



REQUEST FOR PROPOSAL

Travel Management Services for Breede-Gouritz Catchment Management Agency
For A Period Of 36 Months

Procurement Number: RFP 2022/03

The Breede-Gouritz Catchment Management Agency is established under the Schedule 3A public entity responsible for the Breede-Gouritz Water Management Area (WMA). It reports to the Department of Water and Sanitation. The Breede-Gouritz Catchment Management Agency is seeking to contract a qualified, reputable and experienced Firm to provide Travel Management Services for the Agency. You will find the Terms of Reference providing the details of the assignment, documents required and expected deliverables on the Agency's website www.breedegourtizcma.co.za

INVITATION AND SCOPE OF SERVICES

The Breede-Gouritz Catchment Management Agency is inviting Travel Management Services For A Period Of 36 Months.

GENERAL CONDITIONS

- (a) Preference will be given to respondents who comply with the Breede-Gouritz Catchment Management Agency Supply Chain Management Policy & Procedures.
- (b) Preferential Procurement Policy Framework Act (PPPFA) principles and its Regulations, as updated, shall apply, whereby submissions will be evaluated according to the provisions of that Act, its Regulations and the Public Finance Management Act (PFMA).
- (c) Bidders must submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency to be eligible for empowerment points. The Exempted Micro Enterprises (EME) may submit an affidavit from the Commissioner of Oath confirming its annual turnover and black shareholding.
- (d) The following preferential point system will only be applied when the threshold of 70% for the technical functionality is reached.

- (e) The following preferential point system will be applied when calculating the final scores:
- (f) Price - 80,
 - (g) BBBEE Status - 20.

The value of this bid is estimated not to exceed R 50 000 000 (all applicable taxes included) and therefore the 80/20 point system shall be applicable.

Request for Proposal (RFP) documents can be downloaded on e-Tender Portal and at the Breede-Gouritz Catchment Management website (www.breedegouritzcma.co.za). Documents will be available from **16H00 on the 09 November 2022**

One original completed bid document shall be placed in a sealed envelope clearly marked: **“RFP 2022/03 “TRAVEL MANAGEMENT SERVICES FOR BREEDE-GOURITZ CATCHMENT MANAGEMENT AGENCY FOR A PERIOD OF 36 MONTHS”**. The bidder must submit one original completed bid document and four copies of the original bid document.

The closing date and time for the receipt of completed bids is 01 December 2022 before 14h00

Failure to provide any mandatory information required in this Bid will result in the submissions being deemed null and void and shall be considered non-responsive. Respondents must include their Tax Compliance Pin Number and/ or CSD Registration printout with their submissions in order to be considered.

Telegraphic, telexed, facsimiled or e-mail submissions will not be accepted. No late submissions will be considered.

Submission requirements:

Proposals should be submitted enclosed in a sealed envelope marked (RFP 2022/03) Proposal for Travel Management Services and deposited into the tender box at the reception of Breede-Gouritz Catchment Management Agency offices, Corner of Mountain Mill & East Lake Road

OR

Post it to: Attention: Acting: Chief Executive Officer, RFP 2022/03 Proposal for Travel Management Services; Private Bag X3055, Worcester, 6850

Enquiries should be directed to Mr Gerhard De Bruijn (Finance Manager) & Ms Aureca Jansen (Finance Officer) at 023 346 8000 or gbruijn@bgcma.co.za ; ajansen@bgcma.co.za

<i>The BGCMA reserves the right not to accept the lowest proposal in part or in whole or any proposal.</i>
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1. BACKGROUND

The Breede-Gouritz Catchment Management Agency (BGCMA) is a water management institution that was established in terms of section 78 of the National Water Act 36 of 1998 and is operational in the Breede-Gouritz Water Management Area (WMA). BGCMA falls under Schedule 3A of the Public Finance Management Act (PFMA). The Breede Gouritz CMA reports to the Department of Water and Sanitation as part of performing its mandate and complying with the PFMA, National Treasury Regulations and the Public Audit Act.

