



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 - Website: www.ecdsd.gov.za

RFQ-26/27-0013

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF SERVICE PROVIDER TO COLLECT AND PROVIDE OFF SITE STORAGE FOR BCM RECORDS FOR A PERIOD OF 24 MONTHS

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person for Bid Documents:

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Ms T. Goniwe: 068 329 5883

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: 14th July 2026

Closing Time: 11H00

Advertisement- RFQ-26/27-0013

Building a Caring Society. Together.



**Province of The Eastern
Cape**

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

BID SPECIFICATION DOCUMENT

**SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
COLLECT AND PROVIDE OFF-SITE STORAGE FOR BCM RECORDS FOR A
PERIOD OF 24 MONTHS**



1. BACKGROUND

The Department has previously appointed a service provider to collect records from seven (7) BCM offices as well as storing those records off-site, for a period of 12 months. That contract has since expired and the Department is now planning to re-advertise this project and extend the storage to a period of 24 months. The documents and records are already packed in boxes.

2. OBJECTIVE

The provision of off-site storage for records belonging to the Department's Buffalo City Metro is of utmost importance to preserve the records and documents in a secure controlled environment. The storage facility must be in the BCM area,

3. SCOPE

- 3.1. The successful bidder will be required to perform the following:
 - 3.1.1. Collection of records (6801 boxes), from the premises of Metrofile in East London, refer to Table 1, below within four (4) weeks on receipt of the official order.
 - 3.1.2. The collection of the physical address is 25 Stormberg Road, Gately, East London, 5200
 - 3.1.3. The physical offsite storage for 24 months must be within the BCM Metro area.
 - 3.1.4. Provide packing boxes only if the current boxes are severely damaged (430mm by 326mm by 241 mm with lid).
 - 3.1.5. No or limited access to records for the project period, only on formal request by the Department.
 - 3.1.6. Within three months of expiry of the 24 months, the Department will formally advise the service provider to return the boxes to a given physical address.
- 3.2. The storage facility for the records and documents must:
 - 3.2.1. Meet the standard building regulations and be accessible to persons with disabilities.
 - 3.2.2. Have 24 hour security.
 - 3.2.3. Be zoned for warehousing records and documents.
 - 3.2.4. Have fire-resistive construction with a minimum of combustible materials
 - 3.2.5. Have fire, smoke, heat detection / alarm system, hard-wired to Emergency Services.
 - 3.2.6. Have an automatic sprinkler system
 - 3.2.7. Have Concrete flooring
 - 3.2.8. Be properly inspected and maintained (roof, drains, windows, pipes, pest control, cleaning)

Table 1. Collection boxes from offices

Site no	Name of Facility	Geographical Location	Building level	Estimated No of Boxes to be collected	Period of off-site storage
1	Metrofile	25 Stormberg Road, Gately, East London	ground floor	6801	24 Months
Total number of boxes				6801	



4. COMPULSORY SITE VISIT

Bidders are required to attend a compulsory site visit at 25 Stormberg Road, Gately, East London. Date and times are indicated in the tender notice.

5. CONTRACT PERIOD

The contract for the physical storage will be for a period 24 months. Documents must be collected within 4 weeks of receipt of an official order from the Department.

6. PRICES

- a) Bidders must submit quotations by completing the attached pricing schedule (Annexure A).
- b) Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. 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.
- c) Bidders must ensure that there are no errors in the prices quoted.
- 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 the 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 dully 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.
- f) All prices submitted should be typed or handwritten 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 the collection of the records and documents and placement into storage. Thereafter, bill the Department monthly for storage in advance.

7.2 Payment will be made within 30 days of receipt 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.
- 8.2 Bidders must complete Bidder's Disclosure form SBD4.
- 8.3 The collection of the boxes must be completed within four (4) weeks of receipt of an official works order.
- 8.4 Failure to deliver within the stipulated time frame will result in the cancellation of the contract.
- 8.5 In the event of any records/documents becoming available in the public domain, the Department reserves the right to claim damages and legal costs.
- 8.6 The successful bidder is expected to sign a confidential disclosure in compliance with POPIA to ensure Departmental records are kept secure, private and confidential. In the event of a breach of disclosure on the part of the appointed bidder, such a bidder will be held liable in terms of POPIA with the Department indemnified against any claim.

