



COLLEGE OF CAPE TOWN FOR TVET

TENDER DOCUMENT

TENDER NUMBER: CCT082023


APPOINTMENT OF A SERVICE PROVIDER FOR ELECTRICAL COC AND ENERGY
PERFORMANCE CERTIFICATE FOR THE COLLEGE OF CAPE TOWN CAMPUSES.

CLOSING DATE: 26 JANUARY 2024 11h00am

BRIEFING MEETING: 19 JANUARY 2024 at 11H00am

FOR OFFICE USE

APPROVED/NOT APPROVED


Dr M. MUSWABA (FCIS)
PRINCIPAL

NAME OF TENDERER:

TOTAL BID PRICE (INCL. VAT):.....

PREFERENCE / B-BBEE GRADIN:.....

CENTRAL SUPPLIER DATABASE NO:.....



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SECTION A

INVITATION TO BID (SBD 1)

1. YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COLLEGE OF CAPE TOWN FOR TVET

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR ELECTRICAL COC AND ENERGY PERFORMANCE CERTIFICATE FOR THE COLLEGE OF CAPE TOWN CAMPUSES.

BID NUMBER: CCT082023 **CLOSING DATE:** 26 JANUARY 2024

CLOSING TIME: 11h00AM **OPENING TENDER BOX:** 26 JANUARY 2024 at 11h15

BID DOCUMENT SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT:

COLLEGE OF CAPE TOWN FOR TVET CENTRAL OFFICE
334 Albert Road
Salt River

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 08h00 am to 16h00 (Monday – Friday) on normal working days.

A bid register should be signed on submission.

2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.



2.1. THE FOLLOWING PARTICULARS MUST BE FURNISHED

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER: CODE..... NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER: COD..... NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

CENTRAL SUPPLIER DATABASE No: MAAA.....

HAS A TAX STATUS COMPLIANCE PIN BEEN SUBMITTED (SBD 2)? **YES / NO**

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT
BEEN SUBMITTED (SBD 6.1)? **YES / NO**

[TICK APPLICABLE BOX]

☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)

OR

☐ A SWORN AFFIDAVIT OR CERTIFICATE ISSUED BY COMPANIES AND INTELLECTUAL PROPERTY
COMMISSION



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

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

SERVICES / WORKS OFFERED?

YES / NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE.....N/A.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Contact Person: _____

Telephone No: _____

E-mail Address: _____



SECTION B NOTES TO TENDERERS

1. EXTENT OF CONTRACT

As a guide only to tenderers, the work embodied in this contract comprises of:

APPOINTMENT OF A SERVICE PROVIDER FOR ELECTRICAL COC AND ENERGY PERFORMANCE CERTIFICATE FOR THE COLLEGE OF CAPE TOWN CAMPUSES..

2. DISTRIBUTION LIST

Tenderers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform the Procurement Manager at once and have the same rectified. No liability whatsoever will be incurred in respect of errors in any tender due to the tenderer's failure to observe this requirement.

3. ACCEPTANCE OF TENDERS

The College is not bound to accept the lowest or any tender nor are they required to give reasons for selecting any tender.

Any alteration made by the tenderer must be initialed.

Use of correcting fluid is prohibited.

4. TENDER CLOSING

Sealed tenders, endorsed on the envelope "CCT082023" and "Company Name" should be deposited in the tender box at the security gate, Head Office, 334 Albert Road, Salt River not later than 11:00 am on **26 January 2024**.

No bid submitted by telefax, telegraphic or other electronic means will be considered.



5. COMPULSORY BRIEFING MEETING

Compulsory briefing will be conducted.

Date: 19 January 2024 at 11h00am

Venue: Crawford Campus

Should you not receive a reply from the College after 90 days of submission of this Tender, consider that your Tender was not successful.

6. THE BID SPECIFICATION

The applicable specifications shall be provided by College of Cape Town for TVET is attached as annexure 1. The Supplier should note that the quantities herewith stated maybe subject to change.



SECTION C

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE (CSD)

1. In terms of the National Treasury SCM Instruction No 4 A of 2016/2017, all suppliers of goods and services are required to register on the National Treasury Central Suppliers Database, before the submission of their bid.
2. If you wish to apply for online registration, use the following website,
<https://secure.csd.gov.za/>
3. The supplier/service provider must register on the National Treasury Central Supplier's Database. **FAILURE TO BE REGISTERED BEFORE THE CLOSE OF BID THE SUPPLIERS/SERVICE PROVIDER WILL BE DISQUALIFIED.**

DECLARATION THAT INFORMATION ON CSD IS CORRECT AND UP TO DATE

THIS IS TO CERTIFY THAT I (name of tenderer / authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIERS DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.



AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND /OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:.....



SECTION D

DECLARATION OF INTEREST (SBD 4)

1. Any legal person, including persons employed by the state¹, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, 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 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, trustee, shareholder², member):
 - 2.4 Registration number of company.....
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:



2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"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"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
Presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:

Any other particulars:

.....



2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

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

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have 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? **YES / NO**

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
any other 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 / trustees / shareholders / members YES/NO
of 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:

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

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number



4. DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



SECTION E TAX COMPLIANCE STATUS REQUIREMENTS

1. Bidders must ensure compliance with their tax obligations.
2. Bidders are required to submit their Tax Compliance Status (TCS) Pin issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.
3. Application for TCS Pin may be made via e-filing through the SARS website:
www.sars.gov.za.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate TCS pin.



SECTION F

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

80/20 or 90/10

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:

$$P_S = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

P_s	=	Points scored for price of tender under consideration
P_t	=	Price of tender under consideration
P_{max}	=	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.

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	80/20 preference points system	90/10 Preference points system
Women	4	3
Youth	4	2
Disabled Person	4	2
Enterprise located in Western Cape	3	1
Black owned Enterprise	5	2

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:

.....



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SECTION G

SBD 3.1

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 CCT082023

Closing Time 11:00

Closing date 26 January 2024

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID 26 JANUARY 2024

APPOINTMENT OF A SERVICE PROVIDER FOR ELECTRICAL COC AND ENERGY PERFORMANCE CERTIFICATE FOR THE COLLEGE OF CAPE TOWN CAMPUSES

ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY ALL APPLICABLE TAXES INCLUDED – EACH	TOTAL PRICE (TAXES INCLUDED)
NO.1	Inspect, test, fault finding and fix on wiring, plugs, lights fitting, switches, isolators, including upgrading of DB and labelling and DB to have legends and required signs.		
2	Fix all faults/findings found in preparation to issue a Certificate of Compliance for the entire buildings.		
3	Supply electrical certificate of compliance on completion (CoC) per Distribution Board including all sub-DB and main DB.		
4	Issue of energy performance certificate (EPC certificate) as per applicable legislation and regulations		

5	Issue As-built drawings			
	TOTAL			

-
- 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



SPECIFICATION 1

Request for appointment of a registered and accredited Electrical Service Provider for the College of Cape Town premises listed in the table on page 2 and 3. The Electrical Service Provider will be responsible for electrical fault finding, fix and issue Electrical Certificate of Compliance and Energy Performance Certificate for the College of Cape Town premises (refer to table below):

Scope of Works

The purpose of the appointment of a Service Provider is to issue to the Client an Electrical Certificate of compliance certification and an Energy Performance Certification.

