



## KWAZULU-NATAL PROVINCE

AGRICULTURE AND RURAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

### INVITATION OF QUOTATION ABOVE R30,000.00

THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANIED BY A **VALID TAX COMPLIANCE STATUS PIN AND VALID BBBEE VERIFICATION CERTIFICATE/AFFIDAVIT**

QUOTATION NUMBER: R/5/2223/1963	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: 19 OCTOBER 2022	CLOSING TIME: 11H00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED:  <b>SERVICING AND PRESSURE TESTING OF FIRE EQUIPMENT IN CEDARA.</b>	COMPANY NAME: _____  TEL NO: _____  FAX NO: _____  CONTACT PERSON:  <b>CSD REG NUMBER MAAA.....</b>
DOES OFFER COMPLY WITH SPECIFICATION?	YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?	YES/NO YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DELIVERY PERIOD AFTER INITIAL ORDER?	
IS THE PRICE FIRM	
WHERE ARE THE STOCK HELD? (PHYSICAL ADDRESS , PLEASE)	
QUOTATION PRICE INCLUDING VAT (VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)	TOTAL: R .....
COMPANY OFFICIAL STAMP (COMPULSORY)	..... SIGNATURE OF BIDDER  ..... DATE
NUMBER OF PAGES FAXED BACK TO THE DEPARTMENT BY THE SUPPLIER	.....( Supplier to complete)

**QUOTATION FOR THE ATTENTION OF: Ntuthuko Hlengwa: 033 343 8367**

**NB:**

THE ATTACHED SBD4 & SBD9 FORMS MUST BE COMPLETED IN FULL.

THIS REQUEST FOR QUOTATION (RFQ) MUST BE COMPLETED AND RETURNED WITH ALL YOUR QUOTATION DOCUMENTS.

**THE DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT: ADDRESS No 4 PIN OAK  
AVENUE, HILTON QUARRY, HILTON.**

## ANNEXURE A

COMPANY NAME :  
 ADDRESS :  
 CONTACT PERSON :  
 CONTACT NUMBER :

LINE No.	DESCRIPTION OR SPECIFICATION OF ITEM	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
	<b>INSTALL AND SERVICING OF FIRE EQUIPMENT AT CEDARA IN ACCORDANCE TO SANS 10105-1 AND SERVICE OF FIRE HOSE REELS IN ACCORDANCE TO SANS 1475-2.</b>					
	<b>1. Breezeway / Canteen</b> Dry Chemical Powder 4.5kg x4 Co2 5kg x1 Hose reel x1	6				
	<b>SERVICING OF FIRE EQUIPMENT AT CEDARA IN ACCORDANCE TO SANS 10105-1 AND SERVICE OF FIRE HOSE REELS IN ACCORDANCE TO SANS 1475-2.</b>					
	<b>1. Farm Services</b> Dry Chemical Powder 4.5kg x13, 9kg x7 Co2 5kg x2 Hose Reel x2	24				
	<b>2. Livestock</b> Dry Chemical Powder 4.5kg x2 Hose Reel x1	3				
	<b>3. Engineering</b> Dry Chemical Powder 4.5kg x2 Co2 2kg x1 Hose Reel x2	5				
	<b>4. ARC</b> Dry Chemical Powder 4.5kg x2 Co2 2.5x1, 2kg x1 Hose Reel X2	6				
	<b>5. Crop Protection</b> Co2 2kg x2	2				
	<b>6. Agronomy</b> Dry Chemical Powder 4.5kg x4	4				