The Breede-Gouritz Catchment Management Agency (BGCMA) was established in 2014 (Government Notice 412, 23 May 2014) by extending the boundary and area of operation of the Breede-Overberg Catchment Management Agency in terms of Section 80 of the National Water Act, 1998 (Act No 36 of 1998) (NWA). The BGCMA is a lead agent for water resources management within the Breede-Gouritz Water Management Area (BGWMA). The BGWMA is bounded by the Indian Ocean to the South, the Berg-Olifants Water Management Area to the west, the Orange WMA to the north and the Mzimvubu-Tsitsikamma WMA to the east.

The BGCMA falls largely within the Western Cape Province. The BGCMA has 2 offices, the main office is based in Worcester and the satellite office is in George area. The BGCMA gives effect to its function to investigate and advise water users on the protection, conservation, management, and control of water resources in a cooperative manner. The BGCMA facilitates cooperative governance of water resources through the linking of National, Provincial and Local Government as well as a host of sector partners and stakeholders.

The current staff compliment is 72

2.FUNCTIONS

The BGCMA has the following inherent functions in terms of section 80 of the National Water Act:

- Investigate and advise interested persons on water resource management.
- Compilation of the CMS
- Co-ordinate related activities of water users and WMIs
- Promote co-ordination of implementation of any applicable development plan.
- Promote community participation in water resource management.

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3.VISION

- Quality water for all, forever

4.MISSION

- To manage our water resources responsibly, through continuous engagement with all stakeholders and to devolve decision making to the lowest level for the benefit of all water users in the Breede-Gouritz area, including the environment.

5. COMPULSORY REQUIREMENTS

The information contained in the Table below is compulsory and will be used in assessing the responsiveness of bidders. Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

DESCRIPTION	MINIMUM PROOF REQUIRED	TICK SUPPLIED	
		YES	No
Tax Compliance Status	CSD Tax Compliance Proof of CSD registration number		
Central Supplier Database Report from National Treasury showing a tax compliant status for the duration of the bidding process			
SBD1	Completed, signed and submitted		
SBD 3.3	Completed, signed and submitted		
SBD 4	Completed, signed and submitted		
SBD 6.1	Completed, signed and submitted		
SBD 7.2	Completed, signed and submitted		
SBD 8	Completed, signed and submitted		
SBD 9	Completed, signed and submitted		
Company registration certificate CIPRO / CIPC	Company registration documents / certificate from CIPRO / CIPC		
Financial Statements (valid periods from 2018 – 2021)	Financial Statements for the last three years (Financial Statements signed off by an Independent Professional Accountant)		
Certified Copy of the valid IATA License			
Certified Copy of the valid ASATA License			

N.B: Failure of bidders to meet all the above requirements will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

6. REQUIRED DOCUMENTS OF THE BID

- References/testimonials reference letters from at least (5) contactable existing/recent clients (over the past 5 years) reflecting contracts of a similar size
- Detailed cost saving strategy and transition plan
- Company profile
- Any other supplementary information
- Pricing Schedule
- Certified copy of the B-BBEE Status Level Verification certificate or a Sworn affidavit

NB : Tenderers who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process

7. SCOPE OF WORK

7.1 The appointed Travel Management Company/Agency will be required to always assist BGCMA officials concerning travel arrangements. Each travel requirement must be dealt with in most applicable cost-effective manner and in line with the National Treasury Travel Policies and Procedures.

7.2 The BGCMA is looking for a travel agency that can assist in meeting the following:

- (a) International airline tickets
- (b) Domestic airline tickets
- (c) Car hire/shuttle
- (d) Domestic accommodation
- (e) International accommodation
- (f) Conference venues

8. OVERALL REQUIREMENTS

BGCMA's travel requirements for domestic and/or international travel shall be in line with the organizational policy. Amongst other things, the following must be considered:

8.1 Reservation and Ticketing

8.1.1 Travel Management Company/Agency must make sure for every travel request, a quotation should be submitted first before any final confirmation of such a request.

