



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Albertina Sisulu House, Beatrice Street, King William's Town Close – Private Bag X0039 – Bisho – 5605 – REPUBLIC OF SOUTH AFRICA:
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ADVERTISEMENT
RFQ-19/20-0012(I)

APPOINTMENT OF A SERVICE PROVIDER TO TRAIN 24 PERSONS WITH DISABILITIES.

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person for Bid Documents:

Ms N Ngalwana/N James/Mr M. Vukubi
Tel: 043 642 2600/082 779 9347

Contact Person for Specification:

Ms Z. Lawana
Tel: 082 560 7036

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 NOT LATER THAN 11H00 ON 18th SEPTEMBER 2019 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT, ALBERTINA SISULU HOUSE, BEATRICE STREET, KING WILLIAM'S TOWN.

Closing Date: 18th SEPTEMBER 2019

Closing Time: 11H00

RFQ-19/20-0012(i)

Building a Caring Society. Together.

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.

²"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 presently employed by the state? YES / NO

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 the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

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, 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? **YES/NO**

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Persal Number

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

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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? (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)? 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	<p>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?</p>	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:		

ECBD 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

Js365bW

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 *per 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.



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

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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.

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

Ja914w 2

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SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO TRAIN 24 PERSONS WITH DISABILITIES

1. BACKGROUND

- a) The Department of Social Development core function is the provision of social development to individuals, groups and communities to enable them to enjoy acceptable quality of life and become self-reliant.
- b) The Non-profit Organisations Act, 1997 and White Paper on the Rights of Persons with disabilities requires the National Department of Social Development as an organ of state to encourage and support non-profit organisations in their contribution to meeting the diverse needs of the population of the Republic by:
 - i. creating an environment in which non-profit organisations can flourish;
 - ii. establishing an administrative and regulatory framework within which non-profit organisations can conduct their affairs;
 - iii. encouraging non-profit organisations to maintain adequate standards of governance, transparency and accountability and to improve those standards;
 - iv. creating an environment within which the public may have access to information concerning registered non-profit organisations; and
 - v. promoting a spirit of co-operation and shared responsibility within government, donors and amongst other interested persons in their dealings with non-profit organisations.

2. SCOPE OF WORK

The Service Provider will provide:

- i. Capacity assessment – assess the skills available within the participants to be trained so as to determine the level of capacity within the targeted group.



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- ii. Provision of Sign Language interpreter for DEAF people as well as Braille copies for Blind (visually impaired).
- iii. Training - SAQA aligned training to 24 participants from 8 Disability structures and managers from 4 Community based rehabilitation centres for Persons with disabilities in the Province on Basic Management Skills
- iv. Logistics – arrange and pay:
 - (a) Accommodation non sharing and accessible to persons with disabilities, healthy meals (breakfast and dinner) for 24 participants and
 - (b) A conducive facilitation venue with morning, afternoon tea and lunch served in-between the lessons for 24 participants.

3. COMPETENCIES AND EXPERTISE REQUIRED

The Service Provider must:

- a) Have proven record of conducting accredited training to structures of similar nature. (Submit reference letters of 3 sessions conducted within the public sector detailing the scope of work performed.)
- b) Provide certified proof of being an accredited service provider by Services SETA.
- c) Provide credentials and certified copies of educational qualifications of the facilitators for the relevant training.
- d) Facilitator qualifications and experience should not be less than 3 years and must have a post matric qualification and a facilitation course certificate.
- e) Submit content of modules/ learning materials/ course outline to the Department.
- f) Submit fully completed registers with dates and attendee signatures.

4. PERIOD OF CONTRACT

The training must commence within a period of one week after an order has been issued. The commencement date will be negotiated with the successful bidder after the signing of Service Level Agreement

5. EXPECTED DELIVERABLES

- i. The Service Provider will submit an implementation plan with clear time frames
- ii. The Service Provider will provide accommodation, healthy meals (breakfast and dinner), and a conducive facilitation venue with tea and lunch served in-between the lessons.
- iii. The Service Provider will submit performance report with supporting documents to Supply Chain & ICB&S respectively.
- iv. The final programme implementation report shall be submitted and signed-off by the parties.

6. MANAGEMENT REPORTING REQUIREMENTS

- i. The successful bidder will, upon completion of the course be required to provide a certificate of competence or attendance with the results for all trainees.
- ii. There will be regular Content Review sessions between service provider and the Department.
- iii. The successful bidder shall report, administratively, to the Director Institutional Capacity Building and Support.

7. WORK PLAN, ACTIVITIES, DATES AND DELIVERABLES

The successful bidder must submit a comprehensive and detailed line-item budget showing total cost of the services, as well as the hourly rates of personnel to be involved. The budget should show service activities proposed and budget per activity for duration of the training. All assumptions made in drawing of the budget, including all cost factors inclusive travelling and accommodation, must be detailed.