<b>7. ADSS</b> Dry Chemical Powder 9kg x2 Co2 2.5kg x1	3				
<b>8. Dairy</b> Dry Chemical Powder 9kg x3, 4.5kg x1	4				
<b>9. IASP</b> Dry Chemical Powder 4.5kg x1, 9kg x3 Co2 4.5kg x1	5				
<b>10. Animal Science</b> Dry Chemical Powder 4.5kg x2	2				
<b>11. Grassland Science</b> Dry Chemical Powder 5kg x3 Hose Reel x1	4				
<b>12. Land-care</b> Dry Chemical Powder 4.5kg x2	2				
<b>13. Value-adding</b> Dry Chemical Powder 4.5kg x2	2				
<b>14. Natural Resources</b> Dry Chemical Powder 4.5kg x2, 9kg x1 Co2 2.5kg x1	4				
<b>15. Soil Science</b> Dry Chemical Powder 9kg x11, 4.5kg x8, 2.5kg, 1 Co2 5kg x12, 4.5kg x1, 2kg x16 Hose Reel x7	56				
<b>16. SCM and Parkhomes</b> Dry Chemical Powder 9kg x2 Dry Chemical Powder 4.5kg x2 Hose Reel x1	5				
<b>17. Transport Parkhome</b> Dry Chemical Powder 4.5kg x8 Co2 1.2kg x1 Hose reel x1	10				
<b>18. Auditorium</b> Dry Chemical Powder 4.5kg x3 Hose reel x1	4				
<b>19. Management Parking Area</b> Dry Chemical Powder 4.5kg x10	10				
<b>20. Library</b> Dry Chemical Powder 4.5kg x4	4				
<b>21. Main Building</b> Dry Chemical Powder 9kg x4, 4.5kg x21,					

	2.5kg x1, 2kg x1 Co2 91 x1, 4.5kg x1, 2.5kg x2, 2kg x9 Hose reel x13	53				
	<b>22. Executive Building</b> Dry Chemical Powder 4.5kg x10 Hose reel x5	15				
	<b>23. Finance Parkhome</b> Dry Chemical Powder 4.5kg x2	2				
	<b>24. Care-centre Building</b> Dry Chemical Powder 4.5kg x2 Co2 9kg x2	4				
	<b>25. College</b> Dry Chemical Powder 4.5kg x5, 9kg x2 Co2 4.5kg x1, 2kg x3 Hose reel x2	13				
	<b>26. College Dining Hall</b> Dry Chemical Powder 9kg x1	1				
	<b>27. FET</b> Dry Chemical Powder 4.5kg x1	1				
	<b>28. Student Farm</b> Dry Chemical Powder 4.5kg x2	2				
	<b>29. College Farm</b> Dry Chemical Powder 4.5kg x2	2				
	<b>29. Rural Development</b> Dry Chemical Powder 4.5kg x5	5				
	<b>30. Centenary Hall</b> Dry Chemical Powder 9kg x11, 4.5kg x2 Hose reel x5	18				
	<b>31. Centenary Workshop</b> Dry Chemical Powder 9kg x4 Hose reel x2	6				
	<b>31. Mushroom Building</b> Dry Chemical Powder 4.5kg x 42 Co2 2kg x1 Hose reel 4	49				
	<b>32. Student Farm</b> Dry Chemical Powder 4.5kg x 2	2				
	<b>33. College Farm</b> Dry Chemical Powder 4.5kg x 2	2				
	Fire Hydrants x15	15				

**For Enquiry only**

**END-USER NAME** : Bandile Ndlovu  
**TELEPHONE NUMBER** : 033 3559 645  
**E-MAIL ADDRESS** : [Bandile.Ndlovu@kzndard.gov.za](mailto:Bandile.Ndlovu@kzndard.gov.za)  
**PROPOSED DELIVERY DATE** :  
**DELIVERY ADDRESS** : Cedara  
**LOCAL MUNICIPALITY** : Umngeni  
**DISTRICT** : Umgungundlovu

**\*VAT Registration No. (Supplier)** .....

<b>COMPANY STAMP</b> <div style="border: 1px solid black; height: 80px; width: 250px; margin-top: 5px;"></div>	<b>PRICES ARE VALID FOR</b>	<b>30</b>	<b>60</b>	<b>90</b>	<b>DAYS</b>
		<small>Mark one Box (X)</small>			
	<b>SIGNATURE</b> .....				
	<b>DATE</b> .....				