8.1.2 For every duly approved BGCMA Travel request, the Travel Management Company/Agency shall immediately prepare appropriate arrangements and forward confirmations via email to the requestor and traveller.

8.1.3 In the event that travel arrangements cannot be confirmed, Travel Management Company/Agency shall notify BGCMA requestor of the problem and present three (3) alternative routings/quotations for consideration.

8.1.4 For wait-listed bookings, Travel Management Company/Agency shall provide regular feedback to the requestor/traveller on status of the flights.

8.1.5 Travel Management Company/Agency shall promptly issue accurate e-tickets confirmations and detailed itineraries via email, (in printed and electronic format) showing the accurate status of the airline, car hire and hotel reservations on all segments of the journey; and shall keep abreast of carrier schedule changes, as well as all other alterations and new conditions affecting travel and make appropriate adjustment for any change(s) in flight, schedules prior to or during the traveller's official trip. When necessary, e-tickets and billing shall be modified or issued to reflect these changes.

8.1.6 Travel Management Company/Agency shall accurately advise BGCMA of e-ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellations of bookings.

8.1.7 Travel Management Company/Agency to advise that all traveling staff has all required travel documents for their journeys before departure (e.g. Immunization, weather issues, health risks, etc).

8.1.8 Travel Management Company/Agency must be reputable and be registered with the required travelling bodies in the country. Affiliated/Accredited.

8.1.9 Travel Management Company/Agency shall only act on travel requests for official travel submitted by BGCMA staff and approved by the Travel Manager/Coordinator.

8.1.10 Negotiating on behalf of BGCMA, corporate discounts with airlines, on accumulated expenditure for air travels with all available airline companies.

8.2 Vehicle Rental

8.2.1 Travel Management /Agency shall do bookings for vehicles with or without the services of a driver through BGCMA preferred car rental companies and amending any confirmed bookings if necessary.

8.2.2 If an accident, traffic fines, damage or theft occurs, the matter should be reported to the BGCMA Travel Coordinator for further internal procedures to be exercised.

8.3 Accommodation, Conference and Workshops

8.3.1 The Travel Management Company/Agency shall upon request, facilitate the arrangement of venues for conferences, meetings, seminars and training workshops.

8.3.2 The Travel Management Company/Agency to negotiate on behalf of BGCMA, to the maximum extent, possible discount rates, including net rates, for hotel accommodations applicable specifically to reservations for BGCMA.

8.3.3 The Travel Management Agency should ensure that for all the hotel room booking are booked at a government rate.

8.3.4 The Travel Management Company/Agency shall, ensure that all agreed upon conditions by the

hotel or the establishment where a BGCMA event is to take place are being met.

8.3.5 The Travel Management Company/Agency will ensure that any other services such as registration of participants, additional equipment, assistants, ancillary staff and transportation of participants will be satisfactorily provided should there be required.

8.3.6 Travel Management Company/Agency to supply BGCMA with 3 quotations or more for all Conference /venue requirements.

8.3.7 BGCMA reserves the right when necessary to approach conference venues direct to leverage better prices.

9. COMPETENCY AND EXPERTISE REQUIREMENTS

9.1.1 The Travel Management Company/Agency shall assign adequate personnel to service satisfactorily the volume of work and to fulfill its obligations under the contract with BGCMA. The Travel Management Company/Agency shall assign the relevant personnel according to their technical know-how and reliability.

9.1.2 The Travel Management Company/Agency shall assign a representative experienced in providing corporate travel services to oversee the travel management services provided to the BGCMA and ensure full compliance with all requirements of the contract with BGCMA.

9.1.3 The Travel Management Company's employees shall perform their functions in a highly efficient and professional manner.

