



## 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: <b>R/S/2223/912</b>	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: <b>11 JULY 2022</b>	CLOSING TIME: <b>11H00</b>
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: <b>INVESTIGATION, IMPLEMENTATION &amp; PURCHASE SUITABLE RFID SYSTEMS TO MANAGE LIVESTOCK.</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 : \_\_\_\_\_  
 FAX NUMBER : \_\_\_\_\_

LINE NO.	DESCRIPTION OR SPECIFICATION OF ITEM (Please be very specific and clear)	REQU IRED QUAN TITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
1	Purchase RFID system to assist with the management of departmental livestock	1				
2.	System should be able to work with Cattle 2000, Sheep 2000, Pigs 100 and Goats 500					
3.	System should be able to interface with a computer program					
4.	Computer program should be able to produce reports					
5.	System should be able to read RFID tags from reasonable distance					
6.	RFID tags should be easily purchased And stock available.					
7.	The placement of the RFID tag on the livestock should be able to be done by our livestock technicians					
8.	System should come with RFID scanners	20				
<b>* LABOUR (IF APPLICABLE)</b>						
<b>*DELIVERY (IF APPLICABLE)</b>						
<b>TOTAL</b>						
<b>*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT</b>						
<b>TOTAL PRICE</b>						

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

When Required (Requester) :

Where Required (Requester):

Contact details of requester:

TEL :

1st Floor ; Main Admin Building ; D221  
Sharon Diedericks  
082 - 849 0228

Mark one Box (X)

COMPANY STAMP

PRICES ARE VALID FOR

30    
  60    
  90

DAYS

## TERMS OF REFERENCE

### REQUEST FOR PROPOSAL TO **RFID** MICROCHIP SYSTEM, MICROCHIP AUTO-GUNS AND MICROCHIP SCANNERS FOR THE DEPARTMENT

#### 1. BACKGROUND

- 1.1. Department of Agriculture and Rural Development (DARD) has made agricultural development a priority and allocated significant resources to improving productivity, developing supply chains and value added activities.
- 1.2. Livestock, particularly dairy & beef cattle, has historically been an integral part of the agricultural production systems in KwaZulu Natal.
- 1.3. The death of cattle has a debilitating impact on the owner's income, and the livestock (cattle) insurance scheme has emerged as a security for cattle owners in recent years by providing for indemnity in the event of death of the insured animal.

#### 2. PURPOSE

- 2.1. **The purpose of this proposal is to appoint a service provider who will:**
  - 2.1.1. Supply and deliver RFID microchip scanners, RFID Tags and the necessary accessories to make the system operational
  - 2.1.2. Supply the Department with the latest compatible data capturing and retrieval software;
  - 2.1.3. Provide the Department with an effective and user-friendly central data and service system.
  - 2.1.4. Provide system & equipment installation, set up and training within a 1 year contract and ensure that the department can continue to operate with the system after that year.
- 2.2. Equipment to be SABS approved and the supplier is to provide a manufacturer's warranty of at least 5 years directly to the Department.

#### 3. SCOPE OF SERVICE AND DELIVERABLES

- 3.1. The scope and deliverables of the comprehensive animal identification programme are twofold:
  - 3.1.1. To support all departmental livestock technicians & scientists to comply with the Animal Identification Act (Act 6 of 2002) and departmental policies on keeping of livestock in the department.
  - 3.1.2. To improve animal identification for the purposes of monitoring animal health, improving selection and breeding methods, providing a deterrent to stock theft, improved asset management reporting on livestock and reducing the number of road accidents involving livestock.

