



<b>RFP NUMBER:</b>	RFP/SASSETA/21221003
<b>DESCRIPTION:</b>	Appointment of a service provider for the provision of short-term Insurance at SASSETA for a period of three (3) years from date of appointment
<b>PUBLISH DATE:</b>	06 September 2021
<b>CLOSING DATE:</b>	28 September 2021
<b>CLOSING TIME:</b>	11h00
<b>COMPULSORY BRIEFING SESSION</b>	N/A
<b>VALIDITY PERIOD:</b>	120 Days from the closing date
<b>PREFERENCE POINT SYSTEM</b>	80/20
<b>SUBMISSION OF PROPOSALS</b>	Proposals to be submitted electronically via email to <a href="mailto:insurance@sasseta.org.za">insurance@sasseta.org.za</a>  <b>OR</b>  Be couriered, posted or hand delivered via hardcopy to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090
<b>ATTENTION:</b>	
<p><b>NB:</b> Proposals to be submitted electronically via email to <a href="mailto:insurance@sasseta.org.za">insurance@sasseta.org.za</a> or be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090, for the attention of Ms Vutivi Manganyi.</p> <p>This email address (<a href="mailto:insurance@sasseta.org.za">insurance@sasseta.org.za</a>) is for submission of tender proposals only and will only be accessed after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to <a href="mailto:scm03@sasseta.org.za">scm03@sasseta.org.za</a>.</p>	

**NB: The SASSETA logo should not be displayed in 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)

**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 no briefing session for this request for proposals.

### 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 **Ms Vutivi Manganyi** at [scm03@sasseta.org.za](mailto:scm03@sasseta.org.za) by **Friday 17<sup>th</sup> September 2021 at 14h00**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

### 1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted:

(A) Electronically via email to [insurance@sasseta.org.za](mailto:insurance@sasseta.org.za)

**OR**

(B) Be couriered, posted or hand delivered to:  
SASSETA Offices,  
Building 2 Waterfall Corporate Campus,  
74 Waterfall Drive,  
Waterfall City,  
Midrand,  
2090

for the attention of Ms Vutivi Manganyi, quoting the:

- ❖ Reference no: RFP/SASSETA/21221003
- ❖ Closing date and time: Monday 28 September 2021 at 11h00
- ❖ The name and address of the bidder

### 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) for hard copy submissions.

- 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 email) by 11h00 on the closing date. 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 submitting their proposal in hard copy 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 to 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 to complete and submit the Invitation to Bid document.

### **Part 2: Pricing (SBD 3.1)**

Bidders to complete SBD 3.1 as attached to this request in full and to 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 to 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 to 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 to complete and submit the Declaration of past supply chain management practices

**Part 6: Certificate of Independent Bid Determination (SBD 9)**

Bidders to 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.

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 to 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 to be the same as those listed on the CSD report.

**Part 10: Bidder's quotation on their Company letterhead**

Bidders to attach a quotation on the Company letterhead inclusive of VAT and any other applicable costs

**Part 11: Signed Reference letters**

The bidders to submit a minimum of three (3) signed reference letters demonstrating experience in rendering short term insurance brokerage services. The bidding company to submit a minimum of three reference letters on their client's letterheads

**Part 12: Comprehensive CV of the Broker**

The bidding company to submit a comprehensive CV of the broker demonstrating a minimum of three years' experience in undertaking insurance brokerage services to clients

## **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

2.1.1 The SAFETY AND SECURITY SETA's (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

2.2.1 The SAFETY AND SECURITY SETA's requirement is to procure the services of a competent insurance broker to assist SASSETA in managing its short-term insurance portfolio. The appointed Insurance broker would need to ensure that the cover and premiums are negotiated in the best interest of SASSETA for the duration of the contract. SASSETA has assets in place to enable smooth operation of its business to fulfil its mandate.

2.2.2 The assets that need to be covered consists of movable assets and are kept at SASSETA Head Office in Midrand, Durban Regional office, Pietermaritzburg and Newcastle Regional Office. An asset register is kept with all assets and attached to this document as annexure C.