9.1.4 The Travel Management Company/Agency shall have adequate capacity to handle BGCMA's travel requirements professionally.

9.2 The following minimum requirements are a must:

9.2.1 Accredited Travel Management Company.

9.2.2 Maintains a good track record in serving international organizations, embassies and multinational corporations; list of corporate clients should be provided .

9.2.3 Employs competent and experience travel consultants, especially in international fares and ticketing, as track record.

9.2.4 Financially stable – three years audited financial statements to be provided to the BGCMA.

9.2.5 Willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR (Terms of Reference) .

9.3 24 Hour Service

9.3.1 Personnel from the Travel Management Company must be available on a 24-hour basis including

weekends and public holidays, so that as when required, unexpected changes to a travel plan can be made and attend to emergency bookings. BGCMA should be allowed to make telephonic bookings or amendments to bookings after hours or over weekends and public holidays. If possible, a whatsapp or sms number would be recommended for after hour bookings or amendments to bookings. The bidder should have capacity to provide reliable and consistent after hours and emergency support to traveller(s).

Failure to provide a 24/7 service, the BGCMA has the right to cancel the contract.

9.4 Meetings

7.4.1 Once a tender has been awarded, BGCMA will request a meeting with the Travel Agency in order to finalise all necessary documentation. At least twice a year , both parties, BGCMA and the travelling Agency must have meetings to discuss issues that may arise.

9.5 Additional Services

9.5.1 The Travel Management Company/Agency must also assist wherever possible with the booking and payment of bus fares, arrangements where special assistance is required, traveller's cheques, excess baggage, meals etc.

9.6 General Requirements

7.6.1 The following general requirements exist:

9.7 Management Reports

Management reports on detailed expenses per completed month for all transactions processed per account, the number of changes made, all savings achieved and credits due as well as exception reports must be submitted on or before the 7th day of the following month (This will include weekly reports to be available every Tuesday of the following week). The reports will reflect detail per Account/ per office and for BGCMA as a whole. The submission of the management reports are to be as follows:

Air Travel

- I. Date of Travel.
- II. Passenger's particulars.
- III. Office (Worcester /George office)
- IV. Airline used.

- V. Cost relating to airport taxes or excess luggage.
- VI. Cost of air travel.
- VII. Amount saved as in relation to most expensive standard tariff specific class of travel.
- VIII. Percentage saving in relation to most expensive standard tariff in specific class of travel.
- IX. Total amount spent per airline used for the specific month.

Accommodation

- I. Date and period of an accommodation and hotel name
- II. Name of person.
- III. Cost of accommodation.
- IV. Amount saved as in relation to most expensive standard tariff specific class of accommodation.
- V. Percentage saving in relation to most expensive standard tariff in specific class of accommodation.
- VI. Total amount spent per service provider used for the specific month.

Vehicle/Car Rental

- I. Date and period of travel.
- II. Driver Details-Including Co-driver if so booked.
- III. Service provider used.
- IV. Total distance/KM used and costs incurred.
- V. Amount saved as in relation to most expensive standard tariff specific class of vehicle.
- VI. Percentage saving in relation to most expensive standard tariff in specific class of vehicle.
- VII. Total amount spent per service provider used for the specific month.

9.7.1. Tariff/Discount Adjustments.

Notices of imminent tariff adjustments, especially in respect of air travels must be made available and distributed within the Organization via email. The travel management Company will be responsible for ensuring continuous negotiations to ensure lower tariffs or higher discounts.

9.7.2. Traveller's Profiles.

The Travel Management Company shall maintain computerized profiles of all travellers, as designated or defined from time to time by BGCMA , setting forth the travellers preferences regarding airlines, hotels, seating and meal requirements, and passport and such other information as is useful to facilitate such travellers travel arrangements.

9.7.3. Saving Targets.

The Travel Management Company must demonstrate by way of history with current clients, the savings targets they will achieve for BGCMA.