## 4. INSTRUCTIONS TO PROSPECTIVE BIDDERS

- 4.1. **Preparation of Proposals:** You are required to submit separate technical, operational and financial proposal, as detailed below.
- 4.2. The standard forms in this Request for Proposal may be retyped for completion but the bidder is responsible for their accurate reproduction. You are advised to carefully read the complete Request for Proposals.
- 4.3. **Technical Proposals:** Technical proposals should contain the following documents and information:
  - 4.3.1. The Technical Proposal Submission
  - 4.3.2. An approach and methodology for supplying of the required products bearing in mind the equipment will need to be operational in 6 research stations throughout KZN province;
  - 4.3.3. Indicate how the initial set-up, RFID tagging, interfacing and training on the RFID System will be rolled out in the province.
  - 4.3.4. Company profile and experience of its members in the field required
  - 4.3.5. A summary of your experience in similar assignments with documented, verifiable references;
  - 4.3.6. Should the department wish to see a similar RFID system as being proposed, indicate whether there is an operational system that can be viewed.
  - 4.3.7. The documents evidencing your eligibility, as listed below.
  - 4.3.8. The bidder's comments or suggestions on the TORs and appreciation of the assignment – the objectives, tasks and deliverables
  - 4.3.9. Brief description of any recent projects undertaken (***maximum one page per project***) specifying objectives, geographical scope, strategy and delivery methodology applied, measurable outcomes, and any other relevant information.
- 4.4. **Operational Proposals:** Operational proposal should include the following operational aspects of your proposed system.
  - 4.4.1. The method of administering the RFID Tag to the livestock, detailing different types of administering in Cattle, Sheep, Goats, and Pigs
  - 4.4.2. Indicate whether the RFID tag's can be administered by a technician or whether they must be administered by a professional person, eg. Vet.
  - 4.4.3. Indicate how accessible are the RFID tag's when we purchase additional tags in the future. Mention possible service providers that stock the type of RFID tag that we may purchase or is the tag exclusive to your company.
  - 4.4.4. The stability of your RFID Tag System within the livestock, how stable is the tag within the animal, ie. Does the tag move within the animal, how easy is the tag located and removed within the animal and how safe is the tag on slaughter and consumption of the meat.
  - 4.4.5. Indicate whether the RFID Tags can be re-used once removed from deceased or slaughtered animals.

- 4.4.6. The type of scanner system on offer, gate post type scanner and hand held type scanner. Include the percentage operational accuracy of the scanners and also the distance requirement of the scanners for reading the RFID tags.
- 4.4.7. Please indicate how the scanners are operated and charged, what is their operational hours if re-chargeable, what energy source is used if they are not rechargeable.
- 4.4.8. How mobile are the scanners systems on offer, can they be transported easily or are they a fixture. Provide the dimensions of the different types of scanners on offer and also pictures of the scanners so that we can see the makes, models and types on offer.
- 4.4.9. How robust is the equipment as the handling of the equipment will be outdoors, in dust, sun and manure.
- 4.4.10. Mention the operational handling of animals necessary to make the system operational, for example, will the system record the animal RFID numbers if they simply run through a gate or would they need to be placed in a crush pen.
- 4.4.11. Mention the in-field operational activities in terms of recording the details of each animal onto a system and the ability of the system to add details to that record in field. (for example, after scanning can we add the weight of the animal to the record or any in-field details on the animal we wish to record)
- 4.4.12. Mention the in-office operational activities in terms of exporting data and uploading data onto software housed in the office.
- 4.4.13. How compatible is the system to other systems such as excel.
- 4.4.14. Please indicate whether the system is web-based or network based and whether the system will have a centralised control system base where the 6 research stations data will feed into a central database of data.

4.5. **Financial Proposals:** Financial proposals should contain the following documents and information:

- 4.5.1. The Financial Proposal Submission Sheet in this Part;
- 4.5.2. A copy of the breakdown of the costs. The costs associated with the assignment shall be South African Rand (ZAR).
- 4.5.3. The proposed supply plan involving RFID Microchips, Scanners/Readers, accessories, data management and training
- 4.5.4. Costs of initial set-up, tagging and establishment of the system over the first year.

## 5. FINANCIAL PROPOSAL SUBMISSION SHEET

*[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP*

*prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]*

Proposal Addressed :	DARD
Date of Financial Proposal:	

**The total price of our proposal is:** \_\_\_\_\_

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period of **90 days** and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 6. BREAKDOWN OF COSTS

