



**KWAZULU-NATAL PROVINCE**

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

**INVITATION OF QUOTATION**

THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANIED BY **VALID TAX COMPLIANCE STATUS PIN /CSD NUMBER**

<b>QUOTATION NUMBER: R/S/2223/156</b>	<b>VALIDITY PERIOD OF QUOTATION..... Days</b> <b>(To be completed by the Supplier)</b>
<b>CLOSING DATE: 22/06/2022</b>	<b>CLOSING TIME: 11:00</b>
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: <b>GARDEN SERVICES</b>  <b>SEE SPEC ATTACHED.</b>	<b>COMPANY NAME:</b> .....  <b>TEL NO:</b> <b>FAX NO:</b>  <b>CONTACT PERSON:</b>  <b>CSD :MAAA.....</b>
<b>DOES OFFER COMPLY WITH SPECIFICATION?</b>	<b>YES/NO</b> <b>(DELETE WHICH EVER IS NOT APPLICABLE)</b>
<b>DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?</b>	<b>YES/NO</b> <b>YES/NO</b> <b>(DELETE WHICH EVER IS NOT APPLICABLE)</b>
<b>DELIVERY PERIOD AFTER INITIAL ORDER?</b>	
<b>IS THE PRICE FIRM</b>	
<b>WHERE ARE THE STOCK HELD? (PHYSICAL ADDRESS , PLEASE)</b>	
<b>QUOTATION PRICE INCLUDING VAT (VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)</b>	<b>TOTAL: R .....</b>
<b>COMPANY OFFICIAL STAMP (COMPULSORY)</b>	..... <b>SIGNATURE OF BIDDER</b>  ..... <b>DATE</b>
<b>Quotation to be returned to: Nokuphiwa Khoza Department of Agriculture &amp; Rural Dev BID BOX 4 Pin Oak Hilton 3245 Tel. No: 033 343 8359</b>	
<b>NB: DOCUMENT MUST BE COMPLETED IN FULL THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR SUPPORTING DOCUMENTS.</b>	

## 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/2223/156	CLOSING DATE:	22/06/2022	CLOSING TIME:	11:00
DESCRIPTION	GARDEN SERVICES				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT					
4 PIN OAK					
HILTON					
3245					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Nokuphiwa Khoza		CONTACT PERSON	MELISSA	
TELEPHONE NUMBER	033 343 8359		TELEPHONE NUMBER	032 437 7535	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS			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	
<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>					

COMPANY NAME : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_  
 CONTACT PERSON : \_\_\_\_\_  
 CONTACT NUMBER : \_\_\_\_\_

LINE NO.	DESCRIPTION OR SPECIFICATION OF ITEM (Please be very specific and clear)	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
1.	<b>Garden services/maintenance for Ndwedwe LM</b> - Cutting and removal of grass/shrubs - trimming of trees and pruning of shrubs/plants. -Weeding of grass in flower garden and around office building -removal of debris from site.	12 months				
* LABOUR (IF APPLICABLE)						
*DELIVERY (IF APPLICABLE)						
<b>TOTAL</b>						
*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT						
<b>TOTAL PRICE</b>						
CIDB Grading (if applicable)						

**For Enquiry only**

END-USER NAME : Z.C. Khambule / M. Parhalad  
 TELEPHONE NUMBER : 032 4377535/46  
 E-MAIL ADDRESS : Melissa.parhalad@kzndard.gov.za  
 PROPOSED DELIVERY DATE : 13 June 2022  
 DELIVERY ADDRESS : P100 Rd. Nkangala Area, Ndwedwe  
 LOCAL MUNICIPALITY : MAPHUMULO LM  
 DISTRICT : ILEMBE DISTRICT

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

COMPANY STAMP  
 DAYS

PRICES ARE VALID FOR

Mark one Box (X)

30

60

90

SIGNATURE.....

DATE.....

