



RFP NUMBER:	RFP/SASSETA/201819133/2
DESCRIPTION:	Procurement of office furniture. This agreement will be applicable from date of appointment until 31 March 2020
PUBLISH DATE:	29 November 2019
CLOSING DATE:	20 December 2019
CLOSING TIME:	11h00
COMPULSORY BRIEFING SESSION DATE	There is compulsory briefing session taking place at: SASSETA Offices, Riverview Office Park, 3 Janadel Avenue (off Bekker Road), Halfway Gardens, Midrand on the 05th December 2019 from 10h00 to 11h30. Doors will close at 10h15 - Bidders who come after 10h15 will not be allowed into the session. Non-attendance of the briefing session will lead to automatic disqualification.
VALIDITY PERIOD:	120 Days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES MUST BE HAND DELIVERED/ COURIERED TO:	SASSETA Offices Riverview Office Park 3 Janadel Avenue (off Bekker Road) Halfway Gardens Midrand 1685
ATTENTION:	Musa Mazibuko
NB: Bidders must ensure that they sign the tender register at the SCM Office when delivering their bids. Bidders who will use Courier companies are to ensure that the Courier company writes the name of the bidding company on the tender register. Submissions not registered on the tender register will be disqualified from further evaluation.	

The SASSETA logo cannot be displayed any shape or form on proposals sent to SASSETA for consideration.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.3)
4. Declaration of Interest (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2017 (SBD 6.1). Bidders are to submit a certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
6. Declaration of bidder's Past SCM Practices (SDB 8)
7. Certificate of Independent Bid Determination (SBD 9)
8. Submission Checklist
9. General Conditions of Contract (Annexure A)
10. Map to SASSETA offices (Annexure B)
11. Detailed Specification of Furniture (Annexure C)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 **There will be a compulsory briefing session for this Request for Proposal. Bidders who do not attend the compulsory briefing session will be disqualified during phase 1 Evaluation (Requirements) of this bid.**

Date : 05th December 2019
Time : 10H00 – 11H30
Venue : SASSETA Offices, Riverview Office Park
3 Janadel Avenue (off Bekker Road)
Halfway Gardens
Midrand

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from Mr Musa Mazibuko at scm01@sasseta.org.za by **Friday 13th December 2019 at 12h00**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted**. If clarifying information will be made available to all bidders by e-mail only.

1.4 SUBMITTING BIDS

- 1.4.1 An original plus one soft copy either on a CD or a flash drive of bid, should be handed in/delivered to:

Mr Musa Mazibuko
Supply Chain Management
SASSETA Offices
Riverview Office Park
3 Janadel Avenue (off Bekker Road)
Halfway Gardens
Midrand 1685

Bids should be submitted in a sealed envelope, marked with:

- ❖ RFP number: RFP/SASSETA/201819133/2
- ❖ Closing date and time: **Friday 20th December 2019 at 11h00**
- ❖ The name and address of the bidder

Documents submitted on time by bidders shall not be returned.

1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11H00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder with the person delivering the documents. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00)
- 1.5.3 Bids sent to SASSETA via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the SASSETA premises (tender/bid box or reception). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

1.6 DIRECTIONS TO SASSETA OFFICE FOR DELIVERY OF BIDS

- 1.6.1 Directions to SASSETA offices are attached as **Annexure B** to this document.
- 1.6.2 **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

1.7 FORMAT OF BIDS

- 1.7.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.
- 1.7.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid (SBD 1)

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing (SBD 3.3)

Bidders Must complete SBD 3.3 as attached to this request in full and also must submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the Terms of Reference.

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

Part 3: Declaration of Interest (SBD 4)

Each party to the bid must complete and submit the Declaration of Interest.

Part 4: Declaration certificate for local production and content for designated sectors

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

Part 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1)

Bidders must complete and submit the Preference Points Claim Form.

A trust, consortium or joint venture:

- ❖ will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- ❖ will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Part 6: Declaration of bidders past supply chain management practices (SBD 8)

Each party to the bid must complete and submit the Declaration of past supply chain management practices

Part 7: Certificate of Independent Bid Determination (SBD 9)

Bidders must complete and submit the "Certificate of Independent Bid Determination" document.

Part 8: Broad Based Black Economic Empowerment Certificate

Bidders are to submit an Original/Certified copy of a valid BBBEE Certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. or a letter from an Accounting Officer/ Auditor or a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

Part 9: General Conditions of Contract

Bidders **must** initial each page of the General Conditions of Contract and submit with their bid document.

