

**BROADBAND INFRACO SOC LTD
REQUEST FOR QUOTATION**

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF BROADBAND INFRACO SOC LTD			
RFQ NUMBER:	PR Number: PR08919		
RFQ ISSUE DATE:	08 September 2021		
COMPULSORY SITE MEETING:	N/A		
CLOSING DATE & TIME:	15 September 2021 @ 12H00pm		
RFQ VALIDITY PERIOD:	30 days (COMMENCING FROM THE RFQ CLOSING DATE)		
APPLICABLE CONTRACT:	N/A		
A FULL DESCRIPTION OF GOODS/ SERVICES REQUIRED:	Supply the following item to Broadband Infraco: <table border="1"> <tr> <td>Item description</td> </tr> <tr> <td> <u>Goods and Services Required</u> CaseWare Financial Reporting Training. </td> </tr> </table>	Item description	<u>Goods and Services Required</u> CaseWare Financial Reporting Training.
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<u>Goods and Services Required</u> CaseWare Financial Reporting Training.			
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	Supply Chain Management -Sourcing Department Email: zintombi.ngema@infraco.co.za Name: Zintombi Ngema Address: 21 Woodlands Drive, Woodmead Sandton Tel No: +27 11 235-1603		
ENQUIRIES:	Zintombi Ngema @ (011) 235 1603 or zintombi.ngema@infraco.co.za		

Broadband Infracore SOC would like to source for quote for CaseWare Financial Reporting Training for one employee.

Delegate:

Ms Nthabiseng Masemola

Please submit the attached RFQ with the following documents:

- Copy of Tax Clearance Certificate
- Copy of Tax Pin Letter from SARS
- Certified copy of BBBEE certificate or Affidavit
- Completed SBD Forms
- Company Letterhead quotation

If your company is not registered with National Treasury – Central Supplier Database, please follow the below link to register:

<https://secure.csd.gov.za/Account/RegistrationProcess>

Bidders must acknowledge receipt of this RFQ on the above contact details.

BIDDER:
REGISTRATION NUMBER:
ADDRESS:
CONTACT PERSON:
TEL:
FAX:
E-MAIL ADDRESS:
NATIONAL TREASURY CENTRAL DATABASE NUMBER:

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. **Broadband Infraco** standard conditions of purchase shall apply.
2. No services must be rendered or goods delivered before an official **Broadband Infraco Purchase Order** form has been received.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform **Broadband Infraco** before RFQ closing date.
5. Work will be carried out in terms of OHSA regulations therefore it is important that bidders include OHSA compliance costs (i.e. safety file for the recommended bidder will be approved by Broadband Infraco).
6. **Effective 01 April 2016, accounting officers and accounting authorities may not award any bid to a supplier/ service provider not registered as a prospective supplier in the National Treasury's central Supplier Database. Please attach the first page of your CSD registration to the bid response.**
7. Bidder is required to submit an original Tax Clearance Certificate and verification information to be used by Broadband Infraco to validate the copy on the SARS website for all price quotations exceeding the value of **R30 000 (VAT included)**. Failure to submit the copy of a valid Tax Clearance Certificate and verification information will result in the invalidation of this RFQ. It is the responsibility of the bidder to ensure that **Broadband Infraco** is in possession of the bidder's valid **Tax Clearance certificate**. It is therefore not necessary to submit a tax clearance certificate if the bidder has submitted a tax clearance for any RFQ/bid before at **Broadband Infraco**. The onus is on the bidder to ensure that Broadband Infraco receives a valid Tax Certificate as soon as the validity of the said certificate expires.
8. Bidders are required to complete **Annexure A** for all price quotations exceeding the value of **R30 000 (VAT included)**.

9. Bidders must attach a valid BBBEE certificate or valid exemption letter with the bid.
10. This RFQ will be evaluated in terms of the **80/20 preference point system** prescribed by the Preferential Procurement Regulations, 2011.
11. All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated. The bidder must indicate **clearly** which portion of the quoted price is linked to the exchange rate. The cost of installation, delivery, and other charges must be included in the total price quoted.
12. Broadband Infraco will only commence payment processes after fulfilment of the conditions contained in the contract and/or on receipt of an invoice from the service provider and after such has been approved by the client division as representing the services received.
13. Payment of invoices will be effected on the last day of the calendar month following the calendar month of receipt of a correct and original invoice
14. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc. will be disqualified.

PRICING: - A quotation must be supplied on your official quote template

INDICATE DELIVERY LEAD TIME AFTER ISSUANCE OF OFFICIAL PURCHASE ORDER BY BROADBAND INFRACO

DECLARATION BY BIDDER

I,.....(NAME), the undersigned certify that:

I have read and understood the conditions of this RFQ.

- i. I have supplied the required information and the information submitted as part of this RFQ is true and correct.

.....

Signature

.....

Date

.....

Capacity:

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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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 Service Provider or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the Service Provider 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 Service Provider or his or her representative:

2.2 Identity Number

2.3 Position occupied in the Company (director, trustee, shareholder², member):

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

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 Service Provider **YES / NO**
presently employed by the state?

- 2.7.1 If so, furnish the following particulars:

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

Name of state institution at which you or the person
connected to the Service Provider 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 attach 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:

.....

.....

.....

2.8Did 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 Service Provider, 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 Service Provider, aware of any relationship (family, friend, other) between any other Service Provider 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	Identity Number	Personal Income Tax Reference Number	State Employee Number/Persal Number

4 DECLARATION

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

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

.....
Signature Date

.....
Position Name of Service Provider

ANNEXURE B

DECLARATION OF SERVICE PROVIDER'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 Service Provider may be disregarded if that Service Provider, 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.**

4.1	Is the Service Provider 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 Service Provider 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 Service Provider 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 Service Provider 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 Service Provider

ANNEXURE C

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(RFQ 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 Service Provider)

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 Service Provider to sign this Certificate, and to submit the accompanying bid, on behalf of the Service Provider;
4. Each person whose signature appears on the accompanying bid has been authorized by the Service Provider to determine the terms of, and to sign the bid, on behalf of the Service Provider;
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 Service Provider, whether or not affiliated with the Service Provider, 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 Service Provider and/or is in the same line of business as the Service Provider
6. The Service Provider 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 Service Provider, 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 Service Provider