RFP NUMBER:	RFP/SASSETA/24251111
DESCRIPTION:	Appointment of a suitable service provider to supply and deliver tools of trade and other related ICT peripherals on an ad hoc basis for a period of three (3) years from the date of appointment.
PUBLISH DATE:	14 June 2024
CLOSING DATE:	08 July 2024
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY	Proposals to be submitted electronically via email to tools@sasseta.org.za Quoting the reference (RFP/SASSETA/24251111)
ATTENTION:	Ms. Lebo Hlombe
The email address (tools@sasseta.org.za) is for the submission of tender proposals only and will only be accessed by SASSETA after the tender closing date and time. Queries related to this tender are to be sent to scm01@sasseta.org.za	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.1)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Pricing schedule (Annexure B)

NB.: Bidders are required to return the SASSETA attached StandardBidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

1.2.1 There will be no briefing session for this Request for Proposal.

1.3 CLARIFICATIONS/QUERIES

1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Lebo Hlombe** at **scm01@sasseta.org.za** by 12h00 on the **28 June 2024.** The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted**.

1.4 SUBMITTING BIDS

1.4.1 Proposals to be submitted electronically only via email to: **tools@sasseta.org.za** (**maximum size of the email 30MB)**

1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder**. Any submission(s) exceeding 30MB will be automatically rejected by the server**.

1.4.1.2 Submission(s) that exceed 30MB can be made through the method of, WeTransfer, google drive etc. **Bidders are advised NOT to set expiry date on the submission(s) made**.

1.4.1.3 Bidders are advised to double check their submission(s) before responding to the bid.

1.5 Closing date and time: **08 July 2024 @11h00**

1.6 LATE BIDS

1.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

1.7 PRICING

1.7.1 Service Providers are requested to provide an all-inclusive cost of this project assignment on SBD 3.3

Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processeswill be undertaken:

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
- Book only economy-class flights
- Book Group A hire cars, otherwise, Group B are to be used following SASSETA's approval
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain orshuttle

services when traveling to and from the airport.

- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ per night per person (including dinner, breakfast, and parking).
- Submit all applicable invoices/receipts for the travel undertaken and, a google map of the trip where travel by private car was undertaken for payment.
- All travel to be approved by SASSETA before being undertaken

1.8 NEGOTIATION

1.8.1 SASSETA has the right to enter into a negotiation with a prospective service provider.

1.8.2 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.9 REASONS FOR REJECTION

1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

1.9.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:

1.9.2.1 have abused the Supply Chain Management systems of SASSETA.

1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.

1.9.2.3 have failed to perform on any previous contract and the proof exists.

1.9.2.4 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1 INTRODUCTION AND BACKGROUND

2.1.1 SASSETA was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's license has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

2.2 PURPOSE

2.2.1 The purpose of this RFP is to appoint a suitable service provider to supply and deliver tools of trade and other related ICT peripherals on an ad hoc basis for a period of three (3) years from the date of appointment.

2.3 SCOPE OF WORK AND DELIVERABLES

2.3.1 The service provider will be required to supply and deliver the following items on ad hoc basis, in different quantities, as per specific brands and exact sizes as mentioned in the specifications below:

2.3.1.1 **Laptop Devices (HP or Dell)**

A. HP or Dell Laptop device 1

- Screen size: 13,3''
- Display: IPS 250nits touchscreen LED Display
- Core i7- 1355U
- Processor frequency: 3.70 up to 5.00 GHz (12MB Cache, 10 cores)
- 13th Generation
- Storage media and size: SSD, 512GB
- Internal memory: 16 GB 6400 MHz On-board (1 x 16 GB) 512GB SSD
- Internal memory type: LPDDR5
- On-board graphics card model: Intel Iris Xe Graphics
- Win 11 Pro
- 5MP IR Camera
- Up to 32GB LPDDR5 memory
- Wolf Security
- Colour: grey/silver
- 1-year factory limited warranty

