



state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SSA/01/2025-26	CLOSING DATE:	23 June 2025	CLOSING TIME:	11:00
BRIEFING	02 June 2025	Venue	79 Riverview, Halfway Gardens, Midrand, Janadel Avenue	Time	11:00
NB: Identification documents of the members to attend the briefing should be provided via email to TondiM@ssa.gov.za no later than the 29th May 2025					
DESCRIPTION	APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO DESIGN, SUPPLY, INSTALL, COMMISSION, MAINTAIN THE GAS DETECTION AND SUPPRESSION SYSTEM AT THE SSA'S GAUTENG PROVINCIAL OFFICE FOR A PERIOD OF TWO (2) YEARS.				
BID RESPONSE DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SSA Headquarters Reception					
Musanda Complex					
R50 Delmas Road					
Rietvlei, PRETORIA					
Joe Nhlanhla Street 377-JR, Rietvlei, Pretoria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	Tondani Mdunge				
TELEPHONE NUMBER	012 427 5070				
E-MAIL ADDRESS	tondiM@ssa.gov.za				
THERE WILL BE A COMPULSORY BRIEFING SESSION FOR THIS TENDER					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
CONTACT PERSON					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

TOTAL BID PRICE Inc. VAT					
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
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO
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:

NAME AND SURNAME OF THE BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

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DEFINITIONS

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

SSA	State Security Agency.
Invitation to bid	Invitation to bid comprising <ul style="list-style-type: none">○ The cover page and the table of content and definitions○ Part 1 which details the Conditions of Bid○ Part 2 which details the Terms of Reference/Specifications relating to the service○ Part 3 which contains all the requisite bid forms and certificates; as read with GCC – General Conditions of Contract
Services	Defined services on the cover page of this invitation to bid and described in detail in the Terms of Reference/Specifications
Specifications /Terms of Reference	Specifications or terms contained in Part 2 of this invitation to bid;

Part 1

CONDITIONS OF BID

1. BACKGROUND AND INTRODUCTORY PROVISIONS

Refer to Part 2 of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

2. OFFER AND SPECIAL CONDITIONS

2.1 Without detracting from the generality of clause below, bidders must submit a completed and signed and requisite bid forms attached as Part 3 with its bid. Bidders must take careful note of the conditions of award.

2.2 **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

2.3 **It is a requirement that Tax matters of a service provider must be complaint with SARS when submitting, during and at the award of this tender.**

2.4 In the event that any form or certificate provided in Part 3 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS

3.1 The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2 All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.

3.3 All bids must be deposited before the closing time and date stipulated above in the bid box at the address detailed on the cover page of this invitation to bid.

4. ENQUIRIES

Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated. Bidders are given until two (2) days before the closing date to forward enquiries regarding the tender.

5. COMPULSORY BID BRIEFING/SESSION

A compulsory briefing meeting will be stipulated in the cover page of the Invitation to bid. All details such as venue, date and time of the briefing meeting will be provided in the cover page of this bid. If a bidder misses out on a compulsory briefing meeting, it is regrettable that the bid will not be considered.

- 4.1 There will be a compulsory briefing session for this tender. Refer to SBD 1 for details of the briefing. Bidders who will not attend the compulsory briefing session will not be considered.

6. TAX CLEARANCE

The bidder should have complaint tax matters with SARS when submitting bid documentation. A pro forma application for Tax Clearance Certificate (SBD 2) is attached as Part 3 – Schedule B. Bidder must take specific note of the conditions stipulated in SBD 2. Tax clearance certificate and B-BBEE certificate must be renewed every 12 months and must be submitted to Supply Chain Management.

7. PRICING

- 7.1 The bidder(s) must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as Part 3 – Schedule C which completed form/s must be submitted together with the bid documents.
- 7.2 Pricing stipulated must be **INCLUSIVE OF VALUE ADDED TAX**.
- 7.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form Part 3 – Schedule C.
- 7.4 The total price including VAT should be transferred to **SBD1**.
- 7.5 Other than the pricing schedule attached in this bid, the bidder is required to provide a detailed price quotation in its company letterhead.

8. DECLARATION OF INTEREST

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 3 – Schedule D.

9. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices is attached as Part 3 – Schedule E.

10. QUALIFICATIONS OF BIDDERS

Bidders must submit detailed information together with their bid and disclose the experience in the relevant trade together with present contracts. These details should be submitted together with the bid on the form attached as Part 3 – Schedule G.

11. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the bidder being a partnership, close corporation or a company all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 3 – Schedule H.

12. CONSORTIUM / JOINT VENTURE

- 12.1 It is recognized that bidders may wish to form consortia to provide the Services.
- 12.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements:-
- 12.2.1 It shall be signed so as to be legally binding on all consortium members;
- 12.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
- 12.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the SSA and receive instructions for and on behalf of any and all the members of the consortium;
- 12.3 A copy of the agreement entered into by the consortium members shall be submitted with the bid.
- 12.4 Each party to the Consortium must submit a BBBEE Status Level Verification certificate.
- 12.5 Each party to the Consortium must be tax compliant with SARS.
- 12.6 Preference points will only be awarded when a consolidated BBBEE Certificate is submitted.
- 12.7 Parties should be registered on the Central Supplier Database or be willing to register on such a database.

13. ORGANISATIONAL PRINCIPLES

The bidder should submit a clear indication of the envisaged authorized organisational principles, procedures and functions for an effective delivery of the required Service. These details should be submitted on the form attached as Part 3 – Schedule I.

14. DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT

The bidder should provide full details regarding the bidders nearest office base in the province (see Part 3 of this invitation to bid). These details should be provided on the form attached as Part 3 – Schedule J which completed form must be submitted together with the bid.