## TERMS OF REFERENCE

### QUOTATION FOR THE APPOINTMENT OF SERVICE PROVIDER FOR GARDEN MAINTENANCE SERVICES AT NDWEDWE LM – ILEMBE DISTRICT

#### 1. INTRODUCTION / BACKGROUND

- 1.1. The department would like for the landscaped public areas of Maphumulo Local Office to be kept to a high standard.

#### 2. SCOPE OF SERVICES

- 2.1. For this reason, the department seeks to appoint an experienced Gardening Maintenance service provider to render a holistic, comprehensive and professional service at NDWEDWE LM.
- 2.2. The successful service provider will have to do the following:
  - 2.2.1. Mowing and weeding of formal lawns (cutting of grass)
  - 2.2.2. Weeding of paved and concrete areas
  - 2.2.3. Weeding and Pruning of shrub beds, spraying of pests and diseases
  - 2.2.4. Annual composting of existing plant beds
  - 2.2.5. Gathering of litter
  - 2.2.6. Spraying of hard surfaces
  - 2.2.7. Sweeping of hard surfaces
  - 2.2.8. Garden refuse removal
  - 2.2.9. Cutting of trees
- 2.3. The work involves removal of all litter, caring/maintenance of the existing lawns, flowerbeds, hedges, plants, flowerpots, removal of organic matter (leaves, unwanted grass, and branches of fallen trees), weeding along affected sidewalks, composting and fertilizing of lawns when required.
- 2.4. The lawns shall be regularly mowed. Before mowing, large weeds must be manually removed to keep the lawn clear of weeds.
- 2.5. All existing plant beds shall be weeded; pruning shall be done as and when necessary depending on the season and as per directions.
- 2.6. Plants, shrubs, trees etc. will be regularly inspected for pests and disease.
- 2.7. The contractor will arrange for periodical cleaning of the pond at the Municipal Head Office buildings as directed.

#### 3. REQUIREMENTS

- 3.1. The successful contractor will be expected to maintain all areas and specified verges within the areas indicated.
- 3.2. All paths, sidewalks and curbs are to be kept free of grass and weeds.
- 3.3. All flower beds are to be kept neat, trimmed and weeded on a daily basis.
- 3.4. All loose papers, leaves, garden refuse and rubbish must be picked up and removed to the transfer station on a daily basis.
- 3.5. The successful contractor will be expected to regularly weed, cut and maintain all grass areas within the specified areas (minimum of twice per month from September to April and once a month from May to August).
- 3.6. Prior arrangement to be made with the Project Manager to cut the grass in the parking area at the Maphumulo Local Office.
- 3.7. The contractor will be responsible for checking of plants on a weekly basis, for the presence of pests and diseases and shall report any such presence to the Project Manager

#### 4. GENERAL

- 4.1. The contract period will commence on the date of signing of the Service Level Agreement (SLA)
- 4.2. The quotation is to remain valid for a period of 60 days from the closing date.
- 4.3. The successful service provider will be required to submit a Letter of Good Standing in terms of **COIDA**; or his/her latest assessment and proof of payment thereof; or proof of registration with the Compensation Commissioner (only in cases of a new registration), prior to commencement of work.
- 4.4. The service provider must take all necessary precautions to ensure that he/she complies in all respects with the "***Occupational Health and Safety Act (Act 85, as amended)*** and the ***Environmental Legislation***.
- 4.5. Two service provider will be identified for award, to ensure that, should the first service provider fail to perform according to the tender conditions, the second service provider will be used to render the service. The first service provider will be held responsible for the cost difference. department will not be obligated to place orders with the second service provider, when performance of the first service providers is of an acceptable standard.

**QUOTATION FOR THE APPOINTMENT OF SERVICE PROVIDER FOR  
GARDEN MAINTENANCE SERVICES AT NDWEDWE LM – ILEMBE DISTRICT  
INTRODUCTION**

- (a) **Service provider must ensure that they are fully aware of all the Terms and Conditions contained in this quotation document.**
- (b) **Only service provider that fully meet the prequalification shall be considered.**

**1. ACCEPTANCE OF BID**

- 1.1. The Department of Agriculture and Rural Development is under no obligation to accept any quotation.

