

**TERMS OF REFERENCE**

**INVITATION TO PROSPECTIVE BIDDERS TO ASSIST IN THE LEASING OF COMMERCIAL OFFICE SPACE FOR THE CHEMICAL INDUSTRIES EDUCATION AND TRAINING AUTHORITY (CHIETA) HEAD OFFICE FOR A PERIOD OF 5 YEARS.**

**Bid Number: CHIETA- HO-04-2024-2025**

**Bid opening date : 13 September 2024**

**Closing date : 11 October 2024**

**Closing time: 11:00AM**



**1. CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF**

1.1. Bid proposals must reach the CHIETA before the closing date and time as specified above and be deposited in the tender box at the address below. Bidders are urged to sign bid register as confirmation of submission. **NB:** Bidders who will send delivery companies on their behalf to submit, must ensure that the driver sign on the bid register submission register and indicate name of bidding company. Noncompliance will result into disqualification.

**The Chemical Industries Education and Training Authority (CHIETA)**

**No. 72 New Road**

**Glen Austin (Grand Central)**

**Midrand**

**1685**

1.2. The bidder(s) are required to submit four (4) copies where, one (1) is original and three (3) are duplicates. Pricing Schedule should be in a separate sealed envelope. Each copy must be marked correctly and sealed separately for ease of reference during the evaluation process. Each copy must be indexed and dived with file dividers according to the evaluation Gates stipulated in the bid documents. Non submission will result into disqualification.

1.3. CHIETA will pay the fees set out in the final contract according to the table of deliverables and no additional amounts will be payable.

1.4. The contractor shall from time to time during the duration of the contract, invoice CHIETA for the services rendered and CHITA shall pay invoices due within 30 days.

1.5. The invoice shall be accompanied by supporting source document(s) containing detailed information, as CHIETA may require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.

- 1.6. No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to CHIETA.
- 1.7. Payment shall be made by bank transfer into the Contractor's bank account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account (CHIETA will make payment only to verified accounts that appear on Central Supplier Database.)
- 1.8. The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.
- 1.9. Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, is to be requested in writing (e-mail) to CHIETA procurement Unit. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The bid number and the name of the bidder should be mentioned in all correspondence. No enquiries will be attended to on the bid closing date.
- 1.10. The General Conditions of Contract must be accepted.

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

## 2. BID PURPOSE

- 2.1. The purpose of this bid is to invite bidders (Property agent (s) /agency (ies) /owner(s)) to submit proposals for the leasing of office premises for the Chemical Industries Education and Training Authority (CHIETA) Head Office . The CHIETA's current lease agreement is coming to an end on the 31 July 2025. The new lease agreement will be for a maximum period of five (05) years commencing in August 2025.
- 2.2. Bidders are invited to provide comprehensive information on new/existing office space that can be refurbished and/or ready of occupation. The proposed office space must be ready for occupation by July 2025 after all fit-outs and installations have been completed (Turnkey Solution) by the bidder.

## 3. PROCUREMENT LEGISLATION

- 3.1. The CHIETA has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000): Preferential Procurement Regulations, 2022 and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

## 4. TECHNICAL ADMINISTRATIVE ENQUIRIES

- 4.1. A nominated official of the bidder can make technical and administrative enquiries in writing to [rtsedu@Chieta.org.za](mailto:rtsedu@Chieta.org.za) and [zmdakana@chieta.org.za](mailto:zmdakana@chieta.org.za). Technical and Administrative enquiries will be responded to within 3 business working days.
- 4.2. Whilst all due care has been taken in connection with the preparation of this bid, the CHIETA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current, or complete. The CHIETA, its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current, or complete.

## 5. COUNTER CONDITIONS AND FRONTING

- 5.1. Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders or qualifying any bid conditions will result in the invalidation of such bids.
- 5.2. The Government, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the guidelines on complex structures and transactions and fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid.

## 6. BID VALIDITY

- 6.1. The period of validity of tender and the withdrawal of offers, after the closing date and time is 120 days.