01 Cedara Road, Pietermaritzburg, 3200

KZN Department of Agriculture & Rural Development, Private Bag X9059, Pietermaritzburg, 3200

Tel: 033 355 9645

Email: [Bandile.Ndlovu@kzandard.gov.za](mailto:Bandile.Ndlovu@kzandard.gov.za)

Enquiries: Bandile Ndlovu

## **TERMS OF REFERENCE FIRE FIGHTING EQUIPMENT AT CEDARA**

### **PROJECT DESCRIPTION**

APPOINTMENT OF SERVICE PROVIDER FOR MAINTENANCE, SERVICING AND REPAIRS OF FIRE EQUIPMENT FOR A CONTRACT DURATION OF 3 YEARS FOR THE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT – HEAD OFFICE, CEDARA

### **1. BACKGROUND**

- 1.1 The Department of Agriculture and Rural Development is a key department within the economic cluster in stimulating growth and job creation, and it remains a kernel in the baseline sustainable economic sectors as well as rural economy, with specific interventions and support to reduce and eliminate poverty through subsistence farming.
- 1.2 The department in its efforts to ensure the safety of staff and clients, as well as compliance to the Occupational Health and Safety Regulations; seeks to appoint a service provider experienced in servicing Fire Fighting Equipment for a period of three years to conduct routing preventative maintenance and repairs at Cedara College, Cedara, Pietermaritzburg.
- 1.3 The Service Provider needs to meet the following requirements: South African Qualification and Certification Committee (SAQCC) registration, SABS Registration in terms of SANS 1475, SANS 1475 Permit current and issued by department of Labour approved accreditation. Letter of good standing order from Workmen's Compensation SANAS approval for CO-2 pressure testing and Membership with FFETA where necessary.



## 2. SCOPE OF WORK

The scope of work includes annual services and repairs for a period of 3 years. The scope of work below is application to the Fire Extinguishers, Fire Hydrants and Fire Hoses. All the work carried out must be in accordance with NFPA 25 Standard guidelines and the spares used must be SABS approved.

The scope also entails (*as and when needed*):

- Replacement of worn-out fire equipment signs
- Replacement of damaged or corroded hanging hooks for fire equipment.
- Immediate recharge of fire equipment after fire incident
- Immediate refill of used fire equipment
- Provision of weather proof cover for fire equipment located outdoors

### 2.1 DETAILED SCOPE

#### **Portable Fire Extinguisher Inspection, Service and Testing:**

Portable fire extinguishers must be tested to be certain that they are charged and in proper working order, and suitably located according to their potential hazard environment. All fire extinguisher inspections, service, selection and placement, will be conducted annually in compliance with all applicable codes, and each extinguisher use class must be clearly identified, properly positioned, provided noting inspection date, time, and service technician. The last report will also identify equipment type/class or placement discrepancies and officer recommendations, if applicable.

Ensure that each unit is properly hung with the proper manufacturer's hanger. Remove each extinguisher from its hanger, and check:

1. Gauge pressure
2. Condition of gauge and its compatibility with an extinguisher
3. Weight of extinguisher
4. That last hydro-test date is within code requirements
5. Valve and shell for damage or corrosion
6. Hose and inspect it for cracks or splits (remove the hose to inspect closely)
7. Hose threads for signs of wear
8. Condition of discharge horn



9. Check for obstructions that may interfere with access to the extinguisher
10. Additionally, by breaking the extinguisher seal and removing the locking pin
11. Upper and lower handles
12. Replace locking pin and reseal extinguisher
13. Inspect valve opening for powder or any foreign matter
14. For dry extinguishers, fluff the powder by turning the unit
15. Clean extinguisher shell with spray cleaner
16. The return hose to its proper position
17. Check the condition of the hose/horn retention band at the side of the extinguisher
18. Verify that each unit's classification is properly identified with the appropriate decal
19. Check that all operating instructions are clean and legible
20. Properly tag each extinguisher
21. Survey the area around the unit to verify that the unit classification corresponds properly with all potential hazards
22. Verify unit is properly located within normal travel pathways and positioned at a conspicuous and accessible height
23. Ensure unit is visible and unobstructed
24. Replace extinguisher on its hanger
25. Provide a brief written report of the inspection to the customer, detailing and deficiencies

