



RFP NUMBER:	RFP/SASSETA/20211102
DESCRIPTION:	Procurement of a service provider to supply and deliver laptops, server and other peripherals
PUBLISH DATE:	05 June 2020
CLOSING DATE:	26 June 202
CLOSING TIME:	11h00
VALIDIY PERIOD:	120 Days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES MUST BE HAND DELIVERED/ COURIERED TO:	SASSETA Offices Unit 2 Corporate Campus 74 Waterfall Drive Waterfall City Midrand 2090
ATTENTION:	
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.	

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 Bid (SBD 1)
3. Pricing schedule (SBD 3.1)
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)

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

Bidders must not display the SASSETA logo in any shape or form on proposals sent to SASSETA for consideration.

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 CLARIFICATIONS/QUERIES

- 1.2.1 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 19th June 2020 at 11h00**. 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.

1.3 SUBMITTING BIDS

- 1.3.1 One **original hardcopy of the proposal 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
Unit 2 Corporate Campus
74 Waterfall Drive
Waterfall City
Midrand
2090

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

❖ RFP number: RFP/SASSETA/20211102

❖ **Closing date and time: Friday 26 June 2020 at 11h00**

❖ The name and address of the bidder

Documents submitted on time by bidders shall not be returned.

1.4 LATE BIDS

- 1.4.1 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.
- 1.4.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00)
- 1.4.3 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 box). Bids received at the physical address after the

closing date and time of the bid, shall therefore be deemed to be received late.

1.5 DIRECTIONS TO SASSETA OFFICE FOR DELIVERY OF BIDS

1.5.1 Directions to SASSETA offices are attached as **Annexure B** to this document.

1.5.2 **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

1.6 FORMAT OF BIDS

1.6.1 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.

1.6.2 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 Schedule (SBD 3.1)

Bidders Must complete SBD 3.1 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: 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 5: 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 6: Certificate of Independent Bid Determination (SBD 9)

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

Part 7: Broad Based Black Economic Empowerment Certificate

Bidders are to submit an Original/Certified copy of a valid BBEE Certificate or a sworn affidavit.

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 8: General Conditions of Contract

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

Part 9: 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 **MUST** be the same as those listed on the CSD report.

Part 10: Service Providers are to submit a quotation on their company letterhead in line with SBD 3.1.

1.7 NEGOTIATION

- 1.7.1 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.
- 1.7.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.7.3 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.
- 1.7.4 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.

1.8 REASONS FOR REJECTION

- 1.8.1 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.
- 1.8.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
- 1.8.2.1 have abused the Supply Chain Management systems of SASSETA.
 - 1.8.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.8.2.3 have failed to perform on any previous contract and the proof exists.
- 1.8.3 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1 INTRODUCTION

2.1.1 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.

2.1.2 In order to perform the above mentioned responsibilities, SASSETA utilises Information and Communication Technology equipment to manage and provide access to its systems and communicate with its stakeholders. These include laptops and servers.

2.2 THE PURPOSE OF THIS RFP

2.2.1 This Request for Proposal (RFP) seeks to appoint a suitable service provider to supply, and deliver, ICT equipment to SASSETA for a period of three (3) years from the date of three (3) years.

2.3 ITEMS REQUIRED

2.3.1 The service provider is expected to deliver the following equipment to SASSETA as current order items.

2.3.2 SASSETA will be ordering any of these items at a future date (ad-hoc) and for different quantities.

ITEM NO	QTY	DESCRIPTION
LAPTOPS		
LAPT-1	50	HP EliteBook Laptops with the following specifications: Processor (CPU): Intel® Core™ i7-8550U Intel® UHD graphics 620 (1.8 GHz, up to 3.7 GHz with Intel® Turbo Boost Technology 2.0, 8 MB cache, 4 cores) Memory: 8 GB DDR4-2400 SDRAM (1 x 8 GB) Storage: 1 TB 5400 rpm SATA Display Size: (15.6") diagonal FHD IPS anti-glare LED-backlit (1920 x 1080) Operating System: Windows 10 Pro 64 Ports: 2 USB 3.0; 1 USB 2.0 1 HDMI 1.4b; 1 VGA; 1 AC power; 1 headphone/microphone combo jack Graphics Card: Nvidia® GeForce 930MX (2 GB DDR3 dedicated, switchable) 3 (Three) Year Warranty (NBD Support)
LAPT-2	60	HP EliteBook Laptops with the following specifications: Processor (CPU): Intel® Core™ i5-8250U Intel® UHD Graphics 620 (1.6 GHz, up to 3.4 GHz with Intel® Turbo Boost Technology 2.0, 6 MB cache, 4 cores) Memory: 8 GB DDR4-2400 SDRAM (1 x 8 GB)