Part 10: Technical approach

Bidder must at least:

Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. Bidders are required to have the basic office equipment and the resource/s (which must include, laptop, 3G connection, landline, own office with the basic office equipment) will be located within the region where the work will be done. They should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems.

Describe how the work will be managed. Provide an organisation chart clearly indicating:

- ❖ The lines of reporting and supervision within the bidder’s team.
- ❖ The lines of reporting between the bidder and SASSETA.

Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.

Describe the tasks, duties or functions to be performed by staff in these positions.

Indicate the number of hours required to complete each task and the number of hours to be provided by each team member. The bidder must be able to work within strict time lines and have the capacity to do so.

Provide information on any additional value added services for consideration by SASSETA, and which will form part of the overall proposed solution. Please note that the additional value ads must be priced separately in the space provided for in the pricing schedule.

Bidders are to present such information in a matrix. The following is provided merely as guidance. Bidders are free to elaborate as they see fit.

Outcome/ output	Activity	Team member(s) involved (name and position)	Person days for each team member	Total person days

Provide a work plan of activities. In addition to providing details of the estimated number of workdays for each activity, bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.

Please note that part 9 should be no longer than 10 single-sided A4 pages in Arial 11 (font size).

Part 11: Experience in this field

It is essential the service provider displays:

- ❖ Experience as set out in the terms of reference
- ❖ The Bidder must provide signed reference letters on company letterheads of previous clients where the Bidder provided similar services.

Part 12: Bidders National Treasury CSD registration report

Bidders to submit their CSD report indicating the validity of the bidder's registration. Directors listed on SBD 4 to be the same as those listed on the CSD report.

1.8 NEGOTIATION

- 1.8.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.8.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:
 - ❖ Cancel or delay the selection process at any time, without explanation,
 - ❖ Not to select any of the respondents to this bid invitation, without explanation,
 - ❖ Exclude certain services, without explanation.
- 1.8.4 All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.9 REASONS FOR REJECTION

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
 - 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.

- 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
- 1.9.2.3 have failed to perform on any previous contract and the proof exists.

1.9.3 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1. INTRODUCTION AND BACKGROUND

SASSETA was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

2.2. PURPOSE

The SASSETA has acquired the new modern and state of the art offices in Waterfall City. Expected occupancy of the office is January 2020. SASSETA requires the services of professional office supplier or manufacturer to supply, deliver and install office furniture and related components to the offices for approximately 150 employees at the Head Office.

2.3. SCOPE OF WORK

The scope of this RFP is the supply, delivery and installation of the Office Furniture and related items at the Head Office situated at Corporate Campus 74 Waterfall Drive Waterfall City in Midrand Gauteng. The scope includes but is not limited to supply, delivery and installation of the following:

- Open plan office related furniture for general staff
 - Office desk with pedestal
 - Office chair
 - Filing cabinets
 - Table Dividers/Desk Screens
- Open plan office related furniture for Managers
 - Office desk with pedestal
 - High Back Office chair
 - Filing cabinets
 - Visitor chairs
 - Round (Meeting/Conference)
 - Furniture accessories
- Cellular office related furniture for Executive Managers (Custom Made)
 - Custom Made Executive desk
 - High Back Office chair
 - Filing cabinets
 - Visitor chairs
 - Round (Meeting/Conference)
 - Couch
 - Server table
 - Furniture accessories

- Reception Area related office furniture
 - Receptionist Desk
 - High Back Office Chair
 - 2 x 2 Seater Couches
 - 4 x single seater couches
 - 2 x Coffee tables

- Boardroom furniture

24 Seater Boardroom x 1

- Custom made 24 seater table
- 24 High Back boardroom chairs
- Custom made server table
- Audio Visual equipment
 - Sound Station (Table microphones)
 - Recording system
 - Video/Audio Conferencing equipment (Including installation and configuration)

20 Seater Boardroom x 1

- Custom made 20 seater table
- 20 High Back boardroom chairs
- Custom made server table
- Audio Visual equipment
 - Sound Station (Table microphones)
 - Recording system
- Furniture accessories

16 Seater Boardroom x 1

- Custom made 16 seater table
- 16 High Back boardroom chairs
- Custom made server table

12 Seater Boardroom x 1

- Custom made 12 seater table
- 12 High Back boardroom chairs
- Custom made server table
- Audio Visual equipment
 - Sound Station (Table Microphones)
 - Recording system

4 Seater Meeting room x 2

- 4 seater Square/Round table
- 4x meeting chairs

Library Furniture

- Movable/Mobile Bookshelves (TBC)
- Custom made Ottoman
- Pigeon Shelves
- Bar tables and stools
- Library filling cabinets
- Single seater couches
- Audio Visual equipment
 - Related screens (TV sets)

2.3.1. **NB: Detailed specification of the furniture (Annexure C).**

2.4. PRODUCTION REQUIREMENTS

2.4.1. Local Contents Submission Requirements

Bidders must complete SBD 6.2. form specifying their local content for their products and labour input in the production or manufacturing of the required items in relation to the stipulated minimum threshold percentages as per the table in section 2.4.2. below. This includes all the Annexures (C,D and E) related to SBD 6.2 as attached

NB: Failure to submit such form with the required content will lead to automatic disqualification.

