Invitation to bid

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| --- |
| **YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE**South African Nuclear Energy Corporation SOC Ltd |

|  |  |
| --- | --- |
| **BID NUMBER:** | FIN-SCM-TEN-0145 |
| **BID DESCRIPTION:** | Bid for Student Accommodation Services for 12 months |
| **CLOSING DATE:** | 14 October 2025 |
| **CLOSING TIME:** | 11:00 |
| **BID VALIDITY PERIOD:** | 90 Working Days (Commencing the Bid Closing Date) |
| **DELIVERY ADDRESS:** | **BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:**Necsa Gate 3R104 Elias Motsoaledi Street (Church Street West Ext)PelindabaBrits Magisterial DistrictMadibeng MunicipalityNorth West0240 GPS coordinates : S25º47’03.0” E027º56’38.8”NB: The physical size of the Bid Response must be limited to 400mm x 100mm x 150 mm as the Tender Box aperture cannot accommodate larger sizes. |
| **ENQUIRES:** | Mr. Buyani Nsibande **Email**: SCM@necsa.co.za**Tel:** +27 (0) 12 305 6072 |

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, CONDITIONS OF CONTRACT AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.**

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Section 1

* 1. Introduction
		1. Company Overview

The South African Nuclear Energy Corporation Limited (Necsa) is a state-owned public company (SOC), registered in terms of the Companies Act, (Act No. 61 of 1973), registration number 2000/003735/06.

The Necsa Group engages in commercial business mainly through its wholly-owned commercial subsidiaries: NTP Radioisotopes SOC Ltd (NTP), which is responsible for a range of radiation-based products and services for healthcare, life sciences and industry, and Pelchem SOC Ltd (Pelchem), which supplies fluorine and fluorine-based products. Both subsidiaries, together with their subsidiaries, supply local and global markets, earning valuable foreign exchange for South Africa and are among the best in their field in their respective world markets.

Necsa’s safety, health, environment and quality policies provides for top management commitment to compliance with regulatory requirements of ISO 14001, OHSAS 18001 and RD 0034 (Quality and Safety Management Requirements for Nuclear Installations), ISO 9001 and ISO 17025.

Necsa promotes the science, technology and engineering expertise of South Africa and improves the public understanding of these through regular communications at various forums and outreach programmes to the community. We are a proudly South African company continuously striving, and succeeding in many respects, to be at the edge of science, technology and engineering related to the safe use of nuclear knowledge to improve our world.

* 1. abbreviations

|  |  |
| --- | --- |
| ITT | Invitation to Tender |
| BOQ | Bill of Quantity |
| SAQCC | The South African Qualification & Certification Committee |
| B-BBEE | Broad-Based Black Economic Empowerment |
| COIDA | Compensation for Occupational Injuries and Diseases Act |
| Necsa | The South African Nuclear Energy Corporation |
| R | South African Rands |
| VAT  | Value Added Tax |
| SBD | Standard Bid Document |

* 1. Scope of Work, SPECIFICaTION & BILL OF QUANTITIES

**The scope of work is to provide a suitable Student Accommodation Services for a duration of 12 months.**

**The student population consists of 84 learners, comprising 45 males and 39 females.**

Please take note that the accommodation can’t be more than 30km from Necsa Gate 3.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item no** | **Item Description** | **Unit** | **Quantity** |
| 1 | Supply secure and safe accommodation for students. **Suppliers must be located within a 30 km radius of Necsa.****Accommodation must include the following:**Single or Sharing room Single bedCupboard for clothesChair and study tableLaundry facility (hand wash / automatic)Bathroom facilityRecreation facility (e.g., lounge, outdoor area, or common room)The accommodation must therefore be equipped to support self-catering.**Accommodation must include the following:**Kitchen appliances, including:StoveRefrigerator | Each  | 84 students |

Building fixtures.

