



an agency of the
Department of Sport, Arts and Culture

INVITATION SUBMIT A QUOTATION

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENT OF SOUTH AFRICAN STATE THEATRE

QUOTATION NUMBER:	RFQ/SAST/2021/TICKET SALES
DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TICKET SALES SERVICES FOR THE SOUTH AFRICAN STATE THEATRE FOR A PERIOD OF 36 MONTHS AT OUR MAIN VENUE, 320 PRETORIUS STREET PRETORIA CBD, AND AT ANY OTHER VENUE AS MAY BE REQUESTED
PUBLISH DATE:	15 September 2021
BID VALIDITY PERIOD:	60 days
COMPULSORY BRIEFING SESSION AND SITE INSPECTION DATE & TIME	22 September 2021 @ 11:00 am
CLOSING DATE	28 September 2021 @ 16:30
DELIVERY ADDRESS AND COMPULSORY BRIEFING SESSION VENUE	BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT: 320 Pretorius Street PRETORIA (at reception, on the lower ground)
ENQUIRIES:	Ms. Lerato Mmatloa Email : scm@statetheatre.co.za Tel : 012 392 4000
NB: Bidders must ensure that they sign the register at the reception when delivering their bids	

BIDDER NAME:

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATION, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITION OF CONTRACT.

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SECTION 1

1. INTRODUCTION

The South African State Theatre (SAST) is a statutory agency tasked with the development and promotion of Arts, Culture and Heritage programmes. Our productions and / or shows are sold by means of tickets to diverse audiences. In order to achieve our mandate, SAST hereby seeks the services of a ticketing service provider.

2. OBJECTIVE

The South African State Theatre is looking for a ticket sales service provider that will be able sell tickets on its behalf within our premises, retail outlets and through electronic platforms.

3. SCOPE

SAST has a number of theatres that differ in capacity. Main theatres within Pretorius Street building in Pretoria are as follows;

NAME OF THEATRE	THEATRE CAPACITY-Subject Prevailing Covid-19 regulations
Opera Theatre	1300
Drama Theatre	640
Arena Theatre	288
Rendezvous(Malombo) Theatre	268
Sibusiso Khwinana Theatre	120
Intimate Theatre	110

Selling Points within SAST

- a) SAST has a Box Office, which will be manned and operated by the appointed service provider's personnel (Minimum two people).
- SAST will make use of its own staff to operate the box office at times of need (after normal service provider's working hours). The service provider will pay a rebate for SAST services, where SAST personnel have sold tickets other than SAST tickets while manning the box office. The percentage of this will be negotiated and agreed to with the successful service provider.
 - The box office and attached small private office may be utilized by the service provider to also sell tickets for their other needs (including selling tickets that are not for the SAST shows). A monthly rental fee (including water and electricity) of **R 2,360.00** will be charged for the use of these offices. This amount is fixed, and a separate contract may be drafted for such.
- b) Opera Theatre and Drama Theatre use one selling point; Arena Theatre and Sibusiso Khwinana Theatre also share one selling point, while Rendezvous Theatre has its own selling point. The

service provider must provide the necessary equipment and/or resources required to operate these selling points.

c) Service provider should be able to provide mobile selling points as and when required.

3.1 HARDWARE, SOFTWARE, NETWORKING AND SUPPORT

- The service provider must provide hardware/software and networking components to run the ticket sales effectively.
- The service provider should be able to offer technical support 24/7/365, including special support for special functions and events.
- The service provider should be able to allow loaded events to be available for sale within 72 hours of loading, and within 24 hours in cases of emergencies.
- The service provider should be able to train and grant access to five State Theatre employees when the system is installed and thereafter to load events and make necessary changes to shows, as may be required.