### **Fire Hydrant and Fire Hose**

Remove the hose from its rack, and check:

1. That the last hydro-test date is within requirements of couplings condition of the threads
2. Condition of the gasket in the coupling, replace if necessary
3. Valve for damage, rot, or mildew
4. Hose for damage, rot, or mildew
5. Nozzle for damaged threads and damaged or blocked tip and verify that the standpipe hose threads match the type used by the local Fire Department. If threads do not match, the adapter should be supplied
6. Reattach coupling to the valve
7. Reposition the hose on the rack so that folds do not occur in previous positions





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8. Replace nozzle and attach it to the nozzle clip on the rack and tag the unit properly
9. Check the cabinet for easy access and, where applicable, check that the glass is intact
10. Observe the hazard area to confirm that there is sufficient hose to reach any direction
11. Check that the hydrant is visible and unobstructed. If it is obstructed, notify the customer
12. Provide a brief written report of the customer, detailing any deficiencies
13. Ensure the customer is updated with the proper operation of the equipment, as needed

**2.2 EQUIPMENT LIST**

LINE No.	DESCRIPTION OR SPECIFICATION OF ITEM	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
	<b>INSTALL AND SERVICING OF FIRE EQUIPMENT AT CEDARA IN ACCORDANCE TO SANS 10105-1 AND SERVICE OF FIRE HOSE REELS IN ACCORDANCE TO SANS 1475-2.</b>					
	<b>1. Breezeway / Canteen</b> Dry Chemical Powder 4.5kg x4 Co2 5kg x1 Hose reel x1	6				
	<b>SERVICING OF FIRE EQUIPMENT AT CEDARA IN ACCORDANCE TO SANS 10105-1 AND SERVICE OF FIRE HOSE REELS IN ACCORDANCE TO SANS 1475-2.</b>					
	<b>1. Farm Services</b> Dry Chemical Powder 4.5kg x13, 9kg x7 Co2 5kg x2 Hose Reel x2	24				
	<b>2. Livestock</b> Dry Chemical Powder 4.5kg x2 Hose Reel x1	3				
	<b>3. Engineering</b> Dry Chemical Powder 4.5kg x2 Co2 2kg x1 Hose Reel x2	5				

FIRE FIGHTING EQUIPMENT – HEAD OFFICE

STATION	DRY CHEMICAL POWDER	CO2	HOSE REELS	FIRE HYDRANTS
<u>MAIN BUILDING</u>				
Second Floor	4.5kg x7, 9kg x1	2kg x1, 2.5kg x1	4	
First Floor	4.5kg x6, 9kg x1, 2.5kg x1	2.5kg x1	4	
Upper Ground	4.5kg x4, 9kg x3	2kg x1	4	
Basement	4.5kg x4, 2kg x2	4.5kg x1, 2kg x6	1	
Server Room	N/A	91kg x1, 2kg x1		
<u>EXECUTIVE BUILDING</u>				
	4.5kg x10	N/A	5	
<u>TRANSPORT PARKHOME</u>				
	4.5kg x8, 1.5kg x1	N/A	1	
<u>AUDITORIUM</u>				
	4.5kg x3	N/A	1	
<u>CARE - CENTRE</u>				
	4.5kg x2	5kg x1	N/A	
<u>COLLEGE ADMIN BLOCK</u>				
	4.5kg x5, 9kg x2	4.5kg x1, 2kg x3	2	
<u>COLLEGE DINING HALL</u>				
	9kg x1			
<u>FET</u>				
	4.5kg x1			
<u>LIBRARY</u>				
	4.5kg x4	N/A	N/A	

