

DHA17-2026

SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS

BID NUMBER:	DHA17-2026	CLOSING DATE:	18 SEPTEMBER 2026	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR INSTALLING, MOVING, ADDING, CHANGING AND DISPOSAL (IMACD) OF BRANCH QUEUE MANAGEMENT SYSTEM (BQMS) EQUIPMENT AND CONSUMABLES AT DHA OFFICES, BANKS AND MALLS DHA BRANCHES NATIONWIDE FOR A PERIOD OF THREE (3) YEARS THROUGH SITA RFB 2009 CONTRACT.				
BID RESPONSE DOCUMENTS MUST BE SUBMITTED ONLINE ON THE ETENDER PORTAL.					

THE ONLINE E-TENDER PUBLICATION PORTAL LINK: <https://www.etenders.gov.za/>

TUTORIAL LINK: <https://youtu.be/B7pNseNJYHM>

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Lettie Mbatha Ngobile Chonco
TELEPHONE NUMBER	(012) 406 2750 (012) 406 2789
E-MAIL ADDRESS	Lettie.Makhudu@dha.gov.za Ngobile.Chonco@dha.gov.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Lesego Diratsagae
TELEPHONE NUMBER	012 406 2722
E-MAIL ADDRESS	Lesego.Diratsagae@dha.gov.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	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE SUBMITTED ON TIME. 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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

1. Introduction

1.1 Purpose

The purpose of this Request for Bid (RFB) is to invite Suppliers (hereinafter referred to as Bidders) to submit bids for the Installing, moving, adding, changing, and disposal (IMACD) of Branch Queue Management System (BQMS) Equipment and consumables (TVs, Amplifiers, Soundbars, Speakers, HDMI cables, display splitters, and other related display and audio consumables) at DHA Offices, Banks, and Malls nationwide for a period of three (3) years, as and when required.

2. Scope of Bid

2.1 Scope of Work

The scope of work for the bidders is as follows:

- a) Supply and install the Branch Queue Management System Equipment and consumables (TVs, Amplifiers, Soundbars, Speakers, HDMI cables, display splitters, and other related display and audio consumables) in the new and existing DHA Offices, Banks, and Malls nationwide.
- b) Repair all existing BQMS display and audio equipment in the office through IMACD
- c) Decommission, move and commission all existing BQMS display and audio equipment in the office through IMACD

2.2 Delivery address

The address where the required services must be delivered is at DHA Offices, Banks, and Malls nationwide:

Spreadsheet attached

2.3 Customer Infrastructure and environment requirements

- a) The current layout has a minimum of two (2) TV's and speakers connected through amplifier and soundbars
- b) TV between 43 to 50 inches

3. Requirements

3.1 Product / Service / Solution Requirements

3.1.1 Service Delivery Manager:

- (a) Dedicated SDM to the DHA account to oversee daily operations.
- (b) Provide daily reports and handle escalations immediately.
- (c) Provide monthly SLA reports
- (d) Ensure service standards are met consistently.

3.1.2 Technical Support Teams:

- (a) Specialized technical teams as and when needed.
- (b) Avail skilled technicians nationwide to meet the agreed SLA.

3.2 Service Elements

3.2.1 Full-Service Agreement

- (a) Large Offices SLA (16- business hours to repair)
- (b) Medium/Small Offices SLA (24 – business hours to repair)

3.2.2 Time and Material (T&M Ad hoc services)

- (a) Spare units and on-site services

3.2.3 Response time and distance

- (a) Response time will be based on the SLA type (bullet 3.2.1)

3.2.4 Fault logging management

- (a) Participate in the DHA Incident Management System
- (b) Business days from 7:30 to 16:00

3.3 Special Requirements

- a) Accreditation from the major brands for repair of audio and display.
- b) Site Assessment: Do assessments as and when required.
- c) Footprint: Avail skilled technicians Nationwide to meet the agreed SLA
- d) Service provider must have valid TV license and renewed yearly
- e) The bidder must have a footprint nationwide.

4. Bid Evaluation Stages

The bid evaluation process consists of four stages, according to the nature of the bid. A bidder must qualify each stage to be eligible to proceed to the next stage of the evaluation. The stages are:

Table 1: Bid Evaluation Stages

Stage	Description	Applicable for this bid YES/NO
Stage 1	Mandatory Administrative responsiveness	YES
Stage 2	Technical Mandatory responsiveness	YES
Stage 3	Special Conditions of Contract verification	YES
Stage 4	Price / Preference points	YES

4.1 Mandatory Administrative responsiveness (Stage 1)

4.1.1 Attendance of briefing session

- (a) A non-compulsory virtual briefing session will be held.

4.1.2 Registered Supplier

- (a) Only responses from bidders who are registered as a Supplier on National Treasury's Central Supplier Database (CSD) in terms of National Treasury's Instruction Note 4A of 2016/17 will be considered for award on this RFB.
- (b) In the case of joint ventures or consortiums the bidder must demonstrate that at least one of the parties to the bid response attended the briefing session.

4.2 Technical returnable documents

4.2.1 Instruction and evaluation criteria

- (a) The bidder must comply with ALL the requirements as per the Technical Mandatory Requirements below by providing substantiating evidence in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
- (b) The bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.
- (c) The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid response to proceed to the next stage of the evaluation.

