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REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER:	RFQ/LOG/2022/111
TENDER COLLECTION OR ISSUE DATE	12 AUGUST 2022
NON-COMPULSORY BRIEFING SESSION & SITE VIEWING	16 AUGUST 2022 @ 10:00 TO 12:00 SABC PORT ELIZABETH (GQEBERHA), RECEPTION AREA, CONYNHAM STREET, PARSONS'S HILL, PORT ELIZABETH
RFQ DESCRIPTION	APPOINTMENT OF PASSENGER LIFT MAINTENANCE SERVICE PROVIDER FOR SABC GQEBERHA (PORT ELIZABETH) OFFICE FOR A PERIOD OF SIXTY (60) MONTHS
CLOSING DATE & TIME	29 AUGUST 2022 @12:00

Submissions must be electronically submitted to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ or deliver to: SABC Port Elizabeth (Gqeberha), Reception Area, Conyngham Street, Parsons's Hill, Port Elizabeth on or before the closing date of this RFQ.

For queries, please contact **Tando Oldjohn** [via email: tenderqueries@sabc.co.za](mailto:tenderqueries@sabc.co.za):

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

The Tenderer shall have a CIDB Grading of minimum, 3SI The Tenderer shall provide a valid and active certificate at the time of closing and at the time of award.

SUPPLIER NAME : _____

POSTAL ADDRESS : _____

TELEPHONE NO : _____

FAX. NO. : _____

E MAIL ADDRESS : _____

CONTACT PERSON : _____

CELL NO : _____

SIGNATURE OF BIDDER : _____

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:
 - **RFQ and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - receipt of incomplete bid
 - file size
 - delay in transmission receipt of the bid
 - failure of the Bidder to properly identify the bid
 - illegibility of the bid; or
 - Security of the bid data.

NB: THE BIDDER SHOULD ENSURE THAT LINKS FOR WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN DAYS

FIRST PHASE – PREQUALIFICATION CRITERIA: MANDATORY DOCUMENTS

Indicate compliance / non-compliance to the requirement by ticking on the appropriate column.

The Professional Services should adhere to the following statutory bodies:	Compliant	Non - Compliant	Comments
The bidder must provide proof of a valid registration with CIDB, The CIDB, valid registration is compulsory; failure to submit this RFQ document proposal will be disqualified.			
The bidder must provide valid proof of registration for one (1) professional Electrical Engineer with The Engineering Council of South African Professional, (ECSA), The ECSA registration is compulsory; failure to submit this RFQ document proposal, will be disqualified.			
The bidder must provide valid proof of registration for one (1) professional Mechanical Engineer with The Engineering Council of South African Professional, (ECSA), The ECSA registration is compulsory; failure to submit this RFQ document proposal, will be disqualified.			

Bidder's non-compliance to this mandatory requirement will be disqualified from further Evaluation process.

AN APPOINTED BIDDER/S ARE REQUIRED TO MAINTAIN THE BBBEE LEVEL AND BLACK OWNERSHIP STATUS THROUGHOUT THE DURATION OF CONTRANCT UNTIL IT LAPSE

REQUIRED DOCUMENTS

- 1.1 Submit proof CSD registration (Bidder must be registered with CSD in order to do business with the SABC)
- 1.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
(Verification will also be done by the SABC internally).
- 1.3 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
- 1.4 Original or Certified copy of Valid BBEE Certificate (from SANAS accredited Verification Agency)
- 1.5 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - 1.4.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 1.4.2 Level of Black Ownership

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended.

- 1.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.7 Certified copy of Shareholders' certificates.
- 1.8 Certified copy of ID documents of the Directors or Members.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TAX MATTERS ARE NOT IN ORDER.

NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.

DETAILED TECHNICAL SPECIFICATION

APPOINTMENT OF PASSENGER LIFT MAINTENANCE SERVICE PROVIDER FOR SABC GOEBERHA (PORT ELIZABETH) OFFICE FOR PERIOD OF SIXTY (60) MONTHS

1. BACKGROUND

The South African Broadcasting Corporation Limited (SABC) Port Elizabeth is situated at the Nelson Mandela Bay Metro, 51 Conyngham Street, Parsons Hill seeks to appoint a service provider to maintain the passenger lift at its Port Elizabeth offices for period of 60 months. The potential service provider is therefore invited to participate in this Request for Quotation (RFQ).

2. SCOPE OF SERVICES

The rendering of passenger lift maintenance service will take place at SABC Port Elizabeth, and the following areas will form part of the scope of services.

Lift Description

- | | |
|-----------------------------|--|
| • Type | Passenger Lift |
| • Load | 1000 Kgs |
| • No. of passenger | 13 Persons |
| • Speed | 5:00m/Sec |
| • Travel for lift | from ground floor to third floor |
| • No. of stops and openings | 4 stops, 4 openings |
| • Power supply | 415 volts, 3 phase, 50C/S. A.C. |
| • Control | Microprocessor based AC VVVF |
| • Operation | Simplex full collective with full collective / without attendant |

3. PASSENGER LIFT MAINTENANCE SERVICE REQUIREMENTS

3.1 SABC seeks to appoint an accredited and competent service provider to provide a comprehensive lift maintenance which includes the following:

The scope of work includes but not limited to:

- Inspection and Preventative Maintenance
- Operational Failures
- Repairs
- Availability of Spare Parts and Obsolescence
- Support of notified body
- Additional Services

The following shall be performed by the service provider, when necessary, in the opinion of the SABC Port Elizabeth and shall include-:

a. Inspection and Preventative Maintenance:

- Functional checking and adjustment of the suspension drive unit, gearbox, brakes, traction sheave and drum, ropes, deflector sheave, hoistway doors, and guiderails of the lift installations
- Greasing the aforementioned subassemblies to the extent appropriate for the use made of the lift installation
- Checking and adjustment of the travel properties of the lift installation, especially of their stopping accuracy
- Visual and functional check of the switching, control, monitoring, and other safety equipment, and of the display and lighting equipment
- Checking of the lift installation for functioning and damage
- Checking oil level of the drive unit
- Replacement of light fittings inside the lift.
- Annual cleaning of the machine room, car roof, and dry hoistway pit of dirt originating within the installation
- Callouts for resetting due to power failure and any emergency lift related faults.

b. Operational Failures:

- Functional checking and adjustment of the drive unit with its accessories as well as greasing
- Checking the lift installation/s for functioning and damage
- Checking oil level of the drive unit and refill
- Visual and functional check of the switching, control, monitoring and other safety equipment and lighting equipment
- Preserve the functioning, cleaning, and general maintenance of the lift installation.
- Callouts for resetting due to power failure and any emergency lift related faults.

c. Repairs:

- All minor and major repairs required to the equipment as a result of normal use
- All planned repair services should be scheduled and performed with working hours, and anything falls out
- Functional checking and adjustment of the drive unit with its accessories as well as greasing
- Lift installation/s for functioning and damage and reset and replace
- Checking of oil leakages and repairs to the drive unit
- To oversee and repairs malfunctioning switch, control, monitoring and other safety equipment and lighting equipment
- Replacement of light fittings inside the lift.

d. Availability of Spare Parts and Obsolescence:

- Shorter lead time availability of components or spare parts containing electronic devices is accepted.
- Whereby components are deemed obsolete, the service provider is required to propose an availability time frame replacement or modernization and to the SABC.
- The service provider needs to ensure proper disposal of disassembled spare parts and components as well as changed oil and lubricants.

e. Additional Services:

- Regularly check, and an electronic testing equipment
- Callouts for resetting due to power failure and any emergency lift related faults.
- Regularly check, inspect, and preventatively maintain the lift

4. CONTRACT PERIOD

The contract is for a period of sixty (60) months.

SITE WHERE SERVICES REQUIRED – SABC Gqeberha Office

5. RFQ Response Information

5.1 Effective Date of Bid

Vendors should state in writing in its quotation to the SABC that all furnished information, including price, will remain valid and applicable for 90 days from the date the vendor quotation is received by the SABC.

6. CONTRACT WORKS AREA

- 6.1.** The Contractor shall confine his activities to the Contract Works site and the access route to this site.
- 6.2.** A list of names of working staff and ID proof will be submitted to the SABC. Workers will wear clothing clearly identifying the identity of the supplier.
- 6.3.** The site area is inside a broadcasting environment; therefore, care should be taken to reduce noise and dust when executing the work.

7. WORKMEN AND SUPERVISION ON SITE

- 7.1.** The Contractor shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the Contract Works.
- 7.2.** The contractor shall be appointed in terms of the **SABC H&S** requirements, and the supervisor will be responsible for the enforcement of the H&S provisions.

8. HEALTH AND SAFETY ACT

- 8.1.** The work will be strictly executed in accordance with OHS ACT requirements, H&S regulations applicable to the Construction Industry and SABC H&S requirements and specification.

The contractor will, inter alia be required to:

- 8.1.1.** Appoint an independent Professional Health and Safety Consultant to oversee the H&S matters on the contract.
- 8.1.2.** Provide proof of Letter of Good Standing with the Workman's Compensation requirements.
- 8.1.3.** Submit a safety plan (including COVID-19 plan) to SABC in accordance with SABC safety representative minimum requirements. A safety file will be submitted compiled by the independent safety consultant to be appointed by the contractor. A safety file will be approved by the SABC H&S department prior to handing over of the site.
- 8.1.4.** Appoint a safety officer on site for the monitoring and supervision of safety and health matters on site. A certified First Aider must be represented on site.
- 8.1.5.** Sign the SABC Health and Safety Indemnity form and all workers to attend SABC H&S induction course of 1 hour prior to handing over of site.
- 8.1.6.** Obtain Hot Work permit or similar permits from SABC safety representatives when executing risk work on site.
- 8.1.7.** Proper risk assessments to be executed by the consulting Safety Specialist that must be appointed by the Contractor. The cost thereof to be clearly reflected in the quotation.
- 8.1.8.** Liaise with SABC Health and Safety representatives such as welding, plumbing disconnections, etc. when executed.
- 8.1.9.** The tender amount must allow for all the H&S requirements to be fulfilled by the contractor. Where the Contractor does not comply with the SABC H & S standards, the work will be stopped on site at the cost of the defaulting Contractor. All sub-contractors, working on the site will have to comply with the Principal Contractor's H & S standards. It will be the Principal Contractor's responsibility to ensure that sub-contractors comply.

9. COSTING MODEL TO BE USED

Pricing Template enclosed on the RFQ to be used. "Annexure D"

10. EVALUATION CRITERIA

10.1 BBBEE and Price

The RFQ responses will be evaluated on the **80/20**-point system

10.2 Technical Evaluation

- The RFQ submission will be technically evaluated out of a maximum of **100**.
- A threshold of **60 out** of the **100** has been set.
- Bidder/s who obtain less than **60** will not be considered for the next phase of evaluation.

10.3 Objective Criteria

- The SABC further reserve the right not to award this RFQ to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, BBBEE, company financials, etc. will be eliminated from the bidding process.

PHASE 2 - PAPER BASED EVALUATION CRITERIA

Evaluation area	Evaluation Criteria	Min. Points	Max. Points
Company previous experience in the field of manufacturing, maintenance, and repairs services of passenger lifts	Company's minimum experience of five (5) years in the field of manufacturing, maintenance, and repairs services of passenger lifts Company Experience in number of years in the field of manufacturing, maintenance, and repairs services of passenger lifts - greater than 5 years = (20 points) 3 - 5 years = (10 points) - Less than 3 years = (0 points) Company Track record in the field of manufacturing, maintenance, and repairs services of passenger lifts projects - Bidders to submit written reference letters of successfully completed projects from previous clients. The letter must be in a client's letterhead, (reflect nature of project, duly signed by authorised responsible person for the project, contactable (email address and telephone number)). The letters must stipulate project values and scope of work undertaken, contract duration. The reference letters should NOT be appointment or award letter/s Number of Letters - greater than 3 references letters = (20 points) 2 - 3 reference letters = (10 points) - Less than 2 reference letters = (0 points)	30	40
Curriculum Vitae (CV) of Passenger Lift Maintenance Inspector or Services Manager with relevant experience	Provide a comprehensive CV with minimum of three (3) years' experience in managing or supervising similar contracts/projects. - greater than 3 years' experience = (15 points) 3 – 2 years' experience = (5 points) - less than 2 years' experience = (0 points)	5	15
Curriculum Vitae (CV) of Passenger Lift Maintenance Technician or Mechanical Technician Service with relevant experience	Provide a comprehensive CV with minimum of three (3) years' relevant experience on similar projects. - greater than 3 years' experience = (10 points) 3 – 2 years' experience = (5 points) - Less than 2 years' experience = (0 points)	5	10

Curriculum Vitae (CV) of Electrical Engineer/Artisan with relevant experience	Provide a comprehensive CV of the Electrical Engineer / Artisan with a minimum of three (3) years relevant experience on similar project: 3 and above 3 years' experience = (10 points) 3 – 2 years' experience = (5 points) - No CV = (0 points)	5	10
Heathy and safety measures	The Service Provider Personnel are required to be in full PPE (provide images of PPE), i.e. - Safety goggles, boots, overalls, hard hats, dust masks and gloves = (5 points) - No PPE / Partial PPE = (0 points)	5	5
Locality	Response offices are located within the following 30 - 100 km radius = (10 points) 101 – 300km radius = (5 points) - More than 300km radius = (0 Points)	5	10
Response time during normal working hours with communication tools	Callout response time during normal working hours and Reachable email address and mobile phone for Supervisors 30mins - 2 hours Response time = 10 points 2hours - 3 hours Response time = 5 points More than 3 hours Response time with no contact = 0 points	5	10
Total		60	100

11. ADJUDICATION USING A POINT SYSTEM

11.1. The bidder obtaining the highest number of total points will be awarded the contract

11.2. Preference points shall be calculated after process has been brought to a comparative basis considering all factors of non-firm prices.

11.3. In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

11.4. However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality

11. 5. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

12. POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

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

- I. Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by a verification Agency accredited by SANAS for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates or DTI Affidavit.
- II. Bidders other than EMEs must submit their original and valid B-BBEE status levels verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS.
- III. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate
- IV. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- V. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

- VI. A tenderer will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- VII. A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

13. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a RFQ, between the closing date and the date of the award of the business. **All enquiries relating to this RFQ should be emailed two days before the closing date.**

14. CONDITIONS TO BE OBSERVED WHEN TENDERING

- 14.1. The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- 14.2. No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- 14.3. The Corporation reserves the right to:
- 14.3.1 Not evaluate and award tenders that do not comply strictly with this tender document.
 - 14.3.2 Make a selection solely on the information received in the tenders and
 - 14.3.3 Enter into negotiations with any one or more of preferred Tenderer(s) based on the criteria specified in the evaluation of this tender.
 - 14.3.4 Contact any Tenderer during the evaluation process, in order to clarify any information, without informing any other Tenderers. During the evaluation process, no change in the content of the tender shall be sought, offered or permitted.
 - 14.3.5 Award a contract to one or more Tenderer(s).
 - 14.3.6 Accept any tender in part or full at its own discretion.
 - 14.3.7 Cancel this RFQ or any part thereof at any time.
 - 14.3.8 Should Tenderer(s) be selected for further negotiations, they will be

chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

15. COST OF BIDDING

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

12. PAYMENT TERMS

SABC will effect payment sixty (60) days after the service provider has submitted an invoice.

END OF RFQ DOCUMENT

ANNEXURE A

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1 CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A tenderer will not be awarded points for B-BBEE status if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points the tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capacity and ability to execute the sub-contract.
- 2.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the tenderer concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 2.3 A tenderer awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3 DECLARATION OF SUB-CONTRACTING

3.1 Will any portion of the contract be sub-contracted? YES / NO

3.2 If yes, indicate:

3.2.1 The percentage of the contract will be sub-contracted%

3.2.2 The name of the sub-contractor

3.2.3 The B-BBEE status level of the sub-contractor

3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT NAME OF COMPANY OR TENDERER

ANNEXURE B

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof be awarded to-
 - (a) any person employed by the SABC in the capacity of Tenderer, consultant, or service provider; or
 - (b) any person who acts on behalf of SABC; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

[1]

[2]

NAME :

POSITION :

OFFICE WHERE EMPLOYED :

TELEPHONE NUMBER :

RELATIONSHIP :

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
 - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

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:		

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:

(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

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ANNEXURE “C”

Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

ANNEXURE D: COSTING MODEL (TO BE COMPLETED BY ALL BIDDERS)

YEAR 1

TOTAL COSTING MODEL (TABLE)	TOTAL COSTS
Value of passenger lift maintenance services (per month)	R
Adhoc call out fee	R
Total cost of passenger lift maintenance services excluding value added tax per year)	R
Total cost of passenger lift maintenance services excluding Value Added Tax (for 60 Months)	R
Value Added Tax @15%	R
Total cost of passenger lift maintenance services including Value Added Tax (for 60 Months)	R

YEAR 2

TOTAL COSTING MODEL (TABLE)	TOTAL COSTS
Value of passenger lift maintenance services (per month)	R
Adhoc call out fee	R
Total cost of passenger lift maintenance services excluding value added tax per year)	R
Total cost of passenger lift maintenance services excluding Value Added Tax (for 60 Months)	R
Value Added Tax @15%	R
Total cost of passenger lift maintenance services including Value Added Tax (for 60 Months)	R

YEAR 3

TOTAL COSTING MODEL (TABLE)	TOTAL COSTS
Value of passenger lift maintenance services (per month)	R
Adhoc call out fee	R
Total cost of passenger lift maintenance services excluding value added tax per year)	R
Total cost of passenger lift maintenance services excluding Value Added Tax (for 60 Months)	R
Value Added Tax @15%	R
Total cost of passenger lift maintenance services including Value Added Tax (for 60 Months)	R

YEAR 4

TOTAL COSTING MODEL (TABLE)	TOTAL COSTS
Value of passenger lift maintenance services (per month)	R
Adhoc call out fee	R
Total cost of passenger lift maintenance services excluding value added tax per year)	R
Total cost of passenger lift maintenance services excluding Value Added Tax (for 60 Months)	R
Value Added Tax @15%	R
Total cost of passenger lift maintenance services including Value Added Tax (for 60 Months)	R

YEAR 5

TOTAL COSTING MODEL (TABLE)	TOTAL COSTS
Value of passenger lift maintenance services (per month)	R
Adhoc call out fee	R
Total cost of passenger lift maintenance services excluding value added tax per year)	R
Total cost of passenger lift maintenance services excluding Value Added Tax (for 60 Months)	R
Value Added Tax @15%	R
Total cost of passenger lift maintenance services including Value Added Tax (for 60 Months)	R

END OF THE REQUEST FOR QUOTATION DOCUMENT