## 7. SCOPE OF WORK

| Criteria                                  | Definition                                                                                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location</b>                           | <ul style="list-style-type: none"> <li>Waterfall City</li> <li>Woodmead</li> <li>Pretoria East</li> </ul>                   | <p>The building to be considered in the specified areas must comply with the following:</p> <ol style="list-style-type: none"> <li>Must be within an office node (industrial areas are specifically excluded).</li> <li>Within walking distance to public transport including taxi routes, Bus Routes and Gautrain Bus stops .</li> <li>Within walking distance to retail centres that provides convenient goods and services.</li> </ol> |
| <b>Office Grade</b>                       | A- P Grade                                                                                                                  | High quality modern finishes; air conditioning; adequate on-site parking; a good quality lobby finish; quality access to/from an attractive street environment; good safety/ security; and high-quality presentation and maintenance                                                                                                                                                                                                      |
| <b>Usable area (exclude common areas)</b> | 1300 – 1400m2                                                                                                               | The final gross lettable area to be leased dependent on available premises.                                                                                                                                                                                                                                                                                                                                                               |
| <b>Parking bays</b>                       | 48-52 parking including visitors parking bays                                                                               | Secure on-site parking of which some will cater for physically disabled people, must be available in accordance with municipal by-laws. Confirmation of which should be included in the proposal.                                                                                                                                                                                                                                         |
| <b>Building services</b>                  | Building services must be designed, installed and maintained in accordance with the relevant National Building Regulations. | The office accommodation must be fully air-conditioned and ventilated, have existing fire detection and prevention services, lifts, own electric distribution board(s), Occupational Health and Safety (OHS), emergency evacuation process compliance and double tier cable trays in ceiling voids or make allowance for these                                                                                                            |

|                                     |                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                      |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Technology and Communication</b> |                                                                                                                                                                                                                                                                     | Provision for Uninterrupted power supply (UPS) and back-up generator power supply must be available in the event of power failure for the entire building; patch rooms available on every floor; cabling and network infrastructure. |
| <b>Tenant Installation</b>          | The landlord to provide tenant installation allowance and demonstrated capacity to undertake the tenant installation on behalf of the tenant                                                                                                                        | The tenant installation allowance provided shall be in line with market rates.                                                                                                                                                       |
| <b>Beneficial occupation</b>        | Three (3) months                                                                                                                                                                                                                                                    | The landlord must grant the tenant a beneficial occupation period starting from 1 April 2025                                                                                                                                         |
| <b>Public Environment</b>           | Safe, attractive and clean street/ foyer interface; surrounding public environment comprising good infrastructure; Improvement District / private services involvement or plans; good exposure and visibility; vehicular access and good access to public transport |                                                                                                                                                                                                                                      |

## 8. EVALUATION CRITERIA

8.1. The proposals will be evaluated in terms of below GATES in accordance with PFMA and the Preferential Procurement Regulations of 2022.

| PHASE 1                                                                    | PHASE 2                                                 | PHASE 3                                                                                                        | PHASE 4                                                                                                        | PHASE 5                                                                      |
|----------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Pre-administrative assessment                                              | Technical Criteria                                      | Site Inspection                                                                                                | Price and Preference                                                                                           | Objective Criteria                                                           |
| Bidders must submit all documents as outlined under PHASE 1 paragraph 9.2. | Bidders are required to achieve a minimum of 80 points. | Bidders must prepare and provide for a site visit in accordance with evaluation criteria stipulated in PHASE 3 | Bidders will be evaluated on Price and Preference in terms of the Preferential Procurement Regulation of 2022. | Bidders will further be evaluated on objective criteria as listed under 8.7. |

### 8.2. PHASE 1 : PRE-ADMINISTRATIVE ASSESSMENT

- 8.2.1. Central supplier database registration report and /or MAAA Number.
- 8.2.2. Company profile outlining service offering. The bidder must be in 100% in property management.
- 8.2.3. Complete and signed standard bidding document (SBD1)
- 8.2.4. Complete and signed standard bidding document (SBD4)
- 8.2.5. Complete and signed standard bidding document (SBD7.2)
- 8.2.6. Floor plans of the proposed building (preferably in size A1).



8.2.7. Proof that the bidder is the owner/landlord. Ownership to be proved by a copy of the title deed (Win Deed printout or equivalent). Where the bidder is an agent or broker, the bidder must provide proof of mandate if acting on behalf of the owner/landlord. Where the bidder is an agent or broker, the bidder must submit a certified copy of a valid Fidelity Fund Certificate issued by the Estate Agency Affairs Board (EAAB).

8.2.8. Occupation Certificate/ letter confirming grade of premises or proof from a Registered Architect that the building is Grade A or better (including Grade P).

8.3. CHIETA will only consider a bid if the relevant bidder meets the pre-qualification criteria mentioned in paragraphs **8.2.1 to 8.2.8**. Where a bidder fails to meet the prequalification criteria, the bid will be considered an unacceptable bid and will be disqualified from further evaluation

#### 8.4. PHASE 2 : TECHNICAL CRITERIA

8.4.1. The minimum qualifying score for technical criteria is 80 points. All bids that fail to achieve the minimum qualifying score on technical criteria shall not be considered for further evaluation on Price and Preference **NB:** The CHIETA reserves the right to invite shortlisted bidders to give a presentation on their service offering.

| Evaluation Criteria            | Evidence                                                                                                                    | Further details                                                                                                                                                                               | Points    | Maximum   | Total     |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|
| <b>1. Capacity of a bidder</b> | Company profile, proof of ownership of building and property insurance (copy of title deed and copy of insurance document). | The bidder did not provide information as required.                                                                                                                                           | <b>0</b>  | <b>20</b> | <b>20</b> |
|                                |                                                                                                                             | The bidder has provided less than three document(s) as required and the information in the document(s) relates to the requirements of this bid                                                | <b>5</b>  |           |           |
|                                |                                                                                                                             | The bidder has provided all documents as required and the information in the document relates to the requirements of this bid. However, the information provided by the bidder is inadequate. | <b>10</b> |           |           |

|                      |                              |                                                                                                                                                                                                                                               |            |           |           |
|----------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
|                      |                              | Bidder provided information as required. The provided information provides details of ownership of the building and property insurance. The bidder attached copy of title deed (proof of ownership) and copy of the insurance document/policy | <b>20</b>  |           |           |
| <b>2. Experience</b> | Good exposure and visibility | Proposed building does not have good exposure and visibility as required or the exposure or visibility of the proposed building is not exposed to highway/freeway (or main road(s)).                                                          | <b>0-2</b> | <b>5</b>  | <b>20</b> |
|                      |                              | The proposed building has good exposure and visibility as required. The proposed building is exposed to highway/freeway (or main road(s)).                                                                                                    | <b>3-5</b> |           |           |
|                      | Bus stop / taxi stop (rank)  | The proposed building is not closer to Bus Stop/Taxi Stop (Rank), or the facility is more than 2 kilometres away                                                                                                                              | <b>5</b>   | <b>15</b> |           |

|  |                 |                                                                                                                                        |    |   |  |
|--|-----------------|----------------------------------------------------------------------------------------------------------------------------------------|----|---|--|
|  |                 | The proposed building is closer to Bus Stop/Taxi Rank. Walking distance is between 1 and 2 kilometres.                                 | 10 |   |  |
|  |                 | The proposed building is closer to Bus Stop/Taxi Rank. Walking distance is between half a kilometre and 1 kilometre.                   | 15 |   |  |
|  | Retail shopping | The proposed building is not closer to retail shopping facility(facilities), or the facility is more than 3 kilometres away            | 2  | 5 |  |
|  |                 | The proposed building is closer to retail shopping facility(facilities). Walking distance is between half a kilometre and 2 kilometres | 4  |   |  |
|  |                 | The proposed building is closer to retail shopping facility(facilities). Walking distance is half a kilometre or less                  | 5  |   |  |

|                                                                |                                                                                                                                                               |                                                                                                                                                         |    |    |    |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|
| 3. <b>Bidder's Experience</b>                                  | The bidders must demonstrate the project management team experience in providing similar services Please attach signed referral letters with contact numbers. | Bidder did not provide any reference letters as required or the reference letters provided are not for services as required in this bid.                | 0  | 30 | 30 |
|                                                                |                                                                                                                                                               | Bidder provided (attached to the proposal) three (3) letters of reference as required and the letter relates to the services required for this bid.     | 15 |    |    |
|                                                                |                                                                                                                                                               | Bidder provided (attached to the proposal) more than (3) letters of reference as required and the letters relates to the services required for this bid | 30 |    |    |
| 4. <b>Compliance with technical scope as per scope of work</b> | Technology and communication                                                                                                                                  | The proposed building does not meet the minimum attributes as required or the attributes are inadequate.                                                | 0  | 10 | 30 |
|                                                                |                                                                                                                                                               | The proposed building meets all the required attributes.                                                                                                | 10 |    |    |

|       |                    |                                                                                                          |    |     |  |
|-------|--------------------|----------------------------------------------------------------------------------------------------------|----|-----|--|
|       | Building services  | The proposed building does not meet the minimum attributes as required or the attributes are inadequate  | 0  | 10  |  |
|       |                    | The proposed building meets all the required attributes.                                                 | 10 |     |  |
|       | Public Environment | The proposed building does not meet the minimum attributes as required or the attributes are inadequate. | 0  | 10  |  |
|       |                    | The proposed building meets all the required attributes                                                  | 10 |     |  |
| Total |                    |                                                                                                          |    | 100 |  |

### 8.5. PHASE 3 : SITE VISIT

8.5.1. Bidders obtaining a minimum point of 80 for GATE 3 will further be evaluated through site visit on preferred lease office space and be evaluated on the following criteria.

| No           | Assessment Criteria                                                                                                                                                              | Points     |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1.           | Ease of access from major highways and thoroughfares                                                                                                                             | 10         |
| 2.           | Premises within Commercial / Office Area (Industrial area not preferred)                                                                                                         | 10         |
| 3.           | Main arterial roads exposure                                                                                                                                                     | 10         |
| 4.           | Proximity to public transport                                                                                                                                                    | 10         |
| 5.           | Security and Access Control Perimeter of the premises adequately secured to ensure no unauthorised access from outside Access Control .                                          | 15         |
| 6.           | Modern Offices (The appearance of the accommodation must be acceptable to the Corporation and must enhance the corporate image and branding of the CHIETA).                      | 15         |
| 7.           | Standalone Building or low-rise multi-tenanted building (Floor sharing not preferred, if more than one floor is proposed, the floors must be located consecutive to each other). | 15         |
| 8.           | Building complies with Occupational Health and Safety (wheelchair ramps etc.)                                                                                                    | 15         |
| <b>Total</b> |                                                                                                                                                                                  | <b>100</b> |

#### 8.6. PHASE 4: PRICE AND PREFERENCE

- 8.6.1. Bidders that have successfully progressed through to Gate 2 & 3 will be evaluated in accordance with the **80/20** Preference Point System as contemplated in the Preferential Procurement Regulations 2022.
- 8.6.2. If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining quotations.
- 8.6.3. The points scored for the B-BBEE status level certificate for each acceptable quotation will now be added to the price points.

#### 8.7. PHASE 5 : OBJECTIVE CRITERIA

8.7.1. In this evaluation stage, CHIETA will check if the bidder has a person who meet the following criteria in awarding the bid:

- 8.7.1.1. The bidder has a significant shareholder or owner (or equivalent) (directly or indirectly) who is classified or can be classified as a Prominent Influential Person (PIP) in accordance with Financial Intelligence Centre Act, 38 of 2001 (FICA).
- 8.7.1.2. The bidder has a shareholder or member or owner (or equivalent) who has questionable integrity status.
- 8.7.1.3. The bidder has a director or equivalent who is classified or can be classified as a PIP in accordance with FICA.

8.7.2. Should it be found during this evaluation stage, that the bidder who has attained the highest points under Evaluation Stage Four (Preference Point System) has persons listed in paragraphs **8.7.1.1 to 8.7.1.3**. CHIETA reserves the right to conduct further due diligence on the person(s). Should the outcome of a further due diligence not be satisfactory to CHIETA, or such a person(s) poses an unacceptable high-risk reputation and/or integrity of the person(s) be questionable, CHIETA reserves the right not to award the bid to that bidder. This process may be repeated to the next bidder if so required.

REFER BELOW FOR RETURNABLE DOCUMENTS BELOW

STANDARD BIDDING DOCUMENT (SBD1)

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CHEMICAL INDUSTRIES EDUCATION AND TRAINING AUTHORITY**

|             |  |               |  |               |  |
|-------------|--|---------------|--|---------------|--|
| BID NUMBER: |  | CLOSING DATE: |  | CLOSING TIME: |  |
|-------------|--|---------------|--|---------------|--|

|             |  |
|-------------|--|
| DESCRIPTION |  |
|-------------|--|

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

BID RESPONSE DOCUMENTS MAY BE  
DEPOSITED IN THE BID INCLUDING ENQUIRIES

**As per Tender Instruction**

|  |
|--|
|  |
|  |
|  |

**SUPPLIER INFORMATION**

|                     |      |  |        |  |
|---------------------|------|--|--------|--|
| NAME OF BIDDER      |      |  |        |  |
| POSTAL ADDRESS      |      |  |        |  |
| STREET ADDRESS      |      |  |        |  |
| TELEPHONE<br>NUMBER | CODE |  | NUMBER |  |
| CELLPHONE           |      |  |        |  |

|                                                                    |                                                                 |                                                                                    |                                     |         |                                                                 |
|--------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------|---------|-----------------------------------------------------------------|
| NUMBER                                                             |                                                                 |                                                                                    |                                     |         |                                                                 |
| FACSIMILE NUMBER                                                   | CODE                                                            |                                                                                    | NUMBER                              |         |                                                                 |
| E-MAIL ADDRESS                                                     |                                                                 |                                                                                    |                                     |         |                                                                 |
| VAT REGISTRATION NUMBER                                            |                                                                 |                                                                                    |                                     |         |                                                                 |
|                                                                    |                                                                 |                                                                                    |                                     |         |                                                                 |
|                                                                    | TCS PIN:                                                        |                                                                                    | OR                                  | CSD No: |                                                                 |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |                                                                                    | B-BBEE STATUS LEVEL SWORN AFFIDAVIT |         | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY?                         |                                                                 |                                                                                    |                                     |         |                                                                 |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT | <input type="checkbox"/>                                        | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)           |                                     |         |                                                                 |
|                                                                    | <input type="checkbox"/>                                        | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |                                     |         |                                                                 |
|                                                                    | <input type="checkbox"/>                                        | A REGISTERED AUDITOR                                                               |                                     |         |                                                                 |



|                                                                                                                                                                                |  |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|
| (CCA) AND NAME THE<br>APPLICABLE IN THE<br>TICK BOX                                                                                                                            |  | NAME: |
| <b><i>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs&amp; QSEs) MUST<br/>BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</i></b> |  |       |

|                                                                                                                                                      |                                                                                        |                                                                                                                                    |                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>1</b> ARE YOU<br>THE ACCREDITED<br>REPRESENTATIVE<br><b>IN SOUTH AFRICA</b><br><b>FOR THE GOODS</b><br><b>/SERVICES /WORKS</b><br><b>OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ENCLOSE PROOF] | <b>2</b> ARE YOU<br>A FOREIGN<br>BASED<br>SUPPLIER FOR<br><b>THE GOODS</b><br><b>/SERVICES</b><br><b>/WORKS</b><br><b>OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ANSWER PART<br>B:3 BELOW] |
| <b>3</b> SIGNATURE<br>OF BIDDER                                                                                                                      | .....                                                                                  | <b>4</b> DATE                                                                                                                      |                                                                                                   |
| <b>5</b> CAPACITY<br>UNDER WHICH THIS<br>BID IS SIGNED                                                                                               |                                                                                        |                                                                                                                                    |                                                                                                   |
| <b>6</b> TOTAL<br>NUMBER OF ITEMS<br>OFFERED                                                                                                         |                                                                                        | <b>7</b> TOTAL<br>BID PRICE (ALL<br>INCLUSIVE)                                                                                     |                                                                                                   |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE<br/>DIRECTED TO:</b>                                                                                           |                                                                                        | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                                                                                   |                                                                                                   |
| DEPARTMENT/<br>PUBLIC ENTITY                                                                                                                         | CHIETA                                                                                 | CONTACT PERSON                                                                                                                     | SCM                                                                                               |

|                  |                           |                  |                                                                |
|------------------|---------------------------|------------------|----------------------------------------------------------------|
| CONTACT PERSON   | SCM                       | TELEPHONE NUMBER | N/A                                                            |
| TELEPHONE NUMBER |                           | FACSIMILE NUMBER | N/A                                                            |
| FACSIMILE NUMBER |                           | E-MAIL ADDRESS   | <a href="mailto:rtsedu@chieta.org.za">rtsedu@chieta.org.za</a> |
| E-MAIL ADDRESS   | procurement@chieta.org.za |                  |                                                                |

**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 **ONLINE**

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN STATEMENT FOR B-BBEE MUST BE SUBMITTED TO THE BIDDING INSTITUTION.

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE

**STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN STATEMENT FOR B-BBEE MUST BE SUBMITTED TO THE BIDDING INSTITUTION.**

1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

## **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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES  
☐ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐  
NO

3.3. DOES THE BIDDER HAVE PERMANENT ESTABLISHMENT IN THE RSA?  
☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐  
YES ☐ NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

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

**STANDARD BIDDING DOCUMENT (SBD4)**

**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 interest<sup>1</sup> 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.

---

<sup>1</sup> the power, by one person or a group of persons holding most 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.

| 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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

\_\_\_\_\_



- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**STANDARD BIDDING DOCUMENT (SBD6.1)**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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, 2022.**

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**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 ..... preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

|                                                   | POINTS |
|---------------------------------------------------|--------|
| PRICE                                             |        |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR                |        |
| 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 regarding 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) An 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**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = 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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

7.1.1 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 or QSE

*(Tick applicable box)*

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2024:

|                                                                |     |     |
|----------------------------------------------------------------|-----|-----|
| Designated Group: An EME or QSE which is at last 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 certificates, 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 because 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 because of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered because 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.

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

DATE: .....

**STANDARD BIDDING DOCUMENT (SBD7.2)**

1. We hereby undertake to render services described in the attached proposal documents to CHIETA in accordance with the requirements and task directives/proposals specifications at the price/s quoted. Our offer remains binding upon us and open for acceptance by CHIETA during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - 2.1 Bidding documents, viz
    - ☐ Request for Bids
    - ☐ Proposal submitted by the Service Provider in response to CHIETA 's Request for quotation
    - ☐ Tax Clearance Certificate
    - ☐ Pricing Schedule
    - ☐ B-BBEE certificates in terms of the Preferential Procurement Regulations, 2022.
    - ☐ Declaration of interest



□ Special Conditions of Contract (if applicable)

3. We agree that, for purposes of clause 27.4 of the TGCC, all disputes, unless otherwise agreed to between parties, shall be referred to mediation with an Arbitration Foundation of Southern Africa (“AFSA”) accredited and appointed mediator in accordance with the then current rules of the AFSA or its successor.
4. We confirm that we have satisfied us as to the correctness and validity of our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all our obligations, and we accept that any mistakes regarding price(s) and rate(s) and calculations will be at our own risk.
5. We accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on us under this agreement as the principal liable for the due fulfilment of this contract.
6. We declare that we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorized to sign this contract for and/or on behalf of the Service Provider.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY.....

SIGNATURE.....



NAME OF FIRM.....

DATE.....

**WITNESSES**

1. ....

2. ....

0000END0000