3.2. TICKET SPECIFICATION

- Each ticket must have a unique barcode which can be scanned.
- The ability for patrons to print secure tickets at home which will validate and record correctly on the system. A copy of the printed ticket must be available at box office.
- The system must be able to print tickets for patrons purchased online at our box office.
- The system must be able to sell both reserved and unreserved seats and a combination of the two.
- The service provider should be able to provide a backup solution for all critical components to ensure continued operations of the complete system.
- A bidder must provide a detailed disaster recovery plan and a business continuity plan must be included.
- The service provider must be able to customize for specials, discounts, combo and automatic deactivation as and when required.
- The service provider must be able to allow flexibilities in cases of where SAST may need to make; price changes, venue changes, show time changes and/ or any other emergencies within at least 24 hours.
- Service Provider must be able to sell tickets for online shows
- Minimum Ticket Information:
 - Age Restrictions
 - 15 minutes after curtain no access/refund can be granted
 - Name of the Production
 - Date and Time

- Ticket barcode number
 - Ticket seat number(alphabet and number)
 - SAST logo on the ticket
- Minimum Stub information:
 - Name of the production
 - Date and Time
 - Ticket barcode number

3.3 Ticket Scanning

- Ticket scanning is a mandatory requirement
- Able to pull a scanned report for a specific performance
- To validate the unique specific performance per venue
- Tickets must be scanned live and in real time to prevent duplicate entries
- Scanning data must sync live with the ticketing server

4. REPORTING REQUIREMENTS

- Reporting has to include the following:
 - Sales report per production, Name of the production, Venue, Start time, End time, Number of performance schedule, Number of performance staged, Number of performance cancelled, Total audience, Total tickets sales value, Number of ticket sold, Number of ticket sold attended, Number of complimentary tickets, Number of complimentary tickets attended, Option to pull tickets sales per sales consultant, And an option to run by date or all
 - Ticket verification system and be able to pull a scanned report that has an audit trail

4.1 Sales Report (Per Production)

- Name of Production
- Venue
- Ticket Information:
 - Performance Dates
 - Total Tickets
 - Total Value
 - Number Full Price Tickets
 - Full Price Value

- Number Discounted Tickets
- Discounted Value
- Number Complimentary Tickets
- Card Value
- Cash Value
- EFT Value
- Number Consignment Tickets
- Consignment Value

4.1.1 Sales by Price Break (PB) Report (Per production)

Name of Production

Venue

Ticket Information:

- Performance Dates
- Total Tickets
- Total Value
- Number Full Price Tickets
- Full Price Value
- Number PB1 Price Tickets
- PB1 Price Value
- Number PB2 Price Tickets
- PB2 Price Value
- Number PB3 Price Tickets
- PB3 Price Value

4.2 Production Report (All Productions)

Inhouse / Rental Production

Programme

- Name of Production
- Venue
- Start Date
- End Date
- Number Performances Scheduled
- Number Performances Staged
- Number Performances Cancelled

- Total Audience
- Total Ticket Sales Value
- Number Tickets Sold
- Number Sold Tickets Attended
- Number Complimentary Tickets
- Number Complimentary Tickets Attended
- *Must have option to run by Date, or All*

4.3 Performance Report (Per Production)

Name of Production

- Venue
- Performance Dates
- Performance Scheduled
- Performance Staged
- Performance Cancelled

SAST must be able to access and pull any of the above complete and up to date reports in real-time online, at all times.

5. TICKET VALIDATION

- The service provider must provide (paper and/ or electronic) tickets that have real time validation, when scanned.
- All validation system needs to be constructed on proven technology that is accurate and fast, ensuring the reliability and minimal delay for theatre patrons, and also providing audit trail for accounting and reporting purposes.
- Mobile validation equipment (scanning), working off a wireless network solution needs to be included to assist key staff members to work directly off the system in order to personally assist the theatre patrons when required.

6. SALES, MARKETING AND CRM (Customer Relations Management)

- **Ability to load discounts, promotions, and loyalty programme tickets.**
- The customer relations functionality should be versatile and customisable.
- Ability to have access to customer database.