4.2.2 Technical mandatory requirements (Stage 2)

Table 2: Technical Mandatory Requirements

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
1. Bidder Certification/ Affiliation Requirements		
The bidder must be accredited/registered with the respective OEM to provide repairs of audio and display equipment.	Attach to Annex A valid documentation (certificate/letter) as proof of accreditation from the respective OEM to provide repairs of audio and display equipment. NOTE (1) The valid letter and/or certificate must be dated, signed and on a letterhead of the entity that issued and must clearly indicate the following information below: 1) The Bidder's name; and 2) Confirmation that the bidder is accredited with the OEM to provide the repairs of audio and display equipment; and 3) The date it was issued; and 4) If applicable, the expiry date NOTE (2): SITA/DHA reserves the right to verify information provided.	<provide unique reference to locate substantiating evidence in the bid response – see Annex A, par 5.1>
2. Bidder experience and capability requirements		
The bidder must have supplied the Installation, moving, adding, changing, and disposal Equipment and consumables (TVs, Amplifiers, Soundbars, Speakers, HDMI	Attach to ANNEX A, reference details and/or reference letter/s from at least Two (2) customers to whom the supply, Installation, moving, adding, changing, and	<provide unique reference to locate substantiating evidence in the bid response – see Annex A, par 5.2>

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
cables, display splitters, and other related display and audio consumables) to at least Two (2) customers within the past Five (5) years from the publication date of this bid.	disposal Equipment and consumables (TVs, Amplifiers, Soundbars, Speakers, HDMI cables, display splitters, and other related display and audio consumables) solution was delivered in past Five (5) years from the publication date of this bid. NOTE (1): The Bidder must provide all of the following information when completing Table 5: (a) Company name; and (b) Contact person, telephone and/or e-mail address; and (c) Project scope of Work; and (d) Project start and End date. NOTE (2): The reference letter/s should be on the referees' company letterhead and include all of the following information: (a) Company Name; and (b) Contact Person, telephone and/or e-mail address; and (c) Project Scope of Work; and (d) Project Start and End date. NOTE (3): SITA/DHA reserves the right to verify information provided. NOTE (4): Failure to submit reference letter/s and/or to complete Table 6 fully as indicated above will result in disqualification.	
3. Special Conditions of Contract Verification		
Bidder must accept ALL the Special Conditions of contract.	The Bidder must accept ALL the Special Conditions of Contract by completing and signing the declaration of Acceptance in the Declaration of Compliance and	

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
	Acceptance under the Special Conditions (Section 4.3.2). NOTE (1): Failure to accept ALL the Special Conditions of Contract will result in disqualification.	

4.3 Special Conditions of Contract Verification (Stage 3)

- (a) The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA/DHA reserves the right to include or waive the condition in the signed contract.
- (b) SITA/DHA reserves the right to:
 - (i) Negotiate the conditions; or
 - (ii) Automatically disqualify a bidder for not accepting these conditions; or
 - (iii) Award to multiple bidders
- (c) In the event that the bidder qualifies the proposal with own conditions and does not specifically withdraw such own conditions when called upon to do so, SITA/DHA will invoke the rights reserved in accordance with subsection 4.3. (b) above.

4.3.1 Special Conditions of Contract

4.3.1.1 Contracting Conditions

- (a) **Formal Contract** - The supplier must enter into a formal written contract (agreement) with SITA/DHA.
- (b) **Right to Audit** - SITA/DHA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.

4.3.1.2 Delivery Address

- (a) The supplier must deliver the required products or services at as indicated in Section 2.2, Delivery Address

4.3.1.3 Services and Performance Metrics

- (a) The bidder is responsible to provide the following services as specified in the Service Breakdown Structure (SBS):
 - (i) **Operational MTTResolve: Response and Repair Times** - The Bidder must perform corrective maintenance within predefined response and repair times. Maximum Time to Repair in all cases (Full-Service Agreement) will be 24 working hours for all IMACD incidents.
 - (ii) **Mission Critical MTTResolve: Response and Repair Times** - The Bidder must perform corrective maintenance within predefined response and repair times. Maximum Time to

Repair in all mission critical cases (Full-Service Agreement) will be 16 working hours for IMACD incidents.

4.3.1.4 Certification, Expertise and Qualification

- (a) The bidder certifies that:
 - (i) it has the necessary expertise, skill, qualifications and ability to undertake the work required in terms of the Statement of Work or Service Definition.
 - (ii) it is committed to provide the Products or Services; and.
 - (iii) perform all obligations detailed herein without any interruption to the Customer.
 - (iv) it has been certified for the Products and Services required.

4.3.1.5 Logistical Conditions

- (a) **Hours of Work**
 - (i) Office hours are defined as business working hours of the customer and is Mondays to Fridays between 07:30 and 16:00.
 - (ii) After hours of the customer during weekdays are from 16:00 to 07:30.
- (b) **Client environment**
 - (i) In the event that SITA/DHA grants the bidder access to the DHA environment, the bidder must be identifiable comply with all applicable laws.
- (c) **Tools of Trade**
 - (i) The bidder is expected to use its own resources (cell phone, laptops etc) to communicate with its own offices or outside of the DHA/Client buildings, including all tools and equipment to render the services effectively.

