



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
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TERMS OF REFERENCE

SCMU11-24/25-232: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE FURNITURE FOR THE DEPARTMENT OF HUMAN SETTLEMENTS

COMPILED FOR:

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

COMPILED BY: ASSET MANAGEMENT

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

JANUARY 2025

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1. INTRODUCTION

The objective of this document is to request quotations from suitable and competent service providers/ suppliers for the supply and delivery of office furniture for the Department of Human Settlements.

2. BACKGROUND

The Asset Management section is responsible for the procurement of assets needed by the Department for the purpose of service delivery. Service providers who produce their furniture locally with 85 % minimum threshold will be considered as per Regulation 9 (1).

3. OVERALL OBJECTIVES

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

3.1 Supply the required office furniture in accordance with the identified specification.

3.2 Deliver office furniture to the following addresses

3.2.1 Head Office: Steve Tshwete Building, 31-33 Phillip Frame Road, Waverley Park, Chiselhurst, East London;

3.2.2 Amathole & BCM: Justice Building, 1st Floor, 31-33 Phillip Frame Road, Chiselhurst East London;

3.2.3 Komani Hospital Complex, Cathcart Road, Queenstown; Chris Hani

4. SCOPE OF WORK

4.1 The specifications and provisions included in this Request for Quotations (RFQ) shall, along with the successful Service Provider's response, constitute the full and complete contract for the services specified herein and in the proposal.

4.2 In-loco inspection will be conducted on shortlisted service providers warehouses / showrooms to verify the requested quality of products.

Table 1: AMATHOLE REGIONAL OFFICE (EAST LONDON)

DESCRIPTION	QUANTITY
Executive High Back Swivel & Tilt Armchair – genuine leather, black (NB: Strictly no PU or bonded leather)	1
Medium Back Swivel & Tilt Armchair – fabric, black	26
V-line Workstation with lockable pedestals	6
Hinged door cupboard with 4 shelves and 2 lockable doors	4
Steel Open Braced Shelving (bolted shelves) with side and back braces assembled	20
TOTAL ITEMS	57

Table 2 BUFFALO CITY METRO REGION (EAST LONDON)

DESCRIPTION	QUANTITY
Executive High Back Swivel & Tilt Armchair – genuine leather, black (NB: Strictly no PU or bonded leather)	1
Medium Back Swivel & Tilt Armchair – fabric, black	22
V-line Workstation with lockable pedestals	7
Hinged door cupboard with 4 shelves and 2 lockable doors	10
Executive Oval 20 -Seater Boardroom Table (bidders will be given measurements of the boardroom)	1
TOTAL ITEMS	41

Table 3: CHRIS HANI REGION (QUEENSTOWN)

DESCRIPTION	QUANTITY
Executive High Back Swivel & Tilt Armchair – genuine leather, black (NB: Strictly no PU or bonded leather)	1
High Back Swivel & Tilt Armchair – fabric, black	4
Medium Back Swivel & Tilt Armchair – fabric, black	35
V-line Workstation with lockable pedestals	5
Hinged door cupboard with 4 shelves and 2 lockable doors	7
Executive Desk with Pedenza	1
TOTAL ITEMS	53

Table 4: HEAD OFFICE (EAST LONDON)

DESCRIPTION	QUANTITY
Medium Back Swivel & Tilt Armchair – genuine leather, black (NB: Strictly no PU or bonded leather)	28
Round Conference Table with a diameter of 1.2 m	2
Steel Open Braced Shelving (bolted shelves) with side and back braces assembled	12
V-line Workstation with lockable pedestals	140
Hinged door cupboard with 4 shelves and 2 lockable doors	60
Executive desk with Pedenza	2
Executive High Back Swivel & Tilt Armchair – genuine leather, black (NB: Strictly no PU or bonded leather)	40
Fabric office couches (2-seater settee x 2, 1-seater settee)	3
Glass coffee table	1
TOTAL ITEMS	288

5. KEY COMPETENCIES OF THE BIDDER(S)

- 5.1 Ability to provide specified product as per Departmental specifications.
- 5.2 Ability to deliver precisely as ordered.
- 5.3 Ability to meet the quality requirements of the Department.
- 5.4 Ability to provide a five-year guarantee to the procured goods.