		Storage: 1 TB 5400 rpm SATA Display Size: 15.6" diagonal FHD UWVA anti-glare flat LED backlit, 220 cd/m2, 45% sRGB (1920 x 1080) Operating System: Windows 10 Pro 64 Ports: 2 USB 3.0; 1 USB 2.0 1 HDMI 1.4b; 1 VGA; 1 AC power; 1 headphone/microphone combo jack Graphics Card: Nvidia® GeForce 930MX (2 GB DDR3 dedicated, 3 (Three) Year Warranty (NBD Support))
LPT-BAGS	110	Targus Trolley Laptops bags to fits the sizes for LAP-1 and LAPT-2 above
SECLKS	110	Targus Security Locks for laptops

Servers for HRM and Records Management Systems

SERV-01	2	Dell PowerEdge R740/R740XD Motherboard Enterprise Order – EMEA Chassis with Up to 24 x 2.5" Hard Drives for 2CPU 2 X Intel Xeon Gold 6242 2.8G, 16C/32T, 10.4GT/s, 22M Cache, Turbo, HT (150W) DDR4-2933 Processor Selected 2 x Standard 2U Heatsink 128 GB RDIMM, 2666MT/s, Performance Optimized 2666MT/s RDIMMs 16 GB microSDHC/SDXC Card, Redundant SD Cards Enabled PERC H740P RAID Controller, 8GB NV Cache, Adapter, Low Profile 15 x 1.8TB 10K RPM SAS 12Gbps 512e 2.5in Hot-plug Hard Drive 6 Standard Fans for R740/740XD Dual, Hot-plug, Redundant Power Supply (1+1), 1100W C13 to C14, PDU Style, 10 AMP, 6.5 Feet (2m), Power Cord Riser Config 3, 2 x8, 3 x16 slots iDRAC9,Enterprise Intel X710 Dual Port 10GbE SFP+ & i350 Dual Port 1GbE, rNDC PowerEdge 2U Standard Bezel Sliding Rails Without Cable Management Arm 32X DVD-ROM, USB, EXTERNAL IDSDM and Combo Card Reader with 16GB VFlash SD iDRAC,Factory Generated Password iDRAC Group Manager, Disabled Dell EMC PowerEdge SFP+ SR Optic 10GbE 850nm Basic Next Business Day 36 Months Installation Service Selected Windows 2016 Server Datacenter for Gov
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IPAD -11	5	iPad Tablets Devices 11 – inch-PRO Edge to Edge Retina Display with Promotion True Tine and P3 Wide colour, A12Z Bionic Chip with Neutral Engine 10MP Wide camera and LiDAR Scanner 7MP True Depth front Camera Face ID for secure Authentication 256GB Internal Memory Single slim 802.11ax Wifi and Gigabit Class LTE Cellular data SIM supported Black or Silver or Gray Finish Protective Pouch
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IPADKEY	5	Keyboards 11 – inch Keyboard Folio – Black
UPS – 1	1	APC 3 Phase – 20 KVA UPS with batteries Including full installation
UPS - 2	1	APC 3 Phase – 60 KVA UPS with batteries Including full installation

2.4 DURATION OF THIS CONTRACT

2.4.1 The successful service provider will be appointed for a period of three (3) years from the date of appointment until 30 June 2023. The item required in this specification document have specification quantities required currently. As and when required, the service provider will be requested to supply and deliver any of the items mentioned in bullet 1.2 above (Items required).

2.5 DELIVERY TIMELINES

2.5.1 The service provider will be required to deliver the current items within a period of three (3) to four (4) weeks from date of appointment.

