



Glenwood office park
Block B
Corner Oberon & Sprite street
Faerie Glen
Pretoria
0043
PO Box 73000, Lynnwood Ridge.0040
Tel: (012)845 2000 - Fax: 086 529-7701
Website: www.idt.org.za

INDEPENDENT DEVELOPMENT TRUST

REQUEST FOR PROPOSAL FOR THE PROVISION OF SECURITY SERVICES AT THE INDEPENDENT DEVELOPMENT TRUST NATIONAL HEAD OFFICE IN PRETORIA FOR A PERIOD OF TWENTY FOUR (24) MONTHS

TENDER NUMBER: IDTFAC002/062021

RFP Number: IDTFAC002/062021

Description: REQUEST FOR PROPOSAL FOR THE PROVISION OF SECURITY SERVICES AT THE INDEPENDENT DEVELOPMENT TRUST NATIONAL HEAD OFFICE IN PRETORIA FOR A PERIOD OF TWENTY FOUR (24) MONTHS

TERMS OF REFERENCE

1. BACKGROUND

The Independent Development Trust is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority. The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; "The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life".

2. PURPOSE

The main purpose for this bid is to appoint a service provider that complies with Private Security Industry Regulation Act (Act No. 56 of 2001) as amended to provide security services at the:

Independent Development Trust
Glenwood Office Park, Block B,
Cnr Oberon and Sprite Streets
Faerie Glen
Pretoria East 0043

The services will be required for a period of 24 Months, effective from 01 October 2021 to 31 September 2023.

Independent Development Trust (IDT) requires a professional service provider who can assist in the safeguarding of its assets, employees, vehicles and patrolling services by providing daily physical guarding, access and front office controls.

3. MANDATORY REQUIREMENTS TO BE PROVIDED FOR THE SERVICE BY THE SERVICE PROVIDER:

INFORMATION REQUIRED (tick applicable box)	SUBMITTED	NOT SUBMITTED
National Treasury Central Supplier Database Number (MAAA.....)		
SARS Tax Compliance Status PIN		
PSIRA (Private Security Industry Regulatory Authority) registration number		
Letter of good standing from the Department of Labour		
UIF (Unemployment Insurance Fund) for the Security personnel to be place at the clients site		
PAYE (Pay-As-You-Earn) for the Security personnel to be place at the client's site		
Respondent must provide the letter from their insurers not older than 3 months.		
SBD FORMS must be completed in full and signed (SBD1;SBD4;SBD6.1;SBD8;SBD9)		

4. NON-MANDATORY REQUIREMENTS TO BE PROVIDED BY THE SERVICE FOR THE ALLOCATION OF POINTS ON EVALUATION:

INFORMATION REQUIRED (tick applicable box)	SUBMITTED	NOT SUBMITTED
Certified Copy of B-BBEE Certificate issued by a SANAS accredited institution or Copy of a Certified Affidavit		

5. THE SERVICE REQUIRED

- a) The service provider to provide guarding services per shift (time frames, example 06:00 – 18:00) and Night Shift (18:00 – 06:00)
- b) **Two Grade C security guards for day shift (excluding weekends and public holidays where only one guard is needed) and one for night shift** is required for monitoring the CCTV cameras, physical guarding, front desk control and admin services
- c) Physical Guarding Services should also cover public holidays and the annual IDT shutdown period which is between December and January of every year.
- d) The IDT does not provide any transport to and from the premises (site). The approved Service Provider must ensure that their appointed security personnel are punctual as per the work shift outlined under the first bullet above.

- e) Security Guards should always be dressed in appropriate dress codes (corporate) as determined by the Service provider. The dress code must also be made available at the time of responding to the BID for record keeping purposes. i.e. (Pictures as an Attached)
- f) Daily liaison must be maintained between the Security Guard and the IDT Security Manager.
- g) Recording of all security related incidents appropriately for follow-up purposes.
- h) The necessary action must be taken in order to deter anyone from damaging or removing any property of the IDT.
- i) Action must be taken to apprehend any person who commits any offence at the property and the incident must be reported to management immediately
- j) All occurrences, however minor, must be reported and entered in appropriate records
- k) Monthly liaison is required between the client and Service Provider where aspects of mutual interest will be discussed.

6. SECURITY GUARD DUTIES

- a) When arriving on site security officer must do a proper building inspection to ensure that no incidents occurred (Security related incidents.) A formal handover of duties between guards must take place.
- b) Recording of all security related incidents appropriately for follow-up purposes. The Service provider must provide stationery and other relevant recording items (e.g. Occurrence Books and visitor books) All occurrences, however minor, must be reported and entered in appropriate records
- c) When the client arrives on site, report to the client and report any incidents that might have taken place and to get a daily briefing from the client (All Security incidents must be reported as soon as possible to the Client)
- d) Take necessary action to apprehend any person who commits any offence at the property and the incident must be reported to management immediately.
- e) Do patrols of the building during the day to ensure no unauthorized persons is wandering around the building and offices
- f) Receive clients / tenants and visitors as the first point of contact at all times.
- g) Assist clients / tenants and visitors where needed,
- h) Keep the client informed of any suspicious persons / activities within the building
- i) Before going off duty ensure that all offices are locked and windows are closed
- j) Report personally to offices that are working late in order for them to see that there is an officer in the building
- k) Monitor the CCTV cameras and act on anything suspicious (As an enhancement of the guarding function)
- l) Safeguarding at all times the assets provided by the client (keys, access cards)
- m) Implementation of appropriate COVID 19 regulations for compliance purposes

