



INDEPENDENT DEVELOPMENT

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY,
INSTALLATION OF STORAGE CONTAINER: LEASE FOR 24 MONTHS

(IDT)

NORTH WEST OFFICE

BID NUMBER: IDTNW STORAGE CON2025:01

CLOSING DATE: 06 SEPTEMBER 2024, 12H00PM

PREPARED BY:

INDEPENDENT DEVELOPMENT TRUST (IDT)

IDT NORTH WEST

4071 JOULE STREET, INDUSTRIAL SITE

MAFIKENG NORTH WEST

BIDDER'S DETAILS	INFORMATION
Company Name	
National Treasury Central Supplier Database numberMAAA	
Tax number	
Email address	
CSD number (Repetition-above)	
Company Physical address	

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BID ADVERT

SBD 1

Bid Description	APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY, INSTALLATION OF STORAGE CONTAINER (IDT NW) LEASE FOR 24 MONTHS										
Bid number	IDTNW STORAGE CON2025:01										
Name of institution	INDEPENDENT DEVELOPMENT TRUST (IDT)										
Compulsory Briefing	YES; 16 August 2024 at IDT HEAD OFFICE										
The place where goods, works or services are required	IDT NORTH WEST 4071 JOULE STREET , INDUSTRIAL SITE MAFIKENG NORTH WEST										
Closing date and time	Date	0	4	0	7	2	0	2	4	Time	12h00 PM
Contact details	Physical address			IDT NORTH WEST 4071 JOULE STREET, INDUSTRIAL SITE MAFIKENG NORTH WEST							
	Tel			N/A							
	email			AndileM@idt.org.za							
	Contact person			AndileM@idt.org.za							
Where bids can be collected	IDT website https://idt.org.za/cat_doc/advertised-tenders/ and the National Treasury e-Tender Portal available on www.treasury.gov.za										
Where bids must be delivered	IDT NORTH WEST 4071 JOULE STREET, INDUSTRIAL SITE MAFIKENG NORTH WEST										
Category (Goods/Services)	Services										
Sector	State Sector										
Region	NORTH WEST										
Supplier Details											
Name of bidder											
Postal Address											
Street Address											
Telephone Number	Code		Number								
Cell phone Number											
Email Address											
Supplier Compliance Status	Tax Compliance System PIN		AND	Central Supplier Database No:		MAAA					

SIGNATURE OF BIDDER.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....
(Proof of authority must be submitted e.g. company resolution)

DATE:

1. BACKGROUND

1.1 IDT as an Entity

The Independent Development Trust (*hereinafter referred to as IDT*) 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 and Infrastructure who is the Executive Authority.

The mandate of the IDT is to support and add value to the developmental agenda of government as indicated in the mission statement; “The IDT manages and delivers Integrated Social Infrastructure Programs on behalf of Government”. In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government development programs.

2. PURPOSE OF THE RFP

The IDT hereby invites suitably qualified service providers to submit quotations for the supply, delivery, and installation of office drywalls partitioning in IDT Head Office, Pretoria. The IDT will enter into a Service Level Agreement with the successful service provider in terms of agreements.

3. DEFINITIONS

Risk and Compliance Unit: The IDT Risk and Compliance Unit and for the purpose of this bid the enduser.

Supplier: A person or organization that provides something needed such as a product or service.

IDT Offices: Head Office including all Regional Offices.

Natural Continuation: A task that represents a continuation of previous work carried out by the ISP and where a rapid selection is essential and/or the assignment is small and where confidentiality must be maintained.

Non-compliance: The failure to comply with a legal requirement. **Project**

Sponsor: The CEO and/or any delegated official within the IDT. **SCM:** The Supply Chain Management Unit of IDT.

Third Party Quotations: These are quotations submitted by the appointed Supplier for work that would be done by a specialist in the drywall partitioning work

4. ACRONYMS:

IDT: Independent Development Trust

RCU: Risk and Compliance Unit

CSD: Central Suppliers Database

RFP: Request for Proposal

5. OBJECTIVE

The IDT seek to appoint a suitable service provider to supply, deliver and install drywalls partitioning.