* Have a designated smoking area, an Emergency Assembly point, approved emergency escape doors and a waste disposal area.
* The building at the minimum must be in good condition. These include the structural integrity, Exterior Wallsand Plumbing, HVAC System, Electrical System: Environmental Hazards that may affect the health and safety of occupants, Interior, Safety Features such as smoke detectors, and fire extinguishers before occupation at no cost to Necsa.
* NB: Fire Protection and Risk Requirements must be completed before occupation. The bidder must take note that no occupation will be allowed prior to confirmation of adherence to Fire Protection and Risk Management
* The building must be in a 24/7 Access control and security to office premises and parking. We require physical security at the gate.
* Building must have burglar proof where appropriate.
* The building must have wi-fi connectivity.
* Issue out Occupational Certificate as per municipal regulation before occupation by Necsa i.e., Electrical COC, Glazing COC, Plumbing COC and HVAC COC
* The building is equipped with a Power Generator or UPS.
* A water backup system (e.g., JoJo storage tanks with a minimum capacity of 5000L and a pressure pump, or a borehole with filtration) must be installed within one month of occupation, at no additional cost to Necsa.
	+ 1. Applicable Necsa Policies
			1. The following Necsa policies and procedures must be adhered to:

|  |  |
| --- | --- |
| SHEQ-INS-0100 | Necsa General Safety, Health and Environmental Policy. |
| SHEQ-INS-0102 | Necsa Alcohol and Drug Policy. |
| FIN-SCM-PRO-0014 R6 | Procedure for Necsa’s Supply Chain Management Process. |

* + 1. Applicable Necsa Procedures ( to be supplied upon contract award)

|  |  |
| --- | --- |
| SHEQ-INS-0001 | Necsa SHEQ manual |
| SHEQ-INS-0104 | Overview of Necsa’s SHEQ compliance assurance process |
| SHEQ-INS-0200 | Necsa quality policy |
| SHEQ-INS-4130 | Safety, health, environment and quality |
| SHEQ-INS-5450 | Safety, Health And Environmental Requirements For Contractors*.* |

* + 1. Requirements to Access Necsa Site
			1. As Necsa site is a National Key Point access for tenderers are restricted to enter the site and the building where the briefing session will be held only.
			2. Access to any other area will only be allowed when escorted by Necsa staff that is conversant in the security and safety requirements and conditions of the specific area.
			3. Nobody will be allowed to enter the site if they are not in possession of the above identification documents.
		2. Emergencies, Incidents, Accidents
			1. Necsa maintains an Emergency Control Centre, a Fire Brigade and Paramedics with a fully equipped ambulance, an on-site Medical Clinic with doctors and nursing staff and several highly trained response personnel.
			2. The Emergency Control Centre and emergency response personnel are on call 24/7 and equipped to handle any emergencies foreseen.
			3. If any emergency situation, incident, accident or injury occurs they Emergency Control Centre should be contacted at extension 3333/4 or 012 305 3333/4.
			4. Emergency exercises and site alarm tests are conducted from time to time to ensure full preparedness of all Necsa staff. The site wide announcement will clearly state this is an exercise/test.
			5. Everyone, including visitors, is required to follow emergency instructions. Your site host will explain the details during the compulsory briefing session.
		3. Necsa Health, Safety and Environmental Requirements
			1. The bidder shall submit its company Health, Safety and Environmental (SHE) Policy with the bid. It shall reflect the intention to submit a SHE Plan in relation to the work that will be performed.
		4. Necsa Requirements for Quality
			1. The bidder shall submit its company Quality Policy with its bid. It shall reflect the intention to submit a Quality Plan for ensuring all deliverables comply with the bid specifications.
		5. Confidentiality
			1. Bidders shall handle the contents of this document as confidential and private and may not disclose it to a third party or publish in any way whatsoever.
			2. The signing of Necsa’s Confidentiality agreement will only be required if information of a confidential nature are provided to the bidders.
			3. This is may only be required on entering into the contract, which is not part of the bid specification.