15. FINANCIAL PARTICULARS

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 3- Schedule K.

16. PREFERENCE POINTS CLAIM FORMS

Part 3 – Schedule L contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations, 2017 to be completed and signed by the bidder to the extent applicable and returned with this bid.

17. VALIDITY

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **(150) one hundred and fifty** calendar days from the closing date and time stipulated on the front cover of

this invitation to bid.

18. ACCEPTANCE OF BIDS

- 18.1 The SSA does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Department.
- 18.2 The SSA reserves the right to award the bid in whole or in part thereof.
- 18.3 The SSA may as and when required amend the quantities of the requirement during the running period of the bid when the need arises.

19. NO RIGHTS OR CLAIMS

- 19.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the SSA. The SSA reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.
- 19.2 The SSA, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

20. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY

- 20.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" basis with the approval of the SSA.
- 20.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

21. ACCURACY OF INFORMATION

- 21.1 The information contained in the invitation to bid has been prepared in good faith. The SSA nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- 21.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

22. COMPETITION

- 22.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 22.2 In general, the attention of bidders is drawn to Section 4(1) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 22.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they are encouraged to discuss their position with the competition authorities before submitting response.
- 22.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.
- 22.5 Part 4 (Schedule F) should be completed and duly signed.

23. RESERVATION OF RIGHTS

- 23.1 Without limitation to any other rights of the SSA (whether otherwise reserved in this invitation to bid or under law), the SSA expressly reserves the right to:-
- 23.2 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;
- 23.3 To invite bidders for presentations of their bids for evaluation purposes.
- 23.4 As part of due diligence, SSA may conduct a site visit to confirm availability and authenticity of the proposed project.
- 23.5 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion.
- 23.6 Reject all responses submitted by bidders and to embark on a new bid process.

24. SECURITY REQUIREMENTS

- 24.1 **Security clearances:** The bidder's (principal or joint venture contractor) employees and sub Bidders **are** required at all times during the contract period to be in possession of valid security clearances to the level determined by SSA commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders.
- 24.2 The vendors shall supply and maintain a list of personnel involved on the account indicating their clearance status. Negative or failure of security clearance or vetting by the bidder, bidder's employees or partners at any stage during the contracting or contract period and lack of or inability to obtain acceptable replacements by the contractor may lead to the cancellation of the contract.

25. PERIOD FOR THIS PROJECT

25.1 This a once off project for the Design, Supply, Installation and Commissioning plus two (2) years Maintenance contract of the gas detection and suppression system inclusive of firefighting equipment.

26. PRICE NEGOTIATION

26.1 The award of the tender may be subjected to price negotiation with the preferred service provider/s.

PART 2

SPECIFICATIONS

TENDER DESCRIPTION: Appointment of a qualified service provider to Design, Supply, Install, Commission, Maintain the gas detection and suppression system at the SSA's Gauteng Provincial Office for a period of two (2) years.

1. PURPOSE

The purpose of this request is to appoint a qualified service provider to Design, Supply, Install, Commission, Maintain the gas detection and suppression system at the SSA's Gauteng Provincial Office for a period of two (2) years.

2. BACKGROUND

2.1 **State Security Agency (SSA)** is in a process of appointing a qualified service provider to Design, Supply, Install, Commission and Maintain the gas detection and suppression system in the Gauteng Provincial Office, including maintenance of all the firefighting equipment to ensure that the following needs are addressed:

- **Design, Supply, Install, Commission and Maintain** a new fire protection and an addressable fire detection system for the Gauteng Provincial Office; including maintenance of the existing systems in the premises.
- **Compile drawings for future reference and to obtain approval** from the City Council for the fire system of the Gauteng Provincial Office.
- Provide an automated but safe for human ingestion fire suppression system (in-line with the Montreal Protocol and other legal requirements).
- Project manage the above processes, arrange **final inspections and ensure approval** by the City Council.
- Propose requirements for maintenance of fire detection and gas suppression system equipment to ensure compliance with legal requirements and best practices for fire.
- Install a **dedicated Communication System** which can assist the SSA to remotely connect to the local emergency services in case of fire.
- Link the fire detection system to the **Control Room**.

3. SCOPE AND DELIVERABLES

3.1 Service providers are invited to bid for the requirements as stipulated in the attached Annexure A to address the following:

- (a) Provide Project management services for the Design, construction, systems engineering, manufacturing, supply, delivery, installation, wiring, commissioning, handover of a complete system as well as consequent maintenance of all fire extinguishers in the complex, all the Data Centers and equipment necessary for the identified Gas Protected Areas including, Conventional Gas Extinguishing Control Units and Signaling Devices, Automatic Fire Detection & Alarm and a Gas Suppression System Installation in accordance with the National Building Regulations (SANS 10400), the latest SANS 10139 – Fire Detection and Alarm Systems and SANS 14520 – Gaseous Fire Extinguishing Systems Standards.

- (b) Provide and cost all electrical, Plumbing and HVAC requirements.
- (c) Ensure that the **Automatic Fire Detection and Suppression Systems** are Compatible to SSA Prescribed **Video Management System (VMS)**, **access control** and **Building Management systems (BMS)**.
- (d) Provide and cost all OH&S and Environmental legal requirements.