For the issuing of Electrical CoC and Energy Performance Certificate the Service Provider shall:

No	Description
1	Inspect, test, fault finding and fix on wiring, plugs, lights fitting, switches, isolators, including upgrading of DB and labelling and DB to have legends and required signs.
2	Fix all faults/findings found in preparation to issue a Certificate of Compliance for the entire buildings.
3	Supply electrical certificate of compliance on completion (CoC) per Distribution Board including all sub-DB and main DB.
4 .	Issue of energy performance certificate (EPC certificate) as per applicable legislation and regulations
5.	Issue As-built drawings

Pre-requisites technical

1. Must be an Electrician registered with the Department of Labour, have experience, and provide proof thereof.
2. An accredited Energy Performance Service Provider

Outcome

1. The electrical certificate of compliance must be neat, all sections must be complete and no alterations to be made as this may cause the certificate to be invalid.
2. The electrical certificates of compliance must be issued on the most recent certificates of compliance document issued by the Department of Labour.
3. Issue Energy Performance certificate
4. Issue As-Built drawings.

Quantity	Item Description
1	Athlone Campus: Corner of Protea and Eland Street, Athlone GPS location: -33.958459915311686, 18.509819204335155
1	City Campus 89D Corner of Long market and Buitenkant Street, Cape Town GPS location: -33.9250338383198, 18.424117701816467
1	City Residence 28 Constitution St CBD Cape Town, 8001 GPS Location: -33.92913145041532, 18.425569997837677
1	Crawford Campus 174 Kromboom Road,

	Crawford GPS Location: -33.97081160355392, 18.511344401616224
1	Gardens Campus Breda Street, Gardens 8001 GPS Location: -33.93470838152157, 18.415128953102737
1	Gugulethu Campus Corner of Steve Biko Drive and Ngambu Street Gugulethu GPS Location: -33.97292109549363, 18.561573305460907
1	Pinelands Campus 18 Jan Smuts Drive, Pinelands GPS Location: -33.924138715012326, 18.50593459710228
1	Thornton Campus Corner of Cedar and Poplar Road, Thornton GPS Location: -33.92491515864976, 18.53311534161998
1	Wynberg Campus 31 Broad Road, Wynberg

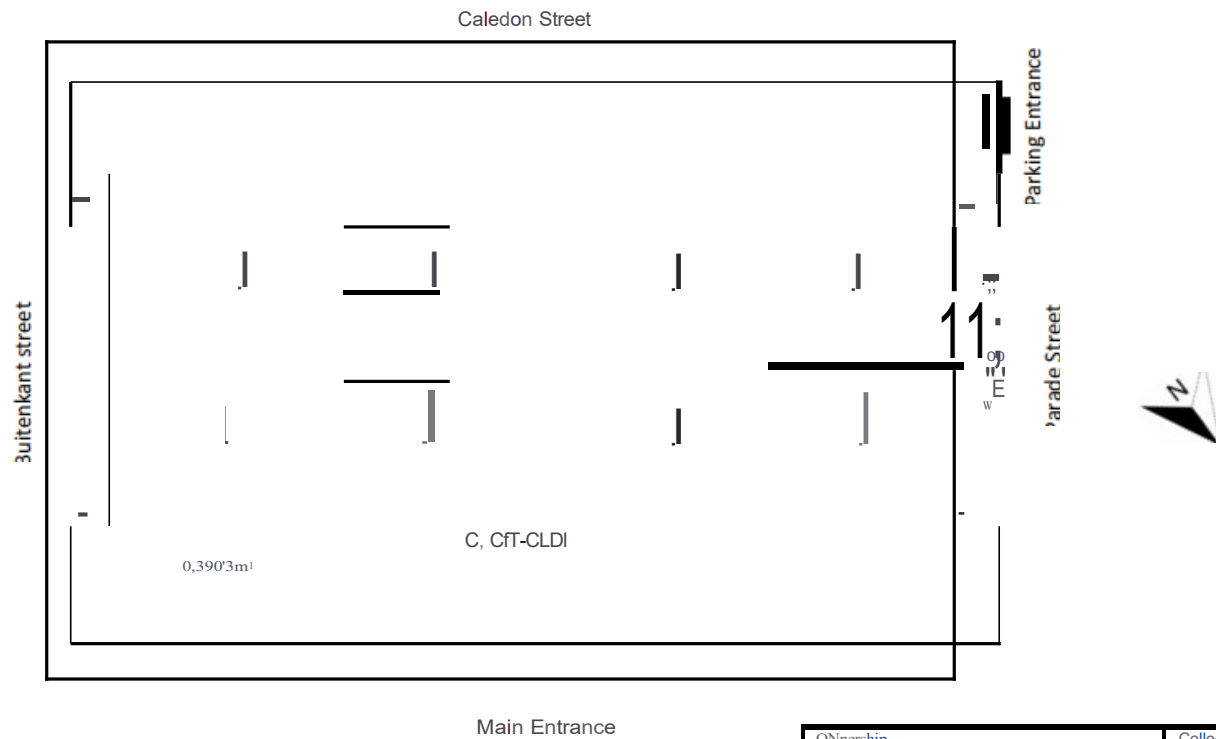
	GPS Location: -34.00146068188156, 18.476458625558752
	Central Office 334 Albert Road, Salt River GPS Location: -33.92759353928857, 18.456907168201315