Section 2

* 1. Instruction to Bidders
		1. General
			1. Bidders must familiarise themselves with and comply with the mandatory requirements and ensure their availability for site visits and presentations, as required, on the appropriate dates.
		2. Bidder Information
			1. The required information on the bidder must be completed as stipulated in Section 3 Paragraph 8. Failure to do so may result in disqualification.
			2. Bidder to provide solvency statement signed by a qualified authority that the financial position of the bidder is sound and that the company will be able to mobilise the required resources for the execution of this contract.
			3. The successful bidder shall demonstrate to Necsa that adequate pre-employment screening, including security screening, was performed on their employees/sub-contractors (staff).
			4. The pre-employment screening shall as a minimum be able to:
				1. Authenticate that staff are who they claim to be;
				2. Confirm that staff have a right to work in the RSA;
				3. Obtain written declaration from staff of any criminal record; and
				4. Confirm that staff possesses the relevant qualifications to undertake the duties effectively and safely.
			5. The successful bidder shall deploy competent staff, supervision and labour who are appropriately experienced and trained for the work they are to undertake.
			6. Necsa and its representatives may seek formal assurance to this effect (including a formal audit) at any time during the contract period.
		3. Consortium
			1. Bidders forming part of a Consortium must submit with their bid a copy of their Consortium agreement in a separate attachment. This must clearly indicate:
				1. The form of agreement;
				2. The respective roles and responsibilities of the members;
				3. The identity of the lead company which will have the overall project responsibility;
				4. The name and address of the officer acting as the single point of contact for all communications between NECSA and the tenderers. He shall be fully empowered to act on behalf of all members; and
				5. The member’s agreement to be jointly and severally liable to NECSA for the performance of the contract.
		4. Sub-contracting
			1. Bidders must detail any work to be sub-contracted, and the proposed sub-contractor(s) to be used.
			2. Necsa reserves the right to reject the use of any of the bidder’s proposed subcontractors and any subcontractor proposed during the contract term.
			3. Bidders are advised that Necsa will not respond to any direct approach from potential sub-contractors for details in respect of any particular item in this bid.
		5. Necsa’s Bidding Rights
			1. Necsa reserves the right to:
				1. Extend the closing date;
				2. Verify any information contained in a proposal;
				3. Request documentary proof regarding any bid issue;
				4. Give preference to locally manufactured goods or locally sourced services;
				5. Issue follow-up or supplementary questions during the response period or after receipt of tenders;
				6. Make known to all bidders any questions submitted by a bidder including commercial and technical clarifications, together with the answers given to any individual bidder, if it is considered to be relevant to the tender; and
				7. Cancel or withdraw this request for tender as a whole or in part.
			2. Necsa may require bidders to arrange and/or participate in one or more of the following:
				1. Interviews with, or written references from, nominated reference;
				2. Reference site visits to the location(s) of nominated reference; and
				3. Interviews with bidder personnel who would be involved in the contract execution (day-to-day operations of the site).
			3. Negotiate with the bidders.
			4. Accepts no responsibility as to the accuracy of the information or data contained within this ITB.
			5. Accepts no liability or responsibility for any of the costs associated with the preparation of any bidder’s response to this ITB or any losses or costs incurred as a result of: attending pre or post tender meetings and site visits; participating in negotiations; modifications; extension of time limits; or cancellation of the ITB.
			6. Reserves the right to modify the ITB at any stage during the tendering process. Any instruction to modify the ITB shall be issued in the form of an "addenda to the Invitation to Bid" and will be simultaneously issued to all bidders.
			7. Reserves the right to award contracts to more than one bidder.
			8. Does not undertake to accept the lowest priced tender or any tender at all, and may accept tenders in whole or in part.
		6. Bidding Process
			1. Bidders must familiarise themselves with and comply with the procurement timetable and ensure their availability for the site visit and presentations, as required, on the appropriate dates. Necsa is unlikely to be able to offer much flexibility to this timetable.
			2. Bidders are required to:
				1. Respond in the English language;
				2. Provide a cover letter on the bidders company letterhead with clear reference to the bid of interest should accompany both the technical and pricing proposals;
				3. Ensure all copies of the tender response have signatures on the Declaration of Compliance to the Necsa Contact Person;
				4. Ensure that all document attachments are clearly marked and bound in a clear, logical and well-marked format with a table on context ensuring ease of finding individual documents or sections; and
				5. Ensure the original document is signed in black ink by an authorised person, agent or representative and each and every page of the bidding documents shall contain the initials of the same signatory.
			3. All bids in this regard shall only be accepted if they have been placed in the tender box by the closing date stipulated. Late bid submissions will not be considered.
		7. Bid Submission Requirements
			1. Bidders must submit their responses and all supporting documents in properly labelled and sealed envelopes clearly as follows:
				1. Technical Proposal – Envelope One must include:

|  |
| --- |
| a set of two (2) hard copies (one (1) original and one (1) copies) and one (1) electronic copy (on disk or memory stick).**No pricing information must be included in Envelope One.** |

