed.
5.9	Company experience in delivering similar goods/ items	A minimum of five (5) years company experience in delivering similar goods/ items. This must be indicated on the company profile submitted with the bid.
5.10	Positive reference letters in delivering similar goods/ items	Provide a minimum of 2 positive reference letters from 2 different clients where similar goods/ items were delivered/ supplied to satisfaction. The letters must not be older than five years as at date of submission.

**Please Note:**

- a) A bidder who fails to comply with requirements No. 5.1, 5.2, 5.4, 5.6, 5.7, 5.8, 5.9 and 5.10 will be disqualified from the evaluation process.
- b) A bidder who fails to comply with requirements No. 5.3 and 5.5 will forfeit preference points.

**6. Price and B-BBEE Status Level of Contribution**

Bids that comply with all mandatory requirements will be evaluated in terms of the 80/20 preference points system in accordance with the stipulations in the Preference Points Claim Form (SBD 6.1 Form) in terms of the Preferential Procurement Regulations, 2022.

**CONDUCT OF WORK**

7. Engagement with bidders will be conducted at the offices of the FIC at:  
**Financial Intelligence Centre Byls Bridge Office Park, 13 Candela Street, Highveld Ext 73, Centurion.**

## **FINANCIAL PROPOSAL/ PRICING SCHEDULE**

8. The proposed prices must be provided in the format as per the table attached as **Annexure A**.
9. Service providers that are VAT registered, ensure each line item is VAT inclusive.

## **VALIDITY PERIOD**

10. Bids must be valid for a minimum period of 90 days from the closing date of the bid.
11. Bidders must hold their proposals valid for acceptance by the FIC at any time within the requested validity period after the closing date of the bid.

## **IMAGES/ PICTURES/ CATALOGUE**

12. Bidders should provide images/ pictures/ catalogue of the proposed pictures. The pictures used in these specifications are just examples, however similar or equivalent products can be supplied but must be as close as possible to comply with the size, specification, and technical requirements.

## **COMPULSORY BRIEFING SESSION**

13. A compulsory briefing session will be held to enable prospective bidders to understand the requirements in this bid document. This session will include a time slot for questions and answers. This will be a virtual session hosted by Microsoft Teams.
14. A virtual compulsory briefing session will be held under the following details:

<b>Date:</b>	15 March 2024
<b>Time:</b>	11 – 12h30
<b>Venue / Platform</b>	Microsoft Teams
<b>Link to meeting:</b>	<a href="#">Click here to join the meeting</a>

## ANNEXURE A

### FINANCIAL PROPOSAL/ PRICING SCHEDULE

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID

SUPPLY, DELIVERY, AND INSTALLATION OF NEW OFFICE FURNITURE AND RELATED ITEMS TO THE FINANCIAL INTELLIGENCE CENTRE (FIC) – CENTURION OFFICE

Item No.	Description	Unit Price (Including VAT)	Quantity	Total Price (Including VAT)
1.	Executive Desk With Built-in Power Dock		<b>3</b>	
2.	4-Seater Round Meeting Table - Veneer		<b>3</b>	
3.	4-Seater Round Meeting Table - Melamine		<b>7</b>	
4.	Visitor Chair		<b>72</b>	
5.	Management Workstation With Built-in Power Dock		<b>9</b>	
6.	Bookcase Cabinet		<b>8</b>	
7.	Functional Office Workstations With Built-in Power Dock		<b>12</b>	
8.	8-Seater Boardroom Table		<b>1</b>	
9.	6-Seater Boardroom Table		<b>3</b>	
10.	Boardroom Chair		<b>48</b>	
11.	6-Way Face-to-Face Cluster With Built-in Power Dock		<b>5</b>	

<b>Item No.</b>	<b>Description</b>	<b>Unit Price (Including VAT)</b>	<b>Quantity</b>	<b>Total Price (Including VAT)</b>
12.	4-Way Face-to-Face Cluster With Built-in Power Dock – <b>Size A</b>		<b>7</b>	
13.	4-Way Face-to-Face Cluster With Built-in Power Dock – <b>Size B</b>		<b>2</b>	
14.	2-Way Face-to-Face Cluster With Built-in Power Dock – <b>Size A</b>		<b>8</b>	
15.	2-Way Face-to-Face Cluster With Built-in Power Dock – <b>Size B</b>		<b>3</b>	
16.	ICT Service Desk Bar Stool		<b>5</b>	
17.	High-back Chair		<b>98</b>	
18.	Power Dock		<b>98</b>	
<b>Total Bid Price (Including VAT)</b>				<b>R</b>

**Delivery and Installation Address:**

- Financial Intelligence Centre  
Bylsbridge Building 11  
13 Candela Street  
Highveld Extension 73  
Centurion  
0157

**Note:**

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

**PART G: STANDARD BIDDING DOCUMENTS (OVERLEAF)**

1. Standard Bidding Document (SBD) 4 Form: Bidder's Disclosure
2. Standard Bidding Document (SBD) 6.1 Form: Preference Points Claim Form

## 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 State institution

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

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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.

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

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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.

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

**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 system is applicable to invitations to this tender:

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

**1.2 To be completed by the organ of state**

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this shall be awarded for:

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

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

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<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 FIC requires of a tenderer to substantiate any claim in regards to preferences, by submitting their current/valid B-BBEE certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice.

## 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) “**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 PREFERENCE POINT SYSTEMS

A maximum of 80/20 points is allocated for price on the following basis:

**80/20**

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest 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 2022, 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 that shall be supported by proof / documentation as stated in the conditions of this tender:

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

**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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The B-BBEE Certificate is used as a measurement instrument for FIC's specific goals:	20 Maximum	
B-BBEE Status level of contributor: 1	20	
B-BBEE Status level of contributor: 2	18	
B-BBEE Status level of contributor: 3	14	
B-BBEE Status level of contributor: 4	7	
B-BBEE Status level of contributor: 5	4	
B-BBEE Status level of contributor: 6	2	
B-BBEE Status level 7 – 8 and non-compliant contributors	0	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. 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]

4.5. 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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....