4.3.1.6 Regulatory, Quality and Standards

- (a) Products used to deliver the goods /services must comply with Quality check and standards.
- (b) SITA Regulations 12.3 require that before a department concludes a contract, the Agency must conduct standard (MIOS) certification in respect of the goods or services in question. Bidders are required to attach SITA PRODUCT CERTIFICATES for all offered products. These certificates can be obtained from the OEM. Refer to the SITA Product Certification website for more information www.sita.co.za/prodcert.htm.

4.3.1.7 Personnel Security Clearance

- (a) **Company Security Screening:** The supplier may be required to undergo a company security screening conducted by the State Security Agency (SSA). Should the SSA find the supplier not suitable after the conduct of the security screening, the business relationship will be terminated. The following documentation will be required for the company security screening process to be conducted:
 - (i) Copy of company registration documentation.
 - (ii) Copy(ies) of identity documentation of Director(s), Member(s) or Trustee(s);
 - (iii) Copy of valid tax clearance certificate.
- (b) **Security Suitability Check for Individuals:** SITA/DHA may, at its own discretion and in line with its policies and procedures, require employees of the supplier to be subjected to a security suitability check before commencement of a project or delivering of a service. The security suitability check is conducted by SITA/DHA to ensure that individuals meet the minimum-security requirements and also to verify personal information. The supplier will be required to replace any employee(s) who is found to be not suitable after the conduct of the security screening. The following documentation will be required for the security suitability check:

- (i) Copy of identity document.
 - (ii) Copy(ies) of qualification(s) if SITA/DHA requires verification thereof.
 - (iii) Fingerprints – will be taken electronically.
 - (iv) Signed consent form for the conduct of background checks.
- (c) **Security Clearance:** A security clearance, issued by either the SSA or Defence Intelligence (DI) is required if any employee of the supplier will have or may gain access to classified information throughout the duration of the project or in the process of delivering a service. The level of security clearance required – Confidential, Secret or Top Secret, will be determined at the sole discretion of SITA/DHA. The supplier will have to replace any employee who do not qualify for a security clearance or is found not suitable by the SSA or DI. The following documentation will be required for the security clearance process:
- (i) Completed Z204 or DD1057 security clearance application form.
 - (ii) Fingerprints.
 - (iii) Personal documentation of the applicant, including but not limited to, identity document, passport, marriage certificate (if applicable), divorce order (if applicable), qualifications, salary advice and bank statements.

4.3.1.8 Confidentiality and non -disclosure conditions

- (a) The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information.
- (b) Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:
 - (i) the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000);
 - (ii) being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract;
 - (iii) being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality;
 - (iv) being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party;
 - (v) being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person;
 - (vi) being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party;
 - (vii) being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
 - (viii) being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
 - (ix) information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods,

systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;

- (c) Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure;
- (d) Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute;
- (e) Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

4.3.1.9 Guarantee and warranties

- (a) The supplier confirms that:
 - (i) The warranty of goods supplied under this contract remains valid for the duration of the contract after the goods were delivered, installed and commissioned with a sign off, including the clients signature
 - (ii) as at Commencement Date, it has the rights, title and interest in and to the Product or Services to deliver such Product or Services in terms of the Contract and that such rights are free from any encumbrances whatsoever;
 - (iii) the Product is in good working order, free from Defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period;

4.3.1.10 General

- (a) The supplier will be bound by Government Procurement: General Conditions of Contract.
- (b) (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the Supplier. However, SITA/DHA reserves the right to include or waive the condition in the signed contract.
- (c) SITA/DHA reserves the right to:
 - (i) Negotiate the conditions, or
 - (ii) Automatically disqualify a bidder for not accepting these conditions, or
 - (iii) Before entering into a contract, conduct or commission an external service provider to audit or conduct probity to ascertain whether a qualifying bidder has the technical capability to provide the goods and services as required by this tender.

4.3.1.11 Counter Conditions

- (a) Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

4.3.1.12 Fronting

- (a) The SITA/DHA supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the SITA/DHA will not condone any form of fronting.
- (b) The SITA/DHA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies SITA/DHA may have against the bidder/contractor concerned.

4.3.1.13 Business Continuity and Disaster Recovery Plans

- (a) The bidder confirms that they have written business continuity and disaster recovery plans that define the roles, responsibilities and procedures necessary to ensure that the required services under this bid specification is in place and will be maintained continuously in the event of a disruption to the bidder's operations, regardless of the cause of the disruption.

4.3.1.14 Supplier Due Diligence

- (a) SITA/DHA reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced / non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

4.3.1.15 Preference Goal Requirements conditions

- (a) The Bidder's commitment for the Preference Goal Requirements in this tender will be legally binding, and the Bidder needs to perform against their commitment for the duration of the contract which will form part of the Contractual Agreement.
- (b) The Bidder must sustain, or improve the company's BBBEE Level for the duration of the contract which will form part of the Contractual Agreement.
- (c) Performance of Preference Goal Requirements will be determined annually. Bidders must submit their Preference status report indicating progress against the Bidder's Preferential commitments within 30 days of the yearly anniversary of the contract.
- (d) Bidders need to keep auditable substantive records / evidence and upon request by SITA/DHA/Department must be made available for audit and, or due diligence purposes.
- (e) SITA/DHA reserves the right to require from a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by SITA/DHA.

