

REQUEST FOR QUOTATION

Supplier Name:

GOODS

X

SERVICE

RFQ Number	iLABS/RFQ 2023/24:40
Date Issued	19 June 2023
Description of Services/ Goods:	Appointment of a panel of Service Providers for the Supply and Delivery of Margarine, Frozen Dairy, Cheese, Frozen Vegetables, Pies and Pastries for a Period of Thirty-six (36) Months on an as and when-needed basis to iThemba LABS, Old Faure Road, Faure, Canteen.
Closing Date:	03 July 2023
Closing Time:	11:00 am
Delivery Address:	iThemba LABS, ATT: SCM Department, Old Faure Road, Faure, 7131
Submit RFQ to:	scm2@tlabs.ac.za (Proposals must be sent via email only)
Date Goods or Service Required:	As and when needed
For More Information (Technical):	Elizma van Zyl e.vanzyl@ilabs.nrf.ac.za
For More Information (Supply Chain Management):	Khanyisa Maqwara scm2@tlabs.ac.za

THE FOLLOWING CONDITIONS WILL APPLY:

- **Where quotations / proposals are R 2 000.00 or more, preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at **least sixty (60) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for Equity/ B - BBEE points, failing which, the B - BEEE claimed will be forfeited or zero points will be allocated.**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder (where applicable):
 - SBD 4 – Declaration of Interest with Government
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2022, The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

Introduction to the NRF

The National Research Foundation ("NRF") is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Introduction to the Business Unit responsible for this RFQ

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

Evaluation Process

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bids received are more than R 1 000 000.00, the proposal will be cancelled and re-issued.

Supplier Response

Name of Supplier:	
Address of Supplier:	
Contact Person:	
Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
Lead Time for delivery	<i>(Specified in specifications, but to be mutually agreed upon.)</i>
Currency:	ZAR
Payment terms:	30 days from the date of receiving invoice
Are the supplier presenting this proposal also the owner/managing entity/primary of the food premise/warehouse from which products will be distributed?	<input type="checkbox"/> Yes <input type="checkbox"/> No (complete declaration below)
Are the supplier presenting this proposal also the owner/managing entity/primary of the vehicles which will be used to transport/ deliver products to iThemba LABS under this contract	<input type="checkbox"/> Yes <input type="checkbox"/> No (complete declaration below)
DECLARARTION OF THIRD-PARTY SERVICE PROVIDERS who will supply and deliver goods on behalf of the bidder under this contract.	Warehousing/ food premise:
	Delivery/transport:

<u>Administrative Compliance Returnable Documents</u> (M – Mandatory); (O – Optional)	Submitted	
Bidders Disclosure (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preference Points Claimed (SBD 6.1), signed and completed with	O	<input type="checkbox"/> Yes <input type="checkbox"/> No
BBBEE certificate or sworn affidavit (applicable for local bidders)	O	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pricing schedule completed	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>(M – Mandatory)</u>		
Provide a copy of the CERTIFICATE OF ACCEPTABILITY of Food Premise (R638, 2018) OF THE DISTRIBUTION WAREHOUSE/SUPPLIER.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide a copy of the CERTIFICATE OF ACCEPTABILITY of Food Premise (R638, 2018) for the VEHICLE(s) that will be allocated for deliveries, if not the same as the distribution warehouse/ supplier.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide a copy of the certification of the Quality Management Programme (such as SANS2200, SANS1049) of the DISTRIBUTION WAREHOUSE/ SUPPLIER.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
THIRD PARTY SUPPLIER DECLARATION - If supply and delivery will be made on behalf of the bidder by a third party, such declaration must be made in writing by the signing authority of the third-party supplier/service provider.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
PROOF OF ADDRESS (Site inspection may be performed)	O	<input type="checkbox"/> Yes <input type="checkbox"/> No

^a Please refer to the functional evaluation scoring grid on page 13.