3.2 **Design Standards and Regulations**

The Design Standards and Regulations should include but not be limited to the following:

- Design, install and maintain fire protection system of electronic equipment rooms (Computer Rooms) in accordance with SANS 246.
- Design, install and maintain a fire detection and alarm system in accordance with the requirements of SANS 10139.
- Design, install and maintain a fixed automatic fire-fighting system that is in accordance with the requirements of SANS 306-4 or SANS 14520-1.
- Install, maintain and service portable fire extinguishers in accordance with the requirements of SANS 1475-1 and SANS 10105-1.
- Design, install and maintain fire systems in accordance with the building regulations of South Africa SANS 10400: part A, T and W.
- Design, install and maintain the fire detection and alarm system (Sound system and indicating equipment) in accordance with SANS 7240-16.
- Design and install fire detection systems in accordance with SANS 322.
- Design, install and maintain operation of fire protection measures in accordance with SANS 369-1 and SANS 369-2.
- Design, install and maintain fire protection system for liquefied petroleum gas in accordance with SANS 10087-2, 10087-3, 10087-7, 10087-10, SANS 10131 and all other related regulations and standards.
- Maintain fire prevention systems in accordance with SANS 1475.
- Design, install and maintain fire systems in accordance with European Standards, British Standards or similar governing bodies with their numbers.
- Test electrical cables under fire conditions in accordance with IEC 60331-23.
- Perform **quarterly** inspection, testing and servicing in line with the latest SANS 10400 & 10139 regulations and manufactures requirements.

The contractor must ensure compliance with all applicable standards and guidelines in the industry pertaining to the work. The list provided above should be used as a guide.

3.3 **Methodology for the design of the system.**

The following services as defined in the Engineering Council of South Africa Guidelines for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000, published in the Government Gazette No 44333, 26 March 2021.

The report stages are as follows:

Stage 1 - Inception (also termed conditional assessment)

Defined as: Establish client requirements and preferences, assess user needs and options, appointment of necessary consultants, and establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies.

- Assist in developing a clear project brief.
- Attend project initiation meetings.
- Advise on procurement policy for the project.
- Advise on the rights, constraints, consents and approvals.
- Define the scope of services and scope of work required.
- Conclude the terms of the agreement with the client.
- Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services.
- Determine the availability of data, drawings and plans relating to the project.
- Advise on criteria that could influence the project life cycle cost significantly
- Provide necessary information within the agreed scope of the project to other Consultants involved.

Deliverables will typically include:

- agreed scope of services and scope of work
- signed agreement
- report on project, site and functional requirements
- schedule of required surveys, tests, analyses, site and other investigations
- schedule of consents and approvals and related timeframes
- assessment of all fire protection systems
- Assessment report of systems.

Stage 2 - Concept and Viability (also termed Preliminary Design)

Defined as: Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project.

- Agree documentation programme with principal agent or consultant and other consultants involved.
- Attend design and consultants' meetings.
- Establish the concept design criteria.
- Prepare initial concept design and related documentation.
- Advise the client regarding further surveys, analyses, tests and investigations that may be required.
- Establish regulatory authorities' requirements and incorporate into the design.
- Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- Establish access, utilities, services and connections required for the design.
- Participate in coordinated design interfaces with architect or other consultants involved.
- Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- Provide cost estimates and life cycle costs, as required.
- Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

Deliverables will typically include:

- Concept design
- Schedule of required surveys, tests and other investigations and related reports
- Process design
- Preliminary design
- Recommendations for corrective action
- Cost estimates, as required.

Stage 3 - Design Development (also termed Detail Design)

Defined as: Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project.

- Review documentation programme with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Incorporate client's and authorities' detailed requirements into the design.
- Incorporate other consultants' designs and requirements into the design.
- Prepare design development drawings including draft technical details and specifications.
- Review and evaluate design and outline specification and exercise cost control.
- Prepare detailed estimates of construction cost.
- Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.
- Submit the necessary design documentation to local and other authorities for approval.

Deliverables will typically include:

- design development drawings
- outline specifications
- local and other authority submission drawings and reports
- terms of reference
- detailed estimates of construction costs.

Stage 4 - Documentation and Procurement

Defined as: Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.

- Attend design and consultants' meetings.
- Prepare specifications and preambles for the works.
- Accommodate services design.
- Check cost estimates and adjust designs and documents, if necessary, to remain within budget.
- Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- Prepare documentation for contractor procurement.
- Review designs, drawings and schedules for compliance with approved budget.
- Call for tenders and/or negotiation of prices and/or assist the principal consultant or quantity surveyor where relevant.
- Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- Technical evaluation of tenders.
- Prepare contract documentation for signature.
- Assess samples and products for compliance and design intent.
- Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others.

Deliverables will typically include:

- Specifications
- services co-ordination
- working drawings
- construction budget and project plan
- tender documentation
- tender evaluation report
- priced contract documentation.

Stage 5 - Contract Administration and Inspection

Defined as: Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works.

- Attend site handover.
- Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing, and specifications of structural steel sections and connections.
- Carry out contract administration procedures in terms of the contract.
- Prepare schedules of predicted cash flow.
- Prepare pro-active estimates of proposed variations for client decision-making.
- Attend regular site, technical and progress meetings.
- Inspect the works for conformity to contract documentation as described under Clause 3.3.2.
- Review the outputs of quality assurance procedures and advise the contractor and client on adequacy and need for additional controls, inspections and testing.
- Adjudicate and resolve financial claims by contractors.
- Assist in the resolution of contractual claims by the contractor.
- Establish and maintain a financial control system.
- Clarify details and descriptions during construction as required.
- Prepare valuations for payment certificates to be issued by the principal agent.
- Witness and review of all tests and mock-ups carried out on site.
- Check and approve contractor drawings for compliance with contract documents.
- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- Inspect the works and issue practical completion and defects lists.
- Arranging for the delivery of all test certificates, including any Certificates of Compliance, statutory and other approvals, and record drawings and operating manuals.

Deliverables will typically include:

- schedules of predicted cash flow
- construction documentation
- drawing register
- estimates for proposed variations
- contract instructions
- financial control reports
- valuations for payment certificates
- progressive and draft final accounts

- practical completion and defects list of all statutory certification and certificates of compliance as required by the local and other statutory authorities.