- (f) SITA/DHA reserves the right to verify information / evidence provided by the Bidder.
- (g) SITA/DHA/Department reserves the right to introduce a **penalty of 1%** of the overall annual year spent by SITA/DHA/Department for the prior year if the Bidder fails to comply to **paragraphs (a), (b) and (c) above.**

4.3.2 Declaration of compliance and acceptance SCC

I (we), the bidder hereby declare that I (we) accept ALL the Special Conditions of Contract as specified in par 4.3.2 above and shall comply with all stated obligations:

Name of Bidder: _____ Signature: _____

Date: _____

4.4 Price and Preference Points Evaluation (Stage 4)

4.4.1 Costing and Preference Evaluation

- (1) In terms of the SITA/DHA Preferential Procurement Policy (PPP), the following preference point system is applicable to all Bids:
 - (a) the 80/20 system (80 Price, 20 points for Specific Goals) for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); or
- (2) The Applicable Preference Point system for this tender is the **80/20** preference point system.
- (3) Points for this tender shall be awarded for:
 - (a) Price; and
 - (b) Preference points for specific goals.
- (4) The maximum points for this tender will be allocated as follows, subject to par.2.

Table 3: Points allocation

Description	Points
Price	80
Preference points for specific goals	20
Total points for Price and preference points for specific goals	100

4.4.2 Costing and Pricing Conditions

1. **South African Pricing** - The total price must be VAT inclusive and be quoted in South African Rand (ZAR).
 - (a) **Total Price**
 - (i) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
 - (ii) All additional costs as well as cost of delivery, labour, S&T, overtime, etc. must be included in this bid.

- (iii) All services, accessories, upgrades and options required by the solution or specified by the client must be included in the quoted price. If not included, suppliers will be required to supply these accessories at no cost to the client.
 - (iv) SITA/DHA reserves the right to negotiate pricing with the successful bidder prior to the award as well as envisaged quantities
2. These conditions will form part of the Contract between SITA/DHA and the bidder. However, SITA/DHA reserves the right to include or waive the condition in the Contract.
 3. The bidder must complete the declaration of acceptance as per **par 4.4.6** below by marking with an "X" either "ACCEPT ALL", or "DO NOT ACCEPT ALL", failing which the declaration will be regarded as "DO NOT ACCEPT ALL" and the bid will be disqualified.

4.4.3 Rate of Exchange Pricing Information

Provide the TOTAL BID PRICE for the duration of Contract and clearly indicate the Local Price and Foreign Price, where –

- a. **Local Price** means the portion of the TOTAL price that is NOT dependent on the Foreign Rate of Exchange (ROE) and.
- b. **Foreign Price** means the portion of the TOTAL price that is dependent on the Foreign Rate of Exchange (ROE).
- c. **Exchange Rate** means the ROE (ZA Rand vs foreign currency) as determined at time of bid.

4.4.4 Bid Exchange Rate Conditions

The bidders must use the exchange rate provided below to enable SITA/DHA to compare the prices provided by using the same exchange rate:

Foreign currency	South African Rand (ZAR) exchange rate
1 US Dollar	
1 Euro	
1 Pound	

Note (1):

This bid is subject to ROE.

4.4.5 Bid Pricing Schedule

Bidders **must** complete the bid pricing schedule in the Excel spreadsheet format provided and upload this as part of their submission.

4.4.6 Declaration of Acceptance

	ACCEPT ALL	DO NOT ACCEPT ALL
1. The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in par 4.4.2 above by indicating with an "X" in the "ACCEPT ALL" column, or		
2. The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in par 4.4.2 above by -		

	ACCEPT ALL	DO NOT ACCEPT ALL
(a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and.		
(b) Provide reason and proposal for each of the condition not accepted.		
Comments by bidder: Provide the condition reference, the reasons for not accepting the condition.		

4.4. Preference Requirements

- (a) The bidder must complete in full all the PREFERENCE requirements.
- (b) Allocation of points per requirements: The points allocation of bidders' responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
- (c) Points will be allocated for each **PREFERENCE requirement** as per the criteria set in each section in the **table 4** below.
- (d) **The bidder must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA/DHA reserves the right to treat substantiation evidence that cannot be in the bid response, as "NOT COMPLY". The evidence needs to be attached to **ANNEX A**.
- (e) **Preference Goal Requirements**
 - (a) The applicable Preference Point system for this tender and points claimed is **80/20**.
 - (b) The specific Preferential Goal Requirements for this tender is indicated in the below.
 - (c) The Bidder **must** complete **80/20 preference point system** and submit proof or documentation required in terms of this tender.
 - (d) The Bidder **must indicate their commitment** to claim points for each of the preference points by signing at par 4.4 in the Invitation to Bid document.
 - (e) Failure on the part of a bidder to submit proof or documentation required or to comply to paragraph (d) above in terms of this tender to claim preference points for the **Preference Goal Requirements** for this tender, will be interpreted to mean that preference points are not claimed.
 - (f) The Bidder's **commitment** for the **Preference Goal Requirements** in this tender will be **legally binding**, and the Bidder needs to **perform against their commitment** for the duration of the contract which will form part of the Contractual Agreement.
 - (g) The Bidder **must sustain or improve** the company's **B-BBEE Level** for the duration of the contact which will form part of the Contractual Agreement.
 - (h) Performance of Preference Goal Requirements will be determined annually. Bidders must submit their Preference status report to SITA/DHA indicating progress against the Bidder's

Preferential commitments within 30 days after each quarter from the commencement date of the contract.