2.2.3 The Insurance broker should ensure that the services, which are in line with the insurance services industry standards, as specified below are quoted for. The bidders must clearly demonstrate the understanding of the work to be performed. The required insurance is from the date of contracting and shall continue for a period of 36 month effective from **1 November 2021 until 31 October 2024**. The insurance cover may be updated as and when required with both parties agreeing on the amount of cover regarding any additions or omissions included.

### 2.3 SCOPE OF WORK FOR SHORT-TERM INSURANCE BROKERAGE SERVICES

2.3.1 The insurance required is to cover SASSETA as a going business concern against any losses which may result due to unforeseen risks including natural risks, theft, damage, fire, and related risks that may result in complete or partial loss of assets. The cover is for replacement value of the assets to ensure business continuity.

2.3.2 The bidder must advise SASSETA and provide quotations on additional insurance cover that could become necessary to be taken out to ensure that SASSETA's risk is minimized.

2.3.3 Bidders are encouraged to suggest additional improvements and value adds related to the rendering of short-term insurance cover. If any, details of value add must be submitted as part of the responses to the bid and indicated as such.

2.3.4 Bidders are provided with the asset register and must specify the excess amount in the quotation.

**2.4 THE SHORT-TERM INSURANCE COMPANIES WILL BE REQUIRED TO DEMONSTRATE THEIR ABILITY TO PROVIDE THE TECHNICAL REQUIREMENTS AS FOLLOWS:**

**2.4.1 Office Content**

Furniture and fittings including chairs, desks and cabinets and office equipment amongst other things.

**2.4.2 SASSETA Vehicles**

**The insurer should provide a full comprehensive cover on vehicles owned by SASSETA and regional offices or used for business in neighbouring provinces as recorded in the asset register (Annexure C).**

**2.4.3 Electronic equipment Cover listed below but not limited to**

- (a) Computers / PC.
- (b) Laptops.
- (c) Cameras.
- (d) Printers.
- (e) Projectors.
- (f) iPads/tablets, servers, voice recorders
- (g) Video Conferencing units.

**2.4.4 Public Liability** included in the cover should be as follows:

- (a) Bodily injuries
- (b) Property damage
- (c) Accidental damage

**2.4.5 Roadside Assistance**

- (a) Breakdowns
- (b) Road accidents
- (c) Shortage of fuel
- (d) Battery discharge
- (e) Flat tyre

**2.4.6 Broken key/loss of keys**

**2.4.7 Motor specified and hotel accommodation** should be part of the cover.

**2.4.7.1 N.B. All SASSETA assets are to be insured against the following but not limited to:**

- (a) Fire and Explosion
- (b) Lightning
- (c) Storm
- (d) Malicious Damage Plus other related dangers

**2.5 REQUIRED DELIVERABLES**

2.5.1 A minimum of three (3) quotations from different insurers submitted annually on all SASSETA assets as per SASSETA's asset register.

1.5.2 To submit additional quotations for additional assets procured or disposed by SASSETA as and when required.



## **2.6 DISQUALIFICATIONS CRITERIA**

- 2.7.1 The bidding company must provide a valid copy of their Financial Advisory and Intermediary Services (**FAIS**) Act certificate OR Financial Sector Conduct Authority (**FSCA**) Certificate. A certified copy of such certificate must be submitted with the tender. **Non submission of either the FAIS OR FSCA certificate will lead to automatic disqualification.**

## **2.7 SUBMISSION REQUIREMENTS**

- 2.8.1 The bidding company is required to submit a minimum of three (3) signed reference letters demonstrating experience in rendering short term insurance brokerage services. The bidding company to submit a minimum of three reference letters on their client's letterheads.
- 2.8.2 The bidding company to submit a comprehensive CV of the broker demonstrating a minimum of three years' experience in undertaking insurance brokerage services to clients.

