

INVITATION TO SUBMIT A PROPOSAL FOR REQUIREMENTS OF THE SOUTH AFRICAN BUREAU OF STANDARDS (SABS)

RFP NUMBER: RFP 20264

DESCRIPTION: PROVISION OF HSE CONSULTANCY SERVICES FOR A PERIOD OF 30 MONTHS

CLOSING DATE: 07 JUNE 2021

CLOSING TIME: 11:00am

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THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED)

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	(CODE)		(NUMBER)	
FACSIMILE NUMBER	(CODE)		(NUMBER)	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?	YES or NO
HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED?	YES OR NO
<u>IF YES, WHO WAS THE CERTIFICATE ISSUED BY?</u> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) ☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) ☐ A REGISTERED AUDITOR ☐ [TICK APPLICABLE BOX]	

NAME OF AUTHORISED PERSON	
SIGNATURE OF BIDDER	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
DATE	

1. Intent

The South African Bureau of Standards (SABS) is inviting experienced and reputable (Suppliers) Bidders to submit proposals for the Forecasting and Planning Tools.

2. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the course of the Request for Proposal (RFP) process are to be covered by the non-disclosure agreement signed between the SABS and the Bidder.

3. Procedural compliance

3.1 Intent to respond

An interested Bidder is required to advise the SABS of its intention to submit a proposal by completing and returning the "Intention to Respond" form (Appendix B) no later than **27 May 2021**. Should a party decide not to respond to this RFP, you are requested to continue to treat the information as confidential in perpetuity.

3.2 Responsibility for costs

Under no circumstances shall the SABS accept any responsibility whatsoever for any of the Bidder's costs associated with the preparation and/or submission of its Bid/Proposal, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

3.3 Amendments to the RFP

Amendments to this document shall only be effective if agreed by the SABS and confirmed in a written addendum to the RFP. The SABS reserves the right to modify the scope of this document at any time prior to and after the award of the tender.

3.4 Delivery of proposals or bids

The Bidder is responsible for ensuring that the Bid/Proposal is sealed and delivered on time in the SABS tender box. The SABS undertakes that the Bids/Proposals shall be stored in a secure place, opened at the same time and not before the deadline for submission.

3.5 No obligation to proceed

The SABS reserves the right to discontinue the RFP process at any time prior to the formation of the envisaged agreement and will give written reasons for the cancellation upon written request to do so. The SABS, its subsidiaries, shareholders, advisors, directors, employees, representatives including the SABS Representative shall not be liable for any losses, claims or damages of whatsoever nature or howsoever arising that may be sustained by a Bidder or any other person as a result of its participation or any amendment, termination or suspension of the process set out in this RFP or its exclusion from participating in the tender process at any point. It is an express term that SABS shall in no way be liable for any indirect/consequential damages, loss of profits, etc. suffered by the Bidder during the RFP process, award, negotiating and/or contracting phase.

After any cancellation of the tender process or the rejection of all tenders due to non-compliance with the thresholds, SABS may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

3.6 No contract

Bidders shall note that this RFP does not commit the SABS to any course of action resulting from the receipt of Bids/Proposals and the SABS may, at its discretion, reject any Bid/Proposal that does not conform to instructions and specifications that are contained herein or select a Bidder based upon its own unique set of criteria. SABS also reserves the right not to select a Bidder/award the tender. The SABS does not become bound by any obligations prior to the signature, by both parties, of an agreement - to be negotiated, resulting from a successful bid.

Nothing in this document shall be construed as a contract between the parties and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFP.

SABS shall not be liable for any fees incurred due to any work done/services performed by the Bidder prior to signature, by both parties, of an agreement resulting from a successful bid.

3.7 Validity of proposals

The proposal shall remain valid for a period of one hundred and twenty (120) days from the submission date, where after such proposal expires. SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their proposals, prior to expiry thereof. Such request, if any, shall be in writing. The Bidder is not obliged to extend the validity period.

3.8 Intellectual Property

The Bidder undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.

4. General Instructions

4.1 Assumptions

The SABS has endeavoured to provide sufficient guidance to inform Bidders' Bids/Proposals. However, it may be necessary to make some assumptions. Where assumptions have been made these must be documented in the Bid/Proposal. The SABS accepts no responsibility for assumptions made by the Bidder.