The above mentioned can be revised from time to time with the agreement between client and service provider

7. ADDITIONAL INFORMATION

Number of floors	2
Number of basement	1
Square meter of the area	6000 m ²
IDT Head Office staff compliment	101

8. EVALUATION OF THE TENDER

The evaluation process will comprise of the following phases:

Phase 1: Mandatory and Administrative Requirements;

Phase 2: Functionality Evaluation;

Phase 3: Pricing and B-BBEE Evaluation.

The following rating values for evaluation will be used:

- a) Each panel member will rate each individual criterion on the score sheets as indicated for each criterion.
- b) The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the scores for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria.
- c) The service providers that meets the required minimum score on functionality will be evaluated further on price and B-BBEE.
- d) The panel responsible for scoring the respective bids will evaluate and score all bids based on the functionality requirements.
- e) Service providers will not rate themselves, but need to ensure that all information is supplied as required. The IDT panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.

Phase 1: Mandatory Administrative Requirements

The following documents are compulsory and should be submitted together with the proposal; *failure to submit the following will invalidate your bid:*

- a) Service provider's acceptance of terms of reference, (ToR) by initialing on each page;
- b) One original hard copy of the original tender document must be submitted.

Phase 2: Functionality Evaluation

Bids will be evaluated for functionality in this stage, based on achieving a minimum score of 70 points. The IDT panel members will individually evaluate the responses received against the criteria as set out below:

9. FUNTIONALITY EVALUATION

This bid will be adjudicated on points for functionality and preference and the 80/20 scoring model (80 points for price and 20 points for B-BBEE) will be applicable.

Item	Score	Points scored
1. Functionality	100	
Company profile: Respondents are required to provide details of their Company Profile. Company Profile = 15	15	
Capacity: Operational Structure for rendering guarding services which are catered for in the Company's payroll and administration, incident reporting between the IDT and the service provider = 20 (evaluation in line with Terms Of Reference)	20	
A proposed work execution plan = 20 (1. Availability of site instruction 2. Overall management of guards / Operational management 3. Administration of guards (Pay, leave, contribution, deductions, unforeseen situation 4. Emergency procedures 5. Crim check of appointed guards	20	
Respondents must provide a comprehensive list of its current and previous clients , outlining the length of time they have been conducting business with. (Tabular Form)	5	
Respondents must provide client reference letters and the letters should be submitted on company letterheads. IDT has the discretion to contact the provided references) Comprehensive list of top 3 = 5 points Comprehensive list of top 4-6 = 10 points Comprehensive list of top 7 above = 15 points	15	

The letters must be signed by the clients		
Experience: Company experience in providing security services of a similar nature. CIPC Registration will be used to determine length of company existence. < 1 Year = 5 2 years to 3 years = 15 4 years to 6 years = 20 Above 6 years = 25	25	
Total functionality points	100 points	
Minimum functionality threshold	70 points	

Service provider to start work on 01st October 2021	(Yes / No) Kindly circle the appropriate option
---	--

Phase 3: Price and B-BBEE

- Price inclusive of VAT will be evaluated
- Price and preference point scoring
 - a) The applicable point system is 80/20 where 80 is for price and 20 for B-BBEE level of contribution.
 - b) A certified copy of the B-BBEE certificate issued by a SANAS accredited agency or a sworn in affidavit confirming the B-BBEE level of contribution in case of Emerging Micro Enterprises (EME). This is for claiming of preference point and failure to submit shall mean that a zero score will be allocated.

10. BID AWARD & CONTRACT CONDITIONS

- a. Bidders must submit their bid proposals in line with the bid specifications. Failure to comply shall invalidate the bid.
- b. The appointed bidder may be subjected to security clearance.
- c. The contract shall be concluded between IDT and the successful service provider.
- d. Service Provider must comply with safety regulations at all times during operations.

11. PRICE

11.1 **All prices charged should be inclusive of VAT.** The bid proposal should clearly indicate the total price for the first year of service.

11.2 **If the bid price is not firm, IDT will consider only price adjustments as per the CPI after the anniversary of the contract.**

12 PRICE ADJUSTMENTS

12.1 Bidders must take note that firm prices will be accepted for the first twelve (12) months of the contract duration, thereafter a once – off price adjustment on the 13th month will be accepted based on the average CPI % as issued by STATS SA.

13 RESPONSE FIELDS

13.1 In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a bid will be regarded as responsive, it is imperative to comply with all conditions pertaining to this bid and to complete all the mandatory response fields and item questionnaires for the individual items.