**2. AMENDMENT OF CONTRACT**

- 2.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties, subject to the Department of Agriculture and Rural Development approval.

**3. AWARD**

- 3.1. The award will be to one (1) service provider.

**4. BASIS AND QUANTITIES**

- 4.1. Quantities are reflected **Annexure C** of this quotation document

**5. CERTIFICATE OF COMPLIANCE**

- 5.1. Where applicable, it is mandatory for service providers to provide the applicable compliance Certificate/s as stipulated in Annexure C (E.g. SABS Approved)

**6. CHANGE OF ADDRESS**

- 6.1. Service providers must advise the Department of Agriculture and Rural Development Supply Chain Management, Contract Administration should their ownership or address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

**7. COMPETENCY OF THE SERVICE PROVIDER**

- 7.1. It shall be vital for the appointed supplier to have sufficient financial resources and capacity to finance and execute as per terms and conditions of the contract.

## **8. COUNTER OFFERS**

- 8.1. Counter offers shall not be considered.

## **9. SERVICE PERFORMED**

- 9.1. Service performed must be made in accordance with the instructions appearing on the specification document issued by the department.

## **10. DETAILS OF CONTRACTS AWARDED TO THE SERVICE PROVIDER (PAST/CURRENT) (ANNEXURE B)**

- 10.1. The service provider must furnish the following details of verifiable past and current contracts
- (i) Date of commencement of contract/s;
  - (ii) Value per contract; and
  - (iii) Contract details. That is, with whom held, phone number and address/s of the companies.

## **11. ENTERING OF DEPARTMENTAL OFFICES**

- 11.1. No representative from a company shall be permitted to enter Departmental premises, buildings or containers where stores are kept unless he/ she is accompanied by the responsible official in charge of stores.

## **12. EQUAL QUOTATIONS**

- 12.1. If two or more service provider, bided equally, the award shall be decided by the drawing of lots.

## **13. INVOICING**

- 13.1. The submitted invoice by the service provider must be Tax Invoices indicating service performed, the amount of tax charged and the total invoice amount.
- 13.2. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
- (a) The name, address and registration number of the supplier;
  - (b) The name and address of the recipient;
  - (c) A description of the goods or services supplied;

## **14. IRREGULARITIES**

- 14.1. Service providers are encouraged to advise the Department of Agriculture and Rural Development timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

## **15. JOINT VENTURES**

- 15.1. Should this bid be submitted by a joint venture, the joint venture agreement must accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 15.2. Each party to a Joint Venture/ Consortium must submit an original valid Tax Clearance Certificate together with the bid before the closing date and time of bid.
- 15.3. The joint venture or consortium must submit a formal agreement that outlines the roles and responsibilities of each member of the joint venture or consortium, nomination of an authorised person to represent the joint venture or consortium in all matters relating to this bid and the details of the bank account for payments to be effected.
- 15.4. The joint venture or consortium must comply with Central Suppliers Database (CSD) registration requirements as per National Treasury directive.

## **16. LATE QUOTATIONS**

- 16.1. Quotations are late if they are received at the address indicated in the bid documents after the closing date and time.
- 16.2. A late bid shall not be considered and, where practical, shall be returned unopened to the Service provider, accompanied by an explanation.

## **17. NOTIFICATION OF AWARD OF BID**

- 17.1. The successful service provider shall be notified by appointment letter or purchase Order.

## **18. PAYMENT FOR SUPPLIES AND SERVICES**

- 20.1. A contractor shall be paid by the Department in accordance with supplies delivered and services rendered.
- 20.2. Any query concerning the non-payment of accounts must be directed to the Department. The following protocol shall apply if accounts are queried:
  - (i) Contact must be made with the officer-in-charge of the District Office;
  - (ii) If there is no response from the District Office, the Director: Finance must be contacted;
- 20.3. Information as contained on the Central Suppliers Database must be valid/ correct. Non-compliance with Tax Requirements shall affect payment.



