



## **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

### **REQUEST FOR BIDS**

The South African Diamond and Precious Metals Regulator invites prospective service providers to submit bids for the following requirements:

<b>Bid number</b>	<b>Bid Description</b>	<b>Closing date</b>	<b>Enquiries</b>
SADPMR 02/05/2022	REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER TRAVEL MANAGEMENT SERVICES TO THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) FOR A PERIOD OF THREE YEARS.	17 June 2022 at 11h00	Q Ntshobane B Mdodana

### **Content**

<b>NO.</b>	<b>Page</b>
1. INVITATION OF BIDS (SBD 1)	2 – 3
2. TERMS OF REFERENCE	4 – 15
3. DECLARATION OF INTEREST (SBD 4)	16 – 18
4. PREFERENCE POINTS CLAIM FORM (SBD 6.1)	19 – 23
5. DECLARATION OF BIDDERS PAST SCM PRACTICES (SBD 8)	24 – 25
6. CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)	26 – 29



# **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

## **PART A INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SADPMR 02/05/2022		CLOSING DATE:	17 June 2022	
			CLOSING TIME:	11:00am	
DESCRIPTION	REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER TRAVEL MANAGEMENT SERVICES TO THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) FOR A PERIOD OF THREE YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE SENT TO THE FOLLOWING ADDRESS.</b>					
2 Cote D'Azur Avenue, Corner Bonaero drive , Bonaero Park, Kempton Park, 1622					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr B Mmodana		CONTACT PERSON	Ms C Khadiamovha	
TELEPHONE NUMBER	(011) 223 7000		TELEPHONE NUMBER	(011) 223 7000	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	bulumkom@sadpmr.co.za		E-MAIL ADDRESS	cynthiak@sadpmr.co.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					



## SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
- IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

### PART B TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

## **TERMS OF REFERENCE**

# **THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

**REQUEST FOR PROPOSAL FOR THE  
APPOINTMENT OF A SERVICE PROVIDER TO  
RENDER TRAVEL MANAGEMENT SERVICES  
TO THE SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR (SADPMR)  
FOR A PERIOD OF THREE YEARS.**

**NUMBER: SADPMR 02/05/2022**

**CLOSING DATE: 17 June 2022 AT  
11:00AM**



## **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

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### **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER TRAVEL MANAGEMENT SERVICES TO THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) FOR A PERIOD OF THREE YEARS.**

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#### **1. DEFINITIONS**

"Accommodation" means	Properties – Hotels, City Lodges, and suitable B&BS
"Road Transport" means	Car Hire, point to point travel or transfers, Chauffeur Drive, Coach Hire.

#### **2. BACKGROUND**

- 2.1** South African Diamond and Precious Metals Regulator (SADPMR) requires Travel Agency to provide travel and associated arrangements for employees and non-executives traveling on official business. In exceptional circumstance the services will also be extended to non-SADPMR employees whose travel will be in the interest of the SADPMR, are authorized to travel to various destinations from time to time. Travel arrangements must be done with due consideration to the following.
- 2.2** The travel and accommodation arrangement will only be for persons traveling for official reasons and in the interest of the SADPMR with prior approval and other policy matters observed at all times.
- 2.3** Where many people are involved, the SADPMR reserves the right to exercise its own travel options and arrangements, taking into consideration any existing contracts(s) with suppliers of services like charter flights or road transport.
- 2.4** The most cost effective and practical means of transport and accommodation facilities are to be used at all times. The Travel Agency will clearly have to show a reduction in costs obtained by utilizing discounted rates and other available incentives optimally.

#### **3. SCOPE OF SERVICE**

- 3.1** The appointed Travel Agency will be required to coordinate traveling arrangements for the SADPMR employees, non-employees, officials and non-executives. Each traveling requirement must be dealt with in line with the provision of the SADPMR Subsistence and Travel (S&T) Policy, Board Remuneration Policy and relevant directives that might be issued from time to time to enforce compliance. Any expenses incurred as a result of deviation from the S&T Policy, National Treasury Directives, SADPMR Policy, Board Directive Policy and other government directives, without approval of the delegated official/s will be borne by the Travel Agent.
- 3.2** Travel arrangements will be made on a competitive basis: The Travel agency is expected to offer as many alternatives as possible and in general three to the requester;
- 3.3** Travel Agent shall accurately advise the Institute of ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellations or bookings;
- 3.4** Travel Agent ensures that all traveling staff has complete travel documents required for their journeys sufficiently before departure;