8. SPECIAL CONDITIONS

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.



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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.

9. PRICING

- i. Bidders must submit quotations which include all the costs for the completion of services.
- ii. The price quoted must be inclusive of VAT. If not, the Department will assume that the price is inclusive of VAT. The Department does not pay VAT to services 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.
- iii. Bidders must also complete annexure A which is attached hereto.
- iv. Bidders must ensure that there are no errors in the prices quoted. Should an error be discovered after the award, the following will apply:
 - a) 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.
 - b) 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.

10. PAYMENT

- i. The successful bidder will bill the Department after services have been rendered.
- ii. Payment will be made within 30 days of submission of a properly completed invoice.


DIRECTOR: ICB&S

29/08/2019.
DATE:



11. Evaluation Criteria:

The following are pre-qualification criteria:

- i. Registration on Central Supplier Database.
- ii. Quotation is only valid when signed by the service provider.
- iii. Correction fluid of any kind MUST NOT be used. In cases where corrections are necessary; 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.
- iv. Certified copy of Services SETA.
- v. Fully completed and signed ECBD4, ECBD8 and ECBD9.
- vi. Fully completed Annexure A, B and C.
- vii. Proof of three (3) years' training experience of the company in the field of training (Submission of CV which must also include experience of trainers/facilitators and certified copies of ID documents and qualifications.)

N.B: Failure to fully comply with the pre-qualification criteria may lead to the automatic disqualification of Request for Quotation (RFQ). The department may conduct In Loco Inspection on the shortlisted bidders.

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.



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Matrix for evaluation

NO.	Criteria	Points
1.	Price	80
2.	B-BBEE Status Level	20
3.	B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
4.	▪ 1	20
5.	▪ 2	18
6.	▪ 3	14
7.	▪ 4	12
8.	▪ 5	8
9.	▪ 6	6
10.	▪ 7	4
11.	▪ 8	2
12.	Non-complaint contributor	0
	TOTAL POINTS FOR PRICE & B-BBEE	100

12. BID POLICIES, PROCEDURES 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:

- i. 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.
- ii. 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;
- iii. A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points;
- iv. 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.
- v. Bids submitted through facsimile or e-mails will not be accepted.
- vi. No bids will be considered if submitted after the closing time.



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- vii. The Department reserves the right to award the bid to more than one bidder, or not to award it at all.
- viii. The Department reserves the right not to award a contract to a bidder with two (2) or more similar contracts within the Department.
- ix. The Department reserves the right to negotiate with the shortlisted Bidders prior to award and with the successful Bidder/s post award based on market conditions.

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: -

- i. Copy of agreement signed by all the members must be submitted. One of the members must be nominated 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;
- ii. All parties must be registered on the Central Supplier Database (CSD).

14. DISCLAIMER

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.

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: SCM


DATE

Specification for Appointment of service provider to conduct training to 24 participants supporting People with Disabilities -2018/19

Building a Caring Society. Together

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ANNEXURE A: PRICE SCHEDULE

Item	Total
Training Services for 24 participants	R.....
Other Costs	R.....
VAT	R.....
GRAND TOTAL (Including VAT)	R.....

Each bidder must submit a detailed breakdown of costs in addition to this price schedule.

Please note that the department does not pay VAT to service providers that are not registered with SARS as VAT vendors.

Bidder's Name (Company): _____

Name of representative: _____

Signature: _____

Date: _____

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ANNEXURE B: LIST OF REFERENCES

STATEMENT OF SERVICES SUCCESSFULLY CARRIED OUT

Each Bidder has to submit written references in respect of services successfully performed by them for verification by Department. The information must be supplied by accurately completing the table set out below, which the Bidder hereby warrants is true and correct in every respect by virtue of his signature to this document.

Bidders must fully complete the table provided below.

For whom done	Description	Date completed	Contact Person	Contact Details

Bidder's Name (Company): _____

Number: _____

Name of representative: _____

Signature: _____

Date: _____





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ANNEXURE C

LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM

The Honourable Premier in his State of the Province address in 2014 made a pronouncement to the effect that 50% of Provincial procurement should be spent on goods and services which are manufactured and supplied by SMMEs and Co-operatives from within the Province.

In order for the Province to achieve the above, the successful service providers must source the required goods/services with the Eastern Cape Province as per Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

NAME OF MANUFACTURER/SERVICE PROVIDER	COMMODITY/SERVICE	LOCATION

I, the undersigned (Bidder's representative) _____

() commit to procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available and that 50% of the employees will be from the town where the centre is situated.

I accept that the Department of Social Development may invoke penalties as per General Conditions of Contract should I be misrepresenting the content contained herein this declaration.

NAME OF BIDDER: _____

POSITION: _____

SIGNATURE

DATE

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