## **2.9 TIMEFRAMES FOR THE DELIVERY OF THE WORK**

- 2.9.1 The contract with the Insurance broker will be for a period of three years. The initial insurance cover will be required to commence from the 1<sup>st</sup> of November 2021 until 31<sup>st</sup> of October 2024.
- 2.9.2 For the ensuing two (2) years, the service provider will submit quotations for the annual renewal period of twelve (12) months at a time.

## **2.10 PRICING**

- 2.10.1 Service Providers are requested to provide an all-inclusive cost of this project assignment and complete this information on SBD 3.3 in this document

## **2.11 ACCOUNTABILITY AND REPORTING**

- 2.11.1 The service provider will report directly to Auxiliary Practitioner for the duration of the assignment.

## **2.12 INTELLECTUAL PROPERTY**

- 2.10.1 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, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSET. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

### 3. PROPOSED SELECTION CRITERIA

#### 3.1 Compliance with minimum 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 – Required items:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- The bidding company must provide a valid copy of their Financial Advisory and Intermediary Services (**FAIS**) Act certificate OR Financial Sector Conduct Authority (**FSCA**) Certificate. A certified copy of such certificate must be submitted with the tender. **Non submission of either the FAIS OR FSCA certificate will lead to automatic disqualification.**
- Register the hard-copy proposals in the tender submission register at SASSETA reception. **Hard-copy Proposals not recorded on the tender submission register at SASSETA reception 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, SBD3.3, SBD4, SBD 6.1, SBD 8 and SBD 9
- 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 the proposal

##### 3.2.1.2 Phase 2 – Functionality evaluations

3.2.1.2.1 Bidders who meet the mandatory items requirements above will be evaluated on compliance with specification requirements.

3.2.1.2.2 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 2:

0: Document/item not submitted; Unacceptable, does not meet set criteria; weak, less than acceptable. Insufficient for performance requirements

1: Satisfactory should be adequate for stated element

2: Exceptional mastery of the requirement should ensure extremely effective performance

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
<b>1. Suitability of the bidding Company</b>	<b>Rating out of 2</b>	<b>Evaluation criteria</b>		
The bidding company is required to submit a minimum of three (3) signed reference letters on their clients letterhead demonstrating experience in rendering short term insurance brokerage services. <b>(40 points)</b> .	0	The bidding company submitted less than three (3) signed reference letters demonstrating experience in rendering short term insurance brokerage services.	<b>40%</b>	
	1	The bidding company submitted three (3) signed reference letters demonstrating experience in rendering short term insurance brokerage services.		
	2	The bidding company submitted four (4) or more signed reference letters demonstrating experience in rendering short term insurance brokerage services.		
<b>2. Suitability of the Insurance broker</b>				
The bidding company to submit a comprehensive CV of the broker demonstrating a minimum of three years' experience in undertaking insurance brokerage services to clients <b>(60 points)</b> .	0	The bidding company did not submit a comprehensive CV of the broker demonstrating a minimum of three (3) years' experience in undertaking insurance brokerage services to clients.	<b>60%</b>	
	1	The bidding company submitted a comprehensive CV of the broker demonstrating a minimum of three (3) years' experience in undertaking insurance brokerage services to clients.		
	2	The bidding company submitted a comprehensive CV of the broker demonstrating a minimum of four (4) years or more experience in undertaking insurance brokerage services to clients.		
<b>Total</b>			<b>100%</b>	

Bidders are required to achieve a minimum of 70% for functionality to be shortlisted for phase three (3) of the evaluation process. Bidders who do not achieve 70% for functionality will be eliminated from further evaluation.

