



Albertina Sisulu House, Beatrice Street, King William's Town - Private Bag X0039 - Bisho - 5605 - REPUBLIC OF SOUTH AFRICA.
Email address: ncumisa.ngalwana@ecdspd.gov.za • Website: www.ecdspd.gov.za

RFQ-23/24-0065(!)

REQUEST FOR QUOTATIONS TO SUPPLY AND DELIVER COUCHES

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person for Bid Documents:

Ms. N. Ngalwana/ Mr M Vukubi

Tel: 071 516 5782/082 779 9347

Contact Person for Specification:

Ms Nkalashhe/ Mr N Gcelu

082 527 7403/082 776 6170

Private Bag X0039

Bisho

5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

COMPLETED RFQ DOCUMENTS (INCLUDING THE QUOTATION) IN A SEALED ENVELOPE WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST BE DEPOSITED INTO THE TENDER BOX ON OR BEFORE THE CLOSING DATE AT THE OFFICES OF THE DEPARTMENT OF SOCIAL DEVELOPMENT, ALBERTINA SISULU HOUSE, BEATRICE STREET, KING WILLIAM'S TOWN.

Closing Date: 2nd February 2024

Closing Time: 11H00



Building a Caring Society Together

SPECIFICATION FOR THE APPOINTMENT OF SERVICE PROVIDER TO MANUFACTURE AND OR ASSEMBLER OF OFFICE FURNITURE TO SUPPLY, AND DELIVER COUCHES

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SPECIFICATION FOR THE APPOINTMENT OF SERVICE PROVIDER TO MANUFACTURE AND / OR ASSEMBLER OF OFFICE FURNITURE TO SUPPLY, AND DELIVER COUCHES

BID SPECIFICATION DOCUMENT

**Province of The Eastern
Cape**
Department of Social
Development
Private Bag X 0039 Bhissho
5605
SOUTH AFRICA





#	Specification	Quantity
1	<ul style="list-style-type: none"> • Double seater luxurious couch • 1670 x 840 x 77mmH • Choc Brown GENUINE LEATHER • High Density foam • Separate seat & backrest cushions • Studded feature • Dark mahogany stained wood feet 	1

Table 1: Minimum Specifications:

- The successful bidder is expected to:
- a. Supply deliver couches to One Vision phase 2 on behalf of the Department of Social Development Bhisho, according to the specification below.
 - b. The bidder is to provide a five-year repair, maintenance, and relocation warranty certification for the couches. In addition, the bidder must provide a maintenance plan and a five-year guarantee as from date of delivery.
 - c. The bidder is to have a minimum of 5 (five) years' experience in the manufacture and/or assembly of office furniture and in the supply, delivery, and installation of office furniture.
 - d. The Department is requesting Office Furniture Manufacturers and or Assemblers of office furniture to provide the following:

SCOPE

3.

The main objective of this bid is to appoint a Service Provider to supply, deliver and to install couches in one Vision phase 2, Bhisho.

OBJECTIVE




2.

are required.

BACKGROUND

1.

The Department has since change offices to one vision phase 2, therefore visitors couches

		
2	<p>Single Seater Luxurious couch</p> <ul style="list-style-type: none"> • 980 x 840 x 770mmH • Choc Bown GENUINE LEATHER • High density foam • Separate seat & backrest cushion • Studed feature • Dark Mahogany-Stained feet 	2
2	<p>Square Coffee table</p> <ul style="list-style-type: none"> • 600 x 600 x 450H • Rosewood veneer finish • 32mm Thick solid wood profile on top • 48mm Thick panel Legs • Silver Stubb risers • Modesty Panel 	3
1	<p>Rectangular Coffee Table</p> <ul style="list-style-type: none"> • 1200 x 600 x 450H • Rosewood veneer finish • 32mm Thick solid wood profile on top • 48mm Thick panel legs • Silver Stubb risers • Modesty Panel 	4

- a) Bidders must submit quotation by completing the attached pricing schedule (Annexure A)
- b) Prices must be inclusive of VAT. If not confirmed, the Department will assume that 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.
- c) Bidders must ensure that there are no errors in the prices quoted. Should an error be discovered after the award, the following will apply:
 - i. 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.
 - ii. 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.
- d) The quotations should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by Department and the appointed service provider prior to contract acceptance.
- e) Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorized person. Should it be established after the submission of proposals that the signatory authorizing the proposal is not legally

5. PRICES

Couches must be delivered and installed on first floor at One Vision phase 2 Bhishe within a period of 25(twenty-five) working days after receipt of an official order.
 Contact Ms N Nkalashe: 08227766170
 Mr Gcelu: 082 527 7403).