6. FINANCIAL PROPOSAL

- 6.1 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.
- 6.2 Bidders must ensure that they fill in the following document as part of the Financial Proposal:

Table 5: FINANCIAL PROPOSAL

NO	DESCRIPTION	DIMENSIONS / FEATURES	COLOUR	QTY	UNIT PRICE	TOTAL
1.	Executive desk with Pedenza	• 1,800 x 750 mm with 3 drawer - unit • Accessories cable management hole	Imbuia	3		
2.	V-line Workstations with lockable pedestals & 2 shelves	• Top size – 1350mm x 1350mm • Pedestal features – 2 x CPU box with cable management hole and hinged door • Pedestal box with storage space and hinged door • Worktops, 32mm thick laminate finish – Mahogany • Modesty panel – perforated silver Supawood • Profile – Ergosoft 32mm PVC edging • Flat high impact 2mm PVC edging • Accessories – cable management hole	Mahogany	158		
3.	Hinged door cupboard with 4 shelves and 2 lockable doors	• 2 Door lockable cabinet • with shelves • 1500h 900w x 450d • Lockable • Full 16mm thick back Panel	Mahogany	81		
4.	Round conference table with a diameter of 1.2m	• 1.2 m diameter	Imbuia	2		
5.	Executive High Back, Swivel and Tilt Chair – in genuine leather (Strictly no PU or bonded leather)	• Swivel & Tilt Mechanism • Gas Height Adjustment • Standard Full Loop Arm • High density foam • Tension Adjustment • Standard with 54mm Diameter Black Nylon, 5 star base	Black leather	43		
6.	Medium Back, swivel and Tilt chair	• High density foam • Standard swivel & Tilt mechanism • Patented lumbar support • Gas height adjustment • Polyurethane curved armrest	Black fabric	111		

NO	DESCRIPTION	DIMENSIONS / FEATURES	COLOUR	QTY	UNIT PRICE	TOTAL
		- Re-inforced centre rib • 5 Star nylon base ○ ISO 9001 Design & manufacturing ○ ISO 18001 Health & safety ○ ISO 14001 Environmental management ○ EN 1335-2 Product safety & testing BS 3004 Ergonomic principles				
7.	Steel Open Braced Shelving	• 2215H x 914W x 381D • 5 Shelves to the height • Grey powder coated finish • With side and back braces assembled	Grey	32		
8.	Executive Oval 20-seater boardroom table	• 6400w 1400d 732h • Black supawood inlay table centre • Modesty panel • 32mm Thick solid wood profile on top – ribbed profile • 32mm Thick panel legs • Rosewood veneer finish	Imbuia	2		
9	High Back Chair (Fabric)	• Swivel & tilt action • Gas height adjustment • Forward knee tilt mechanism • Full shell • Chrome elliptical tube with PU arm caps • 5 Star polished aluminium base	Black	4		
10.	Couches	• 2 x 2-seater settee • 1 x 1-seater settee	Will advise awarded bidder	3		
11.	Glass coffee table	• Coffee table	Will advise awarded bidder	1		
12	Delivery of all Head office designated office furniture	• Head Office: Steve Tshwete Building, 31-33 Phillip Frame Road, Waverley Park, Chiselhurst, East London	N/a	1		
13	Delivery of all Amathole and BCM designated office furniture	• Amathole & BCM: Justice Building, 1st Floor, 31-33 Phillip Frame Road, Chiselhurst East London	N/a	1		
14	Delivery of all Chris Hani	• ECDHS Chris Hani regional office, Komani Hospital Complex, Cathcart Road, Queenstown.	N/a	1		

NO	DESCRIPTION	DIMENSIONS / FEATURES	COLOUR	QTY	UNIT PRICE	TOTAL
	designated office furniture					
Total (Sum of totals = 1+2+3+4+5+6+7+8+9+10+11+12+13+14)						

7. EVALUATION CRITERIA

ECDHS has set minimum standards (Stages) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Table 6: Stages of Evaluations of Bidders

(STAGE 0): Administrative compliance	(STAGE 1): Functionality evaluation	(STAGE 2): Price and Specific goals Evaluation	(STAGE 3) In loco inspection
Bidders must submit all documents as outlined in Table 7	In this stage the capabilities of the bidder will be assessed. Functionality will be scored out of one hundred (100) points.	Bidders will be evaluated in terms of section 5 of the PPPFA 2000, Preferential Procurement Regulations, 2022.	In-loco inspection will be conducted on shortlisted service providers warehouses / showrooms to verify the requested quality of products.