2.4.2. Local content requirements.

The stipulated minimum threshold percentages for local production content for the required office furniture is tabled below, thus only produced or locally manufactured office furniture from local suppliers in accordance with the applicable threshold values will be considered.

The applicable threshold values in respect of local content for the required office furniture is as follows:

Item No	Description	% Threshold for Local Content a
RD-001	Reception desk as per item no in Annexure C	85%
RC-001	Reception Chair as per item no in Annexure C	65%
WA-001	Waiting Area Sofas Double seater as per item no in Annexure C	80%
WA-001	Waiting Area Sofas Single seater as per item no in Annexure C	80%
WA-002	Waiting Area Coffee tables as per item no in Annexure C	85%
MR-001/4	Meeting room table as per Item No in Annexure C	85%
MR-002/4	Meeting room Chair as per Item No in Annexure C	65%
MR-003/12	Meeting room table as per Item No in Annexure C	85%
MR-004/12	Server Unit as per Item No in Annexure C	80%
MR-005/12	Meeting room Chair as per Item No in Annexure C	65%
BR-001/16	Board room table as per Item No in Annexure C	80%
BR-001/16	Server Unit as per Item No in Annexure C	80%
BR-003/16	Board room Chair as per Item No in Annexure C	65%
AV-001/16	Desktop recording system (16 Microphone	n/a
BR-004/20	Board room table as per Item No in Annexure C	80%

BR-005/20	Server Unit as per Item No in Annexure C	80%
BR-006/20	Board room Chair as per Item No in Annexure C	65%
BR-007/24	Board room table as per Item No in Annexure C	80%
BR-008/24	Server Unit as per Item No in Annexure C	80%
BR-009/24	Board room Chair as per Item No in Annexure C	65%
AV-002/24	Audio visual system with sound station and recording system and video/audio conferencing (24 Microphones)	n/a
EO-001	Executive Office Desk Unit Custom made as per Item No Annexure C	70%
EO -002	Executive Office Wall Unit and Storage Unit Custom made as per Item No Annexure C	70%
EO-003	Executive Office Server Unit Custom made as per Item No Annexure C	70%
EO -004	Executive Office Chair Custom made as per Item No Annexure C	60%
EO -005	Executive Office Sofa 2 Seater made as per Item No Annexure C	70%
EO -005	Executive Office Sofa 1 Seater made as per Item No Annexure C	70%
EO -006	Executive Office Desk Unit Custom made as per Item No Annexure C	70%
EO -007	Executive Office Wall Unit and Storage Unit Custom made as per Item No Annexure C	70%
EO -008	Executive Office Chair Custom made as per Item No Annexure C	60%
EO -009	Executive Office Sofa 1X Seater Custom made as per Item No Annexure C	70%
EO -009	Executive Office Coffee Table Custom made as per Item No Annexure C	70%
EO -010	Executive Office Server Unit custom made as per Item No Annexure C	65%
EO -011	Executive Office Custom made Conference table as per Item No Annexure C	70%
EO -011	Executive Office Visitor Chairs as per Item No Annexure C	60%
E0-012	Executive Office Desk Unit Custom made as per Item No Annexure C	70%
E0-013	Executive Office Wall Unit and Storage Unit Custom made as per Item No Annexure C	70%
E0-014	Executive Office Chair Custom made as per Item No Annexure C	70%
E0-015	Executive Office Custom made Conference table as per Item No Annexure C	60%
E0-015	Executive Office Custom made Conference table as per Item No Annexure C	70%
	Executive Office Visitor Chairs as per Item No Annexure C	70%
HOD-001	Executive Office Desk Unit Custom made as per Item No Annexure C	75%
HOD-002	Executive Office Server Unit Custom made as per Item No Annexure C	70%
HOD-003	Executive Office Chair as per Item No Annexure C	65%
HOD-004	Executive Office Custom made Conference table as per Item No Annexure C	70%
HOD-004	Executive Office Visitor Chairs as per Item No Annexure C	65%
OP-002	Office Chair as per Item No Annexure C	65%
OP-003	Filing Cabinet as per Item No Annexure C	70%
NR-001	Chairs for Nook Areas as per Item No Annexure C	70%
NR-002	Chairs for Nook Areas as per Item No Annexure C	70%
LA-001	Library Bar Table as per item no in Annexure C	65%
LA-001	Library Stools/High Chairs as per item no in Annexure C	65%
LA-002	Library Sofas Double seater as per item no in Annexure C	70%

