



FREE STATE DEVELOPMENT CORPORATION

REQUEST FOR TENDER

**PROVISIONING OF SECURITY SERVICES AT MANGAUNG METROPOLITAN, SURROUNDING
TOWNS AND THABO MOFUTSANYANA DISTRICTS.**

BID NUMBER: FDC BID NO. 004/2018

COMPULSORY BRIEFING SESSION: 02 MARCH 2018 AT 11:00

CLOSING DATE: FRIDAY, 16 MARCH 2018 AT 12:00

PREPARED BY:

FREE STATE DEVELOPMENT CORPORATION

33 KELLNER STREET

WESTDENE

BLOEMFONTEIN

9301

TECHNICAL CONTACT PERSON: EDGAR KGAILE

SUPPLY CHAIN MANAGEMENT CONTACT PERSON: NTOMBI MTIMKULU

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FREE STATE DEVELOPMENT CORPORATION					
BID NUMBER:	BID NO. 004/2018	CLOSING DATE:	16 MARCH 2018	CLOSING TIME:	12:00
DESCRIPTION	PROVISION OF SECURITY SERVICES AT MANGAUNG METROPOLITAN, SURROUNDING TOWNS AND THABO MOFUTSANYANA DISTRICTS.				
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 (STREET ADDRESS)

FDC HOUSE, 33 KELLNER STREET, WESTDENE, BLOEMFONTEIN, 9301

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]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			

CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	<input type="checkbox"/>	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]

1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
1.1.1.3 SIGNATURE OF BIDDER	1.1.1.4 DATE	
1.1.1.5 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
1.1.1.6 TOTAL NUMBER OF ITEMS OFFERED		1.1.1.7 TOTAL BID PRICE (ALL INCLUSIVE)	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	FREE STATE DEVELOPMENT CORPORATION	CONTACT PERSON	EDGAR KGAILE
CONTACT PERSON	NTOMBI MTIMKULU	TELEPHONE NUMBER	051 400 0800
TELEPHONE NUMBER	051 400 0800	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	edgar@fdc.co.za
E-MAIL ADDRESS	scmqueries@fdc.co.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)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> 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.

SPECIFICATION DETAILS

SECTION 1: TECHNICAL REQUIREMENTS SPECIFICATION

1. Background

The Free State Development Corporation seeks to appoint a reputable security company to provide security services to all districts.

2. Scope of Work

2.1 SCOPE OF SERVICES

2.2 Protect the personnel and property

2.3 Responding to any emergency at FDC properties

2.4 Ensure security of properties and assets of FDC

2.5 Control the parking area and guide visitors and clients effectively and efficiently to the desired location within the FDC premises.

2.6 Verification of incoming visitors

2.7 Patrol the buildings during the day and night to ensure safety and security of FDC assets.

2.8 Man the reception area during and after hours.

2.9 Provide armed response for emergency situations.

2.10 Monitoring of CCTV Cameras

3. DURATION

The service is expected to be for a period of three years.

SECTION:2

CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

1. Proprietary Information:

Free State Development Corporation (FDC) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to FDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish or advertise this specification or related information to any third party without the prior written consent of FDC.

2. Enquiries

All communication and attempts to solicit information of any kind relative to this Tender should be channeled to:

2.1 Contact person (all technical questions should be in writing)

Name: Mr. Edgar Kgaile

Telephone Number: 051 400 0800

Email address: edgar@fdc.co.za

Name: Ms. Ntombi Mtimkulu

Telephone Number: 051 400 0800

Email address: scmqueiries@fdc.co.za

3. All the documentation submitted in response to this tender must be in English.

4. Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by FDC regarding anything arising from the fact that pages are missing or duplicated.

5. Validity Period

Responses to this tender received from vendors will be valid for a period of 90 days counted from the closing date of the tender.

6. Supplier Performance Management

Supplier Performance Management is viewed by the FDC as critical component in ensuring value for money acquisition and good supplier relations between the FDC and all its suppliers. The successful bidder shall upon receipt of written notification of an award, be required to concluded a Service Level Agreement (SLA) with the FDC, which will form an integral part of the service agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value to FDC's business.

7. TENDER SPECIFICATION

7.1 Tenders should be submitted in a sealed envelope endorsed, "**TENDER: Provisioning of Security Services**". The sealed envelope must be placed in the tender box at the Main Reception area of the FDC Building, 33 Kellner Street, Westdene, Bloemfontein by no later than 12:00 noon

7.2 The closing date, company name and the return address must also be endorsed on the envelope.

7.3 If a courier is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.

7.4 No tender received by telegram, telefax, email facsimile or similar medium will be considered.

7.5 Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered.

7.6 Amended tenders may be sent in an envelope marked "Amendment to tender" and should be placed in the tender box before the closing time.

7.7 The tenderer is responsible for all the cost that they shall incur related to the preparation and submission of the tender document.

7.8 Please initial each page on the tender document.

7.9 A list of all references and referral letters (minimum of 3) must be included in the tender document.

8. PRE-QUALIFICATION CRITERIA

8.1 In order for the bidder documents to be evaluated, the following criteria must be adhered to. The bidder must comply with all these requirements to be evaluated further.

A. Company PSIRA registration.

B. Security Personnel's PSIRA registration

- C. Control room in place (attach proof of address)
- D. Roadworthy vehicles. (proof of ownership or lease agreement)
- E. Valid Tax Clearance Certificate
- F. Workman's Compensation (Certificate from Department of Labour)
- G. BBBEE verification certificate issued by a SANAS accredited Agency.
- H. Public Liability Insurance at least R3 million (Attach proof)
- I. List of available security equipment e.g. radios and cellphones, vehicles, torch, handcuff's and baton etc.
- J. CIPC registration

8.2 Kindly note that the FDC is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments in good time.

8.3 The FDC reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to the FDC.

8.4 The FDC also reserves the right to award this tender to a purely empowerment company or may award this tender on condition that a joint venture with an empowerment company is formed. This will be added to the criteria when evaluating the tenders.

8.5 The FDC also reserves the right to award this tender as a whole or in part without furnishing reasons.

8.6 The tenderer hereby offers to render all or any of the services described in the attached documents to the FDC on the terms and conditions and in accordance with the specifications stipulated in this Tender document (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).

8.7 Tenders submitted by Companies must be signed by a person or persons duly authorized hereto by a resolution of a Board of Directors, a copy of which a resolution of a Board of Directors, duly certified be submitted with the Tender.

8.8 The Bidder hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by the FDC during the validity period indicated and calculated from the closing hour and date of the Tender; this Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.

8.9 The tenderer furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response documents and that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and the rate(s) cover all his /her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

8.10 The tenderer hereby accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfillment of this contract.

Name of your company (in Block letters)	
Signature(s) of the Tenderer of assignee(s)	Date
Name of person signing (in block letters)	
Capacity	
Are you duly authorized to? sign this Tender?	
Company Registration number	
VAT Registration Number	
Postal address (in block Letters)	
Physical address (in block Letters)	
Domicilliumcitandi et executandi in the RSA (full street address) (in block letters)	
Contact person: _____	
Telephone Number: _____ Fax Number: _____	
Cell phone Number: _____	
e-mail: _____	

9. EVALUATION CRITERIA

Tenders shall be evaluated in terms of the following parameters:

9.1 Functionality

Bids will be evaluated in accordance with the following technical criteria:

ELEMENT	
<ul style="list-style-type: none">• More than 2 years' relevant experience (attach proof reference letters)• More than 5 years' relevant experience (attach proof reference letters)	25 30
Skills of the key resources to be used for this project as follows: <ul style="list-style-type: none">• Proof of ownership of at least 5 vehicles 5 – 15 points 4 – 12 points 3 – 9 points 2 – 6 points 1 – 3 points 0 - points• Proof of current equipped Control Room. (Lease agreement)• Proof of Fire Arms licenses for grade C guards 5- 15 points 4- 12 points 3- 9 points 2- 6 points 1- 3 points 0- 0 points	15 15 15
TOTAL	100

Note: The minimum qualifying score for functionality is 60%. All tenders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BBEE.

9.2 Preference Point System

All tenders that will achieve the minimum qualifying score will be evaluated further in terms of the preference point system as follows:

	POINTS
Price	90
BEE	10
TOTAL	100 points

SECTION 3:

1. Please indicate your Total Bid Price here: R..... (Compulsory)

2. NOTE: ALL Prices must be VAT inclusive and must be quoted in South African Rand.

3. SECURITY NEEDS FOR FDC: MANGAUNG METROPOLITAN, SURROUNDING TOWNS AND THABO MOFUTSANYANE DISTRICT.

4.1. BLOEMFONTEIN

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
FDC HEAD OFFICE 33 KELLNER	2	1	D
36 AVENUE	1	1	D
HARLEVY HOUSE	1	2	D
PATROLLING VEHICLE	1	1	
SUPERVISOR	1	1	C

4.2. BOTSHABELO

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
FDC OFFICE	1	1	D
MAIN GATE 1	2	2	D
MAIN GATE 2 STD BANK	2	2	D
MAIN GATE 3 CLINIC	2	2	D
PATROLLERS	2	2	D
SMALL PARK 158	0	1	D

SMALL PARK K1479	0	1	D
SMALL PARK D1260	0	1	D
SMALL PARK W571	0	1	D
C2007&C2009	0	1	D
SUPERVISOR	1	1	C
PATROLLING VEHICLE	1	1	

4.3. THABA NCHU

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
FDC OFFICE	1	1	D
FDC INDUSTRIAL	2	2	D
RATLOU COMPLEX	2	2	D
SUPERVISOR	1	1	C
PATROLLING VEHICLE	1	1	
FLATS 1-36	1	1	D
FLATS 37-60	1	1	D

4.4. LEJWELEPUTSWA DISTRICT (WELKOM)

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
WELKOM FDC OFFICE	1	1	D
LAS VEGAS	1	1	D

4.5 XHARIEP DISTRICT

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
TROMPSBURG	1	1	D

4.6. THABO MOFUTSANYANA DISTRICT/ HARRISMITH

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
FRAME BUILDING	2	2	D
TSHIAME A SHOPPING COMPLEX	1	1	D
TSHIAME B SHOPPING COMPLEX	1	1	D
INDUSTRIAL 44 BETHLEHEM	1	1	D
SUPERVISOR ARMED (PATROL VEHICLE)	1	1	C

4.7. PHUTHADITJHABA- HOUSING

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
HOUSE No. 45L (BLUEGUMBUSCH)	0	1	D
VUMISA FLATS	1	1	D
BOITUMELO FLATS	1	1	D
DUPLEX 74/75 DIE BULT	1	1	D
HOUSE No.1049 BERUIT (TEMP)	1	1	D
VINK AVENUE FLATS HARRISMITH	1	1	D
SUPERVISOR ARMED (PATROL VEHICLE)	1	1	C

4.8. PHUTHADITJHABA-COMMERCIAL SITES

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
NALEDI MALL	2	3	D
LC MOTA/TSHESENG COMPLEX	1	1	D
MIDTOWN COMPLEX	1	2	D
MAKENENG COMPLEX	1	1	D
CHARLES MOPELI COMPLEX	1	2	D
TSEKI COMPLEX	1	1	D
TSEKI RATANANG COMPLEX	1	1	D
LETHO/MONONTSHA COMPLEX	1	1	D
MATSIKENG BEE HIVES	1	1	D
QHOLAQHWE LUSAKA COMPLEX	1	1	D
BOLATA SHOPPING COMPLEX	1	2	D
FDC TRAINING CENTRE	1	1	D
MAKWANE SHOPPING COMPLEX	1	1	D
MINI CENTRE	1	1	D
HA JIM(KUDUMANE)	1	1	D
CONSULTANCY BUILDING	1	1	D

FDC CLUBVIEW OFFICE	2	2	D
SUPERVISOR ARMED (PATROL VEHICLE)	1	1	D

4.9 PHUTHADITJHABA – INDUSTRIAL SITES

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
MOHLODING BEE-HIVE	2	2	D
SITE 45	1	1	D
SITE 36/37	1	1	D
SITE 6/2	1	1	D
MOROPOTSANE COMPLEX	1	1	D
SITE 5/1&2	1	1	D
SITE 64(Industrial Park)	1	1	D
SITE 96/75	1	1	D
SITE 95/74	1	1	D
SITE 107	1	1	D
SITE 50/73	1	1	D
SITE 52	2	2	D
SITE 65	1	1	D
SITE 108	1	1	D
PEDESTRIAN GATES	9	0	D
SUPERVISOR ARMED (PATROL VEHICLE)	1	1	C
INDUSTRIAL AREA 1			
GATE 1	1	2	D
GATE 2	1	2	D
GATE 3	1	2	D
INDUSTRIAL AREA 2			
GATE 4	1	2	D
GATE 5	1	2	D
GATE 6	1	2	D
INDUSTRIAL AREA GATE 1,2&3 (INDUSTRIAL PATROLING)	3	3	D
CCTV Control room	3	3	D

4.10 FEZILE DABI

LOCATION	DAY SHIFT	NIGHT SHIFT	GRADING
FDC SASOLBURG OFFICE	1	1	D
RENT-A-DESK OFFICE PARYS	1	1	D

5. COSTING MODEL

5.1 GUARD COSTS

Please provide details and breakdown;

Resources	Hourly Rate	Monthly Rate
Grade C (Supervisor)		
Grade D		

5.2 Patrol vehicle cost R.....

6. Temporary Guard Costs

Security guard grade	Monthly rate	Rate per hour	Weekend & holiday rate
Grade D			

Price Declaration Form

Dear Sir

Having read through and examined the Bid Document, we offer to provide security services to FDC for an amount of:

R (INCLUDING VAT)

In Words

.....

We confirm that FDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by FDC.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

SIGNED ----- DATE-----

Print name of signatory -----

Designation -----

FOR AND ON BEHALF OF: COMPANY NAME -----

Tel No -----

Fax No -----

Cell No -----

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between

any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

- Pt = Price of bid under consideration
Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted **30 %**
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by: **EME** **QSE**

√ √

Black people

Black people who are youth

Black people who are women

Black people with disabilities

Black people living in rural or underdeveloped areas or townships

Cooperative owned by black people

Black people who are military veterans

OR

Any EME

Any QSE

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation

- Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

SBD 7.2

2 CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

3 PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, *viz*
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and

rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

- 4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
- 5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

4 PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

4.1 DESCRIPTION OF 4.2 SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

A large empty rectangular box intended for an official stamp or seal.

WITNESSES

1

~

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
------	----------	-----	----

4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;

- (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Tender Document and terms of reference, we offer to provide the services for:

R.....(Including VAT)

In words

.....(Including VAT)

We confirm that this price covers all activities associated with the project. We confirm that FDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the FDC.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this document.

We hereby undertake for the period during which this proposal remains open for acceptance not to divulge to any persons, other than the persons to whom the proposal is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this proposal.

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF OF: COMPANY NAME _____
Tel No _____
Fax No _____
Cell No _____

