



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Beacon Hill Office Park - Corner of Hargreaves Road and Hockley Close - Private Bag X0039 - Bisho - 5605 - REPUBLIC OF SOUTH AFRICA  
Tel: +27 (0)43 605 5322 - Email address: Veliswa.matha@ecdsd.gov.za

**ADVERTISEMENT**  
**RFQ: 23/24 - 0086**

**APPOINTMENT OF A SERVICE PROVIDER FOR PURCHASING A SERVICE TO REPLACE THE UNINTERRUPTED POWER SUPPLY (UPS) FOR CONTINUITY OF ELECTRONIC SECURITY SYSTEMS AT ENKUSELWENI CHILD AND YOUTH CARE CENTER, GQEBERHA**

**Issued by:**

Province of the Eastern Cape  
Department of Social Development

**Contact Person:**

Mr J. van Vuuren  
Tel: 079 791 2454 (Specification)

Ms V. Matha / Mr M. Vukubi  
Tel: 064 608 2853 / 082 779 9347 (Document)

Private Bag X0039  
Bisho  
5605

Name of Company/Bidder: \_\_\_\_\_

CSD/Supplier Number: MAAA \_\_\_\_\_

Company/Bidder's Tel/Cell: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

**QUOTATIONS MUST BE SUBMITTED BY 11H00 ON 27 FEBRUARY 2024 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT 7 ALBERTINAH SISULU HOUSE, BEATRICE STREET, KING WILLIAMS TOWN**

**Closing Date: 27 FERUARY 2024**

**Closing Time: 11H00**

RFQ-23/24 - 0086

*Building a Caring Society Together*

1



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Albertina Sisulu House – Beatrice Street, Qonce – Private Bag X0039 – Bhisho – 5605 – REPUBLIC OF SOUTH AFRICA  
Tel: +27 (0)43 605 5500 - Cell: +27 (0)72 791 2454 - Email address: [Jacques.vanvuuren@ecdsd.gov.za](mailto:Jacques.vanvuuren@ecdsd.gov.za) – Website: [www.ecdsd.gov.za](http://www.ecdsd.gov.za)

---

## **SPECIFICATION FOR PURCHASING A SERVICE TO REPLACE THE UNINTERRUPTED POWER SUPPLY (UPS) FOR CONTINUITY OF ELECTRONIC SECURITY SYSTEMS AT ENKUSELWENI CHILD AND YOUTH CARE CENTER, GQEBERHA**

### **1. BACKGROUND**

- 1.1. The Department is mandated to provide residential care for children in terms of the Children's Act No. 38 of 2005. The Department therefore established a residential facility namely Enkuselweni Child and Youth Care Centre situated in Gqeberha in the Nelson Mandela Metropolitan District for children who have come into conflict with law and serving their sentences. The Department is always required to create a secure environment at this institution to protect the staff and service users against the threat of harm and unauthorized entry/exit and to secure all assets of Government and visitors.
- 1.2. Norms and standards that has been published for treatment centers by the National Department of Social Development indicates a medium level of security to be implemented at these centers. The holistic security environment consists of deployment of both security officers as well as security systems to complement each other to establish the required level of security.
- 1.3. Continues power failures and load shedding impact negatively on the continuity of the electronic security systems as the existing uninterrupted power supply system has been negatively affected and became unserviceable as result thereof. To ensure continuity of services it is necessary to replace the current system by upgrading the system to ensure that all affected equipment is provided with uninterrupted power supply to ensure effective operations of the system. The Department of Social Development therefore calls for upgrading of the current uninterrupted power supply system for electronic security systems at the Enkuselweni Child and Youth Care Center situated in Gqeberha, Eastern Cape.

### **2. SCOPE OF WORK:**

The successful bidder is expected to render the following services as per specification:

- 2.1. Supply, installation and commissioning system interface, set-up, calibration and OEM guarantee of 1000va inverter with sufficient battery standby for at least 4 hours.
- 2.2. Test and restore current systems and provide test results.
- 2.3. Provide a lay-out plan / mapping of the installed infrastructure and ensure effective labelling of all equipment from one end to another.
- 2.4. Disassemble and removal of the existing outdated UPS equipment, for the Departments disposal.
- 2.5. Travelling, labour and accommodation to be included, if applicable.
- 2.6. Lithium batteries are to be used with a minimum of 6000 cycles.

2.7. The successful service provider must be able to complete the entire project by 20 March 2024.

### 3. DELIVERABLES

The appointed Service Provider will be required to deliver as follows:

#### A. Requirements for inverter installation:

- a. Two (2) 12vdc 20amp charger, compatible with Lead Acid, GEL and Lithium batteries
- b. Two (2) Lithium Iron Phosphate (LiFePO4) Battery, 12.8V, 100ah, 1280Wh. - 6000 Cycles @ 80% DOD - Grade A1 FIRST LIFE Lithium Cells
- c. Electrical Hardware for batteries
- d. Plastic housing for hardware

#### B. General

- a. Labour – Hours and rate per hour
- b. Travel – Km and rate per km
- c. Accommodation.