## **19. PERIOD OF CONTRACT**

21.1. The contract is twelve (12) months

## **20. QUALITY CONTROL/ TESTING OF PRODUCTS**

22.1. The Department reserves the right to verify if the service performed, non-compliant with the specification, the department reserves the right to request the service provider to perform according to the specification.

22.2. If it is discovered that the items supplied is not in accordance with the specification, the following shall occur:

- (i) Request the service provider to perform according to the specification at no additional Cost;
- (ii) Possible cancellation of (part of) the contract with the contractor;
- (iii) Reporting such negligence by the contractor to the provincial and national treasury for listing on the restricted suppliers' database.

## **21. SPECIAL CONDITIONS OF CONTRACT**

23.1. The bid is issued in accordance with the provisions of the Public Finance Management Act (PFMA), Chapter 16 A of the Treasury Regulations and shall be subject to the provisions of the General Conditions of Contract. The special terms and conditions are supplementary to that of the General Conditions of Contract. Where, however, the special terms and conditions are in conflict with the General Conditions of Contract, the Special Terms and Conditions shall prevail.

## **22. SUPPLIERS DATABASE REGISTRATION**

24.1. A service provider submitting an offer must be registered on the Central Suppliers Database at National Treasury. A service provider who has submitted an offer and is not registered on the Central Suppliers Database shall not be considered at the time of award. No pending registrations shall be considered.

24.2. A Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

**NB: IF A SERVICE PROVIDER IS FOUND TO BE EMPLOYED BY THE STATE AND IS ON THE CENTRAL SUPPLIERS DATABASE, THE SERVICE PROVIDER SHALL BE DISQUALIFIED.**

## **23. TAX AND DUTIES**

- 25.1. During quotation stage, prices offered and paid must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable at the current rate).

#### **24. TAX COMPLIANCE PIN**

- 24.1. The service provider must submit a valid Tax Compliance Pin with the bid. Service providers should note that their tax compliance status shall be verified through the Central Supplier Database and SARS.
- 24.2. Where a Tax Compliance Pin is not submitted with the bid, the Department shall use the Central Supplier Database to verify the tax matters of the service provider.

#### **25. UNSATISFACTORY PERFORMANCE**

- 25.1. Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.
- (i) The Departmental official shall warn the contractor in writing that action shall be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning, the official shall:
    - (a) Take action in terms of its delegated powers; and
    - (b) Make a recommendation to the Accounting Officer for cancellation of the contract concerned.
  - (ii) When correspondence is addressed to the contractor, reference shall be made to the contract number/item number/s and an explanation of the complaint.

#### **26. VALIDITY PERIOD OF BID AND EXTENSION THEREOF**

- 26.1. The validity (quotation) period for the bid shall be 60 days from close of bid. However, circumstances may arise whereby the Department may request service providers to extend the validity (binding) period. Should this occur, the Department shall request service providers to extend the validity (binding) period under the same terms and conditions as originally offered for by service providers. This request shall be done before the expiry of the original validity (binding) period.

#### **27. VALUE ADDED TAX (VAT)**

- 27.1. Bid prices must be inclusive of 15% VAT.

- 27.2. Service providers who make taxable supplies in excess of R1 million in any 12-month consecutive period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 (as of 1 March 2010) has been exceeded in the past 12-month period. Service providers who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid.
- 27.3. For the purposes of calculating preference points, VAT shall not be considered during quotation process.

**QUOTATION EVALUATION CRITERIA**  
**QUOTATION FOR THE APPOINTMENT OF SERVICE PROVIDER FOR**  
**GARDEN MAINTENANCE SERVICES AT NDWEDWE LM – ILEMBE DISTRICT**

**All bids received shall be evaluated on the following:**

1. Only bids that meet the Special Terms and Conditions in all aspects as stipulated in the bid document shall be considered.

**Correctness of information:**

- 1.1. All information required in the bid document must be accurate and duly completed including all the appropriate signatures.
- 1.2. The Department reserves the right to verify all information submitted.