10. CONDUCT OF WORK

An internal BGCMA travel coordinator will work with the service provider to be appointed. The service provider will have to develop a methodology that will clearly outline the deliverables, key milestones, and travel management arrangements in consultation with the BGCMA's Travel Coordinator.

11. TERMS AND CONDITIONS

11.1 Travel Management Companies/Agencies.

11.1.1 Only bidders of recognized Travel Management Companies/Agencies, who are official members of the recognized bodies will be accepted.

11.2 Adjustments to Contract.

All discounts against the standard tariffs of, or on accumulated expenditure on airline, car rental, rail and bus companies and any rates, may not be adjusted to the disadvantage of BGCMA within the duration of the contract. Any new airline company, car rental company, etc. will only be included if initiated or accepted by BGCMA.

11.3 Service Fees

Travel Management company/agency must submit their detailed service fee in respect of the following:

Description	Transaction Fees (Rates) per transaction.
Domestic Flights	
International Flights	
Domestic Accommodation	
International Accommodation	
Car hire	
Conference/Workshop Fee	
After hours call	
Total	

NB: BGCMA will not be dealing with any third party if this contract will be sub-contracted.

11.4 Billing / Payment Method

Original invoices as per the deliverables that substantiate all costs must be provided. The invoices should include the provided order number/after-hours go-ahead by the relevant official(s). Copies or emailed invoices will be accepted but thereafter original invoice must be forwarded before payment has been made.

The invoices are to contain the minimum basic information and additional specific information relating to the indicated service provided.

11.5 Term & Termination of Contract

BGCMA will enter into a three-year term contract with the successful travel management company, which may be reviewed annually for performance evaluation.

On Poor performance the Agency has the right to terminate the contract on or before end of the agreed term. The successful service provider is expected to commence one month after appointment for a period of 36 months.

11.6 Service Level Agreement

A Service Level Agreement (SLA) will be drawn up in consultation with the successful bidder and signed by both parties.

12. EVALUATION OF BID DOCUMENT

The following evaluation method will be used:

After the closing date of the bid invitation, an appointed bid evaluation committee of BGCMA officials and/or possibly other external parties/consultants where necessary will evaluate the proposals of the bidders.

The committee will individually evaluate each of the bid proposals received against the approved criteria as stated below.

·All proposals submitted will be evaluated on two categories:

Ø Functionality (technical content)

Ø Price and B-BBEE Status level of contribution

Bids are evaluated in accordance with the Preferential Procurement Policy Framework Act (PPPFA), using the 80/20 split

13. FUNCTIONALITY

Technical Functionality Compliance.

Bidders must score at least 70 out of 100 in respect of functionality to qualify for advancement to Phase 2. A bidder that scores less than 70 out of 100 will be regarded as submitting a non-responsive bid and will be disqualified. Bidders who fail to obtain a minimum score for each criterion will be disqualified.

1 = poor, 2 = average, 3 = good, 4 = very good, and 5 = excellent

Functionality evaluation will be based on the following criteria:

No.	Functionality	Criteria/ Guide		Max Weight	Score Claimed
1	Company Experience			25	
	Company profile including number of years in Travel, Accommodation and Conference Services to companies that are similar in size to the BGCMA. The reference letters will be used to evaluate the bidders. The reference letter must indicate the start and end date. In an instance where a similar service is rendered to multiple clients within the same period, the experience will be counted as one.	1 to 2 years relevant experience	1		
		3 to 4 years relevant experience	2		
		5 to 6 years relevant experience	3		
		7 to 10 years relevant experience	4		
		>10 years relevant experience	5		
2	Track Record			25	
	At least five verifiable references letters/ testimonials for travel, accommodation and conference services (including client name, contact person, address, telephone, and email address), and a summary of the travel, accommodation and conference services rendered for that client similar to the size of the BGCMA (appointment letters will not be considered)	1 (one) letter	1		
		2 (two) letters	2		
		3 (three) letters	3		
		4 (four) letters	4		
		5 (five) letters	5		
3	Team Capability			20	
	Demonstrate the knowledge, experience and capability of dedicated travel agents that will be assigned to BGCMA (CV's must be included)	1 to 2 years relevant experience	1		
		3 to 4 years relevant experience	2		
		5 to 6 years relevant experience	3		
		7 to 10 years relevant experience	4		
		>10 years relevant experience	5		
4	Project plan and methodology			30	
	Structure, Implementation, execution, methodology in meeting the minimum service requirements and value added services.				
	No project plan provided	1			
	No detailed and clear project plan	2			
	Addresses all the requirements of the project as stated in the terms of reference	3			
	Elaborated project plan that shows clear standard operating procedures	4			