- (i) Bidders need to keep auditable substantive records / evidence and upon request by **SITA/DHA** must be made available for audit and, or due diligence purposes.
- (j) **SITA/DHA reserves the right to** require from a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by SITA/DHA.
- (k) **SITA/DHA reserves the right to** verify information / evidence provided by the Bidder.
- (l) **SITA/DHA reserves the right to** introduce a **penalty of 1%** of the overall annual year spent by **SITA/DHA** for the prior year if the Bidder fails to comply to **paragraphs (f), (g) and (h)** above.

Table 4: Preferential Goal Requirements 80/20 Preference Points system

Preferential Goal Requirements	Points allocated	Example of Expected substantiating evidence	Number of points claimed	Substantiating evidence
Specific Goals				
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points	10	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.		<Provide unique reference to locate (80/20) preference point system substantiating evidence here>.

Preferential Goal Requirements	Points allocated	Example of Expected substantiating evidence	Number of points claimed	Substantiating evidence
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.		<Provide unique reference to locate preference point system substantiating evidence here>.
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3 points	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:		<Provide unique reference to locate preference point system substantiating evidence here>.

Preferential Goal Requirements	Points allocated	Example of Expected substantiating evidence	Number of points claimed	Substantiating evidence
• ≥51% and <100% company owned by people who are Disabled = 2 points • >0% and <51% company owned by people who are Disabled = 1 points • 0% company owned by people who are Disabled = 0 points		• Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.		

Annex A: Bidder substantiating evidence

5. Technical Mandatory Requirement Evidence

5.1 Bidder Certification / Affiliation Requirements

Attach a valid documentation (certificate/letter) as proof of accreditation from the respective OEM to provide repairs of audio and display equipment.

NOTE (1)

The valid letter and/or certificate must be dated, signed and on a letterhead of the entity that issued and must clearly indicate the following information below:

- a. The Bidder's name; **and**
- b. Confirmation that the bidder is accredited with the OEM to provide the repairs of audio and display equipment; **and**
- c. The date it was issued; **and** if applicable, the expiry date

NOTE (2):

SITA/DHA reserves the right to verify information provided.

5.2 Bidder Experience and Capabilities Requirements

Provide reference details and/or reference letter/s from at least Two (2) customers to whom the supply, Installation, moving, adding, changing, and disposal Equipment and consumables (TVs, Amplifiers, Soundbars, Speakers, HDMI cables, display splitters, and other related display and audio consumables) solution was delivered in past Five (5) years from the publication date of this bid.

Table 8: References: Server Hardware

No	Company Name	Reference person name, contact details	Project Scope of Work	Project start and end date
1	<Company name>	<Person Name> <Tel> <email>	<Provide the details of the scope to whom the supply, Installation, moving, adding, changing, and disposal Equipment and consumables (TVs, Amplifiers, Soundbars, Speakers, HDMI cables, display splitters, and other related display and audio consumables) solution was delivered in past Five (5) years from the publication date of this bid.	Start Date: End Date:

2	<Company name>	<Person Name> <Tel> <email>	<Provide the details of the scope to whom the supply, Installation, moving, adding, changing, and disposal (IMACD) of Branch Queue Management System (BQMS) Equipment and consumables (TVs, Amplifiers, Soundbars, Speakers, HDMI cables, display splitters, and other related display and audio consumables) solution was delivered in past Five (5) years from the publication date of this bid.	Start Date: End Date:
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NOTE (1):

The Bidder must provide all of the following information when completing Table 5:

- (e) Company name; and
- (f) Contact person, telephone and/or e-mail address; and
- (g) Project scope of Work; and
- (h) Project start and End date.

NOTE (2):

The reference letter/s should be on the referees' company letterhead and include all of the following information:

- (e) Company Name; and
- (f) Contact Person, telephone and/or e-mail address; and
- (g) Project Scope of Work; and
- (h) Project Start and End date.

NOTE (3):

SITA/DHA reserves the right to verify information provided.

NOTE (4):

Failure to submit reference letter/s and/or to complete Table 6 fully as indicated above will result in disqualification.

5.3 Special Conditions of Contract

The Bidder **must accept ALL** the Special Conditions of Contract by completing and signing the declaration of Acceptance in the Declaration of Compliance and Acceptance under the Special Conditions (**Section 4.3.2**).

NOTE (1):

Failure to **accept ALL** the Special Conditions of Contract will result in disqualification.

LIST OF OFFICES WITH BQMS NATIONALY

Province	District	Branch Name	Branch Code
EC	Joe Gcabi	Aliwal North	YJE
EC	Alfred Nzo	Bizana	YDM
EC	Joe Gcabi	Burgersdorp	YKV
EC	Amathole	Butterworth	YDT
EC	Amathole	Centane	YKL
EC	Nelson Mandela	Cleary Park	YLZ
EC	Chris Hani	Cradock	YDY
EC	BCM	East London	YCR
EC	Chris Hani	eNcgobo	YCD
EC	Sarah Baartman	Graaff Reinet	YAJ
EC	Sarah Baartman	Grahamstown	YES
EC	Sarah Baartman	Humansdorp	YAS
EC	BCM	King Williams Town	YCA
EC	OR Tambo	Libode	YJB
EC	OR Tambo	Lusikisiki	YCN
EC	BCM	Mdantsane	YIY
EC	Amathole	Middledrift	YAI
EC	Nelson Mandela	Motherwell	YNC
EC	Alfred Nzo	Mount Ayliff	YGH
EC	Alfred Nzo	Mount Frere	YGJ
EC	OR Tambo	Mthatha	YDB
EC	OR Tambo	Nqeleni	YKP
EC	Sarah Baartman	Port Alfred	YKB
EC	Nelson Mandela	Port Elizabeth	YCU
EC	Chris Hani	Queenstown	YHG
EC	OR Tambo	Qumbu	YKG
EC	Sarah Baartman	Somerset East	YAU
EC	Joe Gcabi	Sterkspruit	YHR
EC	OR Tambo	Tsolo	YIZ
EC	Nelson Mandela	Uitenhage	YHY
EC	Amathole	Willowvale	YKO
FS	Thabo Mofutsanane	Bethlehem	YBZ
FS	Mangaung	Bloemfontein	YAM
FS	Lejwelepotswa	Bothaville	YJI
FS	Mangaung	Botshabelo	YDR
FS	Lejwelepotswa	Bultfontein	YJM
FS	Thabo Mofutsanane	Ficksburg	YEN
FS	Thabo Mofutsanane	Harrismith	YEU
FS	Xhariep	Koffiefontein	YJN
FS	Lejwelepotswa	Kroonstad	YCL
FS	Thabo Mofutsanane	Phuthaditjaba	YHA
FS	Fezile Dabi	Sasolburg	YAE
FS	Mangaung	Thaba Nchu	YHV
FS	Lejwelepotswa	Welkom	YIK
GP	Tshwane	Akasia	YHL
GP	Ekurhuleni	Alberton	YDF

GP	Johannesburg	Alexandra	YHN
GP	Ekurhuleni	Benoni	YDK
GP	Ekurhuleni	Boksburg	YDP
GP	Ekurhuleni	Brakpan	YDO
GP	Tshwane	Bronkhorstspuit	YPL
GP	Tshwane	Byron	YCW
GP	Tshwane	Centurion	YIJ
GP	Ekurhuleni	Edenvale	YEF
GP	Sedibeng	Everton	YNT
GP	Tshwane	Garankuwa	YEQ
GP	Ekurhuleni	Germiston	YCG
GP	Johannesburg	Harrison	YCH
GP	Sedibeng	Heidelberg	YEW
GP	Ekurhuleni	Kempton Park	YFD
GP	West rand	Krugersdorp	YFH
GP	Tshwane	Mamelodi	YMG
GP	Johannesburg	Maponya Mall	YMS
GP	Ekurhuleni	Nigel	YGO
GP	Johannesburg	Randburg	YHH
GP	West rand	Randfontein	YHT
GP	Johannesburg	Roodepoort	YCX
GP	Sedibeng	Sebokeng	YHO
GP	Tshwane	Soshanguve	YHQ
GP	Johannesburg	Soweto	YCZ
GP	Ekurhuleni	Springs	YDA
GP	Sedibeng	Vanderbijlpark	YIE
GP	Sedibeng	Vereeniging	YDD
GP	Westrand	Carletonville	YDX
GP	Tshwane	Temba	YGG
GP	Tshwane	Menlyn Mall	MLY
GP	Johannesburg	Cresta Mall	CSC
KZN	Ethekwini	Commercial MO	YCB
KZN	Amajuba	Dundee	YEB
KZN	Zululand	Emondlo	YPG
KZN	Uthungulu	Empangeni	YCC
KZN	Uthungulu	Eshowe	YEK
KZN	Amajuba	Estcourt	YEL
KZN	Amajuba	Greytown	YET
KZN	Umkhanyakude	Hluhluwe	YEX
KZN	Umgungundlovu	Ixopo	YFA
KZN	Sisonke	Kokstad	YFG
KZN	Amajuba	Ladysmith	YFK
KZN	Umkhanyakude	Mbazwana	YJT
KZN	Umkhanyakude	Mtubatuba	YFX
KZN	Ethekwini	Ndwendwe	YMH
KZN	Amajuba	New Castle / Amajuba	YCQ
KZN	Umgungundlovu	New Hanover	YNF
KZN	Zululand	Paulpietersburg	YPM

KZN	Umgungundlovu	Pietermaritzburg / Umgungundlovu	YCS
KZN	Ethekwini	Pinetown	YHB
KZN	Zululand	Pongola / Ngotshane	YAK
KZN	Ugu	Port Shepstone / Ugu	YHE
KZN	Ethekwini	Prospecton	YHD
KZN	Uthungulu	Richards Bay / Uthungulu	YHJ
KZN	Ugu	Scottburgh	YIB
KZN	Ethekwini	Stanger	YJG
KZN	Ethekwini	Tongaat	YHX
KZN	Zululand	Ulundi	YHZ
KZN	Ethekwini	Umgeni	YGQ
KZN	Umgungundlovu	uMzimkhulu	YIC
KZN	Zululand	Vryheid	YII
KZN	Ethekwini	Pavilion Shopping Centre	PSC
LP	Capricorn	Dendron	YJX
LP	Vhembe	Dzanani	YEC
LP	Vhembe	Elim	YEG
LP	Mopani	Giyani	YCE
LP	Sekhukhune	Groblerdsdal	YER
LP	Sekhukhune	Jane Furse	YFB
LP	Capricorn	Lebowakgomo	YCM
LP	Waterberg	Lephalale	YEH
LP	Vhembe	Makhado	YFN
LP	Vhembe	Malamulele	YBF
LP	Waterberg	Modimole	YKU
LP	Mopani	Modjadjiskloof	YLF
LP	Waterberg	Mokgophong	YMX
LP	Waterberg	Mokopane	YGY
LP	Vhembe	Musina	YGF
LP	Sekhukhune	Nebo	YGM
LP	Mopani	Phalaborwa	YGZ
LP	Capricorn	Polokwane	YCT
LP	Waterberg	Thabazimbi	YKT
LP	Vhembe	Thohoyandou	YHP
LP	Mopani	Tzaneen	YID
LP	Vhembe	Vuwani	YAW
MP	Enhlanzeni	Barberton	YDI
MP	Nkangala	Belfast	YMQ
MP	Gert Sibande	Bethal	YDU
MP	Gert Sibande	Carolina	YPH
MP	Gert Sibande	Eerstehoek	YEJ
MP	Gert Sibande	Ermelo	YEI
MP	Enhlanzeni	Hazyview	YEV
MP	Enhlanzeni	Komatipoort	YFF
MP	Enhlanzeni	Lydenburg	YFO
MP	Enhlanzeni	Malelane	YFT
MP	Enhlanzeni	Mhala	YFW
MP	Nkangala	Middelburg	YGA