4.2 Requests for clarification/additional information

Requests for additional information, questions or issues fundamental to the quality or clarity of the response should be submitted using the 'Request for Proposal Enquiry' (Appendix N). Additional information will be provided at the discretion of the SABS. The SABS also reserves the right to provide the same information to all other interested Bidders.

4.3 Contact information

All enquiries regarding this RFP must be e-mailed to lerato.monyepao2@sabs.co.za. Bidders must not contact any other SABS personnel regarding this RFP as this may lead to disqualification of the bid. Also note that any canvassing by Bidders regarding this RFP will result in disqualification.

4.4 Timescale

The proposed timescales for the RFP process are indicated below.

Item	Milestone	Date
1	Date of RFP advertisement	17 May 2021
2	Compulsory Briefing session Time Venue	Not applicable
3	Appendix C, Non-disclosure Agreement /Confidentiality Undertaking signed and submitted	07 June 2021
4	Appendix B, Intention to respond released and submitted	27 May 2021
5	Final Date for Bidders to submit consolidated requests for clarification (Questions)	27 May 2021
6	SABS clarification. (Not further clarification after this date)	01 June 2021
7	Proposal Submission Date	07 June 2021, 11:00 am
8	Evaluation of proposals	TBA
9	Awarding of Tender (Next TC seating)	TBA

4.5 Management summary

This section should be submitted as a separate document. The information to be provided in the Management Summary shall include, but not be limited to the following items

- o Company profile
- o Completed 'Statement of compliance' (Appendix K)

4.6 Presentations

The SABS reserve the right to request bidders to present for clarification.

4.7 Clarification and inspections

The SABS may submit clarification in writing on specific tender aspects to obtain a better understanding of the received bid/s. This may also include possible inspections of the Bidder's premises at an agreed upon date and time.

4.8 Submitting a response

4.8.1 Due date

- o Proposals/ Bids are to be submitted by closing date and time as stipulated on page 1.

- o Proposals/ Bids must be submitted **electronically** to Tenders.Lerato@sabs.co.za indicating the tender **reference number** and **description on the subject**.
- o The responsibility for on-time submission rests entirely with the Bidders.
- o **Late submissions will NOT be accepted.**

4.8.2 Proposal format

Each proposal shall include a detailed description of the Bidder's capabilities with regard to the requirements set out in **Appendix A and Section 5.3** of the Functionality Evaluation.

4.8.3 Central Supplier Database (CSD) Registration

Service providers and suppliers who wish to render services to SABS will no longer register at SABS directly. Suppliers will have to register on National Treasury Central Supplier Database (CSD) as per National Circular No 3 of 2015/6 – Central Supplier Database; National Treasury will maintain the database for all suppliers for Government and its institutions; and All existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at www.CSD.gov.za.

5. Evaluation

5.1 Returnable documents

Bidders must provide the following administrative compliance documents.

[TICK APPLICABLE BOX]

NO	APPENDIX	TICK
1	Appendix A Tender Requirements/ Scope of Work	
2	Appendix B Intention to Respond	
3	Annexure C Signed Non-disclosure agreement	
4	Appendix D Vetted SABS Terms & Conditions	
5	Appendix E CSD Report / Proof of banking details for international suppliers	
6	Appendix F Declaration of Interest	
7	Appendix G Local Content(Not applicable)	
8	Appendix H BBBEE Certificate	
9	Annexure I Pricing schedule	
10	Appendix J Management Summary (including Statement of Compliance)	
11	Appendix K Statement of Compliance	
12	Appendix L Page 2 of the RFP Document	
13	Appendix M Audited Financial Statements	
14	Appendix N Request for Proposal Enquiry	

5.2 Disqualifying criteria is as follows:

- Bidders who do not meet all the requirements as specified on the RFP document scope of work will not be evaluated any further.
- Bidders whose solution is encumbered by any Intellectual Property rights, whether registered and / or unregistered, including but not limited to Copyrights, Patents, Know-How, Registered Designs, Trade Marks, Trade Secrets and the like, will not be considered for award of the bid.
- Bidders who make a misrepresentation on the above 2 points or any other material fact.