## **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

- 3.5** The travel agent shall provide traveling staff with the requisite security information for their intended destination.
- 3.6** Information on country visa requirements, health immigration clearance other government restrictions, and assistance in obtaining entry visa to the country, this assistance shall consist of providing the forms and applications for visa requests, conducting visa assistance follow-ups, keeping appropriate records thereon.
- 3.7** Timely notifications to travellers of airport closing, cancellations or delays in flights, and obtain any reimbursement which may be due on account of cancelled or reissued reservations and /or tickets;
- 3.8** Handle all necessary ticket changes, including reissuing tickets or obtaining reimbursements;
- 3.9** Investigation on any complaints from travellers and follow up the recovery of lost baggage as well as facilitating any insurance claims;
- 3.10** The Travel Agent shall indicate any special features, programmes, or services that would be beneficial to the Institute and its travellers (e.g. visa processing, "Meet and greet", lost baggage follow-up, insurance, preferred seating arrangements);
- 3.11** The Travel Agent shall manage the comprehensive database that will include, but need not be limited to, all relevant and important passenger information such as passport and frequent flyer data;
- 3.12** The appointed Travel Agency must also facilitate booking and payment of bus fares, the arrangement of visas, passports and any other convenient means of finance available whenever such services are required.
- 3.13** Inclusion of supporting documents to all invoices pertaining to travel arrangements

## **4. Overall Requirement**

The SADPMR's requirements for domestic and/or international travel in line with SADPMR policy cover the following in total or in part.

### **4.1 Air Travel**

- Planning/Scheduling, arranging, amending of all air travel bookings through SADPMR Head Office
- Payment of all travel bookings through a corporate credit card (Bill Back System)
- Negotiating discounts on standard tariffs for air travel with all available commercial airlines.
- Negotiating discounts in travel Rands or credits, on accumulated expenditure for air travel with all available commercial lines.



## **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

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### **4.2 Vehicle Rental**

- Planning/Scheduling, arranging, amending of all Vehicle bookings through SADPMR Head Office
- Negotiating discount on standard tariffs or reduced tariffs with all available hotel groups, private hotels or other concerns.

### **4.3 Accommodation**

- Planning, booking, amending and paying accommodation as well as conference facilities with hotel groups, private hotels or other available concerns, for example guesthouse or boarding-house, where such a requirement is referred to the Travel Agency and the cost is within the SADPMR approved threshold. The SADPMR reserves the right to choose preferred accommodation facilities.
- Negotiating discounts on standard tariffs or reduced tariffs with all available hotel groups, private hotels or other concerns.

### **4.4 Support Services**

- Travel packages with various incentives should be disclosed.
- Coordination of trips, pick up on related cost-effective transportation e.g. Uber etc.

### **4.5 Delivery Services**

- All travel documentation will be delivered to the requesting official (Supply Chain Management), his or her nominee. Only in exceptional cases and as mutually agreed between the Travel Agency and the travel Manager, may travel documentation be collected by officials or nominees of the travel manager from the Travel Agency or designated collection point.

### **4.6 Staff**

- The Travel Agency must allocate sufficient number of staffs to manage this account; this includes consultants, administrative and finance staff as well as overall management.

### **4.7 24 Hour Service**

- Provided extensive details of exactly what you are able to offer on a 24-hour basis and attach as Annexure. Personnel from the travel agency must be available on a 24-hour basis, so that as and when required, unexpected changes to a travel plan or accommodation can be made without extra after hour's charges. This service may not be outsourced to another service provider.
- The employees of the travel agent must always be reachable by phone at any time of the day for emergency purposes.



## **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

- On exceptional cases official travel including new staff, participants in meetings, interviews and staff from other provinces must be organised on short notice, there by placing a premium on efficient and rapid communication in handling all travel related matters.
- Pre – Ticket changes – The travel agent must have the ability to make multiple changes to the travel requirements prior to the approval of the travel request.
- Post Ticket changes – If open tickets are unused two months prior to expiry, refunds must be applied for by the travel agent. The SADPMR must be provided with assistance to ensure limited loss as a result of post ticketing changes;
- The travel agent must manage quality control issues and disaster recovery services for all bookings.