- Ability to capture customer details on system (name, surname, cell phone number, email address, and other demographic information).
- Ability to market State Theatre shows on service provider's website, via emails and sms's.

7. WEBSITE AND SOCIAL MEDIA INTEGRATION

- An online customer portal needs to be integrated into the website which will allow the patrons to login to their own unique online space where they can manage their affairs (e.g. seat selection) within the theatre. This online area should include but not be limited to patrons ticketing transactions, purchase history, specials, and have the ability to purchase tickets for future shows.
- Duplicates must be deleted.
- Any website downtime must be planned and be agreed with SAST before scheduling.

8. OUTLETS

- Service provider must offer outlets that are accessible to patrons.
- A list of existing outlets must be attached.
- Information should be provided on integration between outlets and tickets specification.

9. SPECIAL CONDITIONS OF THE TENDER

- The service provider must be able to provide security guarantees at a minimum of R500 000.

10. PRICING SCHEDULE

- Commission based
 - Commission Percentage for live theatre performances/events
 - Commission Percentage for online shows
- Complementary pricing per ticket
 - Price for live theatre performances/events
 - Price for online shows

2. INSTRUCTIONS TO BIDDERS

2.1 General

Bidders must familiarize themselves with and comply with the mandatory requirements and ensure their availability for site visits and presentations, as required, on the appropriate dates.

2.2 Bidder Information

The required information on the bidder must be completed as stipulated in **paragraph 4 below. Failure to do so may result in disqualification.**

The successful bidder shall demonstrate to SAST that adequate pre-employment screening, including security screening was performed on the employees/sub-contractors (staff).

2.2.1 The pre-employment screening shall as a minimum be:

2.2.1.1 Authenticate that staff are who they claim to be;

2.2.1.2 Confirm that staff have a right to work in the RSA;

2.2.1.3 Obtain written declaration from staff of any criminal record; and

2.2.1.4 Confirm that staff possesses the relevant qualifications to undertake the duties effectively and safety.

2.2.2 The successful bidder shall deploy competent staff, supervision and labour who are:

2.2.2.1 Appropriately experienced and trained for the work they are to undertake.

2.2.3 SAST and its representatives may seek formal assurance to this effect (including a formal (audit) at any time during the contract period.

2.3 Consortium

2.3.1 Bidders forming part of a Consortium must submit with their bid a copy of their Consortium agreement in a separate attachment. This must clearly indicate:

2.3.1.1 The form of agreement;

2.3.1.2 The respective roles and responsibilities of the members;

2.3.1.3 The identity of the lead company which will have overall responsibility;

2.3.1.4 The name and address of the officer acting as a single point of contact for

2.3.1.5 Communications between SAST and the tenderers. He shall be fully empowered to act on behalf of all members; and

2.3.1.6 The member's agreement to be jointly and severally liable to SAST for the performance of the contract.

2.4 Sub-contracting

- 2.4.1 Bidders must detail any work to be sub-contracted, the proposed sub-contractor(s) to be used,
- 2.4.2 SAST reserves the right to reject the use of any of the bidder's proposed subcontractors and any subcontractor proposed during the contract term.
- 2.4.3 Bidders are advised that SAST will not respond any direct approach from potential sub-contractors for details in respect of any particular item in this bid.

2.5 SAST Bidding rights

- 2.5.1 SAST reserves the right to:
 - 2.5.1.1 extend the closing date;
 - 2.5.1.2 verify any information contained in a proposal;
 - 2.5.1.3 Request documentary proof regarding any bid issue;
 - 2.5.1.4 Give preference to locally manufactured goods or locally sourced services;
 - 2.5.1.5 Issue follow-up or supplementary questions during the response period or after receipt of tenders;
 - 2.5.1.6 Make known to all bidders any questions submitted by a bidder including commercial and technical clarifications, together with answers given to any individual bidder, if it is considered to be relevant to the tender; and
 - 2.5.1.7 Cancel or withdraw this request for tender as a whole or in part.