B. HP or Dell Laptop device 2

- Screen size: 14''
- Display: IPS 250nits touchscreen LED Display
- Core i7- 1355U
- Processor frequency: 3.70 up to 5.00 GHz (12MB Cache, 10 cores)
- 13th Generation
- Storage media and size: SSD, 512GB
- Internal memory: 16 GB 6400 MHz On-board (1 x 16 GB) 512GB SSD
- Internal memory type: LPDDR5
- On-board graphics card model: Intel Iris Xe Graphics
- Win 11 Pro
- 5MP IR Camera
- Up to 32GB LPDDR5 memory
- Wolf Security
- Colour: grey/silver
- 1-year factory limited warranty

C. HP or Dell Laptop device 3

- Screen size: 15.6''
- Display: IPS 250nits touchscreen LED Display
- Core i7- 1355U
- Processor frequency: 3.70 up to 5.00 GHz (12MB Cache, 10 cores)
- 13th Generation
- Storage media and size: SSD, 512GB
- Internal memory: 16 GB 6400 MHz On-board (1 x 16 GB) 512GB SSD
- Internal memory type: LPDDR5
- On-board graphics card model: Intel Iris Xe Graphics
- Win 11 Pro
- 5MP IR Camera
- Up to 32GB LPDDR5 memory
- Wolf Security
- Colour: grey/silver
- 1-year factory limited warranty

D. HP or Dell Laptop device 4

- Screen size: 16''
- Display: IPS 250nits touchscreen LED Display
- Core i7- 1355U
- Processor frequency: 3.70 up to 5.00 GHz (12MB Cache, 10 cores)
- 13th Generation
- Storage media and size: SSD, 512GB
- Internal memory: 16 GB 6400 MHz On-board (1 x 16 GB) 512GB SSD
- Internal memory type: LPDDR5
- On-board graphics card model: Intel Iris Xe Graphics
- Win 11 Pro
- 5MP IR Camera
- Up to 32GB LPDDR5 memory
- Wolf Security
- Colour: grey/silver
- 1-year factory limited warranty

E. HP or Dell Laptop device 5

- Screen size: 17''
- Display: IPS 250nits touchscreen LED Display
- Core i7- 1355U
- Processor frequency: 3.70 up to 5.00 GHz (12MB Cache, 10 cores)
- 13th Generation
- Storage media and size: SSD, 512GB
- Internal memory: 16 GB 6400 MHz On-board (1 x 16 GB) 512GB SSD
- Internal memory type: LPDDR5
- On-board graphics card model: Intel Iris Xe Graphics
- Win 11 Pro
- 5MP IR Camera
- Up to 32GB LPDDR5 memory
- Wolf Security
- Colour: grey/silver
- 1-year factory limited warranty

2.3.1.2 **MacBook PRO or Similar Device 1**

- M3 chip
- 14-inch
- CPU: 8 CORE
- Memory: 8GB
- Storage: 512 SSD
- 1-year factory limited warranty
- Colour: Black, Grey or Silver

2.3.1.3 **MacBook PRO or Similar Device 2**

- M3 chip
- 15-inch
- CPU: 12 CORE
- Memory: 18GB
- Storage: 512 SSD
- 1-year factory limited warranty
- Colour: Black, Grey or Silver

2.3.1.4 **MacBook Air or Similar Device 2**

- M3 chip
- 16-inch
- CPU: 12 CORE
- Memory: 16GB
- Storage: 512 SSD
- 1-year factory limited warranty
- Colour: Black, Grey or Silver

2.3.1.5 **Laptop Bags**

A. Targus City Gear laptop backpack or similar

- Laptop bags as per each laptop (14'', 15'',16'' and 17'')
- Colour: Black
- Dome Protection System
- Dedicated laptop & tablet compartments

B. Targus Mobile Tech Traveller rolling backpack or **similar**

- Laptop bags as per each laptop size (14'',15'',16'' and 17'')
- SafeSport sling protection system
- Colour: Black
- Dome Protection System
- Dedicated laptop & tablet compartments feature
- Built-in comfort