7.1 STAGE 0 – ADMINISTRATIVE COMPLIANCE

7.1.1 Without limiting the generality of ECDHS's other critical requirements for this Bid, bidders must submit the documents listed in Table 07 below. All documents must be completed and signed by the duly authorised representative of the prospective bidder. During this phase, bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. In case of a Joint Venture/Consortium all parties are expected to submit individual documentation:

Table 7: Administrative compliance

No	Document that must be submitted	Explanatory Information
1	SBD1: Invitation to tender	Complete and sign the supplied proforma document
2	SBD2: Tax clearance certificate	Complete and sign the supplied proforma document
3	SBD4: Declaration of interest	Complete and sign the supplied proforma document
4	SBD6.1: Preference points claim form;	Complete and sign the supplied proforma document
5	SBD6.2: Declaration Certificate for Local Content (ECBD 6.2) and Annexure C (Local Content Declaration: Summary Schedule)	Complete and sign the supplied proforma document
EVALUATION IN TERMS OF THE STIPULATED MINIMUM THRESHOLD FOR LOCAL PRODUCTION 5.1 The declaration made by the bidder in the Declaration Certificate for Local Content (SBD 6.2) and Annexure C (Local Content Declaration: Summary Schedule) will be used for this purpose. 5.2 The Local content (LC) expressed as a percentage of the bid price will be calculated in accordance with the SABS approved technical specification number STAT 1286: 2011 as follows: $LC = [1 - x/y] * 100$ Where x is the imported content in price y is the bid price in Rand excluding value added tax (VAT) 5.3 Price referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of Advertisement of the bid. 5.4 A bid will be disqualified if Declaration Certificate for Local Content (SBD 6.2) and Annexure C (Local Content Declaration: Summary Schedule) are not submitted.		

	5.5 Bids which have not scored the required minimum percentage of 85% for Local Production and content will be disqualified at this stage and only qualifying bids will proceed to the evaluation on functionality price and specific goals.	
6	Bill of quantities and summary & form of offer	Submit full details of the pricing proposal as per Bill of quantities. Blank spaces will be regarded as incomplete. Should the bidder not charge for the service, the bidder must indicate that with a zero (0). Bidders must complete the entire Pricing Schedule
7	Central supplier Database (CSD) registration	Service Providers must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered, prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit CSD printout as proof of registration.

7.2 STAGE 1: FUNCTIONALITY EVALUATION

7.2.1 In this stage the capabilities of the service provider will be assessed. Functionality will be scored out of one hundred **(100) points**.

7.2.2 Bidders should obtain at least **seventy (70) points out of one hundred (100) points** on functionality evaluation to qualify for the Price and specific goals evaluation.

7.2.3 Only bids which have achieved the required minimum points for functionality will proceed to Stage 2 of evaluation. **NB:** Points scored in Stage 1 will not be taken into consideration for the evaluation in Stage 2.

7.2.4 FUNCTIONALITY CRITERIA

Table 8: Functionality criterion

NO	CRITERION	POINTS
1.	PREVIOUS EXPERIENCE IN SIMILAR PROJECTS	60
1.1	Completed a project with a project scope of 75% or more	60
1.2	Completed a project with a project scope of 60 to 74%	50
1.3	Completed a project with a project scope of 51 to 59%	40
1.4	Completed a project with a project scope of 1 to 50%	30
1.5	No completed project	0
4.	FINANCIAL CAPACITY	40
4.1	Access to a financial facility of at least 10% of the Offered Amount	40
4.2	Access to a financial facility of 7 to 9% of the Offered Amount	30
4.3	Access to a financial facility of 5 to 6% of the Offered Amount	20
4.4	Access to a financial facility less than 5% of the Offered Amount	10
4.5	No access to a financial facility	0
TOTAL POINTS		100

7.2.5 DESCRIPTION OF FUNCTIONALITY CRITERIA

7.2.6 PROVEN COMPANY EXPERIENCE in undertaking supply and delivery of office furniture (reference letter/s and either a **appointment Letter/s or Purchase orders** of the same project(s) must be attached) reference letter/s **and** either a appointment Letter/s of the same project(s) **or** Purchase Orders must be attached and if not attached (all the required letters) no points will be allocated.