* + - * 1. Pricing Proposal – Envelope Two must include:

|  |
| --- |
| a set of one (1) hard copy and one (1) electronic copy (on disk or memory stick).**All compulsory returnable documents must be included in Envelope Two.** |

* + - 1. No proposal shall be accepted by Necsa if submitted in any manner other than as prescribed above.
	1. Eligibility Requirements
		1. Pre-qualification Criteria

Non-compliance to any of the following pre-qualification criteria will result in automatic disqualification:

| **Item** | **Requirement** | **Yes/No** |
| --- | --- | --- |
| 1 | Bidder company information (Section 3, Paragraph 8) |  |
| 2 | Proof of ownership, by way of a copy of the title deed, of the proposed Property. Where a Property Practitioner is bidding on behalf of the landlord/property owner, the proof of ownership must be supported by a Power of Attorney, from the owner of the property authorizing the property practitioner to bid on behalf of the owner. If the bidder is a 3rd party, a lease agreement must be submitted between the property owner and the party bidding. |  |
| 4 | Necsa will conduct a physical evaluation and assessment of the premises as outlined in the scope.Site inspection will include but not be limited to the following:- Verifying information as per scope outlined on paragraph 3.- Reviewing the draft lease agreements about Necsa requirementsFailure to comply with Necsa requirements in your proposal will be deemed nonresponsive |  |
| 5 | Supporting documents to be attached, e.g. municipal bill account stating the physical address within 30 KM radius of Necsa. |  |

* + 1. Technical / Functional Evaluation Criteria

| **Item** | **Requirement** | **Maximum Points** | **Criteria** |
| --- | --- | --- | --- |
| 1 | Testimonial LettersSigned positive testimonial letters from previous or current tenants on the tenant's letterhead with contact details, not older than ten (10) years which letters must be addressed to the bidder. | 100 | 3 Letters = 1002 Letters = 851 Letters = 80No letters or unsatisfactory letters which are not signed = 0 |
|  | **Grand Total** | **100** |  |

**Note: Bidders that score <80 out of a 100 in respect of Technical / Functional Evaluation Criteria will be regarded as submitting a non-responsive bid and will not be evaluated further.**

* + 1. Tenders to be evaluated on Price and Preference points. An organ of state must state in the tender documents if the tender will be evaluated on functionality.
			1. The evaluation criteria for measuring functionality must be objective.
			2. The tender documents must specify:
				1. The evaluation criteria for measuring functionality;
				2. The points for each criterion, if any, each sub-criterion; and
				3. The minimum qualifying score for functionality.
			3. The minimum qualifying score for functionality for a tender to be considered further must be determined separately for each tender and
			4. May not be so:
				1. Low that it may jeopardise the quality of the required goods or services; or
				2. High that it is unreasonably restrictive.
			5. Points scored for functionality must be rounded off to the nearest two decimal places.
			6. A tender that fails to obtain the minimum qualifying score for functionality as indicated in the tender documents is not an acceptable tender.
			7. Each tender that obtained the minimum qualifying score for functionality must be evaluated further in terms of price and the preference point system and any objective criteria envisaged in regulation 11.
		2. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million
			1. The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

Where-

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

* + - 1. The following table must be used to calculate the score out of 20 for Preference points:

| **Ownership** | **Number of Points** |  |
| --- | --- | --- |
| 100% black ownership | 20 | BBBEE certificate/sworn affidavit or the company registration documents, which contain the % of ownership or shareholding certificate with the % of shares owned by the individuals. |
| At least more than 51% black ownership | 15 |
| Less than 51 % black owned but more than 40% black ownership. | 10 |
| Less than 40% black ownership and more than 0% black ownership. | 05 |
| 0% black ownership  | 0 |