No.	Functionality	Criteria/ Guide	Max Weight	Score Claimed
	Addresses all the requirements of the elaborated project plan with approach, methodology and value added proposition	5		
	All documents in support of the various sections above must be submitted in order to claim the maximum . Missing or incomplete documentation will result in a zero score for the relevant section.			
	TOTAL		100	

14.COMPANY EXPERIENCE

This refers to the details of the company (Supplier) and the services they are offering. Specific details required are as follows:

- The nature and location of the company, its history and when it was registered (Supplier must specify)
- The company's core business
- Positive reference letters from previous clients relevant to this tender.
- We reserve the right to do reference check to confirm the letters provided

15 .TRACK RECORD

Bidders shall provide a list of companies for which similar services have been rendered/ provided for (attach at least five reference letters)

16.TEAM CAPABILITY

Specific details required here are:

- Attach organogram with staff indicated that will be allocated to BGCMA
- Capacity to service Breede-Gouritz Catchment Management Agency
- CV's of key personnel assigned to BGCMA should be provided

17. PROJECT PLAN AND METHODOLOGY

Bidders should propose a comprehensive approach and methodology regarding the Travel, Accommodation and Conference Management Services. Bidders should also indicate proactive good will services expected to be provided to BGCMA.

18. EVALUATION CRITERIA

Phase 1: Technical Evaluation

The evaluation of the technical part of the proposal will be on the basis of the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal will be given a technical score.

Criteria	Weight	Score (1-5)
Company Experience	25	
Track record	25	
Team Capabilities	20	
Project plan and Methodology	30	
TOTAL	100	
Minimum Threshold for Functionality	70	

The proposals will receive further consideration if they score at least 70% minimum points out of the 100% for functionality

Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

Pricing : 80 points

B-BBEE Points : 20 points

Quantitative Assessment

Bids that achieve the minimum technical requirement will be further adjudicated on Price and BEE status. The method of scoring Financial Proposals and the BEE Verification Certificate is described in the attached Preference Points Claim document (SBD 6.1).

The allocation of tender adjudication points for this Contract shall be as follows:

Area of Adjudication	Maximum Points
Tendered Price (S_P)	80
Empowerment Objectives (S_E)	20
Total Points (S)	100

SPECIFIC CONDITIONS

Respondents should complete all the returnable SCHEDULEs/SBD forms listed below.

RETURNABLE SCHEDULES

(All ANNEXUREs must be completed and returned by the Supplier(s) when submitting the bid.)

RETURNABLE SCHEDULE 1: Invitation to Bid (SBD 1)
RETURNABLE SCHEDULE 2: Pricing Schedule (SBD 3.3)
RETURNABLE SCHEDULE 3: Declaration of Interest (SBD 4)
RETURNABLE SCHEDULE 4: Preference Points Claim Form (SBD 6.1)
RETURNABLE SCHEDULE 5: Contract Form (SBD 7.2)
RETURNABLE SCHEDULE 6: Supplier(s)'s Past Supply Chain Management Practices (SBD 8)
RETURNABLE SCHEDULE 7: Certificate of Independent Bid Determination (SBD 9)

