



Province of the
EASTERN CAPE
HUMAN SETTLEMENTS

OFFICE OF THE CHIEF FINANCIAL OFFICER

Steve Tshwete House • 31-33 Phillip Frame Road • Waverly Park • Chiselhurst • East London • Eastern Cape • RSA
Office No: 043 711 9741 • Fax No: 043 711 9796 • Email: xolilem@ecdhs.gov.za

REQUEST FOR QUOTATIONS

SCMU11-23/24-028: APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF ICT DIGITAL STRATEGY INITIATIVES ...ACQUISITION AND INSTALLATION OF UNINTERRUPTED POWER SUPPLY AND ENVIRONMENTAL CONTROLS AND MAINTANENCE AND SUPPORT CONTRACT FOR PERIOD OF 3 YEARS FOR THE HEAD OFFICE DATACENTER

COMPILED FOR:

Eastern Cape Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Waverly Park, Chiselhurst, EAST LONDON

**COMPILED BY:
GITCM**

Steve Tshwete House, 31-33 Phillip Frame Road, Waverly Park, Chiselhurst, EAST LONDON

SEPTEMBER 2023



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1. INTRODUCTION

The Department seeks services of a suitably qualified and experienced service provider for acquisition and installation of Uninterrupted Power Supply and Server Room Environmental Controls for Head Office Data Center utilizing the SITA RFB 2003 Transversal contract.

The Department of Human Settlements Eastern Cape has invested on state-of-the-art server infrastructure at Head office. The current power outages caused by load shedding and unstable power feeds to our Departmental offices are a major Business and IT risks.

There is an urgent need to adequately protect departmental Information and Technology environment through installation of Uninterrupted Power Supply and Server room environmental controls such as Fire Suppression Unit, Fire and Water Detectors, and monitoring systems for Data Center.

2. SCOPE OF WORKS

In awarding this bid, the Department expects to, at minimum achieve the following objectives:

- 2.1** Supply and Delivery of 1 UPS for 2x Server Rack at the ground Server Floor, for 8 hours back up
- 2.2** Supply and Delivery of 4 x UPS for four Switching racks (one each floor), for 8 hours back up
- 2.3** Supply and Delivery of 2 x UPS for backup power for Laptop and Wi-Fi Router with plugs for laptop and WI-FI router, for up to 8 hours back up
- 2.4** Professional services for Installation, testing and commissioning of the 5 UPS.
- 2.5** Sub Board with Changeover switch and electrical works
- 2.6** Supply and Delivery of server room environmental controls
- 2.7** Installation, testing and commissioning of the environmental controls
- 2.8** Maintenance Support Contract for a period of 3 years

3. SPECIFICATIONS

- 3.1** Supply and Delivery of 1 UPS for 2x Server Rack at the ground Server Floor, for 3 hour back up.
 - 2x Supply of one 5KL -48 with 8x E- Tower 5kw lithium

- 3.2** Supply and Delivery of 4 x UPS for four Switching racks (one each floor), for 3 hours back up
5KL -48 with E- Tower 5kw lithium batteries
- 3.3** Supply and Delivery of 1 x UPS for four Switching racks (one each floor), for 3 hours back up
5KL -48 with E- Tower 5kw lithium batteries \
- 3.4** Supply and Delivery of 2 x UPS for backup power for Laptop and Wi-Fi Router with plugs for laptop and WI-FI router, for up to 8 hours back up
-IVR-1200MPPT- 1200VA 1000W 12V W/MPPT INVERTER
PSS 12v 100ah Gel battery
- 3.5** Installation, testing and commissioning of the 5 UPS
- 3.6** Setting up a Sub Board with Changeover switch and electrical works
- 3.7** Supply and Delivery of server room environmental controls
- 1x Rack Monitor 750
 - 1x Rack Sensor Pod 150
 - 1x Temperature & Humidity Sensor
 - 1x IT Expert 3 Year Digital licenses
 - Fire Suppression Solution

Table 1.