2.5.2 Evaluating Authorities' (BEC) of the evaluation process SAST may require bidders to arrange and/or participate in one or more of the following:

- 2.5.2.1 Interviews with, or written references from nominated references;
- 2.5.2.2 Reference site visits to the location(s) of nominated reference;
- 2.5.2.3 Interviews with bidder personnel who would be involved in the contract execution (day-to-day operations of the site);
- 2.5.3 Negotiations with the bidders.
- 2.5.4 Appoint one bidder or more than one bidder where necessary.

2.6 Bidding process

2.6.1 Bidders must familiarize themselves with and comply with the procurement time table and ensure their availability for the site visit and presentations, as required, on the appropriate dates.

- 2.6.2 Bidders are required to:
 - 2.6.2.1 respond in the English language;

2.6.2.2 A cover letter on the bidders company letterhead with clear reference to the bid of interest should accompany both the technical and pricing proposals;

2.6.2.3 All copies of the tender response must be signed on each page.;

2.6.2.4 Ensure that all document attachments are clearly marked and bound in a clear, logical and well-marked format with a table of contents ensuring ease of finding individual documents or sections; and

2.6.2.5 The original document must be signed in black ink by an authorized person, agent or representative and each and every page of the bidding documents shall contain the initials of the same signatory.

2.6.3 All costing and information must be typed and signed by the bidder, no hand written costing/pricing will be accepted.

2.7 Bid submission requirements

2.7.1 Bidders must submit their responses and all supporting documents in properly labelled and sealed envelopes

Bidders are to submit one (1) pack of ALL RETURNABLE COMPLIANCE DOCUMENTS AND PROPOSAL IN AN ENVELOPE. FINANCIAL PROPOSAL MAYBE INCLUDED IN THE SAME ENVELOPE OR SEPARATE

Bids must be submitted in sealed envelopes clearly labelled to reflect the **RFQ number** and description, submission date and closing time.

Bids must be bound, indexed and set out in a tabulated format. Unbound or loose papers will be rejected.

Bidder must also submit an ***ELECTRONIC SUBMISSION of their bid document (USB)***

NB: Failure to submit 1 original pack with financial/pricing details and 2 packs of copies (without financial/pricing details), will result in your bid being disqualified.

2.8 EVALUATION PROCESS

Evaluation criteria

Bids that meet compliance requirements will be evaluated in two stages, which includes functionality (Stage 1) and Pricing and B-BBEE Status (Stage 2).

Compliance with minimum requirements

All bids duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents).

Elimination of proposals on grounds of functionality

Bids that score less than 80 points for functionality will be eliminated from further participation in the Bid Evaluation process (Stage 2).

Stage 1

All proposals will be evaluated on the following criteria indicated below:

No.	Criteria	Points allocation	TOTAL WEIGHT
1.	Company information and relevant Experience Minimum of five years' experience in the ticket sales environment	Years 0-4 = 0 5 or more =5	10
2.	Technical / competency requirements - Service provider (SP) must provide a detailed implementation plan with clear timelines and deliverables on how they will meet the scope of work as detailed above. - Service provider to provide a management system (software) to manage all event ticketing requirements and should be able to train and grant access to a minimum of five State Theatre employees to load events and make necessary changes to shows as may be required. SP to provide licensing requirements - The service provider must demonstrate the capability of the system to provide a back-up solution for all critical components to ensure a continued operation of the complete system. - Service provider must be able to provide reports that include the following; name of the production, venue, start time, end time, number of performances scheduled, number of performances staged, number of performances cancelled, total audiences, total tickets sales value, number of tickets sold, number of tickets sold and attended, number of complementary tickets issued, number of complementary tickets attended, sales report per production, option to pull tickets sales per consultant and option to run by date or all. SP must provide a copy or specimen of each report detailed	Level of competency and compliance with each requirement. Excellent = 5 Very good = 4 Good = 3 Poor = 2 Unacceptable = 0	75