7.2.7 FINANCIAL CAPACITY: This shall mean access to financial facility to be used as a working capital. This can either be in cash in the bank account of the company or pre-approved credit facility by a Registered Financial Institution or Accredited Material Supplier. Points will be allocated on submission of an original letter from the Bank or Financial Institution confirming Bank balance or approved credit facility confirming amount must be attached, letters/statements must be valid within a three (03) months duration from the date of advert.

7.2.8 NB: Verification will be conducted on submitted documents. Where information provided are found to be fraudulent or there's misrepresentation of information, the Department will eliminate the bidder from further evaluation.

7.3 STAGE 2: PRICE AND SPECIFIC GOALS EVALUATION

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.

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

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

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

Table 9: SPECIFIC GOALS ALLOCATED POINTS IN TERMS 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	

7.3.1 CLAIMING OF PREFERENCE POINTS

7.3.1.1 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.

7.3.1.2 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 the form of a medical certificate. The Medical certificate will only be used for evaluation purposes.

7.3.1.3 Preference points allocated for the 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 the proof in the form of certified ID copies of ownership in line with the Central Supplier Database (CSD) supplier profile that outlines the ownership of the organization.

7.3.1.4 Preference points for Locality may be allocated for the promotion of enterprises located within the Eastern Cape Province and 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 the Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoint 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.

7.3.1.5 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 of confirmation letters from the Department of Military Veterans.

7.3.1.6 In the case of a joint venture/consortium bidders are required to submit a joint venture/consortium agreement that clearly stipulates the shareholding and roles and responsibilities of the Joint venture consortium parties.

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. The 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 the awarding is finalized.

7.4 STAGE 3: INLOCO INSPECTION

In-loco inspection will be conducted on shortlisted service providers warehouses / showrooms to verify the requested quality of products. Failure to meet the quality and product requirement as specified in the terms of reference of the Department will lead to elimination at this stage.

8 SPECIFIC CONDITIONS OF THE CONTRACT

Special Conditions that apply to this contract are as follows:

- 8.1** The Service Provider must deliver precisely as ordered.
- 8.2** The service provider must deliver within fourteen (14) days after issuing of purchase order.
- 8.3** The service provider must deliver the goods together with the invoice.
- 8.4** The Service Provider will furnish the Department of Human Settlements with an invoice upon delivery of goods (along with other required supporting documentation);
- 8.5** The Department reserves the right to cancel the Terms of Reference.
- 8.6** The Department is not obliged to appoint the bidder with the highest points scored.

9 COLLECTION OF BID DOCUMENTS

9.1 Bid document will be available on the Departmental Website (www.ecdhs.gov.za) as from the **24 January 2025**

10 COMPULSORY BRIEFING SESSION

Compulsory briefing session for this bid will be held on the **30 January 2025 at 11H00** at the offices of Human Settlements, Ground floor boardroom, Steve Tshwete Building, 31-33 Phillip Frame Road, Waverley Park, Chiselhurst, East London. Failure to attend the compulsory briefing session will lead to disqualification.

11 DOCUMENTS TO BE SUBMITTED

The following documents **MUST** be submitted with the proposal and failure to submit them may lead to elimination:

- 11.1** Completed Declaration Certificate for Local Content (**SBD 6.2**) and Annexure C (Local Content Declaration: Summary Schedule).
- 11.2** Proof of Tax Compliance with SARS
- 11.3** Joint Venture/Consortium Agreement (where applicable);

12 RETURNABLE SCHEDULES

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

- 12.1** SBD 1: INVITATION TO TENDER.
- 12.2** SBD 2: TAX CLEARANCE CERTIFICATE.
- 12.3** SBD 4: DECLARATION OF INTEREST.
- 12.4** SBD 6.1: PREFERENCE POINTS CLAIM FORM.
- 12.5** SBD 6.2 DECLARATION CERTIFICATE FOR LOCAL CONTENT (**SBD 6.2**) AND ANNEXURE C (LOCAL CONTENT DECLARATION: SUMMARY SCHEDULE
- 12.6** COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) CERTIFICATE.

13 SUBMISSION OF BID PROPOSAL

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.