5.3 Functionality Evaluation

Bidders who obtained 80% and more on functionality will be evaluated on 80/20 preference point system.

no.	Selection Criteria		
	Functionality will be measured on a scale of 1-3. Poor:1, Average:2, Excellent:3	sub weight	Weight
1	Company years' experience		
	The bidder must provide a company profile detailing the number of years' experience of the company in conducting HSE Consultancy services or similar services		
	No relevant experience	0	
	1-2 Years' experience	1	
	3-4 Years' experience	2	
	5 Year of experience	3	
	6 Years of experience	4	
	7 and more Years of experience	5	
2	Project plan and methodology		
	Bidders must provide a detailed project plan or methodology		
	No project plan or methodology	0	
	Project plan or methodology not detailed	3	
	Project plan or methodology fully meets the requirements	5	
3	Company Track record		
	Bidder must provide contactable references where similar service was rendered (not older than 5 years) • Client name; Service provided, contact person and contact details.		
	No references provided	0	
	1 relevant and contactable reference provided	1	
	2 relevant and contactable reference provided	2	
	3 relevant and contactable reference provided	3	
	4 relevant and contactable reference provided	4	
	5 and more relevant and contactable reference provided	5	
4	Qualifications and experience of proposed team members		
	Bidders must provide a list of key personnel with a detailed CV indicating qualifications, registration with professional bodies and relevant experience of the individuals who will be performing the assignment to SABS;		
4.1	Qualification in Health and Safety plus minimum of 5 years relevant experience (Provide a CV plus proof of qualification)		
	No team member with qualification and/or relevant experience	0	
	Certificate - Related qualification + 5 years' experience =	1	
	NQF 6 - Related qualification+5 Years' experience =	2	
	NQF 7 - Related qualification +5 Years' experience =	3	
	NQF 8 - Related qualification +5 Years' experience =	4	
	NQF 9 and higher - Related qualification +5 Years' experience =	5	
4.2	Qualification in Risk Management plus minimum of 5 years relevant experience (Provide a CV plus proof of qualification)		
	No team member with qualification and/or relevant experience	0	
	Certificate - Related qualification + 5 years' experience =	1	
	NQF 6 - Related qualification +5 Years' experience =	2	
	NQF 7 - Related qualification +5 Years' experience =	3	
	NQF 8 - Related qualification +5 Years' experience =	4	

	NQF 9 and higher - Related qualification +5 Years' experience =	5	
4.3	Qualification in Audit plus minimum of 5 years relevant experience (Provide a CV plus proof of qualification)		
	No team member with qualification and/or relevant experience	0	
	Certificate - Related qualification + 5 years' experience =	1	
	NQF 6 - Related qualification +5 Years' experience =	2	
	NQF 7 - Related qualification +5 Years' experience =	3	
	NQF 8 - Related qualification +5 Years' experience =	4	
	NQF 9 and higher - Related qualification +5 Years' experience =	5	
			15%
			100%
Minimum threshold is 80%			

5.4 Preference Point System

Bids will be evaluated in terms of the Preferential Procurement Regulation of 2017, where the 80/20 preference points system (price and BBBEE) will be used.

6. Feedback on Proposals

Once the recommendation to the Tender Committee has been approved, the successful and unsuccessful bidder(s) will be notified in writing.

Successful bidder/s will be issued with a notification letter. Such notification does not constitute an agreement. The award is wholly subject to the successful Bidder entering into a duly signed contract with SABS.

7. Contracting

Successful bidder(s) will be required to enter into a contract with the SABS. A formal Agreement will be signed with the successful bidder and SABS further reserves the right to amend, alter or delete clauses relating to, but not limited to: insurance, indemnity, undertaking, guarantees, Intellectual Property, service levels and / or tax compliance.

SABS shall not be liable for any costs expended by the bidder prior to any formal agreement being signed. **It is therefore imperative that NO SERVICES are rendered prior to the formal agreement becoming effective.**