### 3.2.1.3 Phase 3 – Price and B-BBEE

3.2.1.3.1 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:

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

### 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.

## PART A - INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFP/SASSETA/21221003	CLOSING DATE:	28 September 2021	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a service provider for the provision of short-term Insurance at SASSETA for a period of three (3) years from date of appointment				
<b>PROPOSALS TO BE EMAILED:</b>					
Proposals to be submitted electronically via email to insurance@sasseta.org.za <b>OR</b> be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms Vutivi Manganyi					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms Vutivi Manganyi		CONTACT PERSON	Ms Vutivi Manganyi	
E-MAIL ADDRESS	Scm03@sasseta.org.za		E-MAIL ADDRESS	Scm03@sasseta.org.za	
<b>SUPPLIER INFORMATION</b>					
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
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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 <b>GOODS /SERVICES /WORKS OFFERED?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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	
<b>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.</b>					

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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. **will lead to a disqualification**

**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  
(Professional Services)**

NAME OF BIDDER: .....	BID NO.:
CLOSING TIME:	CLOSING DATE:

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

**The quotation should detail the following:**

Activities	Total cost (incl. of VAT)
<b>Year 1</b>	
• The annual Broker's fee	R
• The Insurance cover fee	R
• Any other administration costs	R
<b>Year 2</b>	
• The annual Broker's fee	R
• Any other administration costs	R
<b>Year 3</b>	
• The annual Broker's fee	R
• Any other administration costs	R
<b>Total fixed costs</b>	<b>R</b>

**NB.:** The insurance cover fee for Y2 and Y3 will be an adhoc costs sourced closer to the renewal of the Insurance cover and based on the asset register at the time.

Bidding company to record the name and surname of the proposed Insurance Broker on this assignment and ensure that comprehensive CV of this Insurance Broker is attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME <i>(One name to be recorded)</i>	IS CV ATTACHED <i>(Circle the response below)</i>
1.	Insurance Broker		Yes/No

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

**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 Number/ Peral Number	Employee Number
<b>Directors listed here MUST be the same as those listed on CSD.</b>				

**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:

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

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
<b>Non-compliant contributor</b>	<b>0</b>

**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		
<b>OR</b>		
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><b>(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).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) 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><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></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 bids<sup>1</sup> 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).<sup>2</sup> 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:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and bids.**

**<sup>2</sup> 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 consortium<sup>3</sup> 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.

<sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

- 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"> <li>• 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.</li> <li>• <b>MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted.</b></li> </ul>	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) <ul style="list-style-type: none"> <li>• <b>MUST be signed by a duly Authorised Delegate.</b></li> </ul>	
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 <b>must</b> complete and sign the declaration of interest document)</i> <ul style="list-style-type: none"> <li>• <b>Directors listed on SBD 4 MUST be the same as those listed on the CSD report.</b></li> </ul>	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1) <ul style="list-style-type: none"> <li>• <b>MUST be signed by a duly Authorised Delegate.</b></li> <li>• <b>Bidders are to claim B-BBEE points on bullet 6.1. and 6.2. on SBD 6.1</b></li> </ul>	
5.	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 <b>must</b> complete and sign the Declaration of bidders past Supply Chain Management Practices document)</i> <ul style="list-style-type: none"> <li>• <b>MUST be signed by a duly Authorised Delegate.</b></li> </ul>	
6.	Part 6: Completed and signed the Certificate of Independent Bid Determination (SBD 9) <ul style="list-style-type: none"> <li>• <b>(MUST be signed by a duly Authorised Delegate.</b></li> </ul>	
7.	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 <b>submits their consolidated B-BBEE scorecard</b> as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</i> <ul style="list-style-type: none"> <li>• <b>Non-submission of a valid B-BBEE Certificate/Sworn Affidavit will lead to B-BBEE points not awarded</b></li> </ul>	
8.	Part 8: Submitted the General Conditions of Contract (initialled each page)	
9.	Part 9: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
10.	Part 10: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs	
11.	Part 11: The bidders to submit a minimum of three (3) signed reference letters demonstrating experience in rendering short term insurance brokerage services. The bidding company to submit a minimum of three reference letters on their client's letterheads	
12.	Part 12: The bidding company to submit a comprehensive CV of the broker demonstrating a minimum of three years' experience in undertaking insurance brokerage services to clients	

**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.**