* + - 1. A tenderer failing to submit proof of supporting document for specific goals may not be disqualified, but:
				1. May only score points out of 80 for price; and
				2. Score 0 points out of 20 for Preference.
			2. The points scored by a tenderer for Preference points in terms of sub regulation (2) must be added to the points scored for price under sub regulation (1).
			3. The points scored must be rounded off to the nearest two decimal places.
			4. Subject to section 2 (1) (f) of the act, the contract must be awarded to the tenderer scoring the highest points
			5. If the price offered by a tenderer scoring the highest points is not market-related, the organ of state may not award the contract to that tenderer.
			6. The organs of state may:
				1. Negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;
				2. If the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;
				3. If the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender; or

If a market-related price is still not agreed the organ of state must cancel the tender.Section 3

* 1. Returnable documents Checklist

Please indicate that all compliance documents are included in this bid by ticking the boxes in the checklist below. Responses received without all required documents may be considered invalid. Please also indicate where additional documents have been submitted to the main tender response.

|  |  |  |  |
| --- | --- | --- | --- |
| **No**  | **Document to be submitted** | **Non-submission may result in disqualification** | **YES/NO** |
| 1 | Necsa Safety, Health and Environmental Requirements for contractors | Complete and sign the supplied pro forma document |  |
| 2 | Necsa Alcohol and Drug Control Policy |  |  |
| 3 | Necsa Confidentiality Agreement. | Complete and sign the supplied pro forma document |  |
| 4 | Necsa Terms and Conditions of Contract. | Complete and sign the supplied pro forma document |  |
| 5 | SBD 1 Invitation to Bid. | Complete and sign the supplied pro forma document |  |
| 67 | SBD 3.1 Pricing Schedule – Firm Prices. | Complete and sign the supplied pro forma document |  |
| 8 | SBD 4 Declaration of Interest | Complete and sign the supplied pro forma document |  |
| 9 | SBD 5 National Industrial Participation Programme  | Complete and sign the supplied pro forma document |  |
| 10 | SBD 6.1 Preference points claim form in terms of the preferential procurement regulations 2022 | Complete and sign the supplied pro forma document |  |
| 11 | SBD 7.1 Contract Form – Purchase of Goods/ Works | Complete and sign the supplied pro forma document |  |
| 12 | SBD 8 Declaration of bidder’s past Supply Chain Management Practices | Complete and sign the supplied pro forma document |  |
| 13 | Proof of consortium/joint venture agreement if applicable. | Written undertaking of consortium commitment between main bidder and partner(s)/subcontractor(s). (This must be signed by all parties) |  |
| 14 | Bidder information (08) | Complete and sign the supplied pro forma document |  |

* 1. Bidder Information

The following information must be completed. Failure to do so may result in disqualification.

|  |
| --- |
| **BIDDER INFORMATION** |
| Bidder Name: |  |
| Registration Number: |  |
| VAT Registration Number: |  |
| Bidding Structure (Individual, Joint Venture, Consortium, Sub-contractors) |  |
| Contact Person: |  |
| Telephone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Postal Address: |  |
| Physical Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |
| **HAS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |

If bidding as a Joint Venture, Consortium or Sub-Contractors, complete the following company information.

|  |
| --- |
| **Name of Company (1):** |
| Registration Number: |  |
| VAT Registration Number: |  |
| Contact Person: |  |
| Telephone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Postal Address: |  |
| Physical Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |
| **HAS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |

|  |
| --- |
| **Name of Company (2):** |
| Registration Number: |  |
| VAT Registration Number: |  |
| Contact Person: |  |
| Telephone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Postal Address: |  |
| Physical Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |
| **HAS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |

|  |
| --- |
| **Name of Company (3):** |
| Registration Number: |  |
| VAT Registration Number: |  |
| Contact Person: |  |
| Telephone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Postal Address: |  |
| Physical Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |
| **HAS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?** | **Yes** |  | **No** |  |
|  |
| **IF YES, PLEASE INDICATE THE EXPIRY DATE** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |

|  |
| --- |
| I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT.I FURTHER ACCEPT THAT, IN ADDITION TO CANCELLATION OF CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE. |
|  |  |  |
| **SIGNATURE OF BIDDER (DULY AUTHORISED)** |  | **DATE** |
|  |  |  |
| **CAPACITY UNDER WHICH THIS BID IS SIGNED** |