2.3.1.6 **HP or Dell screen**

- Display: Full HD 21inch, (1920 x 1080)
- Wireless Connectivity
- Anti-glare screen
- Miracast capability
- Screen shape: Flat
- Colour: black

2.3.1.7 **Apple magic mouse device**

- Wireless connectivity
- Multi touch surface
- Smart, efficient battery (Rechargeable)
- Intelligence standby feature
- Colour: black/white

2.3.1.8 **HP or Dell mouse**

- Wireless connectivity
- Comfort grip wireless
- Smart, efficient battery (Rechargeable)
- Intelligence standby
- Colour: grey/black/silver/blue

2.3.1.9 **HP or Dell Keyboard**

- Wireless
- Optimised feedback and return force
- Colour: Gray/ Black
- Media key features: (Basic – Volume up down, mute, play pause, back forward)

2.3.1.10 **HP Multi-functional Desktop Printer (Laser)**

- Functions: Print, Copy Scan
- Print Speed: Black and Colour up to 33 ppm
- Up to 600 x 600 dpi; Up to 38,400 x 600 Enhanced dpi
- Wireless Capability
- Processor speed: 800 MHz
- Print technology: Laser
- 1 year warranty
- Colour: white

2.3.1.11 **JBL or Sony Headphones**

- Wireless Headphones
- Noise Cancellation
- Stream wirelessly from different devices
- Rechargeable battery
- Sport sweat/splash proof

- Charging Capability: USB Type-C
- Colour: black/blue

2.3.1.12 **JBL or Sony EarPods**

- Wireless Headphones
- Noise Cancellation
- Stream wirelessly from different devices
- Rechargeable battery
- Sport sweat/splash proof
- Charging Capability: USB Type-C
- Colour: black/blue

2.3.1.13 **JBL, Dell or HP Portable Speaker**

- Wireless Bluetooth Streaming
- Waterproof and Dustproof
- Min. 5hrs of play time
- Colour: Gray/black

2.3.1.14 **Targus or Dell Portable Notebook Stand**

- Portable stand as per each laptop size (13",14", 15", 16" & 17")
- 6 Adjustable heights
- High quality aluminium (High Heat Reduction)
- Colour: Gray/silver/black

2.3.1.15 **WD Element, SEGATE or Toshiba portable hard drive**

- 1 TB
- Plug and Play
- USB compatibility 3.0
- Colour: black

2.3.1.16 **APPLE iPad: device 1**

- 11 Inch
- Storage: 256 GB
- 12MP wide back camera, 10MP ultra-wide camera
- Connectivity: Wi-Fi 6E and 5G Capabilities
- USB Type-C Connector
- Face ID Recognition feature
- Colour: Gray/black/silver

2.3.1.17 **APPLE iPad: device 2**

- 13 Inch
- Storage: 256 GB
- 12MP wide back camera, 10MP ultra-wide camera
- Connectivity: Wi-Fi 6E and 5G Capabilities
- USB Type-C Connector
- Face ID Recognition feature
- Colour: grey/black/silver

2.3.1.18 **Dell, Lenovo, HP, or Huawei Tablets**

- 11 Inch
- Storage: 128 GB
- 12MP wide back camera, 10MP ultra-wide camera
- Connectivity: Wi-Fi 6E and 5G Capabilities
- USB Type-C Connector
- Face ID Recognition feature
- Colour: grey/black/silver

2.3.1.19 **Dell, Lenovo, HP or Huawei protective cover**

- Able to fit 11-inch tablet proposed in section 3.1.14.
- Colour: black

2.3.1.20 **APPLE Magic Keyboard**

- Able to fit 11-Inch iPad
- Colour: Black

2.3.1.21 **APPLE Magic Keyboard**

- Able to fit 13-Inch iPad
- Colour: Black

2.3.1.22 **UPS 20 KVA series unit + installation + 3-year service and maintenance (bi-annual maintenance)**

- 20 kVA Series
- Technology: Online single – Transformer-based UPS
- Batteries: 64x 12V, 9Ah

2.3.1.23 **UPS 60 KVA series unit + installation + 3-year service and maintenance (bi-annual maintenance)**