LA-002	Library Sofas Single seater as per item no in Annexure C	70%
LA-002	Library Coffee tables as per item no in Annexure C	70%
LA-003	Library Movable Shelves as per item no in Annexure C	70%
LA-004	Library Coffee Pigeon Holes as per item no in Annexure C	80%
LA-005	Library Shelves filling Cabinets as pep item no in Annexure C	70%

Excluded in the designation is mainly primary steel used for fabrication of furniture products. This is to encourage local manufacturers to seek the best global competitive prices for primary materials hence the competitive imported primary steel used in the manufacture of furniture will be deemed to have been sourced locally for the purposes of calculating local content.

2.4.3. In cases where raw materials are not available locally

- If the raw material or input for the office furniture is **not** available locally bidders should obtain written authorisation from the dti should there be a need to import such raw material or input. A copy of the authorisation letter must be submitted together with the bid at the closing and time of the bid.
- The exchange rate used for the calculation of local production and content will be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of the advertisement of the bid. The rates of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate will be verified for accuracy.

2.4.4. Important Note on Determining Local Content

- A declared local content of, for example, 100% is not a true reflection if the dti instances bidders are expected to declare the actual local content % of less than 100% for the fact that an authorisation letter was provided by the dti. In that regard, bids will not be disqualified during the first stage of evaluation for not meeting the required local content threshold.
- The purpose thereof is to encourage bidders to declare the exact local content, e.g. if bidder indicates that he/she will be importing raw materials or certain components then it is not possible to have 100% local content if there is any portion of import no matter how small it may be.

2.4.5. Calculation of the local content

- The South African Bureau of Standards (SABS approved technical specification number SATS 1286:2011 will be used to calculate local content.
- The Declaration Certificate for Local Production and Content (SBD 6.2 – Annexure B) together with Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.
- The SABS approved technical specification and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annexure C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annexure C) and E (Local Content Declaration: Supporting Schedule to Annexure C)] are accessible to all potential bidders on the dti's Official website http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- The local content (LC) expressed as a percentage of the bid price will be calculated in accordance with the following formula:

$$\square LC = (1 - x/y)*100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the SARB at 12:00 on the date that the bid has been advertised.

2.5. TIMEFRAMES FOR DELIVERY OF THE WORK

- The delivery time will be six weeks (06) after appointment
- The successful service provider will be required to enter into a Service Level Agreement (SLA) with SASSETA that will govern the delivery times and quality of the project scope and deliverables.

2.6. SUBMISSION REQUIREMENTS

The proposal of the bidder is required to consist of, and demonstrate, the following:

- Understanding and experience in the scope of work;
- Methodology as to how the scope of work will be executed;
- Project plan as to when various activities will be scheduled and when the deliverables will be submitted;
- Value add suggestions that will demonstrate the expertise and suitability of the bidder in executing this contract.
- Profile of the bidder (Team structure, roles and responsibilities, endorsement, etc.)

2.7. PRICING

- The pricing should be reflected on the SBD 3.1. below.
- NB: Detailed specifications and pictures of the items are attached on Annexure C and should be used to complete the pricing schedule in 3.1. The item no for each product on annexure C must correspond with the item number in SBD 3.1.

2.8. ACCOUNTABILITY AND REPORTING

- The service provider will report directly to the Finance Manager for the duration of the assignment.

2.9. INTELLECTUAL PROPERTY

The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

2. PROPOSED SELECTION CRITERIA

2.1. Compliance with minimum requirements

- 2.1.1. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

2.2. Conditions for selection/short listing

- 2.2.1. All submissions will be evaluated as follows:

Phase 1 – Requirements items

Service Providers must:

- Attend the compulsory briefing session (**Non-attendance of a compulsory briefing will lead to automatic disqualification**)
- Submit their proposal by the closing date and time
- Bidder must submit a letter confirming that they are a Manufacturer of the furniture with an address where such a manufacturing is taking place. Where a company is not a manufacturer a letter from the manufacturing where the bidder will be sourcing the furniture should be submitted indicating that they willing supplier the furniture to the bidder together with the address where manufacturing will be taking place. SASSETA may visit the site where manufacturing is taking place to ensure that compliance with local content and labour laws are met.
- Register their submission in the tender register at SASSETA reception.
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4, SBD 6.1, SBD 6.2, SBD 8 and SBD 9.
- Bidder must complete the SBD 6.2 form and all the Annexures (C,D and E as attached) in full to declare local content in the production or manufacturing of the office furniture. Failure to do so will lead to automatic disqualification
- This bid is targeted for Bidder(s) who are Level 1 Exempted Micro Enterprise (EME) or QSE with an annual turnover of up to R50 million in terms of Preferential Procurement Regulation 2014, Regulation 4(1)(a). To determine the required Level 1 EME, SASSETA will only consider a CIPC issued B-BBEE certificate or an original and valid sworn affidavit must be submitted with the certified ID copies of the directors of the . Level 1 QSE bidder must submit a SANAS only accredited certificate. Bidders who are not level 1 Exempted Micro Enterprise or QSE will be disqualified from further evaluation.
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with your proposal

Phase 2 – Functionality evaluation

Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table below:

Functionality Evaluation

All proposals will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 5.

0/1: Unacceptable, does not meet set criteria

2: Weak, less than acceptable. Insufficient for performance requirements

3: Satisfactory should be adequate for stated element

4: Very good, above average compliance to the requirement

5: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT
Suitability of the proposed submission	Rating out of 5	Evaluation criteria	50%
The bidding company should provide a brochure for each product that will be supplied. The bidder should also indicate if the specification for each item/product will be complied with either during the manufacturing/production or customization after manufacturing or customization. (40 points)	0	Product brochure not submitted and one or more of the products in the Compliance table not met	40%
	5	Product brochure submitted and all products on Compliance table filled and met for all products	
The bidding company to provide a comprehensive company profile with the relevant products and reference letters demonstrating previous similar assignments. The reference letters should be in client's letterhead and signed off. (30 points)	0	The bidding company provided less than 3 reference letters and no company profile submitted	30%
	3	The bidding company provided at least 3 reference letters and company profile submitted	
	5	The bidding company provided more than 3 reference letters and company profile submitted	
Proposed Technical Approach and Project Plan	Rating out of 5	Evaluation criteria	30%
Proposed Technical approach and methodology of the company: The bidder must provide a plan indicating the delivery of dates from the date of the purchase order to the date of delivery and indicate the	0	No project plan or project plan has timelines that exceed 8 weeks for delivery and full installation of furniture from date of order.	30%
	3	Project plan has timelines that between 6 and 8 weeks for delivery and full installation of furniture from date of order.	

number of days from the date of delivery to the date of full installation 20 Points for delivery time and 10 points for installation Total points= (30 points)	5	Project plan has timelines that between 4 and 6 weeks for delivery and full installation of furniture from date of order	
TOTAL POINTS			100%

MINIMUM EVALUATION THRESHOLD.

SERVICE PROVIDER SCORING LESS THAN 75% ON FUNCTIONALITY WILL BE ELIMINATED FROM FURTHER CONSIDERATION.

IN AN INSTANCE WHERE NONE OF THE BIDDERS MEET THE TECHNICAL FUNCTIONALITY SCORE OF 75%, THEN FUNCTIONALITY SCORE WILL BE LOWERED TO 70%.

Phase 3 – Price and B-BBEE

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Broad-Based Black Economic Empowerment (B-BBEE) as follows:

Evaluation Criterion on Price and BBEE	
Relative competitiveness of proposed price	80
B-BBEE Status Level of Contribution	20
TOTAL FOR PRICE AND PREFERENCE	100

2.3. ADJUDICATION OF BID

- 3.1.1 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

SECTION B

1. SPECIAL CONDITIONS OF CONTRACT

1.1. GENERAL

1.1.1 Proper bids for the services specified must be submitted.

1.2. ADDITIONAL INFORMATION REQUIREMENTS

1.2.1 During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted in writing, within two (2) working days or as otherwise indicated. Failure to comply will lead to your bid being disregarded.

1.3. CONFIDENTIALITY

1.3.1 The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.

1.3.2 All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding the SASSETA or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.

1.4. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT

1.4.1 Copyright of all documentation relating to this contract belongs to the SASSETA. The successful bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.

1.4.2 All the intellectual property (IP) rights arising from the execution of this Agreement shall vest in SASSETA and the Service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.

1.4.3 In the event that the service provider would like to use information or data generated by the service, the prior written permission must be obtained from SASSETA.

1.4.4 SASSETA shall own all materials produced by the Service provider during the course of this contract, or as part of the service including without limitation, deliverables, documentation, reports, data, designs, concepts and other information whether capable of being copyrighted or not ("IP").