ITEM Description	Quantity	Functionality
3.5.1 Server Room UPS 5KL -48 with 8x E- Tower 5kw lithium battery	1	Uninterrupted Power Supply for server Room with a 3-year warranty
3.5.2 Switch Cabinet UPS 5KL -48 with 8x E- Tower 5kw lithium battery	4	Uninterrupted Power Supply for server Room with a 3-year warranty
3.5.3 Installation, testing and commissioning of the 5 UPS	5	N/A
3.5.4 Sub Board with Changeover switch and electrical works	1	N/A
3.5.5 Server room environmental controls -1x Rack Monitor 750 -1x Rack Sensor Pod 150 -1x Temperature & Humidity Sensor - 1x IT Expert 3 Year Digital licenses (if applicable) - Fire Suppression Solution - Maintenance and Support contract (Quarterly service and testing) for a period of 3 years	6	Monitoring of Temperature, Humidity, smoke sensors, water sensors in the server room,

3-year warranty support		
3.5.6 Maintenance and support contract for a period of 3 Years	1	N/A
3.5.7 1 x UPS for Laptop and Wi-Fi Router - PSS 12v 100ah Gel battery - IVR-1200MPPT-1200VA 1000W 12V W/MPPT INVERTER	2	Uninterrupted Power Supply for Laptop and WI-FI router with a 3-year warranty

3.8 Maintenance and Support Contract (Quarterly service and testing) for a period of 3 years.

3.9 KEY COMPETENCIES OF THE BIDDER(S)

3.9.1 Ability to provide products compatible with Departmental specifications

3.9.2 Ability to produce accreditation certificates by OEM.

3.9.3 Ability to effectively provide maintenance and support contract for period of 3 years.

4. FINANCIAL PROPOSAL

4.1 The Financial Proposal provided shall specify and state a **firm and fixed** price, including total fees and expenses (**VAT Included**), in order to complete the project.

4.2 Bidders must ensure that they fill in the following document as part of Financial Proposal:

NO.	ITEM	QTY	AMOUNT	TOTAL
A.	SERVER ROOM UPS	1		
B	SWITCH CABINET UPS	4		
C	INSTALLATION, TESTING AND COMMISSIONING OF THE 5 UPS	5		
D	SERVER ROOM ENVIRONMENTAL CONTROLS WITH A 3 YEAR WARRANTY	6		
E	SUB BOARD WITH CHANGE OVER SWITCH AND ELECTRICAL WORKS	1		

F	SERVICE PROVIDER MAINTENANCE AND SUPPORT CONTRACT	1		
G	LAPTOP AND WIFI ROUTER UPS	2		
	TOTALS			

5. EVALUATION CRITERIA

5.1 Regulation 3 of the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations 2022, (the Regulations) stipulates that an organ of state must, prior to making an invitation for tenders, determine and stipulate the appropriate preference point system to be utilized in the evaluation and adjudication of tenders

5.2 Regulation 5 stipulates that the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

5.3 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

5.4 POINTS AWARDED FOR SPECIFIC GOALS

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 below as may be supported by proof/ documentation stated in the conditions of this tender:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women owned Organizations	8	
Youth	4	
People with Disability	2	
Locality: Eastern Cape	5	
Military Veterans	1	

5.5 CLAIMING OF PREFERENCE POINTS

5.5.1 Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.

Bidders must submit proof in a form of certified ID copies in line with Central Supplier Database (CSD) profile that outlines the ownership of the organisation

5.5.2 Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.

Bidders must submit proof in form of a medical certificate. The Medical certificate will only be used for evaluation purposes.

5.5.3 Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.

Bidders must submit proof in a form of certified ID copies of ownership in line with Central Supplier Database (CSD) supplier profile that outlines the ownership of the organisation

- 5.5.4** Preference points for Locality may be allocated for promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.

Bidders must submit proof of the Company's Registered Offices. Proof of rate statement, lease agreement or confirmation of locality from local authority. Bidders must have main offices in the Eastern Cape Province

- 5.5.5** Preference points allocated for Military Veterans may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding

Bidders must submit proof in terms confirmation letters from the Department of Military Veterans.