Faxed or emailed bid proposals will not be accepted.

14 BID VALIDITY

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

15 PROJECT DURATION

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

16 CLOSING DATE

All bid proposals in response to this bid should reach the Department not later than the **17 February 2025 at 11H00**. Bids received after **11H00** will not be accepted or considered.

17 CONTACT DETAILS ON TERMS OF REFERENCE

All **technical enquiries** regarding this bid may be directed to Ms Nelisa Leta: Deputy Director – Asset Management, Department of Human Settlements, Head Office, EAST LONDON

Tel: (043) 711 9570

Email: NelisaL@ecdhs.gov.za

All **Supply Chain Management** related inquiries regarding this bid may be directed to: Mr. Loyiso Dukashe: Assistant Director – Demand Management; Department of Human Settlements, **EAST LONDON**

Tel: (043) 711 9643

Cell: (074) 142 4781

E-mail: LoyisoD@ecdhs.gov.za

SCMU11-24/25-232: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE FURNITURE FOR THE DEPARTMENT OF HUMAN SETTLEMENTS

RECOMMENDED/NOT ~~RECOMMENDED~~



MS N. LETA

DEPUTY DIRECTOR: ASSET MANAGEMENT

21/01/2025

DATE

RECOMMENDED/NOT ~~RECOMMENDED~~



MS N KWAYIMANI

CHAIRPERSON: BID SPECIFICATION COMMITTEE

21/01/2025

DATE

APPROVED/NOT ~~APPROVED~~



MR. EDQ VENN

ACTING HEAD OF DEPARTMENT

22/01/25

DATE

18 FINAL SUMMARY

Table 10: FINAL SUMMARY & FORM OF OFFER

FINAL SUMMARY & FORM OF OFFER						
APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE FURNITURE FOR THE DEPARTMENT OF HUMAN SETTLEMENTS						
NO	DESCRIPTION	DIMENSIONS / FEATURES	COLOUR	QTY	UNIT PRICE	TOTAL
1.	Executive desk with Pedenza	• 1,800 x 750 mm with 3 drawer - unit • Accessories cable management hole	Imbuia	3		
2.	V-line Workstations with lockable pedestals & 2 shelves	• Top size – 1350mm x 1350mm • Pedestal features – 2 x CPU box with cable management hole and hinged door • Pedestal box with storage space and hinged door • Worktops, 32mm thick laminate finish – Mahogany • Modesty panel – perforated silver Supawood • Profile – Ergosoft 32mm PVC edging • Flat high impact 2mm PVC edging • Accessories – cable management hole	Mahogany	158		
3.	Hinged door cupboard with 4 shelves and 2 lockable doors	• 2 Door lockable cabinet • with shelves • 1500h 900w x 450d • Lockable • Full 16mm thick back • Panel	Mahogany	81		
4.	Round conference table with a diameter of 1.2m	• 1.2 m diameter	Imbuia	2		
5.	Executive High Back, Swivel and Tilt Chair – in genuine leather (Strictly no PU or bonded leather)	• Swivel & Tilt Mechanism • Gas Height Adjustment • Standard Full Loop Arm • High density foam • Tension Adjustment	Black leather	43		

FINAL SUMMARY & FORM OF OFFER

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE FURNITURE FOR THE DEPARTMENT OF HUMAN SETTLEMENTS

NO	DESCRIPTION	DIMENSIONS / FEATURES	COLOUR	QTY	UNIT PRICE	TOTAL
		Standard with 54mm Diameter Black Nylon, 5 star base				
6.	Medium Back, swivel and Tilt chair	- High density foam - Standard swivel & Tilt mechanism - Patented lumbar support - Gas height adjustment - Polyurethane curved armrest - Reinforced centre rib 5 Star nylon base - ISO 9001 Design & manufacturing - ISO 18001 Health & safety - ISO 14001 Environmental management - EN 1335-2 Product safety & testing - BS 3004 Ergonomic principles	Black fabric	111		
7.	Steel Open Braced Shelving	2215H x 914W x 381D 5 Shelves to the height - Grey powder coated finish - With side and back braces assembled	Grey	32		

FINAL SUMMARY & FORM OF OFFER**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE FURNITURE FOR THE DEPARTMENT OF HUMAN SETTLEMENTS**