MP	Enhlanzeni	Nelspruit	YCP
MP	Gert Sibande	Piet Retief	YHC
MP	Gert Sibande	Secunda	YEM
MP	Gert Sibande	Standerton	YHS
MP	Gert Sibande	Volksrust	YPI
MP	Enhlanzeni	White River	YGS
MP	Enhlanzeni	Mapulaneng	YKX
MP	Enhlanzeni	Nkomazi	YGP
MP	Nkangala	Witbank	YDE
MP	Frances Baard	Barkley West	YOL
NC	Namakwa	Calvinia	YLS
NC	Pixley Ka Seme	Carnarvon	YON
NC	Pixley Ka Seme	Colesberg	YNB
NC	Pixley Ka Seme	De Aar	YEA
NC	Pixley Ka Seme	Douglas	YOG
NC	Frances Baard	Galeshewe	YNG
NC	Frances Baard	Jan Kempdorp	YMJ
NC	Frances Baard	Kimberley	YCJ
NC	John Taolo Gaetsewe	Kuruman	YFI
NC	Frances Baard	Pampierstad	YGW
NC	ZF Mcauwu	Postmasburg	YKF
NC	Pixley Ka Seme	Prieska	YJP
NC	Namakwa	Springbok	YHM
NC	ZF Mcauwu	Upington	YDC
NW	Ngaka Modiri Molema	Atamelang	YDG
NW	Bojanala	Brits	YDS
NW	Dr Ruth Mompati	Ganyesa	YEP
NW	Ngaka Modiri Molema	Itsoseng	YEZ
NW	Ngaka Modiri Molema	Molopo	YGC
NW	Dr Ruth Mompati	Taung	YHU
NW	Dr Kenneth Kaunda	Klerksdorp	YCK
NW	Ngaka Modiri Molema	Lichtenburg	YFM
NW	Bojanala	Mankwe	YFU
NW	Ngaka Modiri Molema	Mmabatho	YCO
NW	Dr Kenneth Kaunda	Potchefstroom	YGX
NW	Bojanala	Rustenburg	YCY
NW	Bojanala	Swartruggens	YNK
NW	Dr Ruth Mompati	Vryburg	YIH
NW	Dr Kenneth Kaunda	Wolmaranstad	YKS
NW	Ngaka Modiri Molema	Zeerust	YFL
WC	West coast	Atlantis	YMV
WC	Cape Town	Barrack	YCI
WC	Central Karoo	Beaufort West	YDL
WC	Cape Town	Bellville	YDJ
WC	Cape Winelands	Bredasdorp	YOX
WC	Cape Winelands	Caledon	YDW
WC	Cape Winelands	Ceres	YPA
WC	Eden	George	YCF

WC	Cape Winelands	Grabouw	YAT
WC	Cape Town	Khayelitsha	YFC
WC	West coast	Malmesbury	YGD
WC	Cape Town	Mitchels Plain	YGB
WC	Eden	Mosselbay	YOS
WC	Cape Town	Nyanga	YGU
WC	Eden	Oudtshoorn	YGV
WC	Cape Winelands	Paarl	YCV
WC	Eden	Plettenberg Bay	YPB
WC	Central Karoo	Prins Albert	YOW
WC	Cape Winelands	Robertson	YOZ
WC	Cape Town	Somerset West	YKW
WC	Cape Winelands	Stellenbosch	YMM
WC	West coast	Vredendal	YAP
WC	Cape Winelands	Worcester	YIM
WC	Cape Town	Wynberg	YIN
WC	Cape Town	Vredenburg	YPO
WC	Cape Town	Epping	EBO
GP	Tshwane	BVR Testing Lab	
GP	Tshwane	HQ- Hallmark Building	

BANKS

Province	District	Branch Name	Branch Code
GP Bank	Johannesburg	Bank - ABSA - Ghandi Square	AGS
GP Bank	Johannesburg	Bank - ABSA - JHB Towers	ATW
GP Bank	Johannesburg	Bank - Discovery - Sandton	DBS
GP Bank	Johannesburg	Bank - FNB - Merchant	FMP
GP Bank	Johannesburg	Bank - FNB - The Glen	FTG
GP Bank	Johannesburg	Investec	IVS
GP Bank	Johannesburg	Bank - Nedbank Rivonia	NAA
GP Bank	Johannesburg	Bank - Nedbank Roodepoort	NCK
GP Bank	Johannesburg	Bank - STD - Killarney Mall	SKM
GP Bank	Johannesburg	Bank - STD - Simmonds Str JHB	SSM
GP Bank	West rand	Bank - ABSA - Keywest	AKW
GP Bank	Tshwane	Bank - ABSA - Lifestyle Center Centurion	ABA
GP Bank	Tshwane	Bank - FNB - Lifestyle Center Centurion	FSC
GP Bank	Tshwane	Bank - FNB - The Grove	FAA
GP Bank	Tshwane	Bank - STD - Lifestyle Center Centurion	STC
GP Bank	Tshwane	Bank - Nedbank Arcadia	NAP
GP Bank	Tshwane	Bank - STD - Jubilee	SBJ
WC Bank	Cape Town	Bank - STD - Canal Walk	SCW
WC Bank	Cape Town	Bank - STD - Promenade	SPM
WC Bank	Cape Town	Bank - FNB - PortSide	FNP
WC Bank	Cape Town	Bank - Nedbank st George	NGM
WC Bank	Cape Town	BANK - ABSA STELLENBOSCH	ASH
EC Bank	Nelson Mandela	Bank - ABSA - GreenAcres	ABG
EC Bank	Nelson Mandela	Bank - STD - Newton Park	SPE
KZN Bank	Ethekhwini	Bank - FNB - Cornubia	FCU
KZN Bank	Ethekhwini	Bank - STD - Kingsmead	STK

KZN Bank	Ethekwini	Bank - NEDBANK Durban North	NKD
LP Bank	Sekhukhune	Bank - FNB - Burgersfort	FNL
NC Bank	John Taolo Gaetsewe	Bank - STD - Khatu	SKV
MP Bank	Enhlanzeni	Bank - NEDBANK Nelspruit	NBN

REFUGEE RECEPTION CENTER

EC	Nelson Mandela	Port Elizabeth Refugee Centre	
GP	Tshwane	Desmond Tutu Refugee Centre (Marabastad)	
KZN	Ethekwini	Durban Refugee Centre	
LP	Vhembe	Musina Refugee Centre	
WC	Cape Town	Epping Refugee Centre	



SUPPLY CHAIN MANAGEMENT

Pricing schedule

RFx No	
RFx Title	
Bidder Name	

1. INSTRUCTION FOR COMPLETING THE PRICING SCHEDULE

- (a) Bidder must complete/enter YELLOW cells only
(b) Unit and Line prices must be VAT EXCLUSIVE and in South African Rand (ZAR) currency.
(c) The price must include all cost to deliver the goods or render the service, including all applicable taxes, duty fees, logistics/delivery, storage, labour, overtime and subsistence and travel

Item No	Goods/Service description	Unit of measure	YEAR 1			YEAR 2			YEAR 3			TOTAL	Price clarification comment
			Qty	Unit Price (Excl VAT)	Line Price Y1	Qty	Unit Price (Excl VAT)	Line Price Y2	Qty	Unit Price (Excl VAT)	Line Price Y3	Line Price Term (Excl VAT)	
1	Supply, install, moving, adding, changing and disposal of the Branch Queue Management System Equipment and consumables (TVs, Amplifiers, Soundbars, Speakers, HDMI cables, display splitters, and other related display and audio consumables) in the new and existing DHA Offices, Banks, and Malls nationwide for a period of three (3) years, as and when needed.				R			R			R		
1.1	HDMI Cable 2m	each	1		R	1	R	R	1	R	R	R	
1.2	Multiplug	each	1		R	1	R	R	1	R	R	R	
1.3	TV bracket	each	1		R	1	R	R	1	R	R	R	
1.4	Splitter HDMI	each	1		R	1	R	R	1	R	R	R	
1.5	HDMI Cable 20m	each	1		R	1	R	R	1	R	R	R	
1.6	LED Television	each	1		R	1	R	R	1	R	R	R	
1.7	Subwoofer and sound bar	each	1		R	1	R	R	1	R	R	R	
1.8	Speakers	each	1		R	1	R	R	1	R	R	R	
1.9	Amplifier	each	1		R	1	R	R	1	R	R	R	
	TOTAL BID PRICE (EXCL VAT)				R			R			R	R	
	VAT (@15%)				R			R			R	R	
	TOTAL BID PRICE (INCL VAT)				R			R			R	R	

I, the bidder, confirm that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) or rate(s) cover all my obligations and I accept that any mistakes regarding price(s), rate(s) or calculations will be at my own risk.

(Note: First convert to PDF, then add signature)

Name	Capacity
Signature (also)	Date

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 interest¹ 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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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 and complete 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 be true 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 consortium² 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 this bid invitation relates.

3.4 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.

3.5 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.

3.6 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

² 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.

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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (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:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points

for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 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 tender. For the purposes of this tender the tenderer 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 tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points	10	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC).	

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
0% company owned by people who are Black = 0 points		Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points >0% and <51% company owned by people who are Disabled = 1 point 0% company owned by people who are Disabled = 0 points	3	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

4.5 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6 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 tender, 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 1.4 and 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 tendering 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 tenderer 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 TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

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