1. Athlone Campus



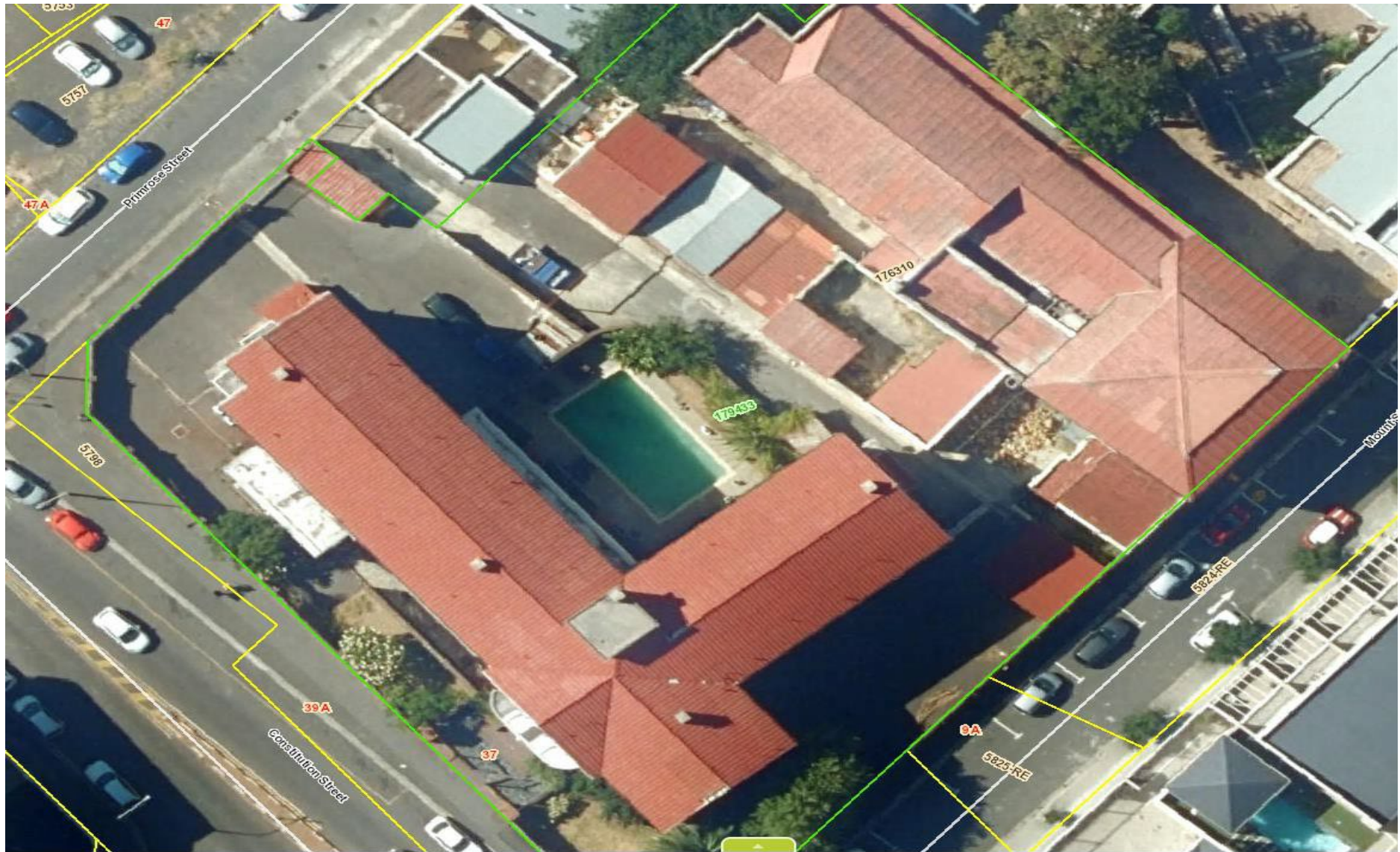
City Campus





Ownership	College of Cape Town-City Campus
North Arrow	As indicated
Name and contact details of person responsible	Basil Naicker- 021404 6700
Name of Verifier	Andre P.ossouw- 021404 6700
Erf Number	4943
Physical Address	Corner of Lonmarket and Buitenkant Street
GPS Coordinates	33.553533 , 18.252660
Gross Square Metre of Site	4892m²

2. City Residence

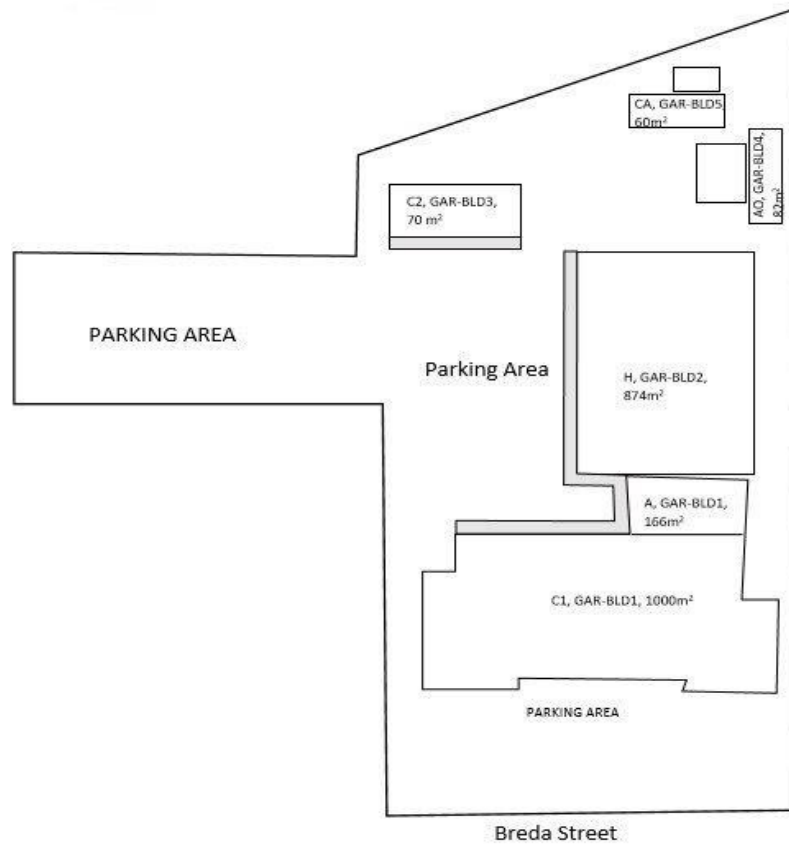


Crawford Campus



Gardens Campus



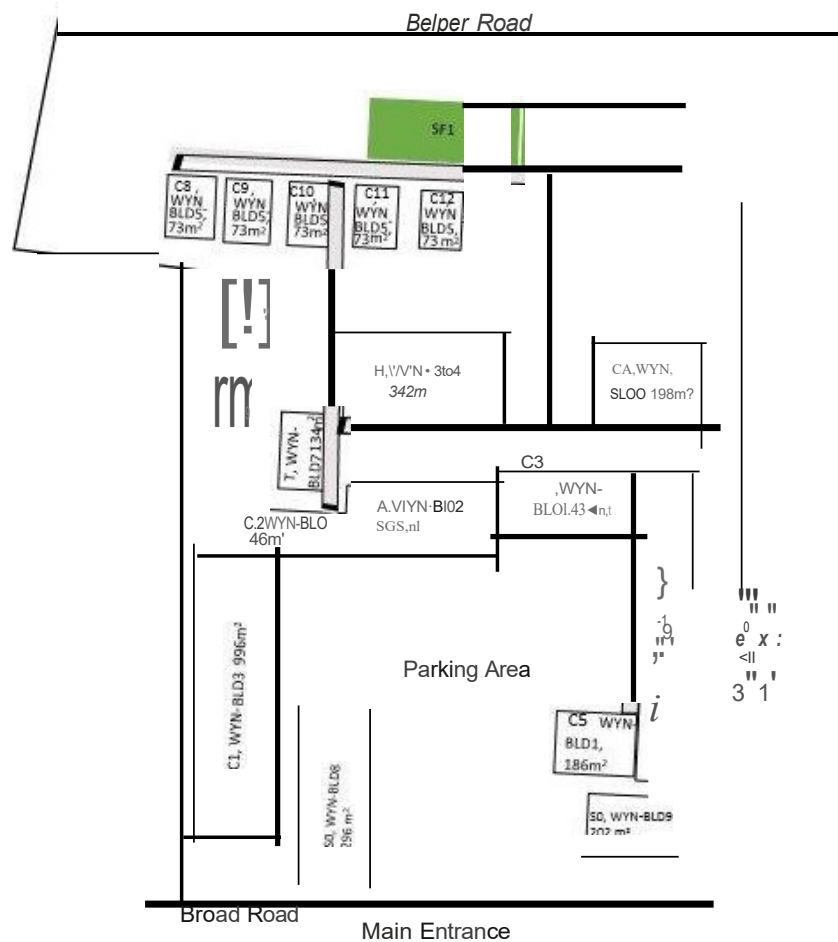


Ownership	College of Cape Town – Gardens Campus
North Arrow	As indicated
Name and contact details of person responsible	Basil Naicker – 021 404 6700
Name of Verifier	Andre Rossouw – 021 404 6700
Erf Number	344, 347, 349, 352, 353, 354, 351
Physical Address	Breda Street Oranjezicht Cape Town
GPS Coordinates	33.56880, 18.245613
Gross Square Metre of Site	5720m ²



Pinelands

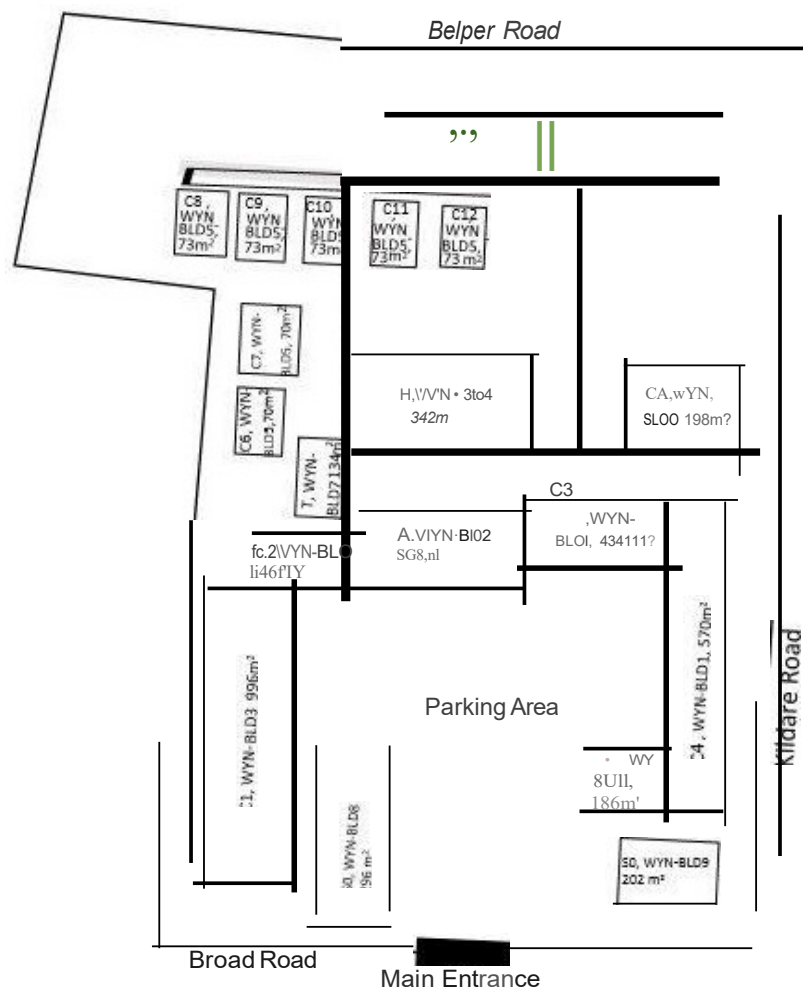




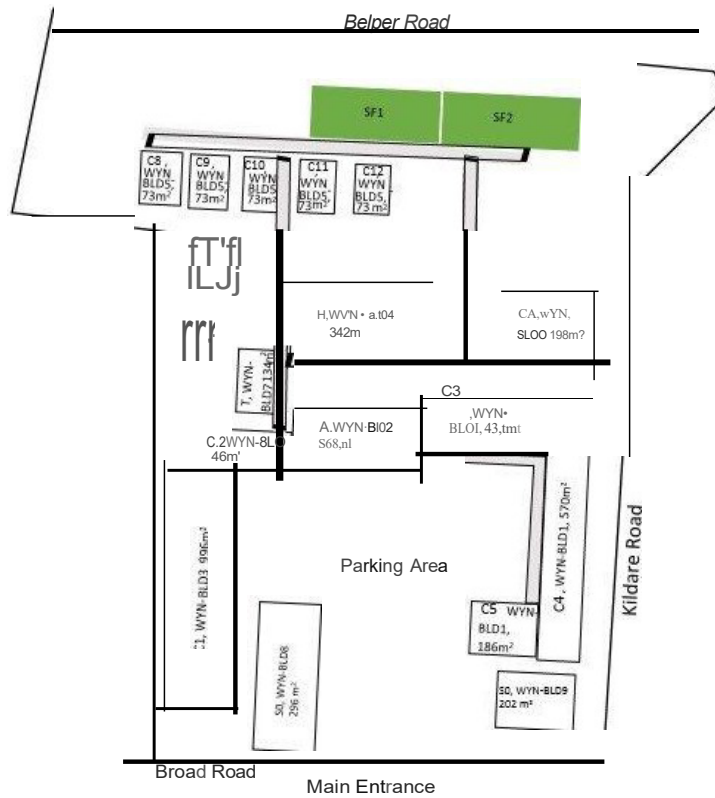
Ownership	College of CapeTown-Wynberg Campus
North Arrow	Asindicated
Name and contact details of person responsible	Basil Naicker -021404 6700
Name of Verifier	Andre Rossouw- 021 4046700
frfNumber	91551
Phys.ica1Address	Corner of BroadandKildare road, Wynberg
GPSCoordinates	34.01300, 18.283358
GrossSquare Metre of Site	11075m'

Thornton Campus





O.vnership	College of Cape Town-Wynberg Campus
North Arrow	As indicated
Name and contact details of person responsible	Basil Naicker -021404 6700
Name of Verifier	Andre Rossouw-021 4046700
frfNumber	91551
Phys.ica1Address	Corner of Broad and Kildare road, Wynberg
GPSCoordinates	34.01300,18.283358
Gross Square Metre of Site	11075m'

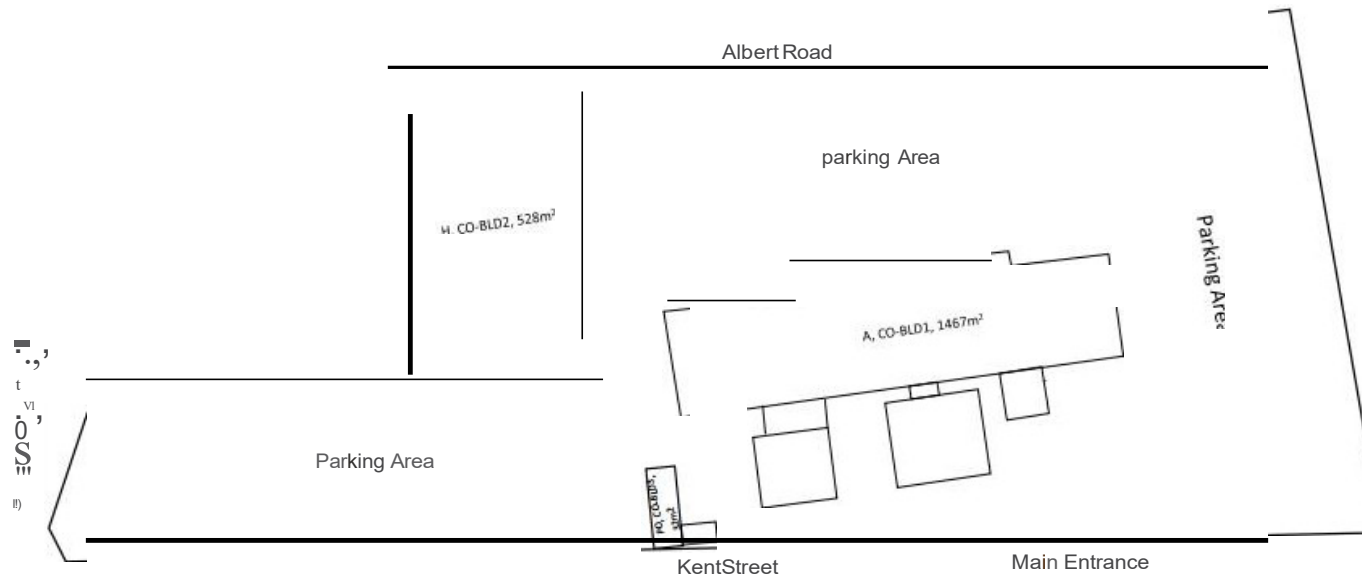


Ownership	College of Cape Town - Wynberg Campus
North Arrow	As indicated
Name and contact details of person responsible	Basil Naicker - 021404 6700
Name of Verifier	Andre Rossouw - 021 4046700
frfNumber	91551
Phys.ica1Address	Corner of Broad and Kildare road, Wynberg
GPSCoordinates	34.01300, 18.283358
GrossSquare Metre of Site	11075m²