1.4.5 The Service provider assigns all IP rights in respect of all materials referred to in clause 1.3.4 to SASSETA. No other document needs to be executed to give effect to this cession, assignment or transfer.

1.4.6 The Service provider acknowledges and agrees that:

1.4.6.1 Each provision of clause 1.3 is separate, severally and separately enforceable from any other provisions of this agreement.

1.4.6.2 The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this agreement; and

1.4.6.3 This clause 1.3 shall survive termination of this agreement.

1.5. NON-COMPLIANCE WITH DELIVERY TERMS

1.5.1 As soon as it becomes known to the Service provider that he will not be able to deliver the goods/services within the delivery period and/or against the bid price and/or as specified, the SASSETA must be given immediate written notice to this effect. The SASSETA serves the right to implement remedies as provided for in the GCC.

1.6. WARRANTIES

1.6.1 The Service provider warrants that it is able to conclude this Agreement to the satisfaction of the SASSETA.

1.6.2 Although the Service provider will be entitled to provide services to persons other than SASSETA, the Service provider shall not without the prior written consent of SASSETA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the Service provider to provide the Services.

1.7. PARTIES NOT AFFECTED BY WAIVER OR BREACHES

1.7.1 The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.

1.7.2 No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

1.8. RETENTION

1.8.1 On termination of this agreement, the Service provider shall on demand hand over all documentation, information, etc., relating to the provision of services as per this bid without the right of retention, to the SASSETA.

1.8.2 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall

2. GENERAL CONDITIONS OF CONTRACT

2.1 The General Conditions of Contract must be accepted. The general conditions applicable to government entity bids, contracts and order are attached herein as **Annexure A** as they will apply to this bidding process.

2.2 Bidders are required to initial each page of the General Conditions of Contract as an indication of acceptance.

INVITATION TO BID

YOU ARE HEREBY INVITED TO SUBMIT A PROPOSAL FOR REQUIREMENTS OF THE SASSETA

RFP NUMBER: RFP/SASSETA/201819133/2 **CLOSING DATE:** 20 December 2019 **CLOSING TIME:** 11h00

DESCRIPTION: Procurement of office furniture. This agreement will be applicable from date of appointment until 31 March 2020

VALIDITY PERIOD: Offer to be valid for 120 days from the closing date of the bid

The successful bidder will be required to fill in and sign a written Contract Form.

BID DOCUMENT MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Mr Musa Mazibuko
Supply Chain Management
SASSETA Offices
Riverview Office Park
3 Janadel Avenue (off Bekker Road)
Halfway Gardens Midrand
1685

Faxed or e-mailed bids will not be accepted.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bids can be delivered between 08h00 and 16h00, Mondays to Friday, prior to the closing date and between 08h00 and 11h00 on the closing date.

All bids must be submitted on the official forms (not to be re-typed).

This RFP is subject to the following:

- General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
- the Preferential Procurement Policy Framework Act, 2000
- the Preferential Policy Regulations, 2017
- All other SCM prescripts
- Bids submitted that do not comply with the following will be disqualified**
 - Bidders who do not attend the compulsory briefing session will be disqualified during phase 1 Evaluation (Mandatory requirements) of this bid.
 - A late Bid (a bid arriving one second after 11h00 or any time thereafter)
 - A proposal not recorded in the Tender submission register

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/201819133/2	CLOSING DATE:	20 December 2019	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a professional office furniture and equipment removal company				
BID RESPONSE DOCUMENTS MAY BE DELIVERED AT:					
SASSETA Offices, Riverview Office Park, 3 Janadel Avenue (off Bekker Road), Halfway Gardens, Midrand, 1685					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Musa Mazibuko		CONTACT PERSON	Mr Musa Mazibuko	
E-MAIL ADDRESS	scm01@sasseta.org.za		E-MAIL ADDRESS	Scm01@sasseta.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. 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 SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director MUST sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution must be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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