13.2 Non-compliance with this condition will invalidate the bid for the item(s) concerned.

14 PROJECT PERIOD

The project will commence after signing the contract. The service provider will be expected to provide security services for a period of 24 months.

15 SUBMISSION OF PROPOSALS

15.1 Any proposal submitted by electronic means such as email, **will not be accepted** for consideration.

15.2 The proposals must be submitted by **12h00 on 18 August 2021.**

The proposal must be in a sealed envelope or package, and must be clearly marked as follows:

Bid No: **IDTFAC002/062021**

Description: **SECURITY SERVICES**

Bid Closing Date and Time: **18 August 2021 @ 12:00PM**

Tender Validity Period: **90 days**

15.3 All bids must be deposited in the Tender Box located at the reception area of the Independent Development trust (IDT) at the following address:

IDT Building (Block B)
Glenwood Office Park
Cnr Oberon and Sprite Street
Faerie Glen
0043

GP Co-ordinates: 25°46'54.3"S
 28°17'24.3"E

NB: Please note late submissions of the Bid proposal will not be considered for evaluation.

15.4 The Independent Development Trust reserves the right not to appoint a service provider and/or to withdraw this advert at any time prior to the appointment of a service provider.

16 COMMUNICATION

16.1 Any questions are to be submitted not later than **five business days** before the closing date of the Bid. Questions received after this date will not be entertained by IDT.

16.2 After the closing date, only Supply Chain Management (SCM) Unit will communicate with service providers for, among others, where bid clarity is sought, to obtain information or to extend the validity period.

17 TECHNICAL ENQUIRIES

Mr. Pikkie Meyer email: pikkiem@idt.org.za / mobile: 0823715621

17.1 Supply Chain Management Enquiries

Ms. Junior Motsepe: juniorm@idt.org.za

NO BRIEFING SESSION

LATE RESPONSES WILL NOT BE CONSIDERED FOR EVALUATION

CLOSING DATE: 18 August 2021 @ 12:00pm

**THE IDT IS NOT OBLIGED TO ACCEPT THE LOWEST BID AND RESERVES THE RIGHT TO
ACCEPT ANY BID IN WHOLE OR IN PART OR CANCEL THE BID**

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST (IDT)

BID NUMBER: **IDTFAC00262021**
CLOSING TIME: **12:00**

CLOSING DATE: **18 August 2021**

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SECURITY SERVICES FOR A PERIOD OF 24 MONTHS AT THE INDEPENDENT DEVELOPMENT TRUST**

The successful bidder will be required to fill in and sign a written Contract Form

BID DOCUMENTS MAY BE:

DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

The IDT Tender Box at The Independent Development Trust, Cnr Oberon & Sprite Street, Faerie Glen, Pretoria

The bid box is open from 8:30am to 17:00, 5 days a week, Monday to Friday on normal working days.

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS.....

TELEPHONE NUMBE CODE.....NUMBER.....

CELLPHONE NUMBER.....

EMAIL ADDRESS.....

FACSIMILE NUMBER CODE NUMBER.....

VAT REGISTRATION NUMBER

HAS A COPY OF A TAX CLEARANCE CERTIFICATE **WITH A TAX COMPLIANT PIN** BEEN
SUBMITTED? YES / NO

ARE YOU THE ACCREDITED REPRESENTATIVE?

IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU?

YES /NO

(IF YES ENCLOSE PROOF)

**ARE YOU SUBMITTING THIS TENDER BID AS A JOINT VENTURE WITH ANOTHER
COMPANY: YES /NO**

IF YES, PLEASE PROVIDE NAME OF THE OTHER JOINT

VENTURE_____

SIGNATURE OF BIDDER

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

TOTAL BID PRICE.....

TOTAL NUMBER OF ITEMS OFFERED

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**

Pres

ently 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 **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

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

(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 / **YES / NO**

trustees / shareholders / members or their spouses conduct business with the state in the previous twelve
months?

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have **YES / NO**
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?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO**
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?

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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

3 FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.

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

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS
CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS
OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 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 to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (c) Price; and
- (d) B-BBEE Status Level of Contributor.

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:
80/20 or 90/10

$$Ps \geq 80 \Rightarrow 1 \quad Pt \geq P_{min} \Rightarrow \quad \text{or} \quad Ps \geq 90 \Rightarrow 1 \quad Pt \geq P_{min} \Rightarrow$$

$$\frac{Ps - P_{min}}{P_{min}} \quad \frac{Ps - P_{min}}{P_{min}}$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)

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

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES	NO
-----	----

7.1.1 If yes, indicate:

i) What percentage of the contract will be

ii) Subcontracted.....%

iii) The name of the sub-contractor.....

iv) The B-BBEE status level of the sub-contractor.....

v) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES NO

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS
.....
.....

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN
MANAGEMENT PRACTICES
(SBD 8)**

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters? in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND
 CORRECT.

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and
Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications
9. and conditions or delivery particulars of the products or services to which this bid invitation relates.
10. 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.
11. 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.

³ 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.

Name of Bidder: _____

Signature: _____

Position: _____

Date: _____