	above, under reporting requirements to demonstrate, or as evidence of the functional capabilities of their system. - The service provider must be able to provide (paper and /or electronic) tickets that have real time validation, when scanned and be accurate. Provide a copy or specimen as proof/evidence - The service provider must be able to market state theatre shows on the service provider website, via e-mails and SMS. - The service provider must be able to offer or have working relationship with outlets that are accessible to patrons in and around Tshwane and greater Gauteng for ticket purchase. Submit proof of outlets worked with.		
3.	After sales support - The service provider should be able to offer technical support 24/7/365 - Provide a detailed incident escalation procedure	5 5	10
3	Verifiable references - Service must provide a minimum of five reference letters where a similar service was provided. Letters must be on a: - Client's company letterhead, - With contact person's name and details - Name of the event carried out.	Reference letters: 0 – 2 = 1 3 – 4 = 3 5 or = 5	5
TOTAL		100	

SECTION 3

3 RETURNABLE DOCUMENTS CHECKLIST

Please indicate that all mandatory documents are included in this bid by ticking the boxes in the checklist below. Responses received without all required and fully signed documents will be considered invalid. Please also indicate where additional documents have been submitted to the main tender response.

3.1 Mandatory Documents

		Yes	No
3.1.1	Tax Pin issued by SARS		
3.1.2	Joint venture or Sub-contractor, valid tax Pin for each member (if applicable)		
3.1.3	CSD (Central Supplier Database) report		
3.1.4	Letter of Good standing from the Department of Labour		
3.1.5	• Certified true copy of company registration documents (CIPC) • Certified directors/members' true ID copies, as listed on the company registration documents		

3.2 Mandatory Compliance Documents

	SBDs MUST BE FULLY COMPLETED AND SIGNED	Yes	No
3.2.1	SBD 1 Invitation to Bid		
3.2.2	SBD 3.3 Pricing Schedule –Firm Prices (Purchases)		
3.2.3	SBD 4 Declaration of Interest		
3.2.4	SBD 6.1 Preference points claim form i.e. PPR 2017		
3.2.5	SBD 8 Declaration of Bidder's Past Supply Chain Management Practices		
3.2.6	SBD 9 Certificate of Independent Bid Determination		
3.2.7	Bidder's information.		

3.3 ADDITIONAL DOCUMENTS

3.3.1	Valid B-BBEE Certificate (Sworn affidavit for SMEs and QSEs) SANAS approved. Company Share Certificate,		
3.3.2	3 Years Audited /Reviewed Financial Statements		

4 BIDDER INFORMATION

The following particulars must be furnished (failure to do so shall result in your bid being disqualified)

Indicate the type of Bidding structure by marking with an 'X':

Individual bidder	
Joint venture	
Consortium	
Using Subcontractors	
Other	

If individual bidder, indicate the following:

Name of bidder	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If Joint Venture or Consortium, indicate the following:

Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If Joint Venture or Consortium, indicate the following: <i>(To be completed for each JV/ Consortium member)</i>	
Name of Joint Venture/ Consortium member	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following: <i>(To be completed for each subcontract)</i>	
Name of subcontractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

1. ANNEXURES: STANDARD BIDDING DOCUMENTS

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
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:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[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 FOR THE GOODS /SERVICES /WORKS 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, 2017, 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:

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

- 2.1 Full Name of bidder or his or her representative:
.....
- 2.2 Identity Number:.....
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 2.4 Company Registration Number:
.....
- 2.5 Tax Reference Number:
.....
- 2.6 VAT Registration Number:.....
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

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

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

- 2.7 Are you or any person connected with the bidder 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**
- 2.9.1 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 of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

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

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

4 DECLARATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

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

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

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim 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

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	☐	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 least 51% owned by:	EME √	QSE √
Black people	☐	☐
Black people who are youth	☐	☐
Black people who are women	☐	☐

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in

addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

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

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 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 Suppliers 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 Suppliers 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

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 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 of goods and services if the supplier 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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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

SBD 9

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

Js914w 2