### **5. PROJECT OUTCOMES**

- 5.1** The Travel Agency will upon receiving a notification from an authorized SADPMR official:
- 5.2** Facilitate requested reservations with the relevant service provider.
- 5.3** Give feedback/quotation to the requester with regard to bookings, necessary charges, and suggested alternatives routes/service providers, suggested/possible cost savings and other related issues.
- 5.4** Obtain approval from those delegated to authorise amendments and/or after hours/emergency bookings.
- 5.5** Issue travelling vouchers/documents to the requester as confirmation of booking.
- 5.6** Issue passports, visas, foreign exchange, travellers' cheques, any other convenient means of funding available, e-tickets and other essentials needed for traveling.
- 5.7** Timely submission of invoices as proof that the required services have been rendered and/or used, so that payment process can be initiated by the SADPMR. Such proof will include linking invoices to the requests submitted and for which order numbers were issued. Copies of original travel documentation must be made in line with the number of invoices to be generated by the specific request. These copies must be numbered to ensure that each invoice has its own official Purchase Order.

### **6. INSURANCE**

The travel agent must organise insurance for the minimum but not limited to other risk associated with travelling.

- Emergency Medical and related expenses
- Loss of life, bodily harm
- Rental car collision damage
- Luggage loss
- Unforeseen/Inconvenience circumstances





## **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

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### **7. REPORTING REQUIREMENT**

#### **7.1 The Travel Agency will be compelled to:**

- Provide management reports on detailed expenses per completed month for all transactions processed per account, the number of changes made, all savings achieved and credits due as well as exception report before the last day of the following month. The reports should be compiled in the format required by the Finance Manager/Delegated official. Failure to comply with the above-mentioned reporting requirement will be regarded as non-compliance and will be considered during the performance annual review.
- Holding meetings at a frequency to be agreed upon with the Deputy Manager: SCM/Delegates in the SADPMR offices to discuss problems, performance, and/or new developments which will enhance service delivery or any matter of mutual interest.

#### **7.2 Unused Tickets/Vouchers and Refunds**

- On a monthly basis, the travel agent shall notify the SADPMR of unused tickets/vouchers, no show and refunds for all returned airline tickets and accommodation vouchers.
- The service provider must also assist whenever possible with the arrangements where special assistance is required (e.g. arranging for excess baggage, special meals).
- Capable of deploying motorized messenger(s)

#### **7.3 Travel Manual**

The service provider, once appointed, must within an agreed period of time jointly with SADPMR Supply Chain Management officials draft SADPMR's Travel Manual to ensure that it is in accordance with all relevant Bid document and procedures as well as the Subsistence and Travel Policy of the SADMPR

### **8. COMPLETION DATE**

The SADPMR will enter into a 3-year term contract with the successful Travel Agency and it will be reviewed annually based on performance as agreed upon in writing by both parties.

### **9. EVALUATION METHODOLOGY/CRITERIA**

The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for B-BBEE, once the minimum functionality criteria are met.



## SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

10

### 10.1 The evaluation will be based on:

<b>Phase 1: Mandatory Requirements</b>	
<b>Phase 2: Functionality Evaluation</b>	
<b>Phase 3: Preferential Point System</b>	<b>Points</b>
Price	80
B-BBEE status level of contribution	20
<b>Total</b>	<b>100</b>

#### PHASE 1 – MANDATORY REQUIREMENTS

Bids that do not comply with the mandatory requirements will not be considered for Phase two evaluation and will be disqualified.

#### Phase 1 – Mandatory Requirements

CRITERIA	
1.	Fully Accredited member of the International Air Transport Association (IATA) A Certified copy of the certificate must be submitted
2.	Affiliation with the South African Tourism Charter Proof of affiliation to be submitted (B-BBEE certificates will be checked under Verification Standard Applied and the Scorecard applied)
3.	Fully Accredited member of the Association of South African Travel Agencies (ASATA) A Certified copy of the certificate must be submitted
4.	Valid Tax Clearance Certificate submitted with the bid.
5.	Detailed fixed service fee per transaction
6.	All prices to include VAT

#### PHASE 2 – FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of 100 points that will be awarded for functionality before they are considered further.

Applicants meeting the minimum functionality criteria, will then be scored on the 80/20 principle, based on their price and B-BBEE ratings respectively.

Presentations: Prior to the award of the contract, the **SADPMR** reserves the right to invite travel agents to make presentations and to view the service offered. Information provided during the presentations may be used for evaluation purposes.



## SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

The functionality criteria together with the maximum points to be awarded are set out below:

### Phase 2

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
1	The ability and flexibility to provide the required travel services	<ul style="list-style-type: none"> <li>An indication of the timeframe for proposed reservations to be held with participating transfer vendors, participating accommodation vendors, participating road transport vendors, Domestic mainline carriers, Domestic low-cost carriers whilst a travel booking is pending approval without losing initial bookings and incurring further costs for the SADPMR</li> <li>Indication of how a bill back facility will be supported by the travel agent</li> <li>The ability of the travel agent to work with tight time frames and turnaround times</li> </ul>	20
2	Demonstrable capabilities of the team who will undertake the project.	<ul style="list-style-type: none"> <li>Experience, qualifications and skills composition of the team allocated to the SADPMR</li> <li>A dedicated travel agent and Accounts Manager to provide personal service to the SADPMR</li> </ul>	25
3	Travel management implementation methodology	A project plan showing work breakdown: <ul style="list-style-type: none"> <li>Implementation methodology to include               <ul style="list-style-type: none"> <li>How the work will be managed;</li> <li>Process and work flows;</li> <li>How the travel agent will deal with crisis management</li> </ul> </li> </ul>	10
4	Evidence of track record in similar assignments undertaken	Duration, value, number of beneficiaries serviced	15
5	Five Reference letters	Indicating an objective assessment of the quality of relevant and recent work undertaken by the potential travel agent and who will not be seen to be in a potential conflict of interest situation	10
6	Ability to provide a 30-day account service to the SADPMR	No. of lodge card or credit card service	20
	<b>Total</b>		<b>100</b>

**NB: ONLY BIDDERS OBTAINING 70% OR MORE SHALL PROCEED TO PHASE THREE EVALUATION WHICH IS PRICE AND PREFERENCE POINTS EVALUATIONS.**



## **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

### **PHASE 3 – PREFERENTIAL POINTS SYSTEM**

Applicants meeting the minimum functionality criteria, will then be scored on the 80/20 principle, based on their price and B-BBEE ratings respectively.

The applicant with the highest total number of points will be awarded the contract.

- Preference Points Claim Form, SBD 6.1 should be completed and signed by the bidder to be able to claim preference points.
- Calculation of points for B-BBEE status level contributor.
- Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:

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

**N.B. Failure to submit a certificate from accredited verification agency substantiating the B-BBEE status level of contribution such bidder shall score 0/Zero points out of the allocated maximum points for B-BBEE.**

### **11. SPECIAL CONDITIONS OF THE BID**

#### **11.1 Adjustments to Contracts**

All discounts against the standard tariffs of, or on accumulated expenditure on airline, car rental, rail and bus companies and any rates may not be adjusted to the disadvantage of the SADPMR within the duration of the contract. Any new airlines, car rental companies etc. will only be included if initiated or accepted by the SADPMR.

#### **11.2 Discounts**

- Invoices should reflect all discounts tendered for any service. To distinguish between standard discounts, special discounts and cumulative discounts, if any, they will all be reflected separately and the conditions applicable thereto also shown separately. It must also be clearly stipulated whether any discounts represent credits or other incentives such as travel Rands, etc. Discounts for early payment must also be indicated.
- Negotiating discounts on standard tariffs for air travel will all available commercial airlines.



## SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

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### 11.3 Agency Fees

Travel Agencies must submit their detailed fixed service fee per transaction in respect of the following:

- Domestic air travel arrangements
- International air travel arrangements
- Domestic accommodation arrangements
- International accommodation arrangements
- Shuttle arrangements both domestic and International
- Car rental arrangements
- After hours service fee
- Support service requests
- Cancellation fee
- Changes/rescheduling fee

### 11.4 Other conditions

- No travel documentation may be released prior to receipt of order form except in emergency cases and it must be made by an authorised official. The SADPMR will not be liable for any cost incurred by the travel agency when correct authorisation procedures are not adhered to.
- Bidders are kindly requested to submit one (1) original proposal **and** an electronic version in a **USB**.
- Bidders are further requested to **separate** financial proposal from technical proposal (two envelope system).
- Ensure confidentiality in respect of all travel arrangements concerning all the SADPMR officials.
- An agreed Service Level Agreement (SLA) will be drawn up by the SADPMR in consultation with the successful bidder.
- Delegations from the SADPMR will conduct site inspection on shortlisted bidders.
- Short listed companies will be required to give at least thirty minutes presentations to the SADPMR at own costs.



## **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

- Once the bid has been awarded, the SADPMR will provide the Travel Agency with a copy of the Subsistence and Travel (S&T) Policy and other relevant directives.

### **12. Documentary Proof**

Documentary proof of standard tariffs will be obtained by the service provider and be made available to SADPMR on request. However, documentary proof will be obtained for all other benefits negotiated and submitted with the bidders offer.