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- 8.7 The bidder must be registered as specialising in Records and Document Management and have experience in off-site storage, packing, indexing transporting and repacking of records. A valid letter from Provincial Department of Sports, Recreation, Arts and Culture is a prerequisite.
- 8.8 The facility must be within Buffalo City Metro. (Complete Annexure B)
- 8.9 The bidder must be in possession of no less than a 4-ton truck, with an enclosed loadbody, to transport the boxes. The successful bidder will be required to provide proof of availability of the truck, either certificate of ownership or contract for hire.
- 8.10 An In Loco inspection of the off-site storage of the shortlisted Bidders to be conducted as part of the pre-evaluation process.
- 8.11 Once a bid has been awarded, a project team will be established to finalise and operationalise the project plan.



MR G. MARSHALL
DIRECTOR: ASSET MANAGEMENT AND INFRASTRUCTURE
DATE: 01 July 2026



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 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 Reference letter/s with corresponding letter of award/orders not older than five years on the closing date of this advertised bid for three previous records management projects completed.
- 9.1.5 Pricing schedule fully completed and signed, **Annexure A**.
- 9.1.6 Attendance of compulsory briefing session.
- 9.1.7 Details of a facility within BCM. (Complete Annexure B)

N.B: Failure to fully comply with the pre-qualification criteria may lead to the disqualification of the bid. In Loco inspection of shortlisted service providers to be conducted by the Department.

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.

MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
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

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

9.2.1.1 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 Companies and Intellectual Property Commission (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 lease together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the incitation to bid was published, or
- d) Copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.
- e) In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 50% interests in the JV.

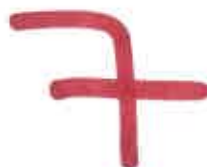
9.2.1.2 In order to be awarded points for disability, a medical doctor's confirmation must be submitted together with this bid.

9.2.1.3 In order to be awarded point for no franchise (black ownership), the bidder must have had no franchise prior to introduction of the 1983 Constitutions.

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. Bidders claiming preference points are required to complete and sign the Preference Points Claim Form (i.e. SBD 6.1) in order to be considered for the allocation of preference points.
- 10.2. The Department may, before a bid is adjudicated or at any time during the bidding process or contract period, 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.
- 10.3. A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.



- 10.4. 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.
- 10.5. Bids submitted through facsimile or e-mails will not be accepted.
- 10.6. No bids will be considered if submitted after closing time.
- 10.7. The department will not award a contract to a bidder whose tax affairs are not in order.
- 10.8. Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submitting their bids. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za. The Department will not award a bid to a bidder that is not registered on the CSD.
- 10.9. 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 condition of contract.
- 10.10. Acceptance of this tender is subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET. Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require. After the bid is awarded, the recommended bidder will be required to undergo a security vetting which will include the processing of fingerprints at South African Police Services (SAPS). A negative result from the security vetting may lead to withdrawal of the award letter or cancellation of the 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.

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12. DISCLAIMER

- 12.1 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 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).


MS D.J. PHAMOTSE
ACTING DIRECTOR: SCM
DATE: 01/06/2026

ANNEXURE A

PRICING SCHEDULE

Description of Item	Total Cost
1. Variable costs:	
1.1 Collection of boxes: Refer to Table 1. Invoice for collection and placement in storage.	
1.2 Off-site storage of records for a period of 24 months. Invoice monthly storage in advance	
1.5 Cost of parking boxes (clause 3.2.5)	
	SUBTOTAL
	VAT
	GRANDTOTAL

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 : _____

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ANNEXURE B: DETAILS OF THE STORAGE FACILITY

Physical address

I hereby confirm that the above information is true and correct and that the facility complies with the requirements of this Request for Quotations.

Bidder's Name (Company): _____

Name of representative: _____

Signature: _____

Date: _____

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**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-26/27-0013
Closing Time 11:00	Closing date: 16 th 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

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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 interest¹ 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

¹ 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.

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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.

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

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**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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	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.

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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)	5		
Race (black ownership)	2		
Disability	3		
Locality (Eastern Cape)	9		
Youth	1		
Total	20		

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

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[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....

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ANNEXURE TO DSD 80/20 SBD 6.1 FORM

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

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

*Indicate YES or NO



CONTRACT FORM - RENDERING OF SERVICES

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

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

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

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in task directive/proposal
 - Preference Certificates in terms of the Preferential Procurement Regulations 2001
 - Declaration of interest
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

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

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	PREF POINTS CLAIMED FOR HDIs	PREF POINTS CLAIMED FOR RDP GOALS

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

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