4. DELIVERY PERIOD



appointed by the service provider, the offer/proposal will be disqualified from the

evaluation process.

f) All prices submitted should be written in black ink. No proposals written in pencil will be

accepted or evaluate.

6. PAYMENT

6.1 The successful bidder will bill the Department after all the goods have been delivered.

6.2 Payment will be made within 30 days of submission of a properly completed invoice.

7. SPECIAL CONDITIONS

7.1 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 can be performed online at the National Treasury's website,

www.treasury.gov.za.

7.2 Bidders must complete declaration of interest form ECB D4.

7.3 Services must be rendered within the stipulated period of 25 (twenty-five) working days

after receipt of an official order. Failure to deliver within the stipulated time frame will

result to the cancellation of the contract.

7.4 The appointment will be limited to manufacturers and or assemblers of Office Furniture

criteria listed below, and such information be clearly stated in the company profile to be

submitted:

i. Functional Warehouse (preferably within the Eastern Cape, for ease of access in

case of necessary inspection)

ii. Machinery and equipment

iii. Experience

iv. Workforce

v. Logistics

7.5 The Department requires that the couches be fully upholstered in genuine leather and

not any faux leather material. The bidder will be required to sign Annexure A confirming

that only Black GENUINE leather upholstery will be provided on the couches, and this

will form part of the bid documents.

7.6 An in Loco inspection of shortlisted service providers will be conducted by the Department before awarding the tender to view sample couch.

8. LOCAL ECONOMIC DEVELOPMENT

To support Local Economic Development within the Province, the department allocated points to be acquired by service providers that are based in the Eastern Cape Province, in line with the Preferential Procurement Regulations 2022.

DIRECTOR ASSET MANAGEMENT



DATE: 18 January 2024



9. EVALUATION

9.1 PRE-EVALUATION CRITERIA

- 9.1.1 Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- 9.1.2 Completed and signed ECBD4.
- 9.1.3 No correction fluids of any kind must be used. In cases where corrections are necessary ON PRICE, these can be made by drawing a line across the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's signature.
- 9.1.4 Three signed reference letters, three award letters and/or contracts. (The reference letter must correspond to the award letter and/or contract). This is to confirm experience in manufacturing and/or assembling of office furniture.
- 9.1.5 Copy of a company profile in relation to manufacture and or assembler of office furniture (Refer paragraph 8.4)
- 9.1.6 Annexures A and B to be fully completed and signed.

9.2 EVALUATION AS PER PPPFA

MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	5
4.	Gender (women ownership)	5
5.	No franchise (black ownership)	2
6.	Disability	3
7.	Locality (Buffalo City Metropolitan)	9
8.	Youth	1
TOTAL POINTS FOR PRICE & SPECIFIC GOALS		100

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 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 incitation to bid was published.
 - d. Copy of water and lights account from the municipality (Municipal Account, not a councillor'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 RFO.*

10 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:

- 10.1 Quotations are valid for 60 days
- 10.2 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. The Department will not award a contract to a bidder that is not registered on the CSD
- 10.3 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.
- 10.4 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 10.5 The Department will not award a contract to a bidder whose TAX affairs are not in order.
- 10.6 No bids will be considered if submitted after the closing time.
- 10.7 The Department may, if necessary, negotiate a market related price.
- 10.8 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.

11. CONSORTIUM /JOINT VENTURE

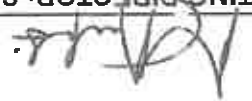
It is recognized that bidders may wish to form consortia to provide the Services. A bid, in response to this invitation to bid, by a consortium must comply with the following requirements:

- 11.1 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 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.
- 11.2 All parties must be registered on CSD.