TERMS AND GENERAL CONDITIONS

- (a) All submissions must be received by the Breede-Gouritz Catchment Management Agency no later than **14h00, 1st day of December 2022**. Respondents must submit their proposals before the closing date and time. No late submissions will be considered;
- (b) All submissions and subsequent information received will become the property of the Breede-Gouritz Catchment Management Agency and will not be returned;
- (c) Failure to complete all supplementary information will result in submissions being deemed null and void and shall be considered “non-responsive” and therefore not considered;
- (d) Telegraphic, telexed, faxed or e-mailed submissions will not be accepted;
- (e) Service Providers should submit 5 Copies of proposals, one copy should be an original and clearly marked **Original** and the remaining can be the copies of the Original.

“RFP 2022/03 –**REQUEST FOR PROPOSAL (RFP): TRAVEL MANAGEMENT SERVICES AT BREEDE – GOURITZ CMA FOR A PERIOD OF 36 MONTHS**” at the Tender Box of BGCMA at Cnr Mountain Mill and East Lake road; Worcester; 6850.

Proposals may also be posted to: **Attention: Acting: CHIEF EXECUTIVE OFFICER ;RFP 2022/03 Proposal for Travel Management Services ;Private Bag X3055,Worcester ,6850.**

- (f) Respondents or their representatives (including the courier services) must ensure that they register their submissions in the Lodging Sheet at the Reception Desk of the above-mentioned Breede-Gouritz CMA Office, wherein they will indicate the name of the person delivering the submission, the number of copies submitted, the time and date of submission and sign the document.
- (g) All enquiries and submissions regarding this Request for Tender (RFP) must be directed to: - Mr Gerhard de Bruijn or Ms Aureca Jansen at Supply Chain Management Unit Number: 023 – 346-8000; Email: gbruijn@bgcma.co.za and/ or ajansen@bgcma.co.za
- (h) The contact persons reflected above shall be the only point of contact for this contract. Failure to observe this requirement might lead to immediate disqualification of the respondent;
- (i) The Breede-Gouritz CMA reserves the right not to accept any submission
- (j) Bidders must comply with Regulation 13(c) of the Public Service Regulations, 2016 which states that “an employee in the public service shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in ANNEXURE 2 and 3 of the PFMA”
- (k) Submission of a Request for Proposal and its subsequent receipt by the Breede-Gouritz CMA does not represent a commitment on the part of the Breede-Gouritz CMA to proceed further with any Respondent or any project;

- (l) No costs incurred by the Respondents in the preparation of their submission will be reimbursed;
- (m) Public Liability - Breede-Gouritz CMA shall not be liable in respect of any claims, damages, accidents, etc. to persons, properties, vehicle rights, etc. that may arise from the carrying out of this contract.
- (n) Tender prices must remain valid for a period of 120 days (calculated from closing date of the bid).

DISQUALIFICATION

- (a) It must be stressed that any queries relating to this request must be addressed only to gbruijn@bgcma.co.za and/ or ajansen@bgcma.co.za who are identified as contact persons for this contract; Mr G de Bruijn or Ms A Jansen: Supply Chain Management Unit Contact Number: 023 – 346 8000. The queries must be in writing addressed to the above-mentioned officials. The queries must be sent to the above-mentioned officials before **24 November 2022**
- (a) Respondents are not to communicate in any manner or form whatsoever with members of Breede-Gouritz Catchment Management Agency's personnel about the RFP until the preferred Supplier(s) has been selected and the procurement process completed;
- (b) Respondents are advised that should there be any contact with Breede-Gouritz Catchment Management Agency's staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification;
- (c) Misrepresentation of information presented to the Breede-Gouritz Catchment Management Agency, be it on capability statement or empowerment credentials will also lead to disqualification of the respondent.