*[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]*

RFID MICROCHIPS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Cattle – 3000 (including stock)				
Sheep – 3000 (including stock)				
Goats – 1000 (including stock)				
Pigs – 100 (including stock)				
<b>TOTAL: 7100</b>				
SCANNERS/READERS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Cedara – Dairy Cattle – Hand Held	2			
Cedara – Dairy Cattle - Gate Post	1			
Cedara – Beef Cattle – Hand Held	2			
Cedara – Beef Cattle – Gate Post	1			
Cedara – Goats – Hand Held	2			
Cedara – Goats – Gate Post	1			
Cedara College – Beef Cattle – Hand Held	2			
Cedara College – Beef Cattle – Gate Post	1			
Cedara College – Sheep – Hand Held	2			
Cedara College – Sheep – Gate Post	1			
Dundee - Beef Cattle – Hand Held	2			
Dundee - Beef Cattle – Gate Post	1			
Dundee - Sheep – Hand Held	2			
Dundee - Sheep – Gate Post	1			
Kokstad - Beef Cattle – Hand Held	2			
Kokstad - Beef Cattle – Gate Post	1			
Kokstad - Sheep – Hand Held	2			

Kokstad - Sheep – Gate Post	1			
OSCA College - Beef Cattle – Hand Held	2			
OSCA College - Beef Cattle – Gate Post	1			
OSCA Farm - Goats – Hand Held	2			
OSCA Farm - Goats – Gate Post	1			
Bartlow Farm - Beef Cattle – Hand Held	2			
Bartlow Farm - Beef Cattle – Gate Post	1			
Makhatini - Beef Cattle – Hand Held	2			
Makhatini - Beef Cattle – Gate Post	1			
Makhatini - Sheep – Hand Held	2			
Makhatini - Sheep – Gate Post	1			
<b>TOTAL:</b>				
<b>ACCESSORIES</b>				
<b>SET-UP/ TAGGING/TRAINING COSTS</b>				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Tagging Cattle – 1800	1800			
Tagging Sheep – 1300	1300			
Tagging Goats – 350	350			
System Set up & Training Cedara	1			
System Set up & Training Dundee	1			
System Set up & Training Kokstad	1			
System Set up & Training OSCA	1			
System Set up & Training Bartlow	1			
System Set up & Training Makhatini	1			
System Set up & Training Head Office & Asset Management	1			
<b>TOTAL:</b>				

**TOTAL COST IN CURRENCY:** \_\_\_\_\_ **Breakdown of Costs**

**Authorised By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



## **SPECIAL TERMS AND CONDITIONS**

### **REQUEST FOR PROPOSAL TO RFID MICROCHIP SYSTEM, MICROCHIP AUTO-GUNS AND MICROCHIP SCANNERS FOR THE DEPARTMENT**

#### **INTRODUCTION**

- (a) **Tenderers must ensure that they are fully aware of all the Terms and Conditions contained in this Proposal document.**
- (b) **Only tenderers 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 proposal.

#### **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 delegated official or committee approval.

#### **3. AWARD**

- 3.1. The award is for Department of Agriculture and Rural Development and will be for one (1) service provider.

#### **4. BASIS AND QUANTITIES**

- 4.1. Quantities are reflected on this document

#### **5. BBBEE CERTIFICATE**

- 5.1. A bidder claiming BBBEE points must submit a valid BBBEE certificate or a sworn affidavit together with the bid.

#### **6. CERTIFICATE OF COMPLIANCE**

- 6.1. Where applicable, it is mandatory for service providers to provide the applicable compliance Certificate/s (*e.g. Registered with ICAR – International Committee on Animal Recording or with some agency on Animal Recording of similar repute*)

#### **7. CHANGE OF ADDRESS**

- 7.1. Bidders 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.

## **8. COMPETENCY OF THE SERVICE PROVIDER**

- 8.1. 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.

## **9. COUNTER OFFERS**

- 9.1. Counter offers shall not be considered.

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

- 10.1. The bidder 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 BIDS**

- 12.1. If two or more tenderers score an equal total number of points on functionality is part of the evaluation process, the contract must be awarded to the tenderer that scored the highest points for functionality.
- 12.2. If two or more tenderers score equal total points in all respects, the award shall be decided by the drawing of lots.

## **13. IRREGULARITIES**

- 13.1. Companies 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.

## **14. JOINT VENTURES**

- 14.1. In terms of the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000, a trust, consortium or joint venture must submit a consolidated BBBEE Status Level Verification Certificate for every separate bid.
- 14.2. Should this Proposal be submitted by a joint venture, the joint venture agreement must accompany the Proposal 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.