**Compulsory administrative compliance requirements that must be submitted with the bid:**

- 1.3. Central Suppliers Database registration number;
- 1.4. Documentary proof of service provider's experience in support of Annexure B;
- 1.5. Documentary proof of a minimum of R10 000.00 credit facility with manufacturer and/or Registered Financial Institution or evidence of access to any legal funding instrument;
- 1.6. Documentary proof of access to bulk transportation facility (Letter of commitment from fleet company or Confirmation from manufacturer that delivery shall also be undertaken or any proof of access to bulk transportation i.e. Log Books/ Letter of agreement supported by Log book);

**NB. Non-submission of any of the above documents shall result in disqualification.**

- 1.7. Where copies of original documentation are submitted, those copies must be certified and must not be copies of certified copies. Original certification should not be older than twelve (12) months. Failure to comply with this requirement shall invalidate the bid submitted.

## 2. FUNCTIONALITY EVALUATION CRITERIA

- 2.1. The bid documents shall be evaluated individually on score sheets, by a representative evaluation, according to the below mentioned evaluation criteria.
- 2.2. All service providers who score less than minimum functionality score of (70 points) shall not be considered for this bid.

### QUOTATION FOR THE APPOINTMENT OF SERVICE PROVIDER FOR GARDEN MAINTENANCE SERVICES AT NDWEDWE LM – ILEMBE DISTRICT

	FUNCTIONALITY EVALUATION CRITERIA	Points	Means of Verification
1.	Service Providers experience  Knowledge and previous experience Garden Maintenance	<b>40 points</b>  (10 points per relevant Contract/s)	A list of projects undertaken by the service provider. For each project provide the following: Description of service provided. In support of <b>Annexure B</b> below
2 .	<b>Proof of Physical address</b>  2.1. Office of Service provider within borders of KZN = 20 points  2.2. Office of Service provider outside borders of KZN = 10 points	<b>20 points</b>	Lease agreement; Municipal Utility Bill; or Copy of Bank Statement (first page only) with address
3.	<b>Financial Capacity</b>  Total Credit Facility (with financial institution and/or manufacturer of Tractors)  R 10 000 - R25 000 = 15 points R 25 000.00 - R50 000.00 = 25 points > R50 000.00 = 40 points	<b>40 points</b>	Evidence of credit facility from a Registered Financial Institution or Evidence of access to any legal funding instrument Or Bank Statement
	<b>TOTAL</b>	<b>100</b>	

# ANNEXURE B

Previous/Current Supplies Delivered (Documents and/or an extended list may be attached for further details)

	Client Name	Nature of Inputs Supplied	Contract Value	Period of Contract	Contact (Work / Cell Number)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>TOTAL VALUE</b>					

Signed on behalf of service provider:

Date:

# **SPECIFICATIONS/ PRICE SCHEDULE**

COMPANY NAME : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_  
 CONTACT PERSON : \_\_\_\_\_  
 CONTACT NUMBER : \_\_\_\_\_

LINE NO.	DESCRIPTION OR SPECIFICATION OF ITEM  (Please be very specific and clear)	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
1.	Mowing and weeding of formal lawns (cutting of grass)	1 ha				
2.	Weeding of paved and concrete areas	1 ha				
3.	Weeding and Pruning of shrub beds, spraying of pests and diseases	1 ha				
4.	Annual composting of existing plant beds	1 ha				
5	Gathering of litter	1 ha				
6	Spraying of hard surfaces	1 ha				
7.	Sweeping of hard surfaces	1 ha				
8.	Garden refuse removal	1 ha				
9	Cutting of trees	1 ha				
<b>* LABOUR (IF APPLICABLE)</b>						
<b>*DELIVERY (IF APPLICABLE)</b>						
<b>*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT</b>						
<b>TOTAL</b>						



**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1.</b>	<b>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.</b>	<b>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
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<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>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
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CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (iv) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - 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;
  - (v) General Conditions of Contract; and
  - (vi) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

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

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I **Mr B.R Dube** in my capacity as **Acting SCM Director** accept your bid under reference number R/S/2223/.....dated ....../.../2022 for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT CEDARA ON ....../.../2022

NAME (PRINT) **B.R Dube**

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: ....../.../2022