^b Suppliers must achieve a minimum functionality score of 60% in order to move to the next phase of evaluation

SPECIFICATIONS:

1. Intent

The intent of this RFQ is to outline the scope of work and specifications for the Supply and Delivery of Margarine, Frozen Dairy, Cheese, Frozen Vegetables, Pies and Pastries for a Period of Thirty-six (36) Months to iThemba LABS, Old Faure Road, Faure, Canteen

2. Compliance with National Legislation and Standards

- 2.1. The successful bidder must, in performance of work under this contract, fully comply with all applicable legislation (Acts and their regulations) and South African National Standards (SANS). These include, but are not limited to:
 - **Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972)**
 - **Government Notice No. R638 of 22 June 2018:** Regulation Governing General Hygiene Requirements for Food Premises and the Transport of food. No person must handle food or permit food to be handled on food premises in respect of which a **valid certificate of acceptability** has not been issued or is not in force (**Regulation R638 of 22 June 2018**) by the local authority.
 - **Agricultural Product Standards Act, 1990 (Act No. 119 of 1990)**
 - **The South African Food Labelling Regulations** (Government Notice R146 of 1 March 2010)
 - **SANS 10049:2019:** Food safety management – Requirements for prerequisite programmes (PRPs).
- 2.2. Legislation put in place by the Directorate of Food control within the National Department of Health can be accessed at: <http://www.doh.gov.za/department/foodcontrol/legis.html>
- 2.3. Legislation regarding agricultural products as governed by the Department of Agriculture can be accessed at: www.daff.gov.za
- 2.4. South African National Standards can be ordered from: <https://www.sabs.co.za>

2. Specifications and Physical Requirements

- 2.1. The products must meet the physical requirements as stipulated in Table 1.1.
- 2.2. Bidders to state their conformance to specifications in table 1.1. by indicating yes/no - this is compulsory.
- 2.3. Bidders who do not comply will be non-compliant and may be disqualified from this evaluation process.

Table 1.1: Specifications for Mandatory Physical Requirements

	MANDATORY PHYSICAL REQUIREMENTS	Indicate Yes/No	
A	Physical Specifications of margarine, cheese, frozen veg, pies and pastries		
1	Product specifications are described in Pricing and Specification schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Specifications for classification, composition, labelling and quality are the same as per current Legislation and South African National Standards (Acts, regulations and its amendments).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	OR equivalent. Equivalents must be as close as possible to description and specification. Deviation of unit size and pack size will be acceptable. Orders and costs will be calculated accordingly. It is not mandatory for the Service Provider to quote on all items on the Pricing Schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	Packaging Specifications		
1	The product should be packed into suitable packaging as specified by relevant legislation and should be free from any leakage.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	The producer name, product name, and production date, as well as a best before date, should be visible on the packaging for storage and rotation purposes as per relevant legislation.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C	Transport and Delivery Specifications		
1	The products must be transported under hygienically acceptable conditions.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Delivery is required approximately monthly within forty-eight (48) hours of receipt of official	YES <input type="checkbox"/>	NO <input type="checkbox"/>

	MANDATORY PHYSICAL REQUIREMENTS	Indicate Yes/No	
	purchase order or as mutually agreed upon between successful bidder and iThemba LABS.		
3	Delivery must be made between 07:00am and 15:30pm.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	Site location for delivery: NRF iThemba LABS Attention: Kitchen Stores Old Faure Road Faure, 7131 Western Cape, South Africa	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	Delivery vehicles must have a Certificate of Acceptability of Food Premise (R638, 2018) which is issued by local municipality. Margarine and Fresh Cheese are to be delivered in a closed refrigerated truck (or equivalent), with a temperature below 5 degrees Celsius (5 °C). Frozen Vegetables, Cheese, Ice cream, pies and pastries are to be delivered in a closed refrigerated truck (or equivalent), with a temperature below minus18 degrees Celsius (-18 °C).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	All products delivered must be securely crated, boxed, wrapped or bagged and hauled in closed refrigerated trucks as specified above.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	No other items will be transported in the same vehicle which might in any way contaminate or damage the products.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8	The product should be delivered at temperatures not exceeding 5 degrees (5 °C) or minus 12 degrees Celsius (-12 °C) respectively.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9	Drivers and delivery assistants must be properly attired with the correct PPE.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2. Purchase agreement quotation and ordering procedure:

- 2.1. The contract award will be equally divided between the successfully appointed service providers.
- 2.2. The successful bidders will be issued with a Purchase Contract (SBD7.1) from iThemba LABS as confirmation of the award. An official purchase order will only be issued as their notice to proceed with supply and delivery of goods as and when needed.
- 2.3. Quotations will be requested on an “as and when required basis”. IThemba LABS will only accept market related pricing. Quotations will be tested against pricing of other appointed panel members and suppliers in the market to check whether unit pricing are within market price range for the duration of the contract.
- 2.4. Quotations in the form of an online platform or submitted via email will be accepted.
- 2.5. An official order will be raised via email or an online platform, if available, by the food service supervisor or a supply chain official for the duration of the agreement.
- 2.6. The quantities listed herein are estimates only and are not intended to commit iThemba LABS to purchase any specific quantity. In the event that iThemba LABS’s requirements do not result in the request for the full amount described herein, such occurrences shall not constitute the basis for fee adjustments under this contract.
- 2.7. If the successful supplier is unable to supply the product required, he/she shall recommend an acceptable replacement product to the food service supervisor for approval.
- 2.8. If the bidder requires a minimum order quantity, it must be stated on their proposal.

3. Documentation Requirements and Certification of Quantity and Quality:

- 3.1. All products delivered will be inspected at the point of delivery.
- 3.2. The foodservice supervisor or designee will check items delivered against the official purchase order and invoice at the time of delivery with both the supervisor and the driver signing the appropriate documentation for shortages and errors, and/or obviously damaged / non-compliant goods.
- 3.3. The service provider will be responsible for products rejected at the point of delivery and products found to be deformed or defective within the use by date for the product as previously specified. Damaged or inferior products for which the supplier is responsible will be replaced at no additional cost to iThemba LABS or a credit note will be issued for goods returned for credit.
- 3.4. iThemba LABS reserves the right to reject any product that does not conform to the specifications and quantity of invoiced product when received. Rejected items to be removed immediately and credit memo issued.
- 3.5. Original tax invoices indicating PO number, description of products supplied, units of measure, quantity supplied, price per unit and total cost inclusive of vat must be supplied per PO for each delivery.
- 3.6. The successful bidder shall bear the full burden of ownership until the goods is accepted at the final destination. Any shortages, damages, losses or otherwise undelivered goods shall remain the successful bidder's responsibility.
- 3.7. If deliveries are made in crates, boxes, containers or bags, these items remain the property and responsibility of the service provider. Such containers used for delivery should be unpacked at point of delivery and iThemba LABS should not be invoiced or levied for such crates/ containers.
- 3.8. Payment terms are strictly 30 days from the date of invoice.
- 3.9. iThemba LABS reserves the right to conduct inspections of the production process, the product and the premises of the supplier, by appointment, during the contract period or prior to entering into a contract.

4. Pricing and Specification Schedule

The estimated annual amount (per unit of measure) is for estimation of contract value purposes only.

PRICING MODEL: **Pricing is NOT firm or fixed.** Pricing presented will be used for comparative analysis and estimation of contract value. Quotations will be requested for placing of orders as and when needed for the duration of the agreement. IThemba LABS will only accept market-related pricing. Quotations will be tested against the pricing of other appointed panel members and suppliers in the market to check whether unit pricing is within market price range for the duration of the contract.

Item no.	Product description and specification	Specification of pack size (or equivalent)	Unit of measure	Estimated annual amount (per Unit of measure)	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
1	FROZEN BROCCOLI FLORETS	1KG PACK or equivalent	KG	60		
2	FROZEN CAULIFLOWER FLORETS	1KG PACK or equivalent	KG	60		
3	FROZEN CHIPS POTOTA 10MM	1KG PACK or equivalent	KG	750		
4	FROZEN CHIPS SWEET POTATO	1KG PACK or equivalent	KG	60		
5	FROZEN COUNTRY CROP MIXED VEGETABLES	1KG PACK or equivalent	KG	60		
6	FROZEN CUT CORN	1KG PACK or equivalent	KG	18		
7	FROZEN GREEN BEAN CUT	1KG PACK or equivalent	KG	60		
8	FROZEN HASHBROWNS	1KG PACK or equivalent	KG	24		
9	FROZEN MIXED VEGETABLES	1KG PACK or equivalent	KG	60		
10	FROZEN ONION RINGS	1KG PACK or equivalent	KG	12		
11	FROZEN PEAS	1KG PACK or equivalent	KG	60		
12	FROZEN VEGETARIAN SCHNITZEL	100GR UNIT or equivalent	KG	12		

Item no.	Product description and specification	Specification of pack size (or equivalent)	Unit of measure	Estimated annual amount (per Unit of measure)	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
13	FROZEN SPINACH	1KG PACK or equivalent	KG	70		
14	MARGARINE 70% FAT WRAPPED	500gr x 30 pack or equivalent	500gr x 30	6		
15	MARGARINE 40% FAT WRAPPED	500gr x 30 pack or equivalent	500gr x 30	6		
16	MARGARINE SPREADABLE TUB	1KG TUB or equivalent	1KG TUB	60		
17	MARGARINE PORTIONS FLORO GOLD	8gr x 294 pack or equivalent	8gr x 294	2		
18	CHEESE COTTAGE SMOOTH	2.5kg pack or equivalent	2.5kg	3		
19	CHEESE CREAM CHEESE	2.5kg pack or equivalent	2.5kg	3		
20	CHEESE FETA ORIGINAL	2.5kg pack or equivalent	2.5kg	10		
21	CHEESE GRATED CHEDDAR	2kg pack or equivalent	2kg	24		
22	CHEESE GRATED MOZZARELLA	2kg pack or equivalent	2kg	16		
23	CHEESE GRATED PARMESAN	1kg pack or equivalent	kg	5		
24	CHEESE LOAF CHEDDAR	or equivalent	kg	24		
25	CHEESE LOAF GOUDA	or equivalent	kg	24		
26	CHEESE LOAF MOZZARELLA	or equivalent	kg	6		
27	CHEESE SLICED CHEDDAR	or equivalent	kg	45		
28	CHEESE BLUE WEDGE	100GR OR EQUIVALENT	EACH	12		
29	CHEESE CAMEMBERT WEDGE	100GR OR EQUIVALENT	EACH	12		
30	CREAM/ DESSERT TOPPING MEADOWLAND BRAND	1lit x 6 pack or equivalent	1lit x 6	6		
31	ICE CREAM VANILLA	5lit pack or equivalent	5lit	4		

Item no.	Product description and specification	Specification of pack size (or equivalent)	Unit of measure	Estimated annual amount (per Unit of measure)	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
32	FRZ BUN HAMBURGER PLAIN BAKED	100GR UNIT or equivalent	EACH	120		
33	FRZ CIABATTA	120GR UNIT or equivalent	EACH	120		
34	FRZ CROISSANT	40GR UNIT or equivalent	EACH	120		
35	FRZ DANISH SELECTION MINI UNBAKED	42GR UNIT or equivalent	EACH	800		
36	FRZ MUFFINS ASSORTED BAKED WRAPPED	55GR or equivalent	EACH	1800		
37	FRZ PANINI WHITE	or equivalent	EACH	60		
38	PASTRY PHYLLO ROLL	500GR or equivalent	EACH	12		
39	PASTRY PUFF PASTRY ROLL	400GR or equivalent	EACH	120		
40	PASTRY SHORT CRUST ROLL	400GR or equivalent	EACH	24		
41	PIE PHYLLO SPINAKOPITA COCKTAIL	or equivalent	EACH	100		
42	PIE UNBAKED SAUSAGE ROLL BEEF	190GR UNIT or equivalent	EACH	150		
43	PIE UNBAKED CHICKEN AND MUSHROOM in FOIL	190GR UNIT or equivalent	EACH	48		
44	PIE UNBAKED MUTTON CURRY in FOIL	190GR UNIT or equivalent	EACH	48		
45	PIE UNBAKED PEPPER STEAK in FOIL	190GR UNIT or equivalent	EACH	48		
46	PIE UNBAKED SPINACH AND FETA in FOIL	190GR UNIT or equivalent	EACH	48		
47	PIE UNBAKED STEAK AND KIDNEY in FOIL	190GR UNIT or equivalent	EACH	48		
48	PIES UNBAKED COCKTAIL CHEESE PUFF	or equivalent	EACH	100		
49	PIES UNBAKED COCKTAILCHICKEN	or equivalent	EACH	100		
50	PIES UNBAKED COCKTAIL STEAK	or equivalent	EACH	100		

Item no.	Product description and specification	Specification of pack size (or equivalent)	Unit of measure	Estimated annual amount (per Unit of measure)	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
51	PITA BREAD POCKETS 150MM	150MM UNIT or equivalent	EACH	200		
52	PITA POCKETS COCKTAIL	or equivalent	EACH	100		
53	PIZZA BASE TOMATO	23 CM or equivalent	EACH	250		
54	RISSOLES JALEPEN0 CHEESE	45GR UNIT or equivalent	EACH	48		
55	ROTI STANDARD	25CM or equivalent	EACH	240		
56	SAMOOSA COCKTAIL BEEF	20GR or equivalent	EACH	200		
57	SAMOOSA COCKTAIL CHICKEN	20GR or equivalent	EACH	200		
58	SPRINGROLL COCKTAIL MIXED VEGETABLE	or equivalent	EACH	300		
59	TORTILLA WRAP	26CM or equivalent	EACH	240		
60	Delivery Charge to iThemba LABS (if extra)		Each	12		
	Minimum order amount to qualify for free delivery (if applicable).					
TOTAL (Including VAT)					YEAR 1	R
TOTAL (Including VAT)					YEAR 2 (Year 1 + 15%)	R
TOTAL (Including VAT)					YEAR 3 (Year 2 + 15%)	R
TOTAL (Including VAT)					36months	R

5. Evaluation criteria: functionality

Responsive bids will be evaluated on functionality. The minimum score for functionality is 60% and a bidder who scores below this threshold will be disqualified automatically from further evaluations.

Competence Criterion	Key Aspects of Criterion	Points Allocation		Total Points
Quality Control	Copy of the CERTIFICATE OF ACCEPTABILITY of Food Premise (R638, 2018) OF THE DISTRIBUTION WAREHOUSE/SUPPLIER.	No submission	0	
		Valid submission (Third party CoA)	15	
		Valid Submission (Primary CoA)	20	
	Provide a copy of the CERTIFICATE OF ACCEPTABILITY of Food Premise (R638, 2018) for the VEHICLE(s) that will be allocated for deliveries, if not the same as the distribution warehouse/ supplier.	No submission	0	
		Valid submission (Third party CoA)	15	
		Valid Submission (Primary CoA)	20	
	Provide a copy of the certification of the Quality Management Programme (such as SANS2200, SANS1049) of the DISTRIBUTION WAREHOUSE/ SUPPLIER.	No submission	0	
		Valid submission (Third party certificate)	15	
		Valid Submission (Primary Certificate)	20	
Primary business	Supply and delivery made by primary bidder or third party	Not clear	0	
		Supply or delivery made by third party service provider on behalf of the bidder – no declaration by third party submitted	10	
		Supply or delivery made by third party service provider – declaration by third party submitted	15	
		Bidder is primary service provider and does not make use of third-party service providers	20	
Bidders locality	Proof of address – distance of service provider's offices to NRF/iThemba LABS Cape Town	No submission	0	
		Outside Western province	10	
		Within Western province	15	
		Within 100km	20	
Total				100

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

STANDARD BIDDING DOCUMENT (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

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

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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or}$		
$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & \\ Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & & \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = 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 (B-BBEE Status Level of Contributor)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

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.

SURNAME AND NAME: SIGNATURE(S) OF TENDERER(S)
DATE:
ADDRESS:

Note: It is advised that documents be returned in PDF