- 14.3. The non-submission of a BBEE Certificate by a trust, consortium or joint venture shall result in zero (0) preference points being allocated for evaluation purposes.
- 14.4. Each party to a Joint Venture/ Consortium must submit an original valid Tax Clearance Certificate together with the Proposal before the closing date and time of bid.
- 14.5. 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 Proposal and the details of the bank account for payments to be effected.
- 14.6. The joint venture or consortium must comply with Central Suppliers Database (CSD) registration requirements as per National Treasury directive.

## **15. LATE BID PROPOSAL**

- 15.1. Bids are late if they are received at the address indicated in the Proposal documents after the closing date and time.
- 15.2. A late Proposal shall not be considered and, where practical, shall be returned unopened to the Bidder, accompanied by an explanation.

## **16. NOTIFICATION OF AWARD OF BID**

- 16.1. The successful bidder shall be notified of the intention to award via an advert in the same media as the invitation to bid.

## **17. PERIOD OF CONTRACT**

- 17.1. The contract period is three 1 year to provide initial tagging, set-up and training.
- 17.2. Software licences will be purchased in accordance to the Software provided, however the software and equipment will be owned by the department.

## **18. SPECIAL CONDITIONS OF CONTRACT**

- 18.1. The Proposal 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.
- 18.2. 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.

## **18. SUPPLIERS DATABASE REGISTRATION**

- 18.1. A bidder submitting an offer must be registered on the Central Suppliers Database at National Treasury. A bidder 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.

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

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

## **19. TAX AND DUTIES**

19.1. 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).

## **20. TAX COMPLIANCE PIN**

20.1. The bidder must submit a valid Tax Compliance Pin with the bid. Bidders should note that

20.2. their tax compliance status shall be verified through the Central Supplier Database and SARS.

20.3. 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 bidder.

## **21. UNSATISFACTORY PERFORMANCE**

21.1. 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.

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

22.1. The validity (binding) period for the bid shall be 120 days from close of bid. However, circumstances may arise whereby the Department may request bidders to extend the validity (binding) period.

22.2. Should this occur, the Department shall request bidders to extend the validity (binding) period under the same terms and conditions as originally offered for by

bidders. This request shall be done before the expiry of the original validity (binding) period.

## **BID EVALUATION CRITERIA**

1. All bids received shall be evaluated on the following:
  - 1.1. Only bids that meet the Special Terms and Conditions in all aspects as stipulated in the Proposal document shall be considered.
2. **Correctness of information:**
  - 2.1. All information required in the Proposal document must be accurate and duly completed including all the appropriate signatures.
  - 2.2. The Department reserves the right to verify all information submitted.
  - 2.3. Non-compliance with the above shall result in elimination from further processes.
3. **Compulsory administrative compliance requirements that must be submitted with the bid:**
  - a) Central Suppliers Database registration number;
  - b) A certified copy of a valid BBEE certificate or valid sworn affidavit
  - c) Documentary proof of bidder's experience/references in support of Annexure B;
  - d) Registered with ICAR – International Committee on Animal Recording or with some agency on Animal Recording of similar repute
  - e) In case of Joint Venture, JV agreements signed by both parties must be submitted.

**NB.** Non-submission of any of the above documents shall result in disqualification. 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 three (3) months. Failure to comply with this requirement shall invalidate the Proposal submitted.

# 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.					

Signed on behalf of bidder:

Date:



# 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: 11/07/2022	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	SHARON DIEDERICKS	
TELEPHONE NUMBER	033 343 8367		TELEPHONE NUMBER	082 849 0228	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Ntuthuko.Hlengwa@kzndard.gov.za		E-MAIL ADDRESS	Sharon.Diedericks@kzndard.gov.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:		<b>OR</b>	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:

	<b>POINTS</b>
<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:

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

(Tick applicable box)

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

- 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 least 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.

**WITNESSES**

1. ....

2. ....

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

**DATE:** .....

**ADDRESS** .....

.....

.....

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 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 - PURCHASE OF GOODS/WORKS**

**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 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 **CEDARA** ON **...../...../2022**

NAME (PRINT)      **B.R DUBE**

SIGNATURE      .....

OFFICIAL STAMP

**WITNESSES**

1. ....

2. ....

DATE **...../...../2022**