### **13. Enquiries**

#### **13.1 Bidding Enquiries & Technical Enquiries**

Mr Q. Ntshobane  
Tel: (011) 223 7000  
E-mail: [qaphelan@sadpmr.co.za](mailto:qaphelan@sadpmr.co.za)

Ms C Khadimovha  
Tel: (011) 223 7000  
E-mail: [cynthiak@sadpmr.co.za](mailto:cynthiak@sadpmr.co.za)

Mr B Mdoana  
Tel: (011) 223 7000  
[bulumkom@sadpmr.co.za](mailto:bulumkom@sadpmr.co.za)

Mr M Makume  
Tel: (011) 223 7000  
[mmolokim@sadpmr.co.za](mailto:mmolokim@sadpmr.co.za)



**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

**ANNEXURE A**

**PRICE BREAKDOWN (All service fees must include VAT)**

**INTERNATIONAL TRIPS (INCLUDING REGIONAL TRIPS WITHIN THE CONTINENT)**

<b>SERVICE</b>	<b>FEE PER TRANSACTION</b>
1. International air travel arrangements	
2. International accommodation arrangements	
3. Shuttle arrangements International	
4. After hours bookings	
5. Cancellation/No-show	
6. Rescheduling/amendment fee	
7. Secure Parking facilities at the airports	
8. Value-add service requests (excess baggage, Wheelchair request, etc.)	
<b>Sub Total</b>	
9. Other support service bookings (Specify)	

**DOMESTIC**

<b>SERVICE</b>	<b>FEE PER TRANSACTION</b>
1. Air travel booking	
2. Accommodation booking	
3. Conference Facilities	
4. Shuttle arrangements Domestic	
5. Car hire arrangements	
6. After hours bookings	
7. Cancellation/No-show	
8. Rescheduling/amendment fee	
9. Secure Parking facilities at the airports	
10. Value-add service requests (excess baggage, Wheelchair request, etc.)	
<b>Sub Total</b>	
11. Other support service bookings (Specify)	
<b>Grand total (subtotal international and sub total domestic)</b>	

**Service Providers Name:** .....

**Name of Authorized Official:** .....

**Signature:** ..... **DATE:** .....



## SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

SBD 4

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of 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, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

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.

<sup>1</sup>"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.

<sup>2</sup>"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: .....





## **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

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 attached 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, 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? **YES/NO**

2.10.1 If so, furnish particulars.

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



## SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

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

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal 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 IN TERMS OF  
 PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION  
 PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

May 2011



**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the .....80/20..... preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

**2. DEFINITIONS**

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level means of the contributor**” B-BBEE status of an entity in



## SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment** means the Broad-Based **Act”** Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$\left( \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:



## SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

B-BBEE Status Level of Contributor	Number of Points (80/20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

### 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . (maximum= of 20.....points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

#### 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted (***Tick applicable box***)

<b>YES</b>		<b>NO</b>	
------------	--	-----------	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the subcontractor.....
- iii) The B-BBEE status level of the subcontractor.....
- iv) Whether the sub-contractor is an EME or QSE (***Tick applicable box***)

<b>YES</b>		<b>NO</b>	
------------	--	-----------	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: an EME or QSE which is at least 51% owned	EME	QSE
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		



**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm: .....

8.2 VAT registration number: .....

8.3 Company registration number: .....

**8.4 TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
  - ☐ One person business/sole propriety
  - ☐ Close corporation
  - ☐ Company
  - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –



**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>	<table border="1"><tr><td style="width: 30%;"></td><td style="width: 70%; text-align: center;">SIGNATURE(S) OF BIDDERS(S)</td></tr><tr><td>DATE:</td><td>.....</td></tr><tr><td>ADDRESS</td><td>.....</td></tr><tr><td></td><td>.....</td></tr></table>		SIGNATURE(S) OF BIDDERS(S)	DATE:	.....	ADDRESS	.....		.....
	SIGNATURE(S) OF BIDDERS(S)								
DATE:	.....								
ADDRESS	.....								
	.....								



## SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

SBD 8

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	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? <b>(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).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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:		





**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

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**SBD 8**

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:
- 6



**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

**SBD 9**

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER TRAVEL  
MANAGEMENT SERVICES TO THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR  
(SADPMR) FOR A PERIOD OF THREE YEARS. SADPMR30/04/2022.**

---

(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



**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



## **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

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<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.