- 5.6** It is acknowledged that the contents of proposals submitted in response to this bid are confidential and shall not be released to parties other than the Department. Final selection and summary of evaluations will become part of the public record as distributed to the Department stakeholders. Only the name and address of the successful bidder will be released to the unsuccessful respondents After awarding is finalized.

6. SPECIFIC CONDITIONS OF THE CONTRACT

Special Conditions that apply to this contract are as follows:

- 6.1 The Service Provider must deliver precisely as ordered
- 6.2 The service provider must deliver within fourteen (14) days after issuing of purchase order
- 6.3 The service provider must deliver the goods together with the invoice
- 6.4 The Service Provider will furnish the Department of Human Settlements with an invoice upon delivery of goods (along with other required supporting documentation);
- 6.5 Both the delivery note, and invoice must contain serial numbers of each delivered goods.
- 6.6 The Department reserves the right to cancel the Terms of Reference.
- 6.7 The Department is not obliged to appoint the bidder with the highest points scored.
- 6.8 Proof of manufacturer's authorization to provide the proposed hardware/service e.g., Accreditation Certificate.

7. COLLECTION OF BID DOCUMENTS

- 7.1 Bid document will be available on the Departmental Website (www.ecdhs.gov.za) as from the 06 October 2023

8. COMPULSARY BRIEFING

Compulsory briefing session for this Bid will be held on the 13 October 2023 at 11H00 at Head Office, Steve Tshwete, 31-33 Phillip Frame Road, Waverly Park, Chiselhurst, East London

9. DOCUMENTS TO BE SUBMITTED

- 9.1 The following documents **MUST** be submitted with the proposal and failure to submit them may lead to elimination:
- 9.2 Submit Proof of registration with Original Equipment Manufacturer (OEM) for the Company **AND** certification for the engineers.

10. RETURNABLE SCHEDULES

The Service Provider must ensure that the following documents are completed and returned with the bid proposal:

10.1 SBD 1: INVITATION TO TENDER.

10.2 SBD 2: TAX CLEARANCE CERTIFICATE.

10.3 SBD 4: DECLARATION OF INTEREST.

10.4 SBD 6.1: PREFERENCE POINTS CLAIM FORM.

10.5 COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) CERTIFICATE.

11. SUBMISSION OF BID PROPOSAL

11.1 Bid proposals must be deposited in a Bid Box (that is accessible 24 hours) situated at the Ground Floor, Department of Human Settlements, Steve Tshwete Building, 31–33 Phillip Frame Road, Waverley Park, Chiselhurst, East London.

11.2 Faxed or emailed bid proposals will not be accepted

12. BID VALIDITY

12.1 This bid will be valid for one hundred and twenty (120) days after the closing date.

13. PROJECT DURATION

13.1 The duration of this project is expected to be for a maximum period of one (01) month.

14. CLOSING DATE

13.1 All bid proposals in response to this bid should reach the Department not later than the **03 November 2023 at 11H00**. Bids received after **11H00** will not be accepted or considered.

Tel: (043) 711 9750

Email: BuntuN@ecdhs.gov.za

All **Supply Chain Management** related enquiries regarding this bid may be directed to:

Mr. Xolile Mpupa: Deputy Director – Demand Management; Department of Human Settlements, **EAST LONDON**

Tel: (043) 711 9643

Cell: (074) 142 4781

E-mail: XolileM@ecdhs.gov.za

15 FINAL SUMMARY

FINAL SUMMARY & FORM OF OFFER

SCMU11-23/24-028:APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF ICT DIGITAL STRATEGY INITIATIVES ACQUISITION AND INSTALLATION OF UNINTERRUPTED POWER SUPPLY AND ENVIRONMENTAL CONTROLS AND MAINTANENCE AND SUPPORT CONTRACT FOR PERIOD OF 3 YEARS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS HEAD OFFICE DATACENTER

NO.	ITEM	QTY	AMOUNT	TOTAL
A.	SERVER ROOM UPS	1		
B	SWITCH CABINET UPS	4		
C	INSTALLATION, TESTING AND COMMISSIONING OF THE 5 UPS	5		
D	SERVER ROOM ENVIRONMENTAL CONTROLS WITH A 3 YEAR WARRANTY	6		
E	SUB BOARD WITH CHANGEOVER SWITCH AND ELECTRICAL WORKS	1		
F	SERVICE PROVIDER MAINTENANCE AND SUPPORT CONTRACT	1		
G	LAPTOP AND WIFI ROUTER UPS	2		
TOTAL = CARRIED FROM FINANCIAL PROPOSAL				