12. DISCLAIMER

- 12.1 13.1 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.
- 12.2 13.2 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).

ACTING DIRECTOR: SCM



DATE

19/01/2024

ANNEXURE A

GENUINE LEATHER UPHOLSTERY

1. Clause 8.5 of Special Conditions reads: The Department requires that genuine leather fully upholstered couches is provided as a requirement of this bid. The bidder is to sign Annexure A that only genuine leather fully upholstered couches will be provided as part of the bid documents.
2. The purpose of Annexure A is to ensure that the Bidder guarantees that only genuine leather fully upholstered couches as per the specification is provided. That the guarantor person understands the basic elements required for this guarantee, is an agreement to be a legally enforceable contract are mutual assent, expressed by a valid offer and acceptance by the Department.
3. The Department reserves the right to enforce, in the event finds that the provided couches are not as per clause 8.6 of the special conditions, the replacement of the couches at full replacement cost, as per this specification, by a selected supplier who of its chosen.
4. Copy of ID of guarantor to be attached.

SUPPLIER NAME : _____

NAME OF GUARANTOR: _____

SIGNATURE OF GUARANTOR: _____

ID NUMBER OF GUARANTOR: _____

PHYSICAL ADDRESS OF GUARANTOR: _____

DATE : _____

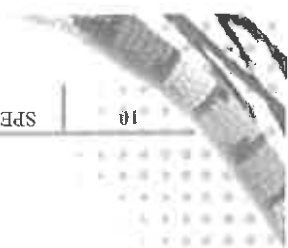
**ANNEXURE B
PRICING SCHEDULE**

Description of Item	Quantity	Unit price	Total Cost
Double seater luxurious couch – Choc Brown Genuine Leather	1		
Single Seater Luxurious couch – Choc Brown Genuine Leather	2		
600 x 600 x 450H Square Coffee table - Rosewood vaneer finish	2		
1200 x 600 x 450H Rectangular Coffee Table - Rosewood vaneer finish	1		
SUBTOTAL			
VAT			
GRAND TOTAL			

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

SUPPLIER NAME : _____
 CONTACT PERSON: _____
 SIGNATURE : _____
 DATE : _____

12



13

*Delete if not applicable

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

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

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY	** (ALL APPLICABLE TAXES INCLUDED)
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OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

Closing Time 11:00	Closing date: 2 nd February 2024
Name of bidder:	RFQ Number: RFQ-23/24-0065(i)

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

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

19

ECBD4

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

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

ECBDA4

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.

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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

19

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

20

22

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM

DECLARATION WITH REGARD TO COMPANY/FIRM

Percentage owned	Number of points claimed (80/20 system) (To be completed by the tenderer)	Number of points allocated (80/20 system) (To be completed by the organ of state)	The specific goals allocated points in terms of this tender
		5	Gender (women ownership)
		2	No franchise (black ownership)
		3	Disability
		9	Locality (Buffalo City Metropolitan)
		1	Youth
		20	Total

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

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

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.

33

SIGNATURE(S) OF TENDERER(S)
.....

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

- 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.

[TICK APPLICABLE BOX]

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.

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	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*Indicate YES or NO

24

25

DATE:
2.
1.
WITNESSES

DATE

NAME OF FIRM

SIGNATURE

CAPACITY

NAME (PRINT)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and 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 time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, *w/z*
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - 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;
 - General Conditions of Contract; and
 - (iii) Other (specify)
 - (ii)
 - (iii)
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 goods and/or works 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 fulfillment 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.

PART 1 (TO BE FILLED IN BY THE BIDDER)

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

CONTRACT FORM - PURCHASE OF GOODS/WORKS

99

DATE
2.
1.
WITNESSES

--

OFFICIAL STAMP

SIGNATURE

NAME (PRINT)

SIGNED AT

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

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

2. An official order indicating delivery instructions is forthcoming.

1. I in my capacity as dated for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

**CONTRACT FORM - PURCHASE OF GOODS/WORKS
PART 2 (TO BE FILLED IN BY THE PURCHASER)**