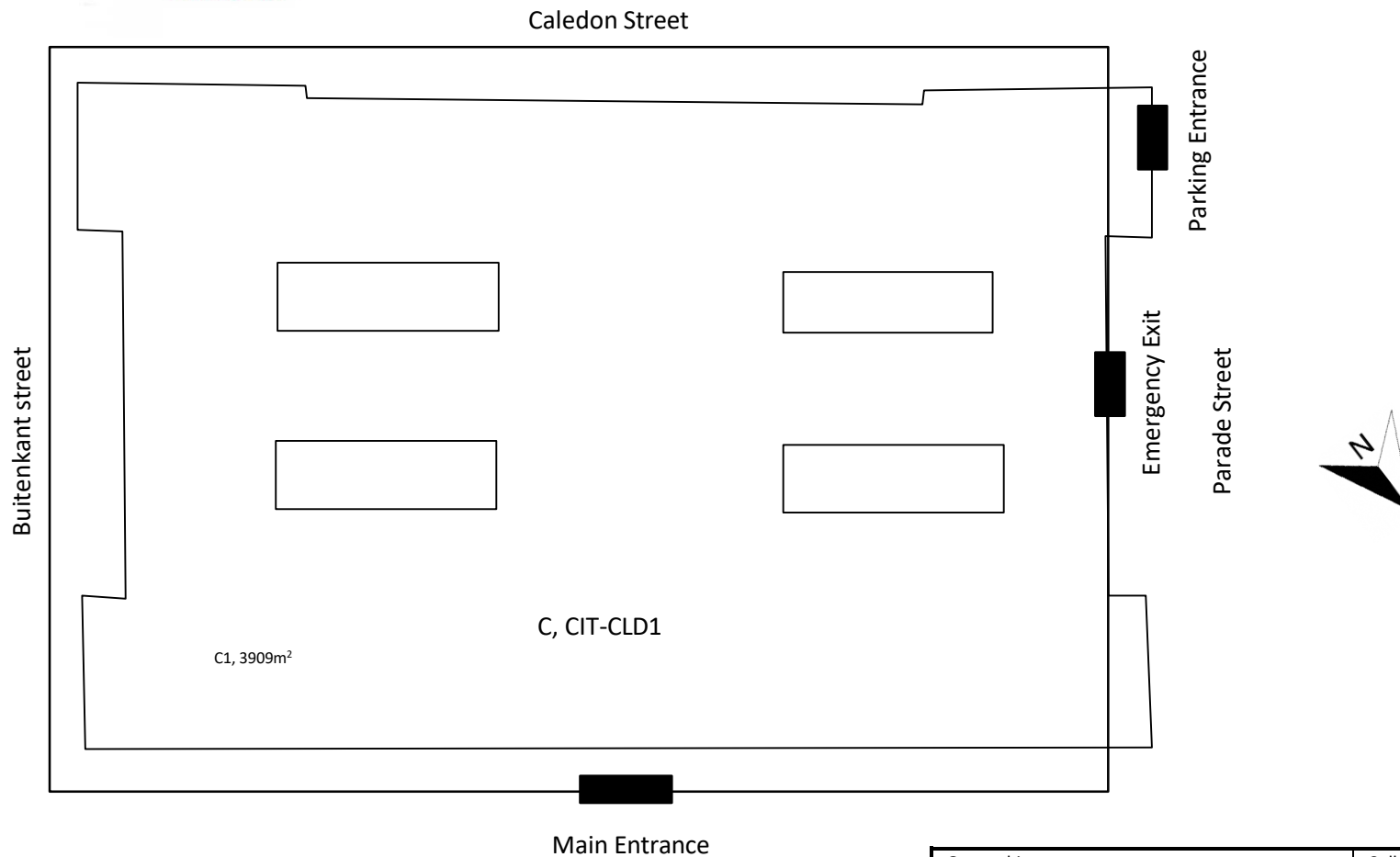
Central Office



CENTRAL OFFICE CODE: TWPCCTCO



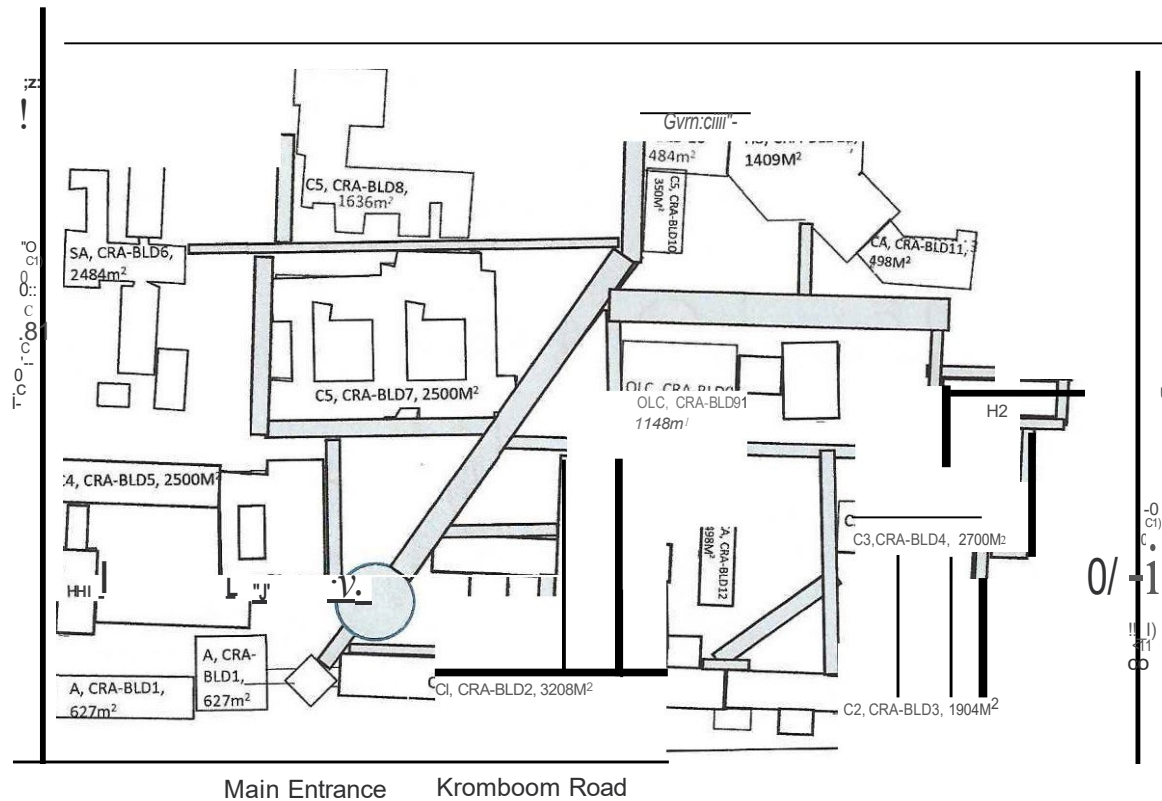
Ownership	College of Cape Town-Central Office
North Arrow	/As Indicated
Name and contact details of person responsible	Basil Nakker-021404 6700
Name of Verifier	Andre Rossouw-021404 6700
Erf Number	11781, 11782, 11783, 11784, 11785
Physical Address	334 Albert Road, Salt River
GPS Coordinates	33.554109, 18.272542
Gross Square Metre of Site	5233m²



Ownership	College of Cape Town – City Campus
North Arrow	As indicated
Name and contact details of person responsible	Basil Naicker – 021 404 6700
Name of Verifier	Andre Rossouw – 021 404 6700
Erf Number	4943
Physical Address	Corner of Lonmarket and Buitenkant Street
GPS Coordinates	33.553533 , 18.252660
Gross Square Metre of Site	4892 m2



Ownership	College of Cape Town – Central Office
North Arrow	As Indicated
Name and contact details of person responsible	Basil Naicker – 021 404 6700
Name of Verifier	Andre Rossouw – 021 404 6700
Erf Number	11781, 11782, 11783, 11784, 11785
Physical Address	334 Albert Road salt River
GPS Coordinates	33.554109 , 18.272542
Gross Square Metre of Site	5233 m²



J,

Ownership	College of Cape Town -Crawford Campus
North Arrow	As indicated
Name and contact details of person responsible	Basil Naicker-0214046700
Name of Verifier	Andre Rossouw -021404 6700
Erf Number	37806,38018,38019
Physical Address	Corner of Kromboom and Belgravia Road
GPS Coordinates	33.582069, 18.304715
Gross Square Metre of Site	72013m²



SECTION H
AUTHORITY TO SIGN A BID (SBD 11)

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20..... ,

Mr/Mrs/Miss (whose signature appears below) has been duly authorised to sign all documents in connection with this BID on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: WITNESS: 1.....

1.



B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned.....hereby confirm that I am the sole owner of the
business

Trading as

.....

SIGNATURE

.....

DATE

(PRINT NAME)

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner

Residential address

Signature

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

We, the undersigned partners in the business trading as.....

hereby authorized to sign this bid as well as any contract
resulting from the bid and any other documents and correspondence in connection with this bid and
/or contract on behalf of

.....

.....

.....

SIGNATURE

SIGNATURE

SIGNATURE

.....

.....

.....

DATE

DATE

DATE



D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at

.....Mr/Mrs/Miss....., whose

signature appears below, has been authorised to sign all documents in connection with this bid on

behalf of (Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION(PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1

 2

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Mrs/Miss , whose signature appears below,

has been authorised to sign all documents in connection with this bid on behalf of (Name of co-

operative)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/HER CAPACITY AS:



DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES:

1

2

F. JOINT VENTURE

If a Bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

***A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.**

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners

on.....20.....Mr/Mrs/Miss.....,Mr/Mrs/Miss.....

.....Mr/Mrs/Miss.....and Mr/Mrs/Miss(Whose signatures appear

below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture).....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE:

DATE:



IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE:

DATE:



SECTION I

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

- 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>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>



4.1.1	If so, furnish particulars:		
4.2	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	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



SECTION J

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

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



SBD 9

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 consortium³ 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.

³ 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.



SBD 9

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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



SECTION K

EVALUATION CRITERIA

Evaluation will be based on:

PHASE 1	PHASE 2	PHASE 3
ADMINISTRATIVE COMPLIANCE	FUNCTIONALITY REQUIREMENT	PRICE AND BBBEE Status Lev
Compliance with mandatory bid requirements and returnable documents.	Bidders will be assessed to verify capacity to execute the contract. Bidders will be expected to provide evidence.	<i>The scoring will be taken into account when College is selecting consultants from the Panel for a specific assignment</i>

a. PHASE 1: ADMINISTRATIVE COMPLIANCE

1. PHASE 1: ADMINISTRATIVE COMPLIANCE/RESPONSIVENESS				
Bids which do not comply with the administrative compliance will not be considered for Phase 2.				
#	Returnable Documents	Yes	No	
1.	Fully Completed Bid Document			
2.	Valid SARS Tax Clearance Pin Number, Tax number or original tax Clearance certificate			
3.	Declaration of interest by Supplier – SBD 4			
4.	Declaration of bidders Past Supply Chain Management practice – SBD 8			
5.	Certificate of Independent Bid Determination – SBD 9			
6.	Central Supplier Database Registration with National Treasury (Unique Reference. Number & Supplier Number)			
7.	Proof of Registration with Companies and Intellectual Property Commission (CIPC) including Share Holder Certificates (printout not older than 1 month from the submission date)			



8.	Certified I.D. Copies of Members / Shareholders (not older than 3 months from the submission date)		
9.	Original certified copy of BBBEE Certificate		
10.	Audited Financial Statements for three years (2019, 2020 & 2021)		
11.	Proof of Residential Address (Municipality Rates Bills, Telephone Bill, or current lease agreement letter from Ward councilor or affidavit from Commissioner of oaths, if office is in an area where rates are not paid)		

b. PHASE 2: Functionality

Proposals will be evaluated according to the functionality criteria indicated below. Bids that scores less than **70%** of the points allocated for functionality will be eliminated. In order to ensure meaningful evaluation, bidders must submit detailed information in substantiation of the evaluation criteria mentioned.