Stage 6 - Close Out

Defined as: Fulfil and complete the project close-out, including necessary documentation to facilitate effective completion, handover and operation of the project.

- Inspect and verify the rectification of defects.
- Receive, comment and approve relevant payment valuations and completion certificates.
- Prepare and/or procure operations and maintenance manuals, guarantees and warranties.
- Prepare and/or procure as-built drawings and documentation.
- Conclude the final accounts where relevant.

Deliverables will typically include:

- valuations for payment certificates
- works and final completion lists
- operations and maintenance manuals, guarantees and warranties
- as-built drawings and documentation
- site handover
- final accounts.

4.4 General items of work to include the following:

- (a) Conventional Gas Extinguishing Control Units, Conventional Detection for each Gas Installation linked with recommended Addressable Panel located in accessible areas.
- (b) Installation of reference smoke detector to Gas protected areas and identified rooms and passages to eliminate false alarms and Gas discharge.
- (c) Installation of reference smoke detector / heat detector to passages and identified rooms to eliminate false alarms.
- (d) All field devices like GCUs/Fire Detectors shall be addressable.
- (e) All addressable units must be monitored centrally on a panel with an alarming functionality
- (f) System Engineering Design, Supply and Installation of a complete new Gas Suppression System.
- (g) Installation of all associated equipment including Audible & Visual Alarms to the fire detection and suppression system.
- (h) All wiring, conduits, draw boxes, round boxes, electrical boxes, trunking, electrical enclosures, hangers and fixing devices as required.
- (i) Detailed technical submissions as required for the System Design of the Gas Suppression System.
- (j) Detailed technical submissions of all equipment and systems including detailed construction and workshop drawings.
- (k) A1 size Aluminium framed floor diagrams indicating the general floorlayout and equipment placing in the server room.
- (l) 1 x A3 size Aluminium framed floor diagrams indicating the general floorlayout and equipment placing and the feeder and emergency routes.
- (m) As built drawings.
- (n) Detailed operating and maintenance manuals.
- (o) **Maintenance and guarantee for twelve months** after handing over of the completed installation, including emergency call-outs and repairs.

- (p) Training in the use and operation of the installation to SSA members prior to hand-over and at the end of twelve months' maintenance period.
- (q) Where Builders Work is required i.e.
- Removal of ceiling tiles for access to wiring reticulation and replacement of any tiles broken in carrying out this exercise.
 - Cutting of holes in ceiling tiles for installation of field devices on the floors.
 - Drilling in walls by Contractor and making good thereafter.
 - Painting and touching up of damaged paint surfaces.
 - Cleaning of surfaces and ceiling boards soiled by construction activities.

Such builders work as identified above, shall form part of this specification and the Bidder shall make due allowance for all such work. Contractor shall submit builders working drawings of all work for this service. These drawing shall be dimensioned and include the following;

- All builder's items required
 - Electrical items such as recessed conducting, electrical feeds, isolators or wall socket positions and rating, fire outputs if applicable, etc.
 - Plumbers work if applicable
- (r) Site Cleaning, as being all associated materials with work done as part of this scope of work, shall be required to be removed by the Contractor and taken off site
- (s) The ceilings damaged while installing, shall be replaced with new ceilings by the contractor. Cost and supply of new ceiling tiles are for the Fire Contractors account.

4.5 INSPECTION OF SITE

Before tendering, Bidders shall visit the site and satisfy themselves as to the local conditions, the accessibility of the site, the full extent and nature of operations, the supply of conditions affecting labour, storage and safe custody of materials and tools necessary for the execution of the contract generally, and shall make due allowance for these conditions in the price tendered.

4.6 OPERATING AND MAINTENANCE MANUALS

The Contractor shall prepare an Operating and Maintenance (O & M) Manual for the installations and submit for approval at least one month before completion of the Works. Failure to submit this manual for approval by the time specified will delay final inspection and acceptance of the Works. Any such delays and the consequence thereof shall be the sole liability of the Contractor. The form in which the Service Manual is to be presented is subject to the approval of the Engineer.

The following items together with any other pertinent data, shall be included:

- Front pages. This page shall detail the service, job name and address, client, the name and addresses of the consulting engineers and the name, address, normal hours and emergency call out telephone number of the installing contractor.
- Abbreviations used in manual and on drawings.
- Full description and design and operation of installation. This description shall be detailed and comprehensive and shall be related to the mechanical, electrical and controls "as built" drawings with references and cross references being made to these drawings. Specific functions of systems and equipment shall be detailed and shall include the areas served, and

automatic and manual control operation which shall detail sequence starting and interlocking of equipment, safety controls, alarm and fault finding procedures, etc. Set points of the various instruments and controls shall be stated in this description.