RETURNABLE SCHEDULE 1: INVITATION TO BID AND THE TERMS AND CONDITIONS OF BIDDING (SBD 1)

SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BREEDE-GOURITZ CATCHMENT MANAGEMENT AGENCY

BID NUMBER:	RFP 2022/03	CLOSING DATE:	01 December 2022	CLOSING TIME:	14H00
DESCRIPTION	REQUEST FOR PROPOSAL (RFP): TRAVEL MANAGEMENT SERVICES AT BREEDE- GOURITZ CMA FOR A PERIOD OF 36 MONTHS				

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

BID RESPONSE DOCUMENTS BE DEPOSITED IN THE BID BOX SITUATED AT

Breede-Gouritz Catchment Management Agency
Cnr Mountain Mill & East Lake Roads
Worcester
6850

SUPPLIER(S) INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE 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]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR			
	NAME:				

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER(S) FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER(S) 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 AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO 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 AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER 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.
- 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(S) DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN MANUFACTURERS

- 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 A 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

RETURNABLE SCHEDULE 2 – PRICE SCHEDULE

BIDDER: _____

It is understood that internal audits are based on hourly rates and that budgets should be compiled based on the estimated hours as indicated below. Financial proposals will be compared based on estimated amounts and estimated hours. An assessment will be made if the hours proposed below will be sufficient enough to cover the detailed scope of work. Firms are required to submit a table of hourly rates as per the table below. Rates should be **inclusive** of overheads **and** VAT (but exclusive of disbursements and related VAT). If a particular category does not exist for the firm, it can be omitted. The rates below are indicative .

Item (where applicable)	Transaction Fees (Rates) per transaction
Domestic Travel	R
International Travel	R
Domestic Accommodation	R
International Accommodation	R
Car Hire	R
Conference / Workshop fee	R
After Hours call	R
	R
	R
	R

The table is for indicative rates only and will not be used in the Pricing Schedule

Pricing Instructions:

By signing the Price Schedule, a bidder warrants that:

- 2.1.1 the relevant quotation is correct;
- 2.1.2 the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document;
- 2.1.3 the rate(s) and price(s) cover all the Supplier(s)'s obligations under a resulting contract, including all disbursements;
- 2.1.4 any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the Supplier(s)'s risk.
- 2.1.5 Bidders must show VAT payable separately on the Price Schedule.

SIGNED at _____ **(place)** on the _____ **day of** _____ **(month),**
20_____

 Signature

 Date

Print name: _____
 On behalf of the Supplier(s) (duly authorised)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME 14:00	CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
		R.....	
		R.....	
		R.....	
		R.....	
		R.....	
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
		R.....	 days
		R.....	 days
		R.....	 days
		R.....	 days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
			R.....
			R.....
			R.....
			R.....
		TOTAL: R.....	

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

- .2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
-
-
-

*[DELETE IF NOT APPLICABLE]

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

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

RETURNABLE SCHEDULE 3: DECLARATION OF INTEREST (SBD 4)

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

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

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

- 1.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:

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

¹"State" means –

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

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

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

- 2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

.....

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

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

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

1.1.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members

YES/NO

of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

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

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

1 DECLARATION

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

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

3 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23
OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

RETURNABLE SCHEDULE 4: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (SBD 6.1)

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10	
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	

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	☐	NO	☐
-----	--------------------------	----	--------------------------

- 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	☐	NO	☐
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at 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

- ☐ Supplier(s)
- ☐ Supplier(s)
- ☐ Professional Supplier(s)
- ☐ Other Supplier(s)s, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

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

WITNESSES

1.
.....

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

DATE:

ADDRESS

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser 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:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my 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 my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity
as.....
accept your bid under reference numberdated.....for the rendering of services
indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract,
within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

RETURNABLE SCHEDULE 6: DECLARATION OF SUPPLIER(S)'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Manufacturers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Manufacturers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐

4.4.1	If so, furnish particulars:
-------	-----------------------------

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

RETURNABLE SCHEDULE 7: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a Supplier(s) of goods and services if the Supplier(s) committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9 :- CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;

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

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

9. 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 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. 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