Tenders shall be evaluated in terms of the following parameters:

1.1 Technical Evaluation

The bidder must comply with all mandatory technical requirements. The bidder that does not meet technical mandatory requirements will be disqualified and will not be considered for further evaluation on Price and BBBEE.

Functionality Evaluation Process	Weight
Previous experience on similar projects	30
Company Track Record How many Projects has the company successfully done in the past? Along with positive customer reference letters consider how well this company can install the solution.	50
Financial Competence (Surety from your bank)	20

c. PHASE 3: PRICE AND BBBEE STATUS LEVEL

The scoring will be taken into account when College is selecting consultants from the Panel for a specific assignment.



COLLEGE OF CAPE TOWN

SPECIAL CONDITIONS OF CONTRACT:

BID NO CCT082023



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1. INTRODUCTION

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 1.2 The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 1.3 These conditions form part of the bid and bidders need to familiarize themselves with the content thereof.

2. REGISTRATION ON CENTRAL SUPPLIERS DATABASE

- 2.1 Bidders need to register on the National Treasury Central Supplier Database in order to do business with the state. Accounting Officers cannot award any bid or price quotations to any supplier who is not registered on the Central Suppliers Database. Bidders must log on www.csd.gov.za for self registration.

3. CERTIFICATION OF DOCUMENTS BY A COMMISSIONER OF OATH

- 3.1 Bidders must ensure that all certified copies comply with the Regulation governing the administering of an oath or affirmation. The Commissioner of Oath must append a signature, date and also print out name. Copies that do not comply with this Regulation will be regarded as invalid.
- 3.2 **The date of certification of the original on all copies submitted should not be older than six (6) months.**

4. CONTRACT PERIOD

- 4.1 As per contract terms

5. QUANTITIES

- 5.1 The quantities furnished in the bid are **estimated quantities** and no guarantee can be given regarding the actual quantities that will be ordered.

6. RESPONSE FIELDS

- 6.1 It is imperative that bidders submit responsive bids by completing all mandatory response fields and item questionnaires for the individual items. In this regard bidder's attention is drawn to the response field and price structure explanations and examples supplied in the bid document.
- 6.2 Bid/price quotation documents should not be retyped or redrafted.



- 6.3 The following bid/price quotation documents must be completed in ink, signed and submitted **in an original format**:

Document	Description
SBD 1	Invitation to Bid
SBD 3.1	Pricing Schedule
SBD 4	Declaration of Interest
SBD 6.1	Claim Form in Terms of Preferential Procurement Regulations 2022

- 6.4 Alternative offers may be made for any item(s) on condition that the offer complies with the specification. **It must clearly be marked as an alternative offer.**
- 6.5 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated in line with the index provided. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated.

7. EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:

Phase 1	Phase 3	Phase 2
Mandatory Requirements	FUNCTIONALITY REQUIREMENT	Price and Specific Goals
Compliance with mandatory requirements	Bidders will be assessed to verify capacity to execute the contract. Bidders will be expected to provide evidence.	Bids/ Price Quotations evaluated in terms of Preferential Procurement Regulations, 2022 and Internal DCS Procurement Policy

7.1 Phase 1: Mandatory Requirements

7.1.1 **Registered on CSD (Central Supplier Database)**

- 7.1.1.1 Bidder must be registered on the Central Supplier Database (CSD) and provide the CSD number

7.1.2 **Tax Matters**

- 7.1.2.1 It is a condition of this bid/price quotation that the tax matters of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.
- 7.1.2.2 The Tax Compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids.
- 7.1.2.3 **The bid/price quotation will be awarded to the bidder who is tax compliant.**

7.1.3 Standards/Specifications

7.1.3.1 Bidders are required to comply with the attached National Department of Correctional Services Product Specification or specification as indicated on the pricing schedule (SBD 3.1)

7.1.4 Bidding for all sub-items

7.1.4.1 In the case of the this bid/price quotation, all items will be awarded as a whole, therefore bidders must bid for all the sub-items as per pricing schedule. **Omission to bid for all sub-items per item may invalidate your offer.**

7.1.5 **Failure to comply with all requirements stipulated in paragraph 7.1 will invalidate your bid.**

7.2 Phase 2: Price and Specific Goals

7.2.1 In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the Department on the **80/20 or 90/10-preference** point system in terms of which points are awarded to bidders on the basis of:

- Bid price (maximum 80/90 points)**
- Specific Goals (maximum 20/10 points)**

7.2.2 The following formula will be used to calculate the points for price:

Cases with a Rand value below R50 million (all applicable taxes included)		Cases with a Rand value exceeding R50 million (all applicable taxes included)
$P_s = 80 \left[1 - \frac{P_t - P_{min}}{P_{min}} \right]$		$P_s = 90 \left[1 - \frac{P_t - P_{min}}{P_{min}} \right]$
Where :		
PS	=	Points scored for comparative price of bid or offer under consideration
Pt	=	Comparative price of bid or offer under consideration
Pmin	=	Comparative price of lowest acceptable bid or offer

7.2.3 Specif goals as per College of Cape Town policy will be awarded as per table below:

Specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points (90/10 system)
Women	4	3
Youth	4	2
Disabled Person	4	2



Specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points (90/10 system)
Enterprise located in Western Cape	3	1
Black owned enterprise	5	2

7.2.4 The following documentary proof must be submitted to claim for specific goals:

7.2.4.1 Women: Signed affidavit (signed off by SAPS) confirming gender and/or BBBEE certificate and/or Sworn Affidavit as per DTI prescribed template.

7.2.4.2 Disability: Medical certificate signed by the doctor.

7.2.4.3 Black: Signed affidavit (signed off by SAPS) confirming gender and/or BBBEE certificate and/or Sworn Affidavit as per DTI prescribed template.

7.2.4.4 Youth: Certified copy of Identity document and/or BBBEE certificate and/or Sworn Affidavit as per DTI prescribed template.

7.2.4.5 Black Owned Enterprise: Certified copy of Identity document and/or BBBEE certificate and/or Sworn Affidavit as per DTI prescribed template.