- Technology: Online Single – Transformer-based UPS
- Size: 60 000VA
- Batteries: 64x 12V, 9Ah

2.3.1.24 **60KVA UPS Batteries**

- 60kVA Lithium Battery

2.3.1.25 **20KVA UPS Batteries**

- 20kVA Lithium Battery

2.3.1.26 **Universal Anti-Theft Lock (compatible with the laptops range)**

- Compatible with device proposed on items 2.3.1.1 to 2.3.1.4 above

2.3.1.27 **Laptop Chargers**

- Compatible with device proposed on items 2.3.1.1 to 2.3.1.4 above

2.4 SUBMISSION REQUIREMENTS

2.4.1 Bidders to submit a minimum of five (5) signed reference letters on clients' letterhead with contactable references (existing or previous) where similar assignments/ contracts (e.g., delivery of ICT equipment/peripherals) were undertaken. Bidders to be advised that SASSETA will undertake reference checks on all submitted reference letters. **NB: Five (5) or more signed reference letters that indicate the entity's ability to deliver on similar assignments/ contracts e.g., delivery of ICT equipment/peripherals will score maximum points.**

2.5 NONSUBMISSION OF THE DOCUMENTS LISTED BELOW WILL LEAD TO AUTOMATIC DISQUALIFICATION

2.5.1 Registered with distributor: Bidders are to submit valid and certified letter(s) **from the Distributor in reference to the SASSETA tender** indicating the following:

- partnership with the bidder.
- whether or not the distributor offers all the required equipment.

2.5.2 Bidders are required to submit a specification sheet/brochure of all equipment (properly labelled) to the RFP mentioning the brand, exact sizes, and all other specifics per item. Items with deviations from the specifications will not be acceptable.

2.5.3 Bidders are required to submit either a bank guaranteed cheque/credit facility letter from the distributor/sponsorship letter from a credit offering company (registered with NCR and submit their registration certificate) of R4 500 000.00 or more.

2.6 TIMEFRAMES FOR DELIVERY OF THE WORK

2.6.1 This contract will commence from the date of appointment for a period of 3 years.

2.6.2 The service provider will be required to deliver within 21 working days from the date of each order. Bidders are reminded that SASSETA will place orders on an ad hoc basis and in different quantities per item.

2.7 PRICING

2.7.1 Bidders are requested to quote SASSETA on a **unit description** basis provided in the **Annexure B** template for all items. SASSETA will pay the **unit cost** as per bidder's quotation for the duration of the contract. This unit cost will, however, be subjected to an annual escalation on the anniversary of the contract linked to CPIX on that particular anniversary month.

2.7.2 Bidders are to ensure that all items indicated on Annexure B are quoted for. **Failure to quote on all items will lead to automatic disqualification.**

2.7.3 Failure to quote on the provided **Annexure B** template will lead to **automatic disqualification**.

2.8 ACCOUNTABILITY AND REPORTING

2.8.1 The service provider will report directly to the ICT Manager for the duration of the contract.

2.9 INTELLECTUAL PROPERTY

2.9.1 The service provider will be contracting with SASSETA. All data of this project, in whatever format raw or analysed, will be confidential information for utilisation by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the SLA.

2.10 PROTECTION OF PERSONAL INFORMATION ACT

2.10.1 All Service Providers are to take note of the implications of POPI Act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

2.10.2 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

2.10.3 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives Act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

2.10.4 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.