NO	DESCRIPTION	DIMENSIONS / FEATURES	COLOUR	QTY	UNIT PRICE	TOTAL
8.	Executive Oval 20-seater boardroom table	• 6400w 1400d 732h • Black supawood inlay table centre • Modesty panel • 32mm Thick solid wood profile on top – ribbed profile • 32mm Thick panel legs • Rosewood veneer finish	Imbuia	1		
9	High Back Chair (Fabric)	• Swivel & tilt action • Gas height adjustment • Forward knee tilt mechanism • Full shell • Chrome elliptical tube with PU arm caps • 5 Star polished aluminium base	Black	4		
10.	Couches	• 2 x 2-seater settee • 1 x 1-seater settee	Will advise awarded bidder	3		
11.	Coffee Table	• Glass coffee table	Will advise awarded bidder	1		
12	Delivery of all Head office designated office furniture	• Head Office: Steve Tshwete Building, 31-33 Phillip Frame Road, Waverley Park, Chiselhurst, East London	N/a	1		
13	Delivery of all Amathole and BCM designated office furniture	• Amathole & BCM: Justice Building, 1st Floor, 31-33 Phillip Frame Road, Chiselhurst East London	N/a	1		
14	Delivery of all Chris Hani designated office furniture	• ECDHS Chris Hani regional office, Komani Hospital Complex, Cathcart Road, Queenstown.	N/a	1		
Total (Sum of totals = 1+2+3+4+5+6+7+8+9+10+11+12+13+14)						

SIGNED BY/ON BEHALF OF THE BIDDER

NAME

SIGNATURE

DATE

COMPANY STAMP

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EASTERN CAPE DEPARTMENT OF HUMAN SETTLEMENTS							
BID NUMBER: SCMU11-24/25-232		CLOSING DATE: 17 February 2025		CLOSING TIME: 11: 00			
DESCRIPTION		SCMU11-24/25-232: Appointment of a service provider to supply and deliver office furniture for the department of human settlements					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
DEPARTMENT OF HMAN SETTLEMENTS							
31-33 PHILLIP FRAME ROAD, STEVE TSHWETE BUILDING, GROUND FLOOR							
WAVERLY PARK							
EAST LONDON							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON		MR. L DUKASHE		CONTACT PERSON		MS. N LETA	
TELEPHONE NUMBER		082 838 3208		TELEPHONE NUMBER		071 487 9191	
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS		LoyisoD@ecdhs.gov.za		E-MAIL ADDRESS		NelisaL@ecdhs.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	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?						☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?						☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

PART B **TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

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.



TAX CLEARANCE

TCC 001

Application for a Tax Clearance Certificate**Purpose**Select the applicable optionTenders ☐ Good standing ☐

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

Particulars of applicant

Name/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	7					
VAT registration no	4				SDL ref no	L					
Customs code					UIF ref no	U					
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 of 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 to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

--
 Signature of representative/agent Date
 Name of representative/agent

Declaration

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

--
 Signature of applicant/Public Officer Date
 Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - 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 ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- 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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the

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.

contract.

- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT 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**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) Either 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	
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$			

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:

80/20

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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)
Woman owned Organization	8	
Youth	4	
People with Disability	2	
Locality:EC	5	
Military Veterans	1	
TOTAL	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:	
	
	
	

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrial development/ip.jsp> at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.
The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017

promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annex C

Local Content Declaration - Summary Schedule

(C1) Tender No.
(C2) Tender description:
(C3) Designated product(s)
(C4) Tender Authority:
(C5) Tendering Entity name:
(C6) Tender Exchange Rate:
(C7) Specified local content %

SCMU11-24/25-232
APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE FURNITURE FOR THE DEPAI
OFFICE FURNITURE
DEPARTMENT OF HUMAN SETTLEMENTS

Pula

EU

GBP

Note: VAT to be excluded from all calculations

Calculation of local content				Tender summary		
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value - net of exempted imported content	Imported value	Local value
						Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)
1						(C15)
2						
3						
4						
5						
				(C20) Total tender value	(C21) Total Exempt imported content	(C22) Total Tender value net of exempt imported content
					R 0	R 0
					(C23) Total Imported content	(C24) Total local content
						R 0
					(C25) Average local content % of tender	R 0

Signature of tenderer from Annex B

Date: