



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Albertina Sisulu House, Beatrice Street, King William's Town – Private Bag X0039 – Bisho – 5605 – REPUBLIC OF SOUTH AFRICA:  
Email address: [ncumisa.ngalwana@ecdsd.gov.za](mailto:ncumisa.ngalwana@ecdsd.gov.za) - Website: [www.ecdsd.gov.za](http://www.ecdsd.gov.za)

## RFQ-26/27-0012

### REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF SERVICE PROVIDER TO MANUFACTURE AND OR ASSEMBLER OF OFFICE FURNITURE SUPPLY, DELIVER AND INSTALL BULK FILLERS AT JANSEVILLE SERVICE OFFICE- SARAH BAARTMAN

**Issued by:**

Province of the Eastern Cape  
Department of Social Development

**Contact Person for Bid Documents:**

Ms. N. Ngalwana/ Mr M Vukubi  
Tel: 071 886 2748/082 779 9347

**Contact Person for Specification:**

Ms N Nkalashe/Mr L Ntungo  
082 7766170/066 4093339

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: 14<sup>th</sup> July 2026**

**Closing Time: 11H00**

Advertisement- RFQ-26/27-0012

*Building a Caring Society Together*



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

**HEAD OFFICE – ASSET MANAGEMENT**

PHYSICAL ADDRESS – 7 Beatrice Street • Albertina Sisulu Building • Qonce • 5606

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**Province of The Eastern  
Cape**

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Department of Social  
Development  
Private Bag X 0039 Bhisho  
5605  
SOUTH AFRICA

**BID SPECIFICATION DOCUMENT**

**SPECIFICATION FOR THE APPOINTMENT OF A MANUFACTURER  
AND OR ASSEMBLER OF OFFICE FURNITURE TO SUPPLY,  
DELIVER AND INSTALL THE BULK FILERS AT JANSENVILLE  
SERVICE OFFICE SARAH BAARTMAN DISTRICT.**

2

## 1. BACKGROUND

Jansenville Service Office has been allocated new office accommodation. Bulk filing systems and steel shelving are required to provide safe, organised and accessible storage for departmental records and related office files at the new premises.

## 2. OBJECTIVE

The objective of this RFQ is to appoint a suitably experienced manufacturer and/or assembler of bulk filers to supply, deliver, install, commission and maintain bulk filing systems and steel open braced shelving at Jansenville Service Office, Sarah Baartman District.

The installed systems must be fully operational, safe for use, fit for purpose and supported by a five-year guarantee, repairs and maintenance plan, and relocation warranty from the date of final acceptance

## 3. SCOPE

The successful bidder will be required to:

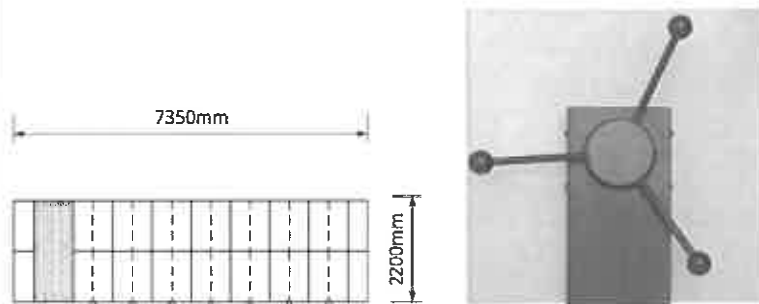
- Supply, deliver, install and commission the bulk filing systems and shelving, including all mechanical, structural and operational components.
- Attend the compulsory site visit and take responsibility for verifying final site measurements, access routes, layout constraints and installation requirements before manufacture or assembly.
- Confirm the final placement of the bulk filing systems with the Department before manufacture or assembly.
- Install the systems so that they are level, stable, safe, accessible and ready for use.
- Provide a five-year repair, maintenance and relocation warranty certificate, a five-year guarantee, and a maintenance plan from the date of delivery, installation and acceptance.
- Provide user orientation/training on safe operation of the mobile filing systems.

- Remove all packaging and installation debris from site and make good any damage caused during delivery or installation.
- Provide handover documentation, including delivery notes, warranty certificate, maintenance plan, commissioning certificate and final acceptance certificate.

**Table 1: Minimum Specifications:**

#	Specification	Quantity
1	<p><b>Bulk filer</b></p> <p><b>1. Dimensions:</b> 7350mm (L) x 2200mm (W) x 2320mm (H) – 400 Deep</p> <p><b>2. System Configuration</b></p> <ul style="list-style-type: none"> <li>➤ <b>Total Bays:</b> 32 bays</li> <li>➤ <b>Arrangement:</b> <ul style="list-style-type: none"> <li>○ 16 bays in length</li> <li>○ 2 rows (back-to-back configuration)</li> </ul> </li> <li>➤ <b>Bay Types:</b> <ul style="list-style-type: none"> <li>○ 2 x fixed bays (end bays)</li> <li>○ 30 mobile bays</li> </ul> </li> </ul> <p><b>3. Construction &amp; Materials</b></p> <ul style="list-style-type: none"> <li>○ Steel construction throughout</li> <li>○ <b>Finish:</b> Epoxy powder-coated, grey (recommended: light grey)</li> <li>○ Solid steel back panels</li> <li>○ Rubberized buffers to prevent bay-to-bay impact</li> </ul> <p><b>4. Shelving</b></p> <ul style="list-style-type: none"> <li>○ <b>5 metal shelves to the height per bay</b></li> <li>○ <b>Total Shelves:</b> 160 metal shelves</li> <li>○ Adjustable shelf heights</li> <li>○ Shelf load capacity: <b>Minimum 60 kg uniformly distributed load per shelf</b></li> </ul> <p><b>5. Mechanical System</b></p> <ul style="list-style-type: none"> <li>○ Heavy-duty ball-bearing mobile base units</li> <li>○ <b>Chain-driven mechanism (7 drive systems)</b></li> <li>○ Smooth manual operation</li> <li>○ Anti-derailment guidance system</li> </ul> <p><b>6. Locking System</b></p> <ul style="list-style-type: none"> <li>○ Central locking mechanism controlling all bays <ul style="list-style-type: none"> <li>○ Key-operated system</li> </ul> </li> </ul> <p><b>7. Base System</b></p>	1

- Installed on a **raised solid base structure**
- Heavy-duty rail system integrated into base
- Carpeted walking surface (deck finish)
- System installed off the ground
- Classified as a **movable asset**



**2 Bulk filer**

1

**A. Dimensions:**

5600mm (L) x 1100mm (W) x 2320mm (H)-400 Deep

**B. System Configuration**

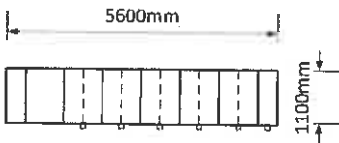
- **Total Bays:** 12 bays
- **Arrangement:**
  - 12 bays in length
  - 1 row
- **Bay Types:**
  - 1 x fixed bay
  - 11 mobile bays

**C. Construction & Materials**

- Steel construction throughout
- **Finish:** Epoxy powder-coated, grey (recommended: light grey)
- Solid steel back panels
- Rubberized buffers to prevent bay-to-bay impact

**D. Shelving**



	<ul style="list-style-type: none"> <li>○ <b>5 shelves per bay</b></li> <li>○ <b>Total Shelves:</b> 60 metal shelves</li> <li>○ Adjustable shelf heights</li> <li>○ Shelf load capacity: <b>Minimum 60 kg uniformly distributed load per shelf</b></li> </ul> <p><b>E. Mechanical System</b></p> <ul style="list-style-type: none"> <li>○ Heavy-duty ball-bearing mobile base units</li> <li>○ <b>Chain-driven mechanism (5 drive systems)</b></li> <li>○ Smooth manual operation</li> <li>○ Anti-derailment guidance system</li> </ul> <p><b>F. Locking System</b></p> <ul style="list-style-type: none"> <li>○ Central locking mechanism controlling all bays             <ul style="list-style-type: none"> <li>○ Key-operated system</li> </ul> </li> </ul> <p><b>G. Base System</b></p> <ul style="list-style-type: none"> <li>○ Installed on a <b>raised solid base structure</b></li> <li>○ Heavy-duty rail system integrated into base</li> <li>○ Carpeted walking surface (deck finish)</li> <li>○ System installed off the ground</li> <li>○ Classified as a <b>movable asset</b></li> </ul>	
<p>3</p>	<p><b>Steel open braced shelving:</b></p> <ul style="list-style-type: none"> <li>➤ 2215H x 914W x 381D</li> <li>➤ 6 shelves to the height</li> <li>➤ Grey powder coated finish</li> <li>➤ With side and back braces</li> <li>➤ Assembled</li> </ul> 	<p>40</p>

6

### 3.1 Site verification, safety and installation requirements

- The bidder must verify the site measurements, access routes, installation area and final layout during the compulsory site visit.
- The successful bidder must, before manufacture or assembly, confirm the final placement of the bulk filing systems with the Department.
- The installation must not obstruct doors, emergency exits, fire equipment, walkways, windows, electrical points, data points, air-conditioning units or any other building services.
- The bidder must raise any floor-loading, structural, moisture, levelness or space constraints in writing before manufacture or installation.
- The system must be installed off the ground on a raised solid base and must remain a movable asset, unless otherwise directed in writing by the Department.
- All moving parts must operate smoothly and safely, without sharp edges, instability, derailment risk or excessive force required for operation.

### 3.2 Warranty, guarantee and maintenance

- A five-year guarantee must be provided from date of acceptance.
- A five-year repair and maintenance and relocation warranty certificate must be provided.
- The maintenance plan must include call-out arrangements, response times, preventative maintenance requirements, spare-parts availability and escalation contacts.
- The bidder must confirm availability of spare parts for repairs of the bulk filing systems for the warranty period.
- Warranty support must cover normal use of the installed systems and must not exclude defects arising from poor workmanship, poor installation, faulty components or inadequate commissioning

## 4. COMPULSORY SITE VISIT

Bidders are required to attend a compulsory site visit at 23 Fourie Street, Jansenville. The date and time will be indicated in the RFQ notice. Attendance of the compulsory briefing session/site visit is a mandatory pre-evaluation requirement.

## 5. DELIVERY PERIOD

The bulk filing systems and shelving must be supplied, delivered, installed, commissioned and handed over at 23 Fourie Street, Jansenville within two (2) months from receipt of an official purchase order/work order.

7

Failure to deliver within the stipulated period, without written approval by the Department, may result in cancellation of the contract and/or remedies in terms of the General Conditions of Contract and applicable SCM prescripts

Contact:

- Ms. N. Maswana: 060 904 4371
- Ms. N Nkalashe: 082 77661 70
- Mr. L Ntungo: 066 409 3339

## 6. PRICES

6.1 Bidders must submit quotation by completing the attached pricing schedule (Annexure B)

6.2 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. Bidders must take note of the prescribed threshold for compulsory registration for VAT collection. The department will not be liable for VAT payment which was not included in the original quotation.

6.2 Bidders must ensure that there are no errors in the prices quoted.

6.3 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

6.4 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 appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.

6.5 All prices submitted should be written in black ink. No proposals written in pencil will be accepted or evaluated.



## 7. PAYMENT

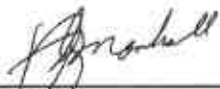
- 7.1 The successful bidder will bill the Department after all the goods have been delivered.
- 7.2 Payment will be made within 30 days of submission of a properly completed invoice.

## 8. SPECIAL CONDITIONS

- 8.1 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](http://www.treasury.gov.za).
- 8.2 Bidders must complete declaration of interest form SBD4.
- 8.3 The bidder is to have a minimum of 3(three) years' experience in the manufacture and/or assembly of bulk filers and in the supply, delivery and installation of bulk filers.
- 8.4 Services must be rendered within the stipulated period but not exceeding two (2) months from receipt of official works order. Failure to deliver within the stipulated time frame will result in the cancellation of the contract.
- 8.5 The bidder must submit three award letters and/or contracts, together with signed reference letters corresponding to those awards/contracts.
- 8.6 The bidder must submit a company profile demonstrating functional capacity, including warehouse, machinery and equipment, experience, workforce and logistics.
- 8.7 The Department reserves the right to inspect the bidder's warehouse, machinery, equipment and capacity before award, where necessary.
- 8.8 The successful bidder will be responsible for any damage caused to the premises, fixtures, finishes or Departmental property during delivery and installation.
- 8.9 Once the bid has been awarded, the successful bidder must view and confirm the placement of the bulk filing systems at 23 Fourie Street,

Jansenville in conjunction with the Department before manufacture or assembly.

8.10 All installed goods must be new, unused, fit for purpose and free of defects in materials and workmanship



**DIRECTOR ASSET MANAGEMENT**

**DATE:** 29 June 2026

## 9. EVALUATION

### 9.1 PRE-EVALUATION CRITERIA

- 9.1.1 Complete Annexure A; 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 SBD4.
- 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 award letters and/or contracts and signed reference letters. (The reference letter/s must correspond to the award letter and/or contract). This is to confirm experience in manufacturing and/or assembling of office furniture. (refer to section 8.5)
- 9.1.5 Copy of a company profile in relation to manufacture and or assembly of bulk filers (Refer paragraph 8.6)
- 9.1.6 Annexure B must be fully completed and signed.
- 9.1.7 Attendance of compulsory briefing session and site visit.