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

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

NAME OF BIDDER:	BID NO.: RFP/SASSETA/201819133/2
CLOSING TIME: 11: 00	CLOSING DATE: 20 December 2019

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

Item No	Description	Qty	Unit Price	Total Price
RECEPTION AREA				
RD-001	Reception desk as per item no in Annexure C	1		
RC-001	Reception Chair as per item no in Annexure C	2		
WAITING AREA				
WA-001	Waiting Area Sofas Double seater as per item no in Annexure C	2		
WA-001	Waiting Area Sofas Single seater as per item no in Annexure C	2		
WA-002	Waiting Area Coffee tables as per item no in Annexure C	2		
MEETING ROOM – 4 SEATER x 2				
MR-001/4	Meeting room table as per Item No in Annexure C	2		
MR-002/4	Meeting room Chair as per Item No in Annexure C	8		
MEETING ROOM – 12 SEATER x 2				
MR-003/12	Meeting room table as per Item No in Annexure C	2		
MR-004/12	Server Unit as per Item No in Annexure C	2		
MR-005/12	Meeting room Chair as per Item No in Annexure C	24		
BOARD ROOM – 16 SEATER x1				
BR-001/16	Board room table as per Item No in Annexure C	1		
BR-001/16	Server Unit as per Item No in Annexure C	1		
BR-003/16	Board room Chair as per Item No in Annexure C	16		
AV-001/16	Desktop recording system (16 Microphone	1		
BOARD ROOM – 20 SEATER x1				
BR-004/20	Board room table as per Item No in Annexure C	1		
BR-005/20	Server Unit as per Item No in Annexure C	1		

BR-006/20	Board room Chair as per Item No in Annexure C	20		
BOARD ROOM – 24 SEATER x1				
BR-007/24	Board room table as per Item No in Annexure C	1		
BR-008/24	Server Unit as per Item No in Annexure C	1		
BR-009/24	Board room Chair as per Item No in Annexure C	24		
AV-002/24	Audio visual system with sound station and recording system and video/audio conferencing (24 Microphones)	1		
EXECUTIVE OFFICE (CEO'S OFFICE) x1				
EO-001	Executive Office Desk Unit Custom made as per Item No Annexure C	1		
EO -002	Executive Office Wall Unit and Storage Unit Custom made as per Item No Annexure C	1		
EO-003	Executive Office Server Unit Custom made as per Item No Annexure C	1		
EO -004	Executive Office Chair Custom made as per Item No Annexure C	1		
EO -005	Executive Office Sofa 2 Seater made as per Item No Annexure C	1		
EO -005	Executive Office Sofa 1 Seater made as per Item No Annexure C	2		
EXECUTIVE OFFICE (CFO'S OFFICE) x 1				
EO -006	Executive Office Desk Unit Custom made as per Item No Annexure C	1		
EO -007	Executive Office Wall Unit and Storage Unit Custom made as per Item No Annexure C	1		
EO -008	Executive Office Chair Custom made as per Item No Annexure C	1		
EO -009	Executive Office Sofa 1X Seater Custom made as per Item No Annexure C	2		
EO -009	Executive Office Coffee Table Custom made as per Item No Annexure C	1		
EO -010	Executive Office Server Unit custom made as per Item No Annexure C	1		
EO -011	Executive Office Custom made Conference table as per Item No Annexure C	1		
EO -011	Executive Office Visitor Chairs as per Item No Annexure C	4		
EXECUTIVE OFFICE (EXECUTIVE MANAGERS X 3)				
E0-012	Executive Office Desk Unit Custom made as per Item No Annexure C	3		
E0-013	Executive Office Wall Unit and Storage Unit Custom made as per Item No Annexure C	3		
E0-014	Executive Office Chair Custom made as per Item No Annexure C	3		
E0-015	Executive Office Custom made Conference table as per Item No Annexure C	3		
E0-015	Executive Office Custom made Conference table as per Item No Annexure C	3		

	Executive Office Visitor Chairs as per Item No Annexure C	3		
MANAGERS X 13				
HOD-001	Executive Office Desk Unit Custom made as per Item No Annexure C	13		
HOD-002	Executive Office Server Unit Custom made as per Item No Annexure C	13		
HOD-003	Executive Office Chair as per Item No Annexure C	13		
HOD-004	Executive Office Custom made Conference table as per Item No Annexure C	13		
HOD-004	Executive Office Visitor Chairs as per Item No Annexure C	52		
GENERAL STAFF (OPEN PLAN) X 125				
OP-001	Open Plan Office Desk – 4 Seater Cluster for 125 staff = 125/4= 31.25 rounded to 33 units as per Item No Annexure C	35		
OP-002	Office Chair as per Item No Annexure C	125		
OP-003	Filing Cabinet as per Item No Annexure C	40		
NOOK AREAS				
NR-001	Chairs for Nook Areas as per Item No Annexure C	3		
NR-002	Chairs for Nook Areas as per Item No Annexure C	3		
LIBRARY				
LA-001	Library Custom made soft seater as per item no in Annexure C	2		
LA-002	Library Custom made soft seater as per item no in Annexure C	2		
LA-003	Custom Library Bookshelf as per item no in Annexure C	1		
LA-004	Custom Library Bookshelf as per item no in Annexure C	1		
LA-005	Library bench as per item no in Annexure C	1		
LA-006	Library Movable Shelves as per item no in Annexure C	5		
DELIVERY AND INSTALLATION CHARGES				
	Delivery for all Items	1		
	Assembly and Onsite Installation for all items	1		
Sub-Total (Ex VAT)				
15% VAT				
Total BID Price Inclusive of 15% VAT				

TOTAL BID PRICE FOR DELIVERY OF ALL ITEMS

Note: All delivery costs must be included in the **bid price**, for delivery at the prescribed destination. All applicable taxes” includes value- added tax (VAT), etc.