### 4. BRAND NAMES

4.1 Wherever a brand name is specified in this bid/quotation document (i.e. in the specifications, pricing schedule or bill of quantities or anywhere in this document), the department's requirement is not limited to the specified brand name but requires an item similar/equivalent or better than specified.

### 5. CONTINGENCIES

5.1 A provisional amount has been provided in this tender document for contingencies. Utilizing contingencies must be approved in advance by the Department and the rates of the relevant contractor as per the tender document will apply, unless otherwise approved, in writing by the delegated authority. The contingency amount will only be utilized for challenges which could not have been detected during evaluation visible to the eye and which could not have been anticipated and is outside the control of the Department.

### 6. OBLIGATIONS

6.1 The Department will provide the following for the period of this contract:

- 6.1.1 Access to all required spaces/areas.
- 6.1.2 Space on the existing server cabinet for the installation of any rack mounted systems.
- 6.1.3 Electricity during the period of installation.
- 6.1.4 Provide space for the installation of all equipment.

6.2 The appointed service provider shall:

- 6.2.1 Safely remove existing UPS cabinets from the server room for disposal by the Department.
- 6.2.2 Finalize the installations within the time period provided.

## **7. BRIEFING SESSION**

- 7.1 The Department will conduct a compulsory briefing session to enable all interested service providers to evaluate the scope of work and services to be rendered to assist in the submission of a competitive bid. The compulsory briefing session date and time are indicated in the advertisement.

## **8. PRICING**

- 8.1 Bidders must submit quotations which include all the costs for the completion of the service.
- 8.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1,000,000.00 (excluding VAT) in a 12-month period to register for VAT.
- 8.3 Bidders must ensure that there are no errors in the prices quoted. Should an error be discovered after the award, the following will apply:
  - 8.3.1 If the correct price is higher than the quoted price, the department will only pay the quoted price and the obligation of the bidder will remain unchanged.
  - 8.3.2 If the correct price is lower than the quoted price, the department will only pay the correct price and bidder's obligations will remain unchanged.

## **9. PAYMENT**

- 9.1 The successful bidder will bill the Department after services have been rendered in phases of execution. Phase one will entail the supply installation of new system, inclusive of training and documentation and removal of the old system surrendered to the Department for disposal. Phase two will entail quarterly maintenance performed.
- 9.2 Payment will be made within 30 days of submission of a properly competed invoice and a report detailing the services and maintenance performed. The awarded company will have to provide proof of services rendered (e.g. job card)

## **10. SPECIAL CONDITIONS:**

- 10.1 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD. Bidders must attach confirmation of Bank details.
- 10.2 Bidders must attach declaration of interest.
- 10.3 Bidders must have an active registration with Private Security Industry Regulatory Authority (PSIRA) and need to submit a copy of their PSIRA Registration Certificate with the bid. PSIRA registration certificate must be valid until the closing date of the bid.
- 10.4 Directors of the companies must be actively registered with PSIRA with Grade A or B Certificate. Copies must be submitted with the Bid Document.
- 10.5 CV of at least one (1) Technician must be accompanied with a valid PSIRA registration certificate. Failure to submit the CV with the bid will automatically eliminate the bid for further consideration. PSIRA certificate must be provided to confirm registration on the PSIRA application.
- 10.6 Services must be rendered within a period not exceeding 15 March 2023. Failure to deliver within the stipulated time frame will result to the cancellation of the contract.

- 10.7 Provide a minimum of Two reference for previous installation conducted with client satisfaction as per annexure B.
- 10.8 Provision of Bill of Quantities (BOQ) with the submission of the bid.
- 10.9 Attendance of compulsory briefing session.



**Mr. Jari Vuuren**  
**Deputy Director: Security Management**  
2024-01-30

## 11. Evaluation Criteria:

### The following are pre-qualification criteria:

- 11.1 Copy of signed agreement in the case of a Joint Venture / Consortium clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 14.1;
- 11.2 Completed and signed ECBD4.
- 11.3 Completed Annexure A, B and C.
- 11.4 Bidders must have an active registration with Private Security Industry Regulatory Authority (PSIRA) and need to submit a copy of their PSIRA Registration Certificate with the bid. PSIRA registration certificate must be valid until the closing date of the bid.
- 11.5 Directors of the companies must be actively registered with PSIRA with Grade A or B Certificate. Copies must be submitted with the Bid Document.
- 11.6 CV of at least one (1) Technician must be accompanied with a valid PSIRA registration certificate. Failure to submit with the bid will automatically eliminate the bid for further consideration.
- 11.7 Provide minimum of Two (2) contactable references on similar work done as per Annexure B.
- 11.8 Compulsory attendance of briefing session.

**N.B: Failure to fully comply with the pre-qualification criteria to the satisfaction of the department may lead to the automatic disqualification of Request for Quotation (RFQ).**

Quotation will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Quotations will be evaluated on price and specific goals. Service Providers are required to submit together with their quotations original and valid B-BBEE status level verification certificates or certified copies thereof to substantiate their B-BBEE rating claims. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification. Service Providers who do not submit valid B-BBEE status level verification certificates will not qualify for preference points.

### Matrix for evaluation

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
▪ Gender	7
▪ Race	5
▪ Disability	4
▪ The promotion of enterprises located in the Eastern Cape Province for work to be done or services to be rendered in the Eastern Cape Province.	4
<b>TOTAL POINTS FOR PRICE &amp; B-BBEE</b>	<b>20</b>

- *In order to obtain preference points for specific goals, bidders must complete ECBD 6.1.*
- *Locality will be confirmed as follows:*
  - a. *The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.*

- b. *If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points.*
  - c. *A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the invitation to bid was published.*
  - d. *Copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.*
  - e. *In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 30% interests in the JV,*
- *In order to be awarded points for disability, a medical report confirming permanent disability must be submitted together with this bid.*

## **12. Bid Policies, procedures, Terms and Conditions**

In addition to those stipulated in any other sections of the bid documents, bidders must be especially aware of the following terms and conditions:

- 12.1 Bidders must ensure that B-BBEE Status Level Verification Certificates have been issued by verification agencies accredited by the South African National Accreditation System (SANAS) or registered auditors approved by the Independent Regulatory Board of Auditors.
- 12.2 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website. [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.
- 12.3 The Department may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents or to call for any additional documents or to make presentation to it.
- 12.4 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 12.5 The Department will not award a contract to a bidder whose TAX affairs are not in order.
- 12.6 No bids will be considered if submitted after the closing time.
- 12.7 The Department may, if necessary, negotiate a market related price in line with the Preferential Procurement Regulations 2017.
- 12.8 This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.
- 12.9 Acceptance of this tender is subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET. Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require (full completion and submission of company questionnaire post award - annexure C).

### 13. CONSORTIUM /JOINT VENTURE

It is recognized that bidders may wish to form consortia to provide the Services.

A bid, in response to this invitation to bid, by a consortium must comply with the following requirements:

- 13.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium.
- 13.2 All parties must be registered on CSD.
- 13.3 A Consortium or Joint venture must obtain and submit a consolidate B-BBEE Status Level Verification Certificate together with the bid.

### 14. DISCLAIMER

- 14.1 Whilst all due care has been taken in connection with the preparation of this Bid, the Department makes no representations or warranties that the content in this Bid or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 14.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the Bid or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any)



\_\_\_\_\_  
DIRECTOR: DEMAND: SCM

\_\_\_\_\_  
08/02/24  
DATE



**ANNEXURE A – PRICING SCHEDULE  
FIRM PRICING**

Item	Description	Qty	Material Total	Labour Rate P/H	Total Hours	Travel Rate	Total Km's	Combined Total
A	Requirements for inverter installation:	1	R.....	R.....		R.....		R.....
Accommodation (if required)								
<b>SUB TOTAL 1</b>			R.....	R.....		R.....		R.....
<b>ADD 5% CONTINGENCY</b>								
<b>SUB TOTAL 2 (Subtotal 1 + Contingency)</b>			R.....	R.....		R.....		R.....
<b>VAT at 15% (if Applicable)</b>			R.....	R.....		R.....		R.....
<b>GRAND TOTAL (Subtotal 2 + VAT (if applicable))</b>			R.....	R.....		R.....		R.....

**NB: The Department does NOT pay VAT to service providers that are not registered with SARS as VAT Vendors.**

VAT NUMBER REGISTRATION (if applicable) .....

SUPPLIER NAME : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

**ANNEXURE B:**

**List of References:**

<b>Name</b>	<b>Location</b>	<b>Value</b>	<b>Start</b>	<b>End</b>	<b>Contact No.</b>	<b>Contact Person</b>

**Bidder's name** \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**ANNEXURE C (CONFIDENTIAL WHEN COMPLETED)**  
**(POST AWARD SUBMISSION BY SUCCESSFUL BIDDER WITHIN 7 DAYS)**  
**QUESTIONNAIRE: SERVICE PROVIDER/COMPANY**

*Please note that failure to provide the requested information would result in the disqualification of the Service Provider /Company from the Security Screening process.*

**Registered name of Company/Service Provider:**

--

**Trading name**

--

**Details of Company/Service Provider:**

Postal Address:
Physical Address:
Web Address:
Company / CC Registration No:
UIF no:
Workman's Compensation no:
PSIRA no: <b>(Attach copy of certificate)</b>
VAT no:
Tax (SARS) no: <b>(Attach copy of certificate)</b>
PAYE Reg. no.

**List of Directors:**

**Attach: fingerprints form, Fingerprints consent form and a copy of ID (certified)**

Director Full names:	Gender	ID No.

**Previous convictions /Summons /Judgement /Adverse/Collections**

Nature	Year	Outcome

**List of employees that would render the service:**

Full names:	Gender	ID No:

**Previous convictions /Summons /Judgement /Adverse/Collections**

Nature	Year	Outcome

**Contracts previously awarded to Company/Service Provider:**

Department:	Description:	Place:	Year:

**Contact Persons at Company/Service Provider;**

Name and Surname:	
Tel no:	
Cell no:	
E-Mail Address:	
Fax no:	

Name and Surname:	
Tel no:	
Cell no:	
E-Mail Address:	
Fax no:	

**References/Contacts/acquaintances within the Department:**

Names:	Position:	Relationship:



## state security

---

State Security Agency  
REPUBLIC OF SOUTH AFRICA

I, .....

The undersigned, with identity number .....

And residing at .....

Hereby give permission for my fingerprints to be taken by an authorized employee of the National Intelligence Agency or the South African Police Service.

Furthermore I grant permission for my fingerprints to be sent to the criminal record centre of the South African Police Service to obtain information concerning my criminal background, history, previous convictions and/or any other relevant information that may be provided by the criminal record centre on form SAP69, for personnel purposes exclusively.

SIGNED AT

ON

200

.....  
SIGNATURE

WITNESSES

1. ....

2. ....

**FINGERPRINTS FOR SECURITY CLEARANCE**

IDENTITY NO.															MALE		FEMALE	
SURNAME					FULL FIRST NAMES													
RACE			DATE OF BIRTH			COUNTRY AND PLACE OF BIRTH												
THUMB		FOREFINGER			MIDDLE FINGER			RING FINGER		LITTLE FINGER			<b>RIGHT HAND</b>					
1		2			3			4										
6		7			8			9					<b>LEFT HAND</b>					
<b>LEFT HAND</b>							<b>RIGHT HAND</b>											
Plain impressions of the our fingers taken simultaneously							Plain impressions of the our fingers taken simultaneously											
<b>LEFT THUMB</b>		<b>FOR OFFICIAL USE ONLY</b>										<b>RIGHT THUMB</b>						
		FP NO.																
		CR NO.																
		FP CLASS																
IF YOU HAVE EVER BEEN CONVICTED OF ANY OFFENCE STATE PLACE, DATE AND SENTENCE:												..... <b>SIGNATURE OF APPLICANT</b>						
.....																		
.....																		
I CERTIFY THAT THE ABOVE APPLICANT'S SIGNATURE WAS PLACED ON THIS FORM IN MY PRESENCE.																		
.....																		
<b>SIGNATURE OF OFFICIAL RESPONSIBLE</b>																		
INITIALS AND SURNAME ..... DESIGNATION (RANK) .....																		
BUSINESS ADDRESS ..... (STREET ADDRESS)																		
DATE ..... PLACE .....																		

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number: RFQ 23/24 - 0086
Closing Time 11:00	Closing date: 27 FEBRUARY 2024

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.

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

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not 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 interest<sup>1</sup> 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

---

<sup>1</sup> 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<sup>2</sup> 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

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

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:  
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

**1.2 To be completed by the organ of state**

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

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

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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.

- 1.7 A tenderer must submit, together with its tender, the a copy of CIPC Registration document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.
- 1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

## 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) “**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:

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest 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 tenderers: The tenderer must indicate how they claim points for each preference point system.)**

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>	<b>Percentage owned</b>
Gender (Women owned enterprise)	7		
No Franchise (Black owned enterprise)	5		
Disability (Disabled person ownership)	4		
Locality (Eastern Cape Province)	4		
<b>Total</b>	<b>20</b>		

**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:** .....

.....

.....

**ANNEXURE TO DSD 80/20 SBD 6.1 FORM**

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in Table 1.

	Name	Date/Position occupied in Enterprise	ID Number	Date that South African Citizenship was obtained	* HDI Status			% of business / enterprise owned
					No franchise prior to elections	Women	Disabled	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

\* Indicate YES or NO



## 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.**

### 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	.....
DATE: .....	

**CONTRACT FORM - RENDERING OF SERVICES**  
**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....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.


DESCRIPTION OF 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 AT ..... ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP 

WITNESSES	
1	.....
2	.....
DATE: .....	