6. LEGISLATIVE FRAMEWORK OF THE BID

6.1 Tax Legislation

- 6.1.1 Bidders must be compliant when submitting a proposal to IDT and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 6.1.2 It is a condition of this RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Receiver Service (SARS) to meet the bidder's tax obligations.
- 6.1.3 Bidders are required to be registered on the CSD at the time of appointment and the IDT shall verify the bidder's tax compliance status through the CSD or SARS e-Filing.

6.1.4 No Sub-Contracting is allowed unless if it is done with the prior written consent from the IDT.

7. SCOPE AND SPECIFICATIONS

The following are the deliverables for the successful service provider: -

- i) Ability to work night and day.
- ii) Construction waste bins
- iii) Fit out plan and timelines
- iv) Payment terms
- v) Detailed Bill of Quantity (BoQ) and specifications of the proposed materials specifically for doors, windows and mechanical related work
- vi) Relevant registration certificates for similar work
- vii) Assignment is expected to take 30 days and nights
- viii) Ensure compliance with all relevant regulations and guidelines
- ix) Sign a Service Level Agreement with the IDT
- x) Sign confidentiality clause between IDT and service provider
- xi) Weekly face-to-face meeting and virtual meetings with the IDT team on the progress
- xii) Submit a Project Rollout Plan or checklist with milestones

Key Deliverables:

Prep. Date: 12/06/2024	PROJECT SPECIFICATIONS	Rev_4	Prep. By:
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Category	Location	Product Details	Quantity	Area	Height	wide	Length	Note
	PARKING LOT	Heavy-duty container shelving: External 6 meter second hand wind and Watertight B Grade Storage container- Any colour 6,05m long x 2,44m wide x 2,59 high	2	38 meter square	2,5meter	2,44meter	6meter long	
1	PARKING LOT	Heavy-duty container shelving: Internal Internal 5.92m long x 2.34m wide x 2.38m high standard shelves 455mm deep with options for shelving units, 380 to 1220mm deep, and as well as heavy		31 meter square	2,38meter	2.34meter	5.92meter long	



Interested construction companies are invited to submit proposals on how they plan to offer the required services and to ensure timelines are met.

8.1 Technical Legislation and/or Standards

8.1.1 Bidders should be cognisant of the legislation and/or standards specifically applicable to the services to be provided. This includes, but is not limited to, codes of conduct and methodologies issued by professional bodies, where applicable.

8.2 Confidentiality

This RFP by IDT contains proprietary and confidentiality information that is provided to you (interested Service Provider) for your exclusive use in evaluating and preparing your response. If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non participation either in writing or by e mail. This document should not be disclosed or distributed to any third party.

8.3 Termination of Service

The IDT has the right to issue a direct instruction in writing to the Supplier to continue or discontinue, in consultation with the Project Sponsor without diminishing the right of the Supplier to recover the actual costs up to the point of termination in line with the contract.

9. ADMINISTRATIVE FUNCTION

The service provider will be required to attend status meetings/progress update meetings in order to report on work done. Possess the necessary skills and resources to be able to provide the service required.

a. Timelines

i. Timeous reports of milestones and challenges will be crucial for the success of

theproject.

- ii. Weekly meetings between IDT and the project management (potential supplier) to getprogress report.
- iii. Two months prior to the project being completed, meetings will be held twice per weekto ensure prompt reporting and resolution of challenges.
- iv. Ability to work night and day until completion of the project

b. Reporting

- i. The SCM Senior Consultant will provide regular updates to the General Manager of Supply Chain Management.
- ii. A post-project report will be prepared to evaluate the project's success and identify areasfor improvement.

c. Budget

- i. **IDT requests the Suppliers to propose the total cost to this project and the bestpresentation and proposal will be awarded.**

9.4 Communication Plan

- **IDT, regular communication will be maintained among the SCM Senior Consultant.**
- The winning bidder will be kept informed about projects details and updates.

10. STANDARD CONDITIONS:

- a) Only service providers who meets all the set criteria for the RFP will be evaluated.
- b) RFP submissions received after the closing date and time will not be accepted orconsidered.
- c) No faxed or e-mailed RFP submissions will be accepted or considered.
- d) Service Providers are required to submit two (2) Original documents in a hardcopy in asealed envelope and one (1) soft copy in a memory stick.

11. GOVERNANCE AND ACCOUNTABILITY

Proposals can be sent with the reference: **IDTNW STORAGE CON2025:01**Date: 06

SEPTEMBER 2024

Time: 12:00pm

**Submission Venue: IDT NORTH WEST
4071 INDUSTRIAL SITE MAFIKENG
NORTH WEST**

The IDT's Supply Chain Management Policy and Procedures will apply during the bidding process. The successful provider(s) will be held to the strictest letter of the law when complying with the governing body for the respective professional bodies. As a matter of principle for the successful outcome of the project/s, impeccable and scrupulous professional conduct will be expected at all times.

12. STAGE ONE (1) EVALUATION CRITERIA: MANDATORY REQUIREMENTS (PART 1)

IDT invites proposals from interested and suitably qualified suppliers with experience in construction, dry walling and partitioning. Preference will be given to the company providing a broad range of services.

Failure to submit one of the mandatory requirements listed below shall result in the RFP being non-responsive and shall be disqualified:

- a. Detailed full CIPC certificate or other authentic proof of company ownership documents.
- b. Certified ID Copies of Directors (certification not older three (3) months from bid closing date)

- c. Submit CVs of team that will work on the IDT Project to ascertain their experience in handling similar type of project.
- d. GB 3 to 4.
- e. **Company Profile: The following minimum requirements are crucial for the above**

Scope of service (Project management experience including pictures, Good leadership skills, Organisational skills, Highlight Multi tasks, Good time management, Risk management experience)

- f. Tax Compliance Status
- g. Registered on the Central Supplier Database (CSD) MAAA.....
- h. Proof of National Treasury (NT) Central Supplier Database Registration i.e. submit a copy of CSD Master Registration Number (Supplier Number)
- i. Valid tax certificate with tax complaint PIN
- j. Valid compensation for Occupational Injuries and Diseases Act Certificate (COIDA)
- k. Fully completed and signed Standard Bidding Documents as contained in the bid document (SBD 1; SBD 4; SBD 6.1)
- l. Signed authority to sign on behalf of the bidding entity (i.e. Signed by the company director)

Note: Failure to comply with any of the above-mentioned requirements shall render the RFP non-responsive and shall result in automatic disqualification of the bid response.

13. STAGE TWO (2) EVALUATION CRITERIA FUNCTIONALITY/ TECHNICAL EVALUATION

CRITERIA

Only bidders who met all requirements set under stage 1 will be evaluated further on stage 2 as follows:

Evaluation Criteria

The bids will be evaluated on functionality. Service Providers must score a minimum threshold of 70% on functionality to qualify for further evaluation for price and specific goals for the RFP

Functionality Criteria

NO	POSSIBLE MAXIMUM SCORE	POSSIBLE MAXIMUM SCORE
1	Relevant experience on such projects i.e. detailed Company profile and portfolio of evidence	30
2	Bidders are required to submit the following information in for functionality/Technical Evaluation: CV's, (Project leader, Engineer and artisans) Certified qualifications for professional team as listed below: i. Project Leader ii. Organising Team (No limit in terms of numbers)	10
3	A maximum of Five (5) 10 points Minimum of three (3) 6 point, valid and recent reference letters from previous clients who the service provider worked on	10

4	Recent/Latest three (3) year signed and stamped Annual Financial Statements (AFS).	30
5	Project Plan for this project and delivery model	20
TOTAL		100

Criteria 1: Relevant experience on similar Project by the Service

Provider (30 points): Points are allocated for the bidding entity's experience in managing Projects **completed** (not currently running) in the past 10 years. The experience refers to Projects managed by the bidding entity which are largely comprised of completing such projects. Letters must be signed and be in the Client's letter head with traceable contact details for verification and due diligent exercise.

Criteria 2: Bidders are required to submit the following information in for functionality/Technical Evaluation: CV's, (Project leader, Engineer and artisans) Certified qualifications for professional team as listed below: 10 points

i. Project Leader

ii. Organising Team (No limit in terms of numbers)

Criteria 3: Five (5) A maximum of Five (5) 10 points

Minimum of three (3) 6 point, valid and recent reference letters from previous clients who the service provider worked on

Points allocated for successful turnkey project of similar project which were completed. A maximum of five (5) and minimum of (3) years Client Reference letters shall be submitted for scoring. Bidders must complete client reference templates contained in this bid document in order to be considered. The bidder must obtain client reference of similar project as listed under criteria 1 above.

Criteria 4: Recent/Latest three (3) year signed and stamped Annual Financial Statements (AFS).(30 points):

- Company financials

Criteria 5: Project Plan and delivery model (20 points):

The bidder must submit detailed project plan and delivery model which will be deployed in the following areas:

- A project plan and Project Management checklist
- Detailed programme implementation plan for the project
- Deployment of human resources for the project
- Role of stakeholder management
- Reporting methodology
- Meetings schedule with IDT Mahali Molo
- Detailed briefing for Board of Trustees and EXCO in writing.

16. STAGE 3 – PRICE AND SPECIFIC GOALS EVALUATION

- (i) Bidders are required to submit a proposal on the roll-out plan as indicated in the RFP, and costed for all the items that needs to be procured for a successful IDT Project
- (ii) IDT may apply **80/20** price and specific goals evaluation on short listed bidders depending on SCM IDT Policy and PFMA regulations.
- (iii) IDT reserves the rights to enter in to price/ fee negotiations.
- (iv) IDT will consider specific goals score as set out in the IDT SCM policy when evaluating price for bidders who met the **70%** functionality threshold.
- (v) IDT reserves the right to invites short-listed bidders for presentation which will be communicated in writing before finalization of the RFP

17. GENERAL CONDITIONS

- (i) The RFP shall have a validity period of 90 calendar days from bid closing date.
- (ii) The IDT shall not be liable to reimburse any costs incurred by the bidder during this bidding process.
- (iii) No late, bids, copies, e-mailed or faxed documents will be considered.
- (iv) All bidders will be required to attend a compulsory briefing on the **16 August 2024, time:10am at IDT North West, Joule Street, Industrial Site , Mafikeng, 2745**
- (v) Bids must be submitted by no later than **12h00 pm on Friday, 06 September 2024 according to the clock on the wall of the IDT office.** Any bid documents received after closing date and time will not be considered.
- (vi) Communication between the IDT and the bidder/s shall be in writing and shall be in English language. The IDT shall not take

any responsibility for non-receipt of communications from or by a bidder/s.

- (vii) Evaluation of this bid shall be carried out by the IDT's Bid Evaluation Committee (BEC). The Evaluator(s) shall, if necessary, contact bidders to seek clarification of any aspect of the bid.
- (viii) Bidders are prohibited to make any alterations or additions to this bid document, except

to comply with instructions issued by the IDT. All signatories to the bid offer shall initial all such alterations. Cuttings and the use of masking fluid are prohibited.

- (ix) **Only black ink written bids will be accepted.**

18. DISCLAIMER

- i) IDT reserves the right to cancel or withdraw this RFP without prior notice and without furnishing any reasons whatsoever.
- ii) Should the bid be cancelled by the IDT, for any reasons, the IDT shall not be liable to remunerate the service provider for any potential loss of business and any cost/s incurred in relation to preparation of this RFP

**9. DECLARATION THAT INFORMATION ON CENTRAL
SUPPLIER DATABASE (CSD) IS CORRECT AND UP TO
DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

.....

WHO REPRESENTS (state name of bidder)

.....
.....

**I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER
DATABASE WITH RESPECT TO THE BIDDER’S DETAILS AND
REGISTRATION INFORMATION, AND THAT THE SAID
INFORMATION IS CORRECT AND UP TO DATE AS ON THE
DATE OF SUBMITTING THIS BID.**

**AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION
MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE
BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE
CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.**

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited.
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the document.

SPECIAL CONDITIONS

1. 1. At the end of the project the Supplier must submit 124mm thick Pelican Systems JUMBO Firewall (COC)

21. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

7.(1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.

7.(2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may: -

- i. Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
 - ii. Cancel the contract and claim any damages which the Province may suffer by having to make less favorable arrangements after such cancellation.
- **NB: Request for clarification must be directed to the dedicated email (AndileM@idt.org.za) five (5) working days before the closing date & time, as stated in the cover page. This is for asking questions for technical and SCM.**

SIGNED ON THIS DAY OF 20 AT

.....

.....SIGNATURE OF BIDDER OR DULY
NAME IN BLOCK LETTERS AUTHORISED REPRESENTATIVE

ON BEHALF OF (BIDDER'S NAME)

CAPACITY OF SIGNATORY

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)

.....

POSTAL ADDRESS
.....

TELEPHONE NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)									
BID NUMBER:	IDT NW STORAGE CON2025:01			CLOSING DATE:		06 September 2024		CLOSING TIME: 12pm	
DESCRIPTION	SUPPLY, DELIVERY, INSTALLATION OF STEEL FILLING CANTEES IDT NW								
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)									
IDT NORTH WEST									
JOULE STREET									
INDUSTRIAL SITE MAFIKENG, IN THE NORTH WEST									
MAFIKENG 2745									
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					TECHNICAL ENQUIRIES MAY BE DIRECTED TO:				
CONTACT PERSON	AndileM@idt.org.za				CONTACT PERSON	AndileM@idt.org.za			
TELEPHONE NUMBER	018 381 0654				TELEPHONE NUMBER	018 381 0654			
FACSIMILE NUMBER					FACSIMILE NUMBER				
E-MAIL ADDRESS	AndileM@idt.org.za				E-MAIL ADDRESS	AndileM@idt.org.za			
SUPPLIER INFORMATION									
NAME OF BIDDER									
POSTAL ADDRESS									
STREET ADDRESS									
TELEPHONE NUMBER	CODE				NUMBER				
CELLPHONE NUMBER									
FACSIMILE NUMBER	CODE				NUMBER				
E-MAIL ADDRESS									
VAT REGISTRATION NUMBER									
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:				O R	CENTRA L SUPPLIE R DATABAS E No:	MAAA ☐		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	Yes No [IF YES ENCLOSE PROOF]				ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?			Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS									
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?							☐	☐	YES NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?									YES NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?									YES NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?									YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES

NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS

SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

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 in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having

a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES / NO

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 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.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

BD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

- a) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total points for Price and SPECIFIC GOALS	100	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms

of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals

stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

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

- Y Non-Profit Company
Y State Owned Company

I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....

Returnable Documents

List of returnable documents are for ensuring that everything the employer requires a bidder to submit with this RFP is included in, or returned with the submission. Tick below if returnable document is attached or completed properly.

#	LIST OF RETURNABLE DOCUMENTS	TICK IF ATTACHED
1	CIPC Registration documents	
2	Proof of company physical address	
3	Proof of CSD registration	
4	Supporting documents for Preferential Goal Points	
5	Valid VAT Certificate if VAT registered	
6	Tax Clearance Certificate with PIN	
7	Joint Venture Agreement Between Parties (If Applicable)	
8	Bank Account Confirmation Letter	
9	Certified copies Identity Documents of Directors	
10	Copy of a Valid Letter of Good standing with Compensation For Occupational and Injuries Disease Act (COIDA) Registration Certificate(Provide first aiders)	
11	SBD Forms (SBD 1; 4; 6.1)	
12	Certificate of Authority for Signatory	
13	Project Experience	
14	A Maximum of five (5) Client References Letters	
15	Recent three (3) years approved/audited Annual Financial Statements	