- Approved schematic wiring and control diagrams of the entire system and line diagrams showing the location and function of controls including set points. The diagrams shall relate to the labelling on equipment, controls, switchgear, etc. Drawings shall state, where applicable, the normal and abnormal gauge readings, the control points, scale settings, true settings, differential bands, throttling ranges, time delays, overload settings (actual and scale), and other relevant variable and adjustable items that permit checking and adjustments of each instrument control and motor function.
- Operating instructions and illustrations describing operational routine explaining preventative maintenance procedures, methods for checking the system for normal safe operation, and procedure for safely starting and stopping the system.
- The onsite instructions for operation of the installation shall include demonstrations of the correct performance and function of each piece of equipment under both automatic and manual control.
- "As built" drawings on which all systems, equipment, test and measuring points, including controls, sensors, actuators, controllers and other control equipment, etc. shall be shown. Drawings shall be provided in .dwg as well as .pdf formats.
- All items shall be referenced and cross referenced with onsite labelling etc. and other drawings including wire ways, equipment locations, controls and electrical schematics and diagrams in addition to the commissioning data schedules. Wherever any item of equipment is shown or installed, a consistent reference shall be used throughout.
- All drawings etc. shall be mounted in clear plastic holders, which are pre punched for filing.
- Software programming of any PC based equipment must be stored on a back-up CD and included in the O & M Manual. The software programming shall be of the fully commissioned installation once fully handed over.
- Photographically reduced drawings shall be reproduced on non-fading paper and colored where required. These reproductions shall be framed behind glass and mounted in locations as required by regulations.
- A list of spare parts and suppliers, for each item of equipment, which is normally furnished at no extra cost with the purchase of the equipment.
- Comprehensive commissioning data for all systems and equipment which shall include all design and measured details for all systems. The Contractor shall discuss the format for the presentation of this data before commencing commissioning tests.
- Test certificates and approvals shall be included where appropriate. Where requested, examples of items required are as follows: SANS certificates, municipal certificates of acceptance, etc.
- After approval by the Engineer, 2 (two) copies of the documentation shall be submitted in one of the official languages of the Republic of South Africa, as required by the Engineer.

4.7 GUARANTEE AND MAINTENANCE

The contractor shall guarantee the entire works for a **period of twelve months** from hand over date. The contractor shall service the system quarterly for a period of twelve months during guarantee period. During this guarantee period any defective workmanship or materials (through whatsoever cause, excluding only proved willful and accidental mechanical damage to equipment) shall be

made good at the contractor's expense, and to the satisfaction of the SSA.

4.8 GENERAL

The contractor shall assign a project engineer, assisted by other engineers and qualified draughtsman experienced in fire detection and alarm installation work, to design and supervise the installations and maintenance as well as being registered with SAQCC Fire. The curriculum vitae of the staff shall be submitted to the SSA for approval, and if not acceptable, the contractor shall assign other staff who is more competent to the satisfaction of the SSA. Under no circumstances will incompetent staff be allowed to design, supervise, commission and test the installations.

4.9 COMMISSIONING

Equipment shall be adjusted so that it will perform as specified and shown on the drawings. If and where necessary, on the instruction of the SSA provide a letter from each supplier of equipment stating that the equipment has been installed and commissioned entirely in accordance with the supplier's requirements and recommendation. The entire system shall be adjusted / commissioned and placed in operation. Re-adjustments necessary to accomplish the specified results during the first year of operation shall be made without cost to the SSA.

It is the contractor sole responsibility to commission the installation fully. The Contractor shall make full provision for all personnel and costs relating to the full commissioning of the installation strictly in accordance with his specification of drawings and the methods of testing as stipulated by the SSA. The SSA shall in no way whatsoever be responsible or required to assist the Contractor during commissioning. The SSA will not witness test any installation until the Contractor has fully commissioned the installation and should delays occur as a result of the contractor's inability to perform its function, the Contractor shall be fully liable for any such cost that may arise there from such commissioning.

The Contractor shall replace any portion that does not meet with the requirements of the specification as may be revealed by tests or inspections detailed in the specification or as may be required by the SSA. In the event of the test results being unsatisfactory additional tests will be required and the costs incurred by all parties will be for the Contractor's account

5. SCHEDULED AND NEW EQUIPMENT

- 5.1 Enlisted is the gaseous suppression and detection system equipment and fire extinguishers in place, inclusive of the new installations.

NB: The gas type to be installed must be data center certified (nonconductive gas that does not leave a residue when discharged).

- 5.2. This is a Unit rate tender as the list of items required is not exhaustive;

Item	Description	Unit price
1	ADDRESSABLE DETECTION SYSTEM - BLOCK D	
1.1	Addressable 4 loop fire panel	
1.2	12v 17ah batteries	
1.3	Network Card	
1.4	Addressable Heat Detectors with bases	

1.5	Addressable Optical Smoke Detectors with bases	
1.6	Addressable sounder / beacons	
1.7	Addressable red manual call points (C/W Hinge covers)	
1.8.	Logbook holder	
1.9	Sundries	
1.10	PH30 Fire retardant cabling (per m)	
1.11	Bosal Conduit and fittings and bosal saddles	
1.12	Safety Fire escape signage	
1.13	Fire extinguisher / backing boards / signage - 4.5kg DCP	
1.14	Fire extinguisher / backing boards / signage - 5kg CO2	
1.15	Handover documentation (incl. zonal diagram / certificates)	
1.16	Programming	
1.17	Fire consultant sign off	
1.18	Travel (per km)	
1.19	Labour (incl. install / testing / commissioning / handover / training)	
2	ADDRESSABLE DETECTION SYSTEM - BLOCK E	
2.1	Addressable 4 loop fire panel	
2.2	12v 17ah batteries	
2.3	Network Card	
2.4	Addressable Heat Detectors with bases	
2.5	Addressable Optical Smoke Detectors with bases	
2.6	Addressable sounder / beacons	
2.7	Addressable red manual call points (C/W Hinge covers)	
2.8.	Logbook holder	
2.9	Sundries	
2.10	PH30 Fire retardant cabling (per m)	
2.11	Bosal Conduit and fittings and bosal saddles	
2.12	Safety Fire escape signage	
2.13	Fire extinguisher / backing boards / signage - 4.5kg DCP	
2.14	Fire extinguisher / backing boards / signage - 5kg CO2	
2.15	Handover documentation (incl. zonal diagram / certificates)	
2.16	Programming	
2.17	Fire consultant sign off	
2.18	Travel (per km)	
2.19	Labour (incl. install / testing / commissioning / handover / training)	
3.	Server Room Conventional Smoke Detection System	
3.1	TC3001 Fire control panel (EN54)	
3.2	12v 7ah batteries	
3.3	Fire Panel Protective Enclosure	
3.4	Conventional smoke detector and bases - Room and Floor void)	
3.5	Fire Bell	
3.6	Conventional combined sounder / beacons	
3.7	Logbook holder	
3.8	Addressable triple channel IO unit - monitoring / interface	
3.9	Sundries	

3.10	PH30 Fire retardant cabling (per m)	
3.11	Bosal Conduit and fittings and bosal saddles	
3.12	Handover documentation (incl. zonal diagram / certificates)	
3.13	Travel (per km)	
3.14	Labour (incl. install / testing / commissioning / handover / training)	
3.15	Commander Interface Unit - Interface detection system to building management system	
3.16	Project Management Fee	
3.17	HSE File	
4.	Server Room Gas Suppression System	
4.1	Novec FK5-1-12 Charged Weight Per KG	
4.2	106L CYL. (160LB) / 1.5" VALVE*	
4.3	Local, Manual Actuator	
4.4	Supervisory Switch	
4.5	Actuator, Monitoring, Electrical Linear (24VDC)	
4.6	Cylinder Pressure Gauge	
4.7	50mm Discharge Hose	
4.8	20mm Aluminium Nozzle (180° or 360°)	
4.9.1	40mm Aluminium Nozzle (180° or 360°)	
4.10	Cylinder Label	
4.11	Cylinder Brackets	
4.12	Caution Label - Door Sign	
4.13	Caution Label - Manual Sign	
4.14	Transport Cylinder and Components	
4.15	Schedule 40 PIPING AND 3000LB Fittings	
4.16	Fire Sealing	
4.17	Mandatory Room Integrity	
4.18	Installation Labour	
4.19	Travel	
4.20	Sundries	
4.21	Pressure Testing of Pipe Network	
4.22	DESIGN FEE	
5	Power Components	
5.1	UNINTERRUPTED POWER SUPPLY- Centrally located for all security systems for uptime of minimum 30 minutes for all equipment required with: <ul style="list-style-type: none"> • Electrical DB termination • Separate circuit breakers 	

6. EVALUATION CRITERIA

6.1 All bids will be evaluated in terms of compliance and preference point system which comprises of the following:

6.1.1. Phase 1: Administrative Compliance (Bid documents as per the table below).

	Bid Documents (All pages must be completed, initialed and signed by Bidder)
1.	Invitation to bid (SBD 1)
2.	Schedule A – General Conditions of Contract
3.	Schedule B - Tax Clearance Certificate (SBD 2)
4.	Schedule C - Pricing Schedules (SBD3.1)
5.	Schedule D – Bidder's Declaration (SBD 4)
6.	Schedule E - Preferential Claim form (SBD 6.1)
7.	Schedule F - Qualifications and Experience
8.	Schedule G - Organisational Type
9.	Schedule H - Organisational Structure
10.	Schedule I – Details of Bidder's nearest office
11.	Schedule J - Financial Particulars latest audited financial statements
12.	Schedule K – Security Clearance Requirements
13.	Valid BBBEE Certificate or certified Sworn Affidavit
14.	CSD Registration
15.	Joint Venture or Consortium Agreement where applicable
16.	Proof of VAT Registration (For International Companies)

6.1.2 Phase 2: Evaluation of Mandatory Requirements

Registration with recognized fire industry association(SAQCC OR Equivalent)
Certified COIDA Registration Certificate and Letter of Good Standing
CIDB 4SF
Health and Safety file

6.1.3 Phase 3: Bidders will be subjected to scrutiny to check whether the proposals received are responsive to the bid specifications and compliant to the conditions of the bid.

FUNCTIONALITY EVALUATION

Failure to score the **minimum Threshold of 65 points** will lead to non-compliance and the bidder will not be considered for further evaluation.

Failure to provide relevant information in relation to the functional evaluation criteria will result in no points being allocated.

Evaluation Criteria	Description		Max Points
Proven track record in similar projects.	The bidder to submit reference letters of successfully completed projects of similar type and magnitude from previous clients.		15
	The valid reference letters must be on a client letterhead, indicating Site Name, the scope of work conducted, and duration of the project		
	<ul style="list-style-type: none"> Non-compliance with the above 	0	
	<ul style="list-style-type: none"> 1 valid reference letter 	5	
	<ul style="list-style-type: none"> 2-3 Valid reference letters of similar projects completed and fully functional 	10	
	<ul style="list-style-type: none"> More than 4 reference letters and above similar projects completed and fully functional 	15	
	The bidder to submit a specimen of a fire detection and suppression system they have previously designed, constructed and commissioned in adherence to the SANS standards.		25
	The specimen should consist of the following documentation:		
	<ul style="list-style-type: none"> Fire detection system layout indicating the location of the detectors, fire panel(s), annunciators, manual call points, etc., 		
	<ul style="list-style-type: none"> Cause and Effect matrix, 		
	<ul style="list-style-type: none"> Quality Management procedures, 		
	<ul style="list-style-type: none"> Installation Method statement, 		
	<ul style="list-style-type: none"> Commissioning procedure, 		
	<ul style="list-style-type: none"> Non-compliance with the above 	0	
	<ul style="list-style-type: none"> 1 document included 	5	
	<ul style="list-style-type: none"> 2 documents included 	10	
	<ul style="list-style-type: none"> 3 documents included 	15	
	<ul style="list-style-type: none"> 4 documents included 	20	
	<ul style="list-style-type: none"> Compliance with all 	25	

Academic Qualifications and Team experience in the design, supply, installation of the Fire detection system	Bidder to provide the CVs and qualifications of the team		50
	Project Management Certification and experience <ul style="list-style-type: none"> • Non-compliance with the above = 0 • 1 - 2 years = 1 • 3 - 5 years = 3 • 6 and above = 5 	5	
	ECSA Registered Professional Engineer (Pr. Eng. or Pr. Tech. Eng.) and experience <ul style="list-style-type: none"> • Non-compliance with the above = 0 • 1 - 2 years = 3 • 3 - 5 years' experience = 7 • 6 years or more = 10 	10	
	Certified Fire Protection Specialist by atleast one recognized association or certification board experience <ul style="list-style-type: none"> • Non-compliance with the above = 0 • 1 - 2 years = 1 • 3 - 5 years = 3 • 6 and above = 5 	5	
	SAQCC Registered Technicians - <ul style="list-style-type: none"> • Non-compliance with the above = 0 • 1 - Technician = 1 • 2-3 Technicians = 3 • 4 or more Technicians = 5 	5	
	SAQCC Registered Technicians Experience – (Most experienced technician will be evaluated on this element) <ul style="list-style-type: none"> • Non-compliance with the above = 0 • 1 - 3 years = 2 • 4 - 6 years = 8 • 7 years and above = 10 	10	
	Master Electrician certification. <ul style="list-style-type: none"> • Non-compliance with the above = 0 • 1 - 2 years = 1 • 3 - 5 years = 3 	5	

	<ul style="list-style-type: none"> 6 years and above = 5 		
Project plan (GANTT CHART) and Methodology	<p>The bidder should demonstrate the ability to plan and execute the task submission of a detailed project plan (including tasks and allocation of resources) and the proposed strategy and methodology:</p> <p>The plan must include but not limited to the following 8 factors:</p> <ul style="list-style-type: none"> - Project schedule; - Risk assessment; - Cost Management Plan <ul style="list-style-type: none"> - Work Breakdown Structures - Cost Overview - Process workflows; - Crisis management; - Training to System operators and Technicians. - Reporting lines between bidder and Client in terms of contractual obligations. - Detailed Maintenance Plan for 24 Months 		10
	<ul style="list-style-type: none"> Non-compliance with any of the above=0 		
	<ul style="list-style-type: none"> Compliance with 1-3=2 		
	<ul style="list-style-type: none"> Compliance with 4-7=8 		
	<ul style="list-style-type: none"> Compliance with all 8 factors=10 		
			100

6.1.4 Phase 4: Price and B-BBEE evaluation in terms of the 80/20 preference point systems prescribed in the Preferential Procurement Regulations 6 and 7.

The bid will be evaluated in terms of the 80/20 preference point systems as stipulated in the Preferential Procurement Regulations, 2022. A maximum of 80 points is allocated for price and 20 points for attaining the B-BBEE status level of contributor.

(a) The following formulae will be used in calculating points scored for price.

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

- Points scored must be rounded off to the nearest 2 decimal places.

(b) Points awarded for B-BBEE Status Level of Contribution

- (i) In terms of Regulation 5 (2) and 6 (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:
- (ii) Bidders are required to, together with their bids submit valid B-BBEE status level verification certificates or certified copies to substantiate their B-BBEE rating claims. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. **Such a bidder will score 0 out of maximum of 20 points for B-BBEE.**

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
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

Part 3- Schedule A

General Conditions of Contract and Special Conditions of Contracts

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

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

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

SEE ATTACHED GCC

Part 3 – Schedule B

Application for Tax Clearance Certificate

TAX CLEARANCE REQUIREMENTS IT IS A CONDITION OF BIDDING:-

1. It is an absolute requirement that the taxes of the successful bidder **must** be in order or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her obligations.
2. The attached form, Application for Tax Clearance Certificate (in respect of bids), must be completed by the bidder in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. That Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for 6 months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit an **original** and valid Tax Clearance Certificate at the time of submission of the bid **shall** invalidate the bid.
3. In bids where Consortia/ Joint Ventures /Sub-Contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF OFFERORS)

1. Name of taxpayer / bidder: _____

2. Trade name: _____

3. Identification number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

1. Company / Close Corporation registration number:

--	--	--	--	--	--	--	--	--	--

2. Income tax reference number:

--	--	--	--	--	--	--	--	--	--

3. VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--

4. PAYE Employer's registration number

--	--	--	--	--	--	--	--	--	--

(If applicable)

Signature of contact person requiring Tax Clearance Certificate:

Name: _____

Telephone Number: Code: _____ Number: _____

Address:

DATE: / /

PLEASE NOTE THAT THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND/OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE OR UNDER PAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION OF RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.

Part 3- Schedule C

SBD 3.2

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

Part 3- Schedule C**PRICING SCHEDULE 3.3****(Professional Services)**

NAME	OF	BIDDER:	BID	NO.:
.....					
CLOSING TIME 11:00			CLOSING DATE.....		

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
<hr/>		
1.	The accompanying information must be used for the formulation of proposals	
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)	
4.	PERSON AND POSITION	HOURLY RATE
	R.....
	R.....
	R.....
	R.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT	
	R.....
	R.....
	R.....

*** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**

6. Are the rates quoted firm for the full period of contract? *YES/NO
7. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to the –
(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

- Period required for delivery
*Delivery: Firm/not firm

- Delivery basis

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

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

BIDDERS PROVIDE PRICE PROPOSAL IN YOUR DETAILED PROPOSAL OR QUOTATION. FAILURE TO PROVIDE A DETAILED PRICING PROPOSAL WILL DISQUALIFY YOUR BID.

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

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**

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.

2.3.1 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:

- a. I have read and I understand the contents of this disclosure;
 - b. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
 - c. 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 will not be construed as collusive bidding.
 - d. 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.
- 3.5 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.
- 3.6 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.
- 3.7 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

Part 3- Schedule E

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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

1.3 Preference points for this bid shall be awarded for:

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

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

POINTS

1.4 Points for this bid shall be awarded for:

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

1.5 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

- 1.6 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.
- 1.7 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.
- 1.8 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

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (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:

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

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the subcontract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)
- 8.1.1 If yes, indicate:
- (i) what percentage of the contract will be subcontracted?%
 - (ii) the name of the sub-contractor?
 - (iii) the B-BBEE status level of the sub-contractor?
 - (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

- 9.1 Name of company/firm :

9.2 VAT registration number :.....

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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 –

- (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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....

Part 3- Schedule F

Qualification and Experience

- 1. Details of the extent of the company activities and business, e.g. branches etc:**
- 2. A list of existing and/or previous contracts relating to similar services:**

Description of work and value	Period		Organization	Contact Person	Contact No
	Start date	End date			

- 3. Details of Qualifications of the Project Manager and the Key Personnel:**

Name	Designation	Qualifications

.....

SIGNATURE OF (ON BEHALF OF) COMPANY

Part 3- Schedule G

Organization Type

PARTNERSHIP/CLOSED CORPORATION/COMPANY

(Delete which is not applicable)

The bidder comprises of the following partners/members/directors:

1. NAME _____
ADDRESS : _____
ID NUMBER: _____
2. NAME : _____
ADDRESS : _____
ID NUMBER: _____
3. NAME : _____
ADDRESS : _____
ID NUMBER: _____
4. NAME : _____
ADDRESS : _____
ID NUMBER: _____
5. NAME : _____
ADDRESS : _____
ID NUMBER: _____

Organisational Structure

- [illegible]

1. _____
2. _____



state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

Part 3- Schedule I

SECURITY CLEARANCE REQUIREMENTS

DECLARATIONS

- A. Does the business meet the government's Black Economic Empowerment requirements as per the relevant industry charter?**

Yes: No:

If YES Explain:

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

- B. Do you declare that the business is NOT a BEE front company?**

Yes: No:

If NO Explain:

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

- C. Does the business have any associated family? Friends or business associates in the employ of the Ministry of Intelligence?**

Yes: No:

If YES Explain:

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

.....
.....

CONFIDENTIAL

D. Do any of the above mentioned in Declaration C have any financial interest in the business?

Yes: No:

If YES Explain:

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

E. Do you declare that the company is currently in a stable and sustainable financial position?

Yes: No:

If YES Explain:

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

F. Has the business done any work for a foreign government institution intelligence agency?

Yes: No:

If YES Explain:

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

G. Has the business or any of its principals/ employees obtained a security clearance from any foreign or local governmental institution?

Yes: No:

If YES Explain:

.....
.....

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

CONFIDENTIAL

THE CONTENTS OF THIS DECLARATION FORM MUST BE CERTIFIED AS CORRECT

Hereby the undersigned certifies that:

1. Note is taken that the completed declaration is for official use only and will be treated as strictly **CONFIDENTIAL**.
2. The information stated in this declaration is accurate and true and note is taken that false information will have a negative effect on the security clearance of the company and its principals.
3. The signatory will be held immediately responsible for any fraudulent or incorrect information provided.

Company:

Respondents name:

I.D. number:

Position:

Date:

Signature:

SECURITY CLEARANCE REQUIREMENTS

It is a condition of bid that the successful bidder obtains a positive security clearance by undergoing and co-operating with the vetting officers who will conduct a vetting process on both the company and the individuals who will be involved in the project.

1. In order to meet these requirement bidders are required to complete in full the attached forms:
 - a. Declarations
 - b. Security Questionnaire for Security Clearance Purposes
2. The bidder must supply all documents as outlined in "Company document requirements" with the proposal on or before the closing date or when called upon to do so within a specified period determined by the State Security Agency (SSA).
3. The level of security clearances will be determined by SSA commensurate based on the nature of the project activities the employee will be involved in.
4. The cost of obtaining suitable clearances is for the account of the vendors.
5. The vendors shall supply and maintain a list of personnel involved on the project indicating their clearance status.
6. The default requirement on security clearance is "confidential". Any other environment specified will have a "secret" security clearance requirement.
7. Non-cooperation with the vetting officers may result in a Vendor being disqualified from the bidding and/or appointment process.
8. I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 7 ABOVE SHOULD THIS DECLARATION PROVE TO BE FALSE OR FAIL TO COOPERATE DURING THE VETTING PROCESS.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

Security Clearance: Documentation Requirement for Companies

1. In terms of The National Strategic Intelligence Act 39 of 1994 as amended by the National Strategic Intelligence Act 67 of 2002 section 2A, members of the SSA may, in a prescribed manner, gather information relating to criminal records, financial records, personal information or any other information which is relevant to determine your security competence.
2. Please submit certified copies of the following documentation:
 - **Audited Financial Statements (To include Income Statement ,Balance Sheet, & Cash Flow Statements for a period of two years)**
 - **Bank statements of all accounts held, covering the last six (6) months.**
 - **Company Registration Certificate**
 - **Name Change Certificate / Amended Founding Statement (If Applicable)**
 - **List of Employees /Contractors who require access to the premises AND Identity Documents**
 - **Name & Contact details of Auditing / Accounting Firm**
 - **List of 5 major creditors and contact details**
 - **Letters declaring Members or director's involvement in associated businesses (Names and registration numbers of all companies associated with the Members / Directors)**
 - **Three (3) Letters of Recommendation**

SUBMIT IN A SEPARATE ENVELOPE MARKED "SECURITY REQUIREMENTS"