2.5.2 Future orders will be required within a period of seven (7) working days from date order.

2.6 PRICING

2.6.1 For future purchases to be done on ad-hoc basis, the successful service provider will be expected to provide a quotation for the items required clearly stipulating the Rand/dollar exchange rate and inflation on the date of quote. SASSETA will only accept quotation that are within a maximum of 10% variation on the initially quoted amount.

3. PROPOSED SELECTION CRITERIA

3.1 Compliance requirements

- 3.1.1 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.

3.2 Conditions for selection/short listing

- 3.2.1 All submissions will be evaluated as follows:

3.2.1.1 Phase 1 – Mandatory items

Service Providers must:

- Submit their proposal by the closing date and time. **Proposals not recorded on the tender submission register at SASSETA reception will be disqualified from further evaluation.**
- Register their submission in the tender register at SASSETA reception. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- Registered with Distributor/OEM - Bidders are to submit an original/certified letter from the Distributor/Original Equipment Manufacturer (OEM) authorising the Bidder to sell the particular item for all items listed above. **Failure to submit a letter from the Distributor/OEM will lead to disqualification.**
- Bidders signed and filled the compliance table in 1.4 above.
- Bidders must submit a letter of commitment that they will deliver all items listed above within a period of three (3) to four (4) weeks from the date of award of this bid. **Failure to submit the commitment letter will lead to a disqualification. Failure to adhere to the requirements after the awarding will lead to penalties as per the General Conditions of Contract (GCC – Annexure A)**
- Bidders are required to provide support for a period of 12 weeks from 8am to 4pm from the date of delivery of equipment. **Bidders must submit a letter of commitment that they will support SASSETA for a period of 12 weeks from date of delivery. Failure to adhere to the requirements after the awarding will lead to penalties as per the General Conditions of Contract (GCC – Annexure A).**
- Bidders are required to submit a specification sheet/brochure of all equipment (properly labelled) to be

supplied as per items noted above. **Failure to submit the specification sheet/brochure of all equipment will lead to disqualification.**

- SASSETA is looking at Bidder that is a level 1 Exempted Micro Enterprise (EME) with an annual turn-over of less than R10 million. An original and valid sworn affidavit must be submitted in this regard. **Bidders who are not level 1 Exempted Micro Enterprise will be disqualified from further evaluation.**
- complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.1, SBD4, SBD 6.1, SBD 8 and SBD 9
- Bidders must 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

3.2.1.2 Phase 2 – Compliance with Specifications

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

COMPLIANCE WITH SPECIFICATIONS

Bidders are required to complete this table for evaluation of their proposals/quotations.

ITEM NO	DOES THE ITEM COMPLY WITH BID SPECIFICATION (YES/NO)	IF NOT, SPECIFY THE DEVIATION FROM SPECIFICATION?	PRODUCT MAKE/MODEL
LPT-1			
LPT-2			
LPT-BAGS			
SECLKS			

SRV-01			
IPAD -11			
IPADKEY			
UPS - 1			
UPS - 2			

I _____ a representative of

(name of Bidding company) _____

hereby confirms that the bidding company will comply with the table above.

Signature : _____ **Date:** _____

Position : _____

All bidders are expected to fill the above table indicating whether they comply to the specifications or not and reasons for deviation.

Bidders who quote SASSETA per specification will be shortlisted for phase three (3) of the evaluation process. Bidders who do not quote SASSETA as per specification will be eliminated from further evaluation.

3.2.1.3 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 B-BBEE	
Relative competitiveness of proposed price	80
B-BBEE Status Level of Contribution	20
TOTAL FOR PRICE AND PREFERENCE	100

3.3 ADJUDICATION OF BID

- 3.3.1 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.

INVITATION TO BID

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

RFP NUMBER: RFP/SASSETA/20211102 **CLOSING DATE:** 26 June 2020 **CLOSING TIME:** 11h00

DESCRIPTION: Procurement of a service provider to supply and deliver laptops, server and other peripherals

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
Unit 2 Corporate Campus
74 Waterfall Drive
Waterfall City
Midrand
2090

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**
 - A late Bid (a bid arriving one second after 11h00 or any time thereafter)
 - A proposal from a bidder without submission of mandatory documentation