Note: For the bidder to qualify for preference points, ownership of 51% or more per procurement goal/ historical disadvantaged individual must be obtained.

7.2.5 **The date of certification of the original should not be older than six (6) months.**

7.2.6 Preference points will be allocated to bidders who have completed and signed the declaration part of the preference claim form on the SBD 6.1 and who have substantiated their claim for specific goals.

7.3 **Phase 3: Awarding of bids**

7.3.1 A bid must be awarded to the bidder who scored the highest total number of points in terms of the preference point systems (price and specific goal points), unless objective criteria in terms of section 2(1)(f) of the Act justify the award of the bid to another bidder.

7.3.2 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for specific goals

7.3.3 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

8. **VALUE ADDED TAX**



- 8.1 All bid prices are inclusive of 15% Value Added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax.

9. **DECLARATION OF INTEREST (SBD 4)**

- 9.1 It is important that bidders acquaint themselves with the content of the Declaration of Interest (SBD 4).

- 9.2 A bidder or his/her authorised representative is required to declare his/her position in relation to the evaluating/adjudicating authority and/or **take an oath declaring his/her interest, where -**

- a) The bidder is employed by the state; and/or
- b) 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.

- 9.3 The Declaration of Interest (SBD 4) must be completed in full.

- 9.4 Declarations of any nature will not necessarily prejudice any bidder, however should a bidder knowingly submit false declarations, this Department will act against such bidder (company) and/or its Directors in terms of paragraph 23 of the General Conditions of Contract.

10. **PARTICIPATION OF GOVERNMENT OFFICIALS IN THE BIDDING PROCESS**

- 10.1 **The Public Administration Act, 2014 (Act no. 11 of 2014), chapter 3, section 8(2)(a) specifies that an employee of the State may not conduct business with the State.**

- 10.2 Bidders having a kinship with persons employed by the state, including a blood relationship, must declare their interest on the SBD 4 (Declaration of Interest).

11. **FRONTING**

- 11.1 The College of Cape Town supports the spirit of Broad Based Black Economic Empowerment and recognizes that real development can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in:

- a) An honest, fair, equitable, transparent and legally compliant manner. Against this background the College of Cape town condemn any form of fronting.
- b) The College of Cape Town, in ensuring that bidders conduct themselves in an honest manner will as part of the bid evaluation processes, conduct or initiate



the necessary enquiries, investigations to determine the accuracy of the representations made in the bid documents.

- 11.2 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/ investigation, the onus will be on the bidder/ contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from the date of notification may invalidate the bid/ contract and may also result in the restriction of the bidder/ contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the Department may have against the bidder/ contractor concerned.

12. PRICE AND PRICE QUALIFICATION

- 12.1 Prices shall be quoted in South African currency.
- 12.2 The bid prices shall be given in the units shown.
- 12.3 Prices must be inclusive of delivery cost and all applicable taxes.

13. SUBMISSION OF BIDS

- 13.1 Each bid/price quotation should be submitted in a separate sealed envelope or suitable cover on which the name and address, the bid number and the closing date must be clearly endorsed.

14. LATE BIDS

- 14.1 Bids/price quotations received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder.

15. COMMUNICATION

- 15.1 No communication with any Procurement Official will be allowed during the running period of the bid.
- 15.2 Communication after the closing date of the bid must be in writing and addressed to the Supply Chain manager.
- 15.3 The College of Cape Town may request clarification regarding information provided by bidders. Bidders are to supply the required information within the specified period. Failing to do so will invalidate your bid.

16. VENDOR ASSESSMENT (CAPABILITY AND FINANCIAL ABILITY)

- 16.1 The College of Cape Town will have the right to confirm the ability of bidders to execute this contract successfully. This includes an investigation by the College of Cape Town or its appointee of the following:



- a) The bidder's financial position to execute the contracts,
- b) Previous contracts executed and current contracts,
- c) **Delivery periods, quality and quantity of products.**

16.2 **Please provide contactable details of current and previous clients for the supply and delivery of similar items and where the business was gained within past Five years by means of a price quotation/bidding process (Reference letters from clients in letter head(s) indicating contactable details such as email, fax, telephone numbers and address).**

16.3 The premises/factory of the bidder or contractor should be open at all reasonable hour for inspection by a representative of the College and/or its approved institution.

16.4 **Should the contractor not cooperate in any of these matters and/or do not have the capability to execute the contract his/her offer will be regarded as not acceptable.**

17. NEGOTIATIONS

17.1 The College of Cape Town reserves the right to negotiate with bidders prior to the award of the bid.

18. ORDERS/DELIVERIES/DELIVERY BASIS

18.1 Before delivery of any product on this contract is conducted, the contractor must be in possession of an official order issued by an authorized official of the Department.

18.2 Firm delivery period must be quoted for the duration of the contract period.

18.3 Products must be delivered and off loaded by the contractor in the transit area of the delivery point.

18.4 Delivery will be accepted on weekdays between 8:00 and 14:00

18.5 All deliveries and dispatches must be accompanied by a delivery note stating the official order number against which the delivery is affected.

18.6 Deliveries not complying with the order/specifications will be returned to the contractor at the contractor's expense.

18.7 The Department of Correctional Services may postpone or delay deliveries if it finds itself in any such position, as a result of circumstances beyond its control, which will make it impossible to comply with the specified delivery dates.



19. PACKAGING

- 19.1 If applicable, your attention is drawn to the packaging requirements stipulated in the specification.
- 19.2 There should be a labelling/description of the delivered items on the outside of the packaging that will correspond with the invoice.

20. CONTRACT MANAGEMENT

- 20.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the prior written approval from the Department.
- 20.2 Contractor must inform the relevant Institution immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

21. PENALTIES

- 21.1 The Department will impose a penalty as a result of unsatisfactory performance (e.g. poor quality, late delivery, non-delivery, etc.)
- 21.2 The following formula will be utilized for this purpose :

$$Penalty = \frac{V}{100} \times \frac{10}{100} \times N$$

V = Value of delayed goods or services

N = Number of days of delay

A penalty will be limited to 30% of the value of delayed goods or services.

- 21.3 In addition to a penalty being imposed, the College of Cape Town reserves the right to act in accordance with paragraph 21.6 of the General Conditions of Contract (GCC), which reads "Upon delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier."
- 21.4 The College of Cape Town may terminate the contract at its sole discretion due to unsatisfactory performance (e.g. poor quality, late delivery, non-delivery, etc.) during the window period of two months, following the occurrence of the unsatisfactory performance.



22. PAYMENTS

22.1 Payments will only be effected by the College of Cape Town in the following cases:

22.1.1 The successful completion of a deliverable/ service in line with the specification/ terms of reference.

22.1.2 Invoices should be delivered/posted or e-mailed to reach the institution that placed the order, timeously.

22.1.3 The invoices must be accompanied by an inspection certificate and/or proof of delivery.

22.2 Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.

23. SETTLEMENT OF DISPUTES

23.1 Should any dispute arise from the contract paragraph 27 of the General Conditions of Contract shall apply.