Appendix A – Provision of HSE Consultancy Services

Scope of work

- 1) Review and Maintain Base Line Assessments
- 2) Conduct revision on the Issue based and/or on the job risk assessments with control measures as per SABS template
- 3) Revise standard operating procedures (SOP) for each department on each process
- 4) Continues induction training for all employees in each department
- 5) Implementation of system integration into the SABS HSE Management system
- 6) Procedure for Environmental Incidents in terms of section 30 of NEMA
- 7) Incident Reporting Procedure to be reviewed and revised to include water related incidents as per/aligned to relevant SABS risk assessments
- 8) Continues OHS Monitoring and provide monthly reports with action plans
- 9) Review and update PPE requirements surveys for each department
- 10) Review emergency plans and processes
- 11) Write and amend current Emergency plans and processes
- 12) Identify HSE training needs and provide a HSE training matrix for each department
- 13) Conduct Safety Data sheet, Risk Assessment and SOP Training
- 14) Supporting and facilitating contractor compliance management including tenant compliance onsite – HSE File inspection and checklist to be given to contractors and tenants
- 15) Application and/or successful registration of applicable HSE permits, certificates and/or necessary memberships
- 16) Monthly national SABS Site Inspections and progress Reports
- 17) Advisory services on HSE Related matters as and when required.
- 18) Provide handover and training to the HSE department
- 19) Identifying and drafting an explicit plan for applicable work permits required.
- 20) Roll out, training and implementation of a lock out and work permit system for the SABS Nationally
- 21) Assist with required HSE document packs for tender submissions
- 22) Conduct an annual Health, Safety, Environment and COVID-19 audit against the OHS act, Regulations and other applicable legislation and SABS documentation, provide report on each audit with corrective actions.
- 23) Maintain Signage Surveys throughout the SABS Premises.
- 24) Hygiene Survey Action Plans
- 25) First aid Box Refills
- 26) HSE Support and Consultation on SABS projects
- 27) Annual HSE Emergency Drills Nationally (must include all applicable documentation e.g. report, attendance registers, pictures etc.)
- 28) Bi Annual HSE Event
- 29) 2 x HSE Gift for the duration of the contract
- 30) Conduct incident and accident investigations as and when required

B) The service provider shall provide the following reports for each department:

- 1) Audit Report
- 2) Monthly Compliance Dashboard
- 3) Monthly OHS monitoring report with an Action Plan
- 4) Training report

C) The service provider shall provide the following E Learning training (800 employees):

- 1) HSE Representative Training

- 2) Fire Fighting
- 3) OHS Act
- 4) Electrical Safety
- 5) Environmental Awareness
- 6) Accident and Incident Investigation
- 7) Hazardous Chemical Safety
- 8) Lifting Machinery
- 9) Personal Protective Equipment
- 10) Working at Heights/Fall protection
- 11) COVID-19 Infections diseases training
- 12) COVID-19 Management Training

D) The following assessments must be carried out within the first year of the contract and must be done by an Approved Inspection Authority (AIA),

- 1) National Greenhouse Survey as per annexure 1 of the National Greenhouse Gas Reporting Regulations
- 2) Carbon Tax Assessment as per Schedule 2 of the Carbon Tax Act

E) The following surveys must be carried out within the first year of the contract and must be done by an AIA,

Heat / Cold Stress
 Noise Survey
 Illumination Survey
 Ventilation Survey
 Chemical Risk Assessment
 Chemical Compatibility Survey
 Stack Emissions Survey
 Dust Survey
 Water Sampling
 Ergonomic Survey

F) The following departments and locations shall be serviced:

Groenkloof:

1. Vehicle Components Lab
2. Fluid Technology;
 - Plumbing
 - Solar
 - Pump Test
 - Ballistics
3. Building & Construction;
 - Mechanical Testing
 - Civil Testing
 - Cement (x1 wet lab and x1 dry lab)
4. Chromatographic Services
5. Condom Test Lab
6. Food & Water Chemistry Laboratory
7. Food Microbiology
8. Industrial Chemistry & Petrochemical
9. Pharmaceutical Chemistry
10. Radiation Protection Services

11. Rubber Plastics Paints Sealant
12. Textiles & Leather
13. Appliances
14. Electronics
15. Explosion Prevention Tech & Rotating Machines
16. Lighting Laboratory
17. Automotive
18. Metrology
19. Facilities Maintenance;
 - Mechanical Workshop
 - Electrical Workshop
 - Civil Workshop
 - Carpentry
 - Plantroom
 - Engineering Maintenance
20. Facilities Support;
 - Fleet
 - Postal Services
 - Cafeteria & Coffee Shop
21. Customer Services
22. Standards;
 - Standard Sales
 - Committee Support
23. Certification
24. Accreditation
25. Human Capital
26. Enterprise Development
27. Training Centre
28. Procurement;
 - Stores
29. Finance
30. Marketing and Communications (Marcom)
31. Information Communication Technology (ICT)
32. Digital Services Intelligence (DSI)
33. Occupational Health Centre (OHC)
34. Security;
 - Staff Entrance
 - Pavilion
 - Reception Areas
 - Control Room
 - Store Room
 - Admin Offices
35. Health, Safety & Environment (HSE)