2.10.5 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

3. PRESCRIBED SELECTION CRITERIA

3.1 Compliance requirements

3.1.1 All bids duly lodged will be evaluated to determine compliance with bidding requirements and conditions.

3.2 Conditions for selection/short listing

3.2.1 **Phase 1** – **Required items, Service Providers to:**

- Submit their responses/bidding documents by the closing date and time. **Responses/bidding documents submitted after the date and time will be disqualified from further evaluation.**
- submit valid and certified letter(s) from the Distributor in reference to the SASSETA tender indicating the following:

  - partnership with the bidder.
  - whether or not the distributor offers all the required equipment.
  - **non-submission of a letter from the Distributor confirming partnership and ability to offer all the required items will be automatically disqualified.**

- submit a specification sheet/brochure of all equipment (properly labelled) to the RFP mentioning the brand, exact sizes, and all other specifics per item. **Items with deviations from the specifications will not be acceptable. non-submission will lead to automatic disqualification.**

- Bidders are required to submit either a bank guaranteed cheque/credit facility letter from the distributor/sponsorship letter from a credit offering company (registered with NCR and submit their registration certificate) of R4 500 000.00 or more**. non-submission will lead to automatic disqualification.**

- complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD 1, SBD 3.3, SBD4, SBD 6.1.

- Bidders to be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for proposal. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.

- Initial each page of the General Condition of Contract (Annexure A) and submit with your proposal.

3.2.2 **Phase 2 – Functionality evaluations**

- All acceptable proposals from phase 1 will be evaluated on a scale of 0 to 1 as follows:

  0: Required document/item not submitted /Unacceptable, doesnot meet set criteria
  1: Satisfactory should be adequate for stated element

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Suitability of the bidder:	**Rating out of**	**Evaluation criteria**		
The Bidding Company to submit a minimum of five (5) written signed reference letters from clients (existing or previous) where similar assignments/ contract where undertaken. **(100 points)**	0	Bidder did not submit reference letters OR Bidder submitted less than five (5) reference letters OR reference letters do not address similar work undertaken.	**100%**	
	1	Bidder submitted five (5) or more reference letters from clients (existing or previous) where similar assignments/ contract where undertaken.		
TOTAL			**100**	

N/B: Bidders need to obtain 100% for functionality for them to be evaluated further. Bidders who do not meet the required functionality threshold will be disqualified from further evaluation.

Bidders are to be advised that SASSETA will undertake reference checks on all submitted reference letters.

3.2.3 **Phase 3 – Price and Specific Goals**

- The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	**100**

3.3 ADJUDICATION OF BID

3.3.1 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder(s) will usually be the service provider scoring the highest number ofpoints or it may be a lower scoring bid based on firm, verifiable and justifiable grounds, or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RFP/SASSETA/23241111**	CLOSING DATE:	**08 July 2024**	CLOSING TIME:	**11h00**
DESCRIPTION	Appointment of a suitable service provider to supply and deliver tools of trade and other related ICT peripherals on an ad hoc basis for a period of three (3) years from the date of appointment				

PROPOSALS TO BE EMAILED:			
Proposals to be submitted electronically only via email to tools@sasseta.org.za			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ms. Lebo Hlombe**	CONTACT PERSON	**Ms. Lebo Hlombe**
E-MAIL ADDRESS	**scm01@sasseta.org.za**	E-MAIL ADDRESS	**scm01@sasseta.org.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**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 PART B:3]

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, 2022, 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 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.

NAME OF SIGNATORY ……

SIGNATURE OF BIDDER: ……

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

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

DATE: ……..

SBD 3.1

PRICING SCHEDULE

(PURCHASES)

NAME OF BIDDER: …… BID NO.: **RFP/SASSETA/24251111**

CLOSING TIME: **11h00** CLOSING DATE: **08 July 2024**

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

Notes on the SBD 3.1 – which is in provided in excel format:

i. Please refer to the attached **(Annexure B)** excel document for pricing purposes.
ii. The bidders are to ensure that all items indicated on **(Annexure B)** are quoted for. Failure to quote on all items will lead to automatic disqualification.
iii. Once the SBD 3.1 has been populated, the bidder is requested to input their costs only and sign off.The bidder is requested to input their costs only and sign off.
iv. Bidders are requested to submit Annexure B without changing any of the details on this document.
v. Bidders are required to submit this excel spreadsheet in Excel format for evaluation purposes and also a signed PDF version for audit trail purposes.

Any alteration to the Annexure B supplied will lead to disqualification of the bidder.

Note 1: Total cost including delivery cost as specified in **Annexure B** will be considered for evaluation purposes.
Note 2: Unit price refers to unit descriptions as per **Annexure B**.