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/20211102	CLOSING DATE:	26 June 2020	CLOSING TIME:	11h00
DESCRIPTION	Procurement of a service provider to supply and deliver laptops, server and other peripherals				
BID RESPONSE DOCUMENTS MAY BE SENT TO					
SASSETA Offices, Unit 2 Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090					
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 number: RFP/SASSETA/20211102
Closing Time 11:00	Closing date: 26 June 2020

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

ITEM NO	QTY	DESCRIPTION	UNIT PRICE (incl. of VAT)	TOTAL PRICE (incl. of VAT)
LAPT-1	50	<p>HP EliteBook Laptops with the following specifications:</p> <p>Processor (CPU): Intel® Core™ i7-8550U Intel® UHD graphics 620 (1.8 GHz, up to 3.7 GHz with Intel® Turbo Boost Technology 2.0, 8 MB cache, 4 cores)</p> <p>Memory: 8 GB DDR4-2400 SDRAM (1 x 8 GB)</p> <p>Storage: 1 TB 5400 rpm SATA</p> <p>Display Size: (15.6") diagonal FHD IPS anti-glare LED-backlit (1920 x 1080)</p> <p>Operating System: Windows 10 Pro 64</p> <p>Ports: 2 USB 3.0; 1 USB 2.0 1 HDMI 1.4b; 1 VGA; 1 AC power; 1 headphone/microphone combo jack</p> <p>Graphics Card: Nvidia® GeForce 930MX (2 GB DDR3 dedicated, switchable)</p> <p>3 (Three) Year Warranty (NBD Support)</p>		
LAPT-2	60	<p>HP EliteBook Laptops with the following specifications:</p> <p>Processor (CPU): Intel® Core™ i5-8250U Intel® UHD Graphics 620 (1.6 GHz, up to 3.4 GHz with Intel® Turbo Boost Technology 2.0, 6 MB cache, 4 cores)</p> <p>Memory: 8 GB DDR4-2400 SDRAM (1 x 8 GB)</p> <p>Storage: 1 TB 5400 rpm SATA</p> <p>Display Size: 15.6" diagonal FHD UWVA anti-glare flat LED backlit, 220 cd/m2, 45% sRGB (1920 x 1080)</p> <p>Operating System: Windows 10 Pro 64</p> <p>Ports: 2 USB 3.0; 1 USB 2.0 1 HDMI 1.4b; 1 VGA; 1 AC power; 1 headphone/microphone combo jack</p> <p>Graphics Card: Nvidia® GeForce 930MX (2 GB DDR3 dedicated,</p> <p>3 (Three) Year Warranty (NBD Support)</p>		
LPT-BAGS	110	Targus Trolley Laptops bags to fits the sizes for LAP-1 and LAPT-2 above		

SECLKS	110	Targus Security Locks for laptops		
Servers for HRM and Records Management Systems				
SERV-01	2	<p>Dell PowerEdge R740/R740XD Motherboard Enterprise Order – EMEA Chassis with Up to 24 x 2.5” Hard Drives for 2CPU</p> <p>2 X Intel Xeon Gold 6242 2.8G, 16C/32T, 10.4GT/s, 22M Cache, Turbo, HT (150W) DDR4-2933 Processor Selected</p> <p>2 x Standard 2U Heatsink</p> <p>128 GB RDIMM, 2666MT/s, Performance Optimized 2666MT/s RDIMMs</p> <p>16 GB microSDHC/SDXC Card, Redundant SD Cards Enabled</p> <p>PERC H740P RAID Controller, 8GB NV Cache, Adapter, Low Profile</p> <p>15 x 1.8TB 10K RPM SAS 12Gbps 512e 2.5in Hot-plug Hard Drive</p> <p>6 Standard Fans for R740/740XD</p> <p>Dual, Hot-plug, Redundant Power Supply (1+1), 1100W C13 to C14, PDU Style, 10 AMP, 6.5 Feet (2m), Power Cord Riser Config 3, 2 x8, 3 x16 slots</p> <p>iDRAC9,Enterprise</p> <p>Intel X710 Dual Port 10GbE SFP+ & i350 Dual Port 1GbE, rNDC</p> <p>PowerEdge 2U Standard Bezel</p> <p>Sliding Rails Without Cable Management Arm</p> <p>32X DVD-ROM, USB, EXTERNAL</p> <p>IDSDM and Combo Card Reader with 16GB VFlash SD</p> <p>iDRAC,Factory Generated Password iDRAC Group Manager, Disabled</p> <p>Dell EMC PowerEdge SFP+ SR Optic 10GbE 850nm</p> <p>Basic Next Business Day 36 Months</p> <p>Installation Service Selected</p> <p>Windows 2016 Server Datacenter for Gov</p>		
IPAD -11	5	<p>iPAD Tablets Devices</p> <p>11 – inch-PRO Edge to Edge Retina Display with Promotion</p> <p>True Tine and P3 Wide colour,</p> <p>A12Z Bionic Chip with Neutral Engine</p> <p>10MP Wide camera and LiDAR Scanner</p> <p>7MP True Depth front Camera</p> <p>Face ID for secure Authentication</p> <p>256GB Internal Memory</p> <p>Single slim</p> <p>802.11ax Wifi and Gigabit Class LTE Cellular data SIM supported</p> <p>Black or Silver or Gray Finish</p> <p>Protective Pouch</p>		
IPADKEY	5	<p>Keyboards</p> <p>11 – inch Keyboard Folio – Black</p>		
UPS - 1	1	<p>APC 3 Phase – 20 KVA UPS with batteries</p> <p>Including full installation</p>		
UPS - 2	1	<p>APC 3 Phase – 60 KVA UPS with batteries</p> <p>Including full installation</p>		

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.

For future purchases to be done on ad-hoc basis, the successful service provider will be expected to provide a quotation for the items required clearly stipulating the Rand/dollar exchange rate and inflation on the date of quote. SASSETA will only accept quotation that are within a maximum of 10% variation on the initially quoted amount.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(MUST be signed by a duly Authorised Delegate)

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)

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 Employee Number/ Pearsal Number
Directors listed here MUST 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

(MUST be signed by a duly Authorised Delegate)

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

1.2 Points for this bid shall be awarded for:

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

1.3 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

1.4 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.

1.5 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		

DECLARATION WITH REGARD TO COMPANY/FIRM

7.2 Name of company/firm:.....

7.3 VAT registration number:.....

7.4 Company registration number:.....

7.5 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

- One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

7.6 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

7.7 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

7.9 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.

(Bidder to ensure that both witnesses sign this document.)

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

(MUST be signed by a duly Authorised Delegate)

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

(MUST be signed by a duly Authorised Delegate)

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

MUST be signed by a duly Authorised Delegate.

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

NO.	DETAILS	TICK BY BIDDER
1.	<ul style="list-style-type: none"> • Part 1: Completed and signed the invitation to bid document (SBD 1) Resolution letter signed by all Directors of the Company appointing a member to sign on behalf of the company. • MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted. 	
2.	<ul style="list-style-type: none"> • Part 2: Completed and signed pricing schedule (SBD 3.1) • MUST be signed by a duly Authorised Delegate. 	
3.	<ul style="list-style-type: none"> • 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> • Directors listed on SBD 4 MUST be the same as those listed on the CSD report. 	
4.	<ul style="list-style-type: none"> • Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1) • MUST be signed by a duly Authorised Delegate. • Bidders are to claim B-BBEE points on bullet 6.1. and 6.2. on SBD 6.1 	
5.	<ul style="list-style-type: none"> • Part 5: 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> • MUST be signed by a duly Authorised Delegate. 	
6.	<ul style="list-style-type: none"> • Part 6: Completed and signed the Certificate of Independent Bid Determination (SBD 9) • (MUST be signed by a duly Authorised Delegate. 	
7.	<ul style="list-style-type: none"> • Part 7: Submitted an original/ certified copy of a valid BBEE Certificate/ Sworn Affidavits. <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 B-BBEE points not awarded 	
8.	<ul style="list-style-type: none"> • Part 8: Submitted the General Conditions of Contract (initialled each page 	
9.	<ul style="list-style-type: none"> • Part 9: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration • Directors listed on SBD 4 MUST be the same as those listed on the CSD report. 	
10.	<ul style="list-style-type: none"> • Part 10: Service Providers are to submit a quotation on their company letterhead in line with SBD 3.1. 	

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

Bidders must not display the SASSETA logo in any shape or form on proposals sent to SASSETA for consideration.