.....

Signature

Date

.....
Position

.....
Name of bidder

(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state, 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 an advertised competitive bid, a limited bid, a bid or written price quotation). 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 authorized representatives 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 representatives:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder, member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors/trustees/shareholders/members, their individually Identity numbers, tax reference numbers and, if applicable, employee/PERSAL number must be indicated in paragraph 3 below.

1“state means-

- (a) any national or provincial department, national or provincial public entity or constitutional 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 /trustees /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/N/A**

NB: (Please tick NO or N/A if your answer was NO on 2.7. above)

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES/NO/N/A**

NB: (Please tick NO or N/A if your answer was NO on 2.7. above)

(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 spouse conduct business with the state in the previous twelve months? **YES/NO**

2.8.1 If so, furnish particulars:

.....
.....

NB.: (If a bidder has had a contract with any government department, /municipality/entity/parastatal/SOE, etc. please tick YES on 2.8 above and name the institutions worked for)

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 Income Tax Reference Number	State Number/ Peral Number	Employee Number
Directors listed here to be the same as those listed on CSD.				

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information on all their directors/trustees/members/shareholders

4 DECLARATION

I, THE UNDERSIGNED (NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVES TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this RFP is estimated **not to exceed** R50 000 000, **therefore the 80/20 reference point system shall be applicable.**

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = Level
(Bidder to state their B-BBEE level from level 1 to level 8)

6.2 Number of points claimed = (maximum of 20 points)
(Bidder to state the number of points claimed from 20 to 0)

(Points claimed in respect of paragraph 6.1 and 6.2 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES
1.
2.
(Both witnesses are required to sign this document)

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

SBD 6.2

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
--	-------------------------------------

_____	_____ %
-------	---------

SBD 6.2

_____	_____ %
-------	---------

_____	_____ %
-------	---------

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
-----	--	----	--

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

SBD 6.2

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. RFP/SASSETA/201819133/2

ISSUED BY: SASSETA

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names), do hereby declare, in my capacity as of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been

consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

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 supply chain management system
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failure 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?</p> <p>(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)?</p> <p>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 of law outside 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	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

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

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

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 *pe 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 bids.

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
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

- 7. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 8. 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.
- 9. 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.
- 10. 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

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

11. BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) • To be signed by a duly Authorised Delegate.	
2.	Part 2: Completed and signed the Pricing schedule (SBD 3.3) • To be signed by a duly Authorised Delegate.	
3.	Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document)</i> • To be signed by a duly Authorised Delegate.	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1) • To be signed by a duly Authorised Delegate. • Not claiming points as per bullet 6.1 and 6.2 on SBD 6.1 will lead to B-BBEE points not awarded	
5.	Part 5: Declaration certificate for local production and content for designated sectors • Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.	
6.	Part 6: Completed and signed the Declaration of bidders past Supply Chain Management Practices document (SBD 8). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the Declaration of bidders past Supply Chain Management Practices document)</i> • To be signed by a duly Authorised Delegate.	
7.	Part 7: Completed and signed the Certificate of Independent Bid Determination (SBD 9) • To be signed by a duly Authorised Delegate.	
8.	Part 8: Submitted an original/ certified copy of a valid BBEE Certificate/Sworn Affidavit signed by a Commissioner of Oath. <i>(In case of a trust, consortium or joint venture, bidders will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</i> • Non submission of a valid B-BBEE Certificate/sworn affidavit will lead to zero points awarded	
9.	Part 9: Submitted the General Conditions of Contract (initialled each page)	
10.	Part 10: Submitted the Technical approach	
11.	Part 11: Submitted the Details of the team and included their CV	
12.	Part 12: Submitted Experience in the field document and reference letters	
13.	Part 13: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration • Directors listed on SBD 4 to be the same as those listed on the CSD report	
14.	Part 14: Bidder's quotation on the Company letterhead inclusive of VAT and any other applicable costs	

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

The SASSETA logo cannot be displayed any shape or form on proposals sent to SASSETA for consideration.