TOTAL COST OF ALL ITEMS AS RECORDED ANNEXURE C: R _____

…… **....……**
Signature **Date**

…… **…….....**
Position **Name of bidder**

(To be signed by a duly Authorised Delegate)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

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

2.2.1 If so, furnish particulars:

……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……
……

3. DECLARATION

I, the undersigned, (name) ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true andcomplete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to betrue and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium1 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which thisbid invitation relates.

3.5 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 officialbid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTINGAND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... **.....**

1 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.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENTREGULATIONS 2022

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

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

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1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

a) The lowest acceptable quotation will be used to determine the accurate system once quotationsare received.

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

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

1.5 The maximum points for this quotation are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.6 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to request a bidder, either before a quotation is adjudicated orat any time subsequently, to substantiate any claim in regard to preferences, in any manner requiredby the organ of state.

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREERENCE POINT SYSTEMS

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

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

a) In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the quotation.

b) For the purposes of this quotation, the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

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

The specific goals allocated points in terms of this bid	**Number of pointsallocated (80/20 system)**	**Bidders to record the number of points claimed in the rows below (80/20 system) (To be completed by the bidder)**
At least 100% Black People Ownership	10.00	
At least 30% Black Women Ownership	5.00	
At least 30% Black youth ownership	5.00	
Total	**20.00**	

NB: Specific goals will not be rewarded to bidders who do not record their points in the table above

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm…….

3.4 Company registration number: ……...

3.5 TYPE OF COMPANY/ FIRM
- ϒ Partnership/Joint Venture / Consortium
- ϒ One-person business/sole propriety
- ϒ Close corporation
- ϒ Public Company
- ϒ Personal Liability Company
- ϒ (Pty) Limited
- ϒ Non-Profit Company
- ϒ State Owned

Company[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;
ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the 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 from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution, if deemed necessary.

……
SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME: ……..

DATE: ……

ADDRESS: ……

……

……

……

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.

b) Certified copy/ies of Identity documents of the Company Directors

c) CSD report

d) Shareholder Certificates

NB.: Non-submission of the documents required above will lead to specific goal points NOT Being awarded.

…….. ……

Signature **Date**

…….. …….....

Position **Name of bidder**

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted).

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITITING THEIR BIDS:

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) **To be signed by a duly Authorised Delegate.**	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) **To be signed by a duly Authorised Delegate.**	
3.	Part 3: Completed and signed the Bidder's disclosure (SBD 4). *(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid* to *complete and sign the declaration of interest document).* **To be signed by a duly Authorised Delegate**	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) **To be signed by a duly Authorised Delegate. Not claiming points as per SBD 6.1 will lead to Specific Goals points not awarded**	
5.	Part 5: Submitted the General Conditions of Contract (initialed each page)	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	Part 8: Bidder attached a valid and certified letter(s) from the Distributor in reference to the SASSETA tender indicating the: • partnership with the bidder; • whether or not the distributor offers all the required equipment. **Non-submission of the certified letter will lead to automatic disqualification of the bidder's proposal.**	
9.	Part 9: Bidders attached a specification sheet/brochure of all equipment (properly labelled) to the RFP mentioning the brand, exact sizes and all other specifics per item. Items with deviations from the specifications will not be acceptable. **Non-submission of the specification sheet/brochure will lead to automatic disqualification of the bidder's proposal.**	
10.	Part 10: Bidders attached either a bank guaranteed cheque/credit facility letter from the distributor/sponsorship letter from a credit offering company (registered with NCR and submit their registration certificate) of R4 500 000.00 or more. **Non-submission of the bank guaranteed cheque/credit facility letter from the distributor/sponsorship letter from a credit offering company will lead to automatic disqualification of the bidder's proposal.**	
11.	Part 11: Five (5) or more signed reference letters on the client's letterhead where similar assignments/ contract where undertaken.	
12.	**Part 12: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.**	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Certified copy/ies of Identity documents of the Company Directors	
	CSD report	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.