### 9.2 EVALUATION AS PER PPPFA

Quotation will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bids will be evaluated on price and specific goals.

Criteria	Points
Points for price	80
Points for specific goals	20
<b>SPECIFIC GOALS</b>	<b>NUMBER OF POINTS</b>
1 Gender (Women ownership)	6
2 No Franchise (Black ownership)	2
3 Disability	3
4 Youth	3
5 Locality (Eastern Cape)	6
<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

9.2.1 In order to obtain preference points for specific goals, bidders must complete SBD 6.1.

9.2.2 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. If the address on CIPC is not a local address then 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 the event of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 50% interests in the JV,
- 9.2.3 In order to be awarded points for disability, a doctor's confirmation must be submitted together with this bid.
- 9.2.4 In order to be awarded points for no franchise (black ownership), the bidder must have had no franchise prior to the introduction of the 1983 and 1993 Constitution

## **10. BID POLICIES, PROCEDURES 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](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.
- 10.3 Service Providers must complete the preferential points claim forms (SBD 6.1) to claim preference points. Service Providers who have completed (SBD 6.1) will not be eliminated but will not qualify for rating points.
- 10.4 The Department reserves a right to verify the validity of the Tax Clearance Certificate before signing the contract and shall be entitled to cancel the contract if the service providers Tax Affairs are not in order and or the service provider not having made suitable arrangements with SARS to settle outstanding tax obligations.
- 10.5 The Department may, if necessary, negotiate a market-related price.
- 10.6 The Department reserves the right not to award a bid to a bidder that has failed to perform in a contract previously awarded to it by the Department.

- 10.7 This RFQ 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.
- 10.8 Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company.

**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 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 Whilst all due care has been taken in connection with the preparation of this RFQ, the Department makes no representations or warranties that the content in this RFQ 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 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the RFQ 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: SUPPLY CHAIN MANAGEMENT**  
**DATE:** 30/06/2026

13

**ANNEXURE A**

**PRICING SCHEDULE**

	<b>DESCRIPTION</b> (As detailed in the specification)	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1	<b>Bulk filer</b>  <b>Dimensions:</b> 7350mm (L) x 2200mm (W) x 2320mm (H) – 400 Deep  <b>System Configuration</b> > <b>Total Bays:</b> 32 bays > <b>Arrangement:</b> o 16 bays in length o 2 rows (back-to-back configuration) > <b>Bay Types:</b> o 2 x fixed bays (end bays) o 30 mobile bays	1		
2	<b>Bulk filer</b>  <b>Dimensions:</b> 5600mm (L) x 1100mm (W) x 2320mm (H)-400 Deep  <b>System Configuration</b> > <b>Total Bays:</b> 12 bays > <b>Arrangement:</b> o 12 bays in length o 1 row > <b>Bay Types:</b> o 1 x fixed bay o 11 mobile bays	1		
3	<b>Steel open braced shelving:</b> > 2215H x 914W x 381D > 6 shelves to the height	40		
<b>GRAND TOTAL</b>				
<b>VAT</b>				
<b>TOTAL (Including VAT)</b>				

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

14

**ANNEXURE B  
MAINTENANCE PRICING SCHEDULE**

**The bidder is to provide five-year repairs and maintenance warranty certification for the bulk filers. Plus, the bidder to provide maintenance plan and five-year guarantee as from date of delivery and installation.**

Description of Item	Unit rate including VAT
Hourly rate on site Jansenville	
Kilometre rate	
Confirmation of spare parts for repairs of the bulk filers (Yes/No)	

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



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

**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 in procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available. 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.

.....  
**Signature** .....  
**Date**

.....  
**Name of bidder**

.....

Position

16

**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.....	RFQ Number: RFQ-26/27-0012
Closing Time 11:00	Closing date: 14 <sup>th</sup> July 2026

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

17

**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.

18

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

20

**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.

21

- 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

22

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.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
Gender (women ownership)	6		
Race (black ownership)	2		
Disability	3		
Locality (Eastern Cape)	6		
Youth	3		
<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

23

[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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... .....

24

**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

25

### CONTRACT FORM - PURCHASE OF GOODS/WORKS

**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.**

#### PART 1 (TO BE FILLED IN BY THE BIDDER)

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, viz
    - 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;
  - (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 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 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:	.....

26

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

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
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.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	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 .....

27