REGIONS:

East London;

- Emissions
- Battery Testing

Cape Town;

- Microbiology & Chemistry

- Water Testing
- Certification
- Training

NETFA;

- High Voltage
- Short Circuit
- Materials Installation
- Admin Block

CSIR

Secunda

Richards Bay

Newcastle

Durban;

- Certification
- Training

PE - Certification

Appendix B

Intention to respond to the Request for Proposal

We hereby accept / decline your Request for Proposal.

Company: _____

Company Representative: _____

Position/Title: _____

Signature: _____

Please state a brief reason for declining this Request for Proposal _____

To: lerato.monyepao2@sabs.co.za and procurement.request@sabs.co.za

Appendix C

NON DISCLOSURE AGREEMENT

THIS AGREEMENT is made BETWEEN

The South African Bureau of Standards (SABS), an organisation established in terms of section 2 of the Standards Act (29 of 1993), whose registered office is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND _____ (“the Bidder”),

Registration Number: _____ whose registered office is at _____

(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Bidder has received, or may receive in future, information relating to **RFP 20264** for the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”. “Confidential information” shall include, but not be limited to any information disclosed by the SABS and / or any of its affiliates, employees, agents, representatives, subcontractors and consultants to the Bidder, its employees, agents, representatives and consultants, whether orally, in writing, by graphic, pictorial or electronic format, which information includes but is not restricted to Business information, including know how, commercial and technical aspects of products, processes and services; status and capabilities of the SABS’ business; The SABS or its subcontractors’ marketing and planning programs, products specifications, Service specifications, plans, drawings, test results and findings; financial, operational and technical data; and particular types of technologies and inventions, that already currently exist or that the SABS wishes to be developed, which could be subject to intellectual property rights, whether registered and/or unregistered.

Therefore the parties wish to agree as follows:

1. The Bidder undertakes to keep strictly secret and confidential all confidential information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Bidder’s obligation to the South African Bureau of Standards).
2. The Bidder undertakes to not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.
3. This agreement applies to information whether or not such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which:-
 - (a) the Bidder can show had been lawfully received by it prior to disclosure under this agreement.
 - (b) is in the public domain or becomes so otherwise than through breach of this agreement;
 - (c) was disclosed to the Bidder by a third party who was under no obligation of confidence in respect thereof;

5. The Bidder further undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.
6. The Bidder acknowledges that the confidentiality obligations extend from signature of this agreement and survive the termination of the tender process, whether the Bidder is successful or not.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at.....on this.....day of2021

On behalf of the South African Bureau of Standards(signature) Lerato
Monyepao (Procurement)

Witness 1. Witness 2.

Signed at..... on this.....day of2021

Signed on behalf of the Bidder, duly authorised thereto..... (signature)

..... (name) (title)

Witness 1. Witness 2.

To: lerato.monyepao2@sabs.co.za and procurement.request@sabs.co.za

Appendix D

SABS STANDARD TERMS AND CONDITIONS

Bidders must sign the terms and condition to indicate acceptance thereof. Should the bidder have a variation/s, these must be submitted as Annexure F1 indicating the clause number, the rational for not accepting that specific clause and provide an alternative clause.

Annexure E
CSD REPORT

Appendix F

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

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

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

Any other particulars:
.....
.....
.....

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

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

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

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

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

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

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1If so, furnish particulars.
.....
.....
.....

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

2.11.1 If so, furnish particulars:

.....

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

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

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

Appendix H
BBBEE Certificate

Appendix I - Quotation

Appendix J
Management Summary

Appendix K

Statement of Compliance to the Request for Proposal

Company Name: _____

Proposed Service: _____

It is hereby confirmed that the proposal response to the SABS' RFP is fully compliant with all points with the exception of the specific issues outlined below:

Signed: _____ (Authorised Signatory)

Name: _____

Position: _____

Date: _____

Appendix L
Page 2 of tender document

Appendix M
AUDITED FINANCIAL STATEMENT

Appendix N

Request for Proposal Enquiry

To: lerato.monyepao2@sabs.co.za

From: _____

Questions:

Answers:

To: lerato.monyepao2@sabs.co.za