FIRE FIGHTING EQUIPMENT – HEAD OFFICE

BREEZEWAY	ASSESS & INSTALL	ASSESS & INSTALL	1
CANTEEN	ASSESS & INSTALL	ASSESS & INSTALL	ASSESS
RURAL DEVELOPMENT	4.5kg x5	N/A	N/A
CENTENARY HALL	4.5kg x2, 9kg x11	N/A	5
CENTENARY WORKSHOP	9kg x4	N/A	2
<u>MUSHROOM BUILDING</u>			
Administration Block	4.5kg x5	2kg x1	4 1
Inoculation	4.5kg x1	N/A	N/A
Production Area	4.5kg x3	N/A	N/A
Big Shed	4.5kg x2		
Dining Hall	4.5kg x1		
Rooms	4.5kg x21	N/A	N/A
Milling, Dryer, Washing Bay, Bagasse & Generator Rooms	4.5kg x9	N/A	N/A

**FIRE FIGHTING EQUIPMENT – HEAD OFFICE**

<b>FARM SERVICES</b>	4.5kg x13, 9kg x7	5kg x5	2
<b>LIVESTOCK BUILDING</b>	4.5kg x2	n/a	1
<b>ENGINEERING</b>	4.5kg x2	2kg x2	2
<b>ARC</b>	4.5kg x2	2.5kg x1, 2kg x1	2
<b>CROP PROTECTION</b>	n/a	2kg x2	n/a
<b>AGRONOMY</b>	4.5kg x4	n/a	n/a
<b>ADSS</b>	9kg x2	2.5kg x1	n/a
<b>DAIRY</b>	9kg x2, 4.5kg x1	n/a	n/a
<b>IASP</b>	9kg x3, 4.5kg x1	4.5kg x1	n/a
<b>ANIMAL SCIENCE</b>	4.5kg x2	n/a	n/a
<b>GRASSLAND SCIENCE</b>	5kg x3	n/a	n/a
<b>LAND - CARE</b>	4.5kg x2	n/a	n/a
<b>VALUE ADDING</b>	4.5kg x2	n/a	n/a
<b>SOIL SCIENCE</b>			
<b>NATURAL RESOURCES</b>	9kg x1, 4.5kg x2	2.5kg x1	n/a

**FIRE FIGHTING EQUIPMENT – HEAD OFFICE**

<b>SCM AND PARKHOMES</b>	4.5kg x2	n/a	n/a	n/a
<b>FINANCE PARKHOME</b>	4.5kg x2	n/a	n/a	n/a
<b>COLLEGE DORMITORIES</b>	4.5kg x4	n/a	n/a	6



# KWAZULU-NATAL PROVINCE

**AGRICULTURE AND RURAL DEVELOPMENT**  
REPUBLIC OF SOUTH AFRICA

**SBD1**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	R/S/2223/.....	CLOSING DATE: 19/10/2022		CLOSING TIME:	11H00
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	NTUTHUKO HLENGWA		CONTACT PERSON	BANDILE NDLOVU	
TELEPHONE NUMBER	033 343 8367		TELEPHONE NUMBER	033 355 9645	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Ntuthuko.Hlengwa@kzndard.gov.za		E-MAIL ADDRESS		
<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
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 THE QUESTIONNAIRE BELOW ]	
<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	
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**

<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.	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).
<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 PIN 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.**

**SIGNATURE OF BIDDER:** .....

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

**DATE:** .....

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bid

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

## 2. DEFINITIONS

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

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 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		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

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

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p><b>WITNESSES</b></p> <p>1. ....</p> <p>2. ....</p>
---

<p>..... <b>SIGNATURE(S) OF BIDDERS(S)</b></p> <p><b>DATE:</b> .....</p> <p><b>ADDRESS</b> .....</p> <p>.....</p> <p>.....</p>
--

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2.	.....
---	.....

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I Ms PMM Nxumalo in my capacity as Deputy Director: Acquisition accept your bid under reference number R/S/2223/ dated / 2022 for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
		As per specification			

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

SIGNED AT HILTON ON...../ 2022

NAME (PRINT) Ms PMM NXUMALO

SIGNATURE .....

OFFICIAL STAMP



WITNESSES

1. ....

2. ....

DATE ...../ 2022