TOTAL ABOVE IN WORDS

SIGNED BY/ON BEHALF OF THE BIDDER

NAME

SIGNATURE

DATE

COMPANY STAMP

SCMU11-23/24-028:APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF ICT DIGITAL STRATEGY INITIATIVES ... ACQUISITION AND INSTALLATION OF UNINTERRUPTED POWER SUPPLY AND ENVIRONMENTAL CONTROLS AND MAINTANENCE AND SUPPORT CONTRACT FOR PERIOD OF 3 YEARS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS HEAD OFFICE DATACENTER

RECOMMENDED/NOT RECOMMENDED



MR B. SKWEYIYA
DIRECTOR: GITCM

19/09/23
DATE

RECOMMENDED/NOT RECOMMENDED



MR. C. DLULANE
BSC CHAIRPERSON

19 September 2023
DATE

APPROVED/NOT APPROVED



MR. E. VENN
ACTING HEAD OF DEPARTMENT

21/09/23
DATE

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HUMAN SETTLEMENTS					
BID NUMBER:	SCMU11-23/24-028:	CLOSING DATE:	03 NOVEMBER 2023	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF ICT DIGITAL STRATEGY INITIATIVES. ACQUISITION AND INSTALLATION OF UNINTERRUPTED POWER SUPPLY AND ENVIRONMENTAL CONTROLS AND MAINTENANCE AND SUPPORT CONTRACT FOR A PERIOD OF 3 YEARS FOR THE HEAD OFFICE DATACENTER.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
DEPARTMENT OF HUMAN SETTLEMENTS					
31-33 PHILLIP FRAME ROAD, STEVE TSHWETE BUILDING, GROUND FLOOR					
WAVERLY PARK					
EAST LONDON					
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					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR			
	☐	NAME:			
[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 BELOW]	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT OF HUMAN			CONTACT PERSON Ms N Gwele		

SETTLEMENTS			
CONTACT PERSON	Mr. X Mpupa	TELEPHONE NUMBER	0636857661/0437119822
TELEPHONE NUMBER	0437 11 9641/074 142 4781	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	NeliswaG@ecdhs.gov.za
E-MAIL ADDRESS	xolilem@ecdhs.gov.za		

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 ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

**Application for a Tax Clearance Certificate****Purpose**

Select the applicable option

Tenders ☐Good standing ☐

If "Good standing" please state the purpose of this application

Particulars of applicantName/Legal name
(Initials & Surname
or registered name)Trading name
(if applicable)

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no

VAT registration no

SDL ref no

Customs code

UIF ref no

Telephone no

Fax
no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax
no

E-mail address

Physical address

Particulars of tender (if applicable)						
Tender number						
Estimated Tender amount		R ,				
Expected duration of the tender		year(s)				
Particulars of the 3 largest contracts previously awarded						
Date started	Date finalised	Principal	Contact person	Telephone number	Amount	

Audit

Are you currently aware of any Audit investigation against you/the company?..... ☐ YES ☐ NO

If "YES" provide details

.....

.....

Appointment or Representative agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct [Redacted] to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

[Redacted Signature Box]

Signature of representative/agent

Date

Name of representative/agent

[Redacted Name Box]

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

																				D	M	Y	M	N	D
Signature of applicant/Public Officer																				Date					
Name of applicant/ Public Officer																									

Notes:

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to-
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

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

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

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

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.

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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 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

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.

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

$$Ps = 80 \left(1 + \frac{80/20 \cdot (Pt - P_{max})}{P_{max}} \right)$$

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.

(Note to organs of state: Where either the 90/10 or 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)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women owned organizations	8	
Youth	4	
People with Disability	2	
Locality: Eastern Cape	5	
Military Veterans	1	
TOTAL POINTS	20	

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:	
	
	
	