



# agriculture & rural development

Department:  
agriculture  
& rural development  
**PROVINCE OF KWAZULU-NATAL**

## 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: RN/1819/760	VALIDITY PERIOD OF QUOTATION.....Days (To be completed by the Supplier)
CLOSING DATE : 04/09/2018	CLOSING TIME: 11: 00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: <b>SUPPLY, DELIVER, OFFLOAD AND ERECT FENCE FOR MANUNDWINI PROJECT IN ABAQULUSI LOCAL</b>	COMPANY NAME:  Tel NO:- EMAIL :  CONTACT PERSON:  <b>CSD REGISTRATION NO.</b>  <b>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	YES/NO
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)

**NB:** EMAIL/ FAX QUOTATION FOR THE ATTENTION OF: **N.N MBATHA**  
**035 780 6727/6740**

**Quotation must be deposited in bid box situated at Department of Agriculture and Rural Development, Supply Chain Management**

**NB:** THE ATTACHED SBD4 & SBD9 FORMS MUST BE COMPLETED IN FULL.  
THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR QUOTATION DOCUMENTS.

ANNEXURE A

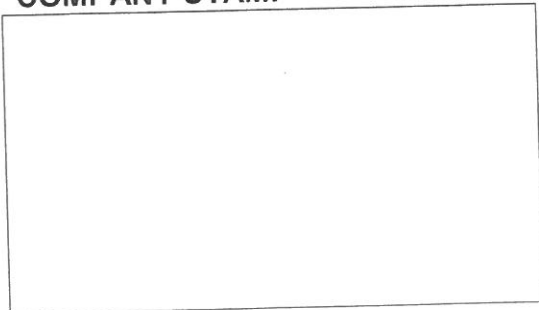
COMPANY NAME :  
 ADDRESS :  
 CONTACT PERSON :  
 CONTACT NUMBER :  
 FAX NUMBER :

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.	Supply, deliver offload and erect of 5km six strand barbed wire fence for Manundwini project @Abaqulusi Local Municipality as per attached specification.	1 project				
* LABOUR (IF APPLICABLE)						
*DELIVERY (IF APPLICABLE)						
TOTAL						
*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT						
TOTAL PRICE						

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

When Required (Requester): 15 September 2018  
 Where Required (Requester): Cnr of Heeren and Van Riebeck street Vryheid  
 Contact details of requester: Mr . T.H. Ngcobo  
 TEL : 034-980 9456/083 696 5741

(COMPULSORY)  
 COMPANY STAMP



PRICES ARE VALID FOR  30  60  90 DAYS

Mark one Box (X)

SIGNATURE .....

DATE .....



SIX STRAND BARBED WIRE FENCE WITH WOODEN POSTS 15M APART

>>> SUPPLY AND ERECTION <<<

**BID DOCUMENT**

**Project: Manunundwini Fencing Project**

**TABLE OF CONTENTS:**

No.	Section	Pages	Read / Complete
1.	Project Particulars and Specification	1-3	Read
2.	Bill of Quantities	4	Complete
3.	Drawing A1	5	Read
4.	Map of fence layout	6	Read

**Appointment of a Service Provider to SUPPLY AND ERECT**

**5,02**

**kms of barbed wire fence at**

**Manunundwini Fencing Project**

**1. Background:**

The fence is to be erected approximately

**50**

km from

**Vryheid**

**2. Specific Objective:**

Supply & deliver materials for and fully erect a six strand barbed wire fence of

**5018**

m length.

The fence must be erected in accordance with the specification in the attached drawing, Drawing A1.

**3. Scope of Objectives:**

Supply all materials for and erect a 1.2m high 6 strand barbed wire fence.

The following services are required:

- 3,1 Supply: - of the specified materials listed in the Bill Of Quantities, Appendix 1.
- 3,2 Delivery: - of all materials to **Manunundwini Fencing Project**
- 3,3 Erection:
  - according to the attached map, showing the fence layout.
  - according to the Departmental Specifications in the attached drawing, Drawing A1.
  - providing all equipment required for erection
  - sourcing of at least 50% unskilled labour from the local community.
- 3,4 Inspection and reporting:
  - Weekly inspection reports of progress must be submitted on Monday morning to the contact person.
  - On site inspections will be conducted by Departmental staff to check all completed work before any payments can be made
  - The contractor is responsible to check that the tendered distance is correct. Failure to check the distance before starting the installation will result in the contractor not being paid for any excess/extra material that the contractor has purchased. The contractor will only be paid for materials that have been used. Where the tendered distance is lower than the required distance the contractor must not exceed the tender amount prior to receiving authorization in the form of a variation order.
  - Accurate distances of all erected fences are to be kept by the service provider as only work that has been done will be paid for. Any fencing installed over the order amount will not be paid for unless prior permission has been obtained to exceed the order amount.
  - Site meetings and project steering committee meetings to be held when necessary and minutes to be kept by the SP

**4. Deliverables:**

- 4,1 Fencing materials according to the Bill of Quantities in Appendix 1.
- 4,2 Construction of the fence according to the specifications provided in Drawing A1. If Drawing A1 was not attached to the tender documents it is the contractor's responsibility to obtain the drawing before submitting the tender. Failure to erect the fence according to the Departmental specification will result in the contractor having to re-install the fence at the contractor's own expense.
- 4,3 Weekly written progress reports to the Local Agricultural Manager, outlining progress, daily activities and quantities of materials used.
- 4,4 Submission of full closeout report including materials used, job opportunities created in EPWP format for the duration of the project.
- 4,5 Attendance of steering committee meetings and the provision of minutes if called for.
- 4,6 The contract requires a minimum delivery of 3 km of completed fencing per week.
- 4,7 Any excess material **STRICTLY** to be left with the project beneficiaries.

**5. Competence and Expertise:**

It is essential that the work be carried out by fully competent personnel with proven experience in fencing and Project Management.

- 5,1 Competency:
  - only bidders with proven ability to complete 3 km per week shall be considered.
  - bidders are required to provide an implementation plan including time frames from start to finish.
  - failure to provide a program will invalidate the bid.
- 5,2 Labour:
  - \* skilled and semi-skilled labour only to be provided by the contractor. At least 50% unskilled labour is to be sourced from the local community.
- 5,3 Site supervision
  - \* Project Manager/Technician on site to supervise work done, quality control and certify work for payment.
  - Estimated time for payment is 6 weeks.
- 5,4 Bid Format:
  - All documents in the bid document are to be completed. All quotations and claims must include VAT.

**BID DOCUMENT**

**Project: Manunundwini Fencing Project**

**SIX STRAND BARBED WIRE FENCE WITH WOODEN POSTS 15M APART**

**>>> SUPPLY AND ERECTION <<<**

**BID DOCUMENT PAGE 2**

**6. Validity Period for Bid:**

Bids shall remain valid for a period of 90 days from the date that the bid closes.

**7. Compulsory Pre-Bid Tender Meeting:**

A compulsory pre-bid site meeting will be held with prospective bidders. Failure to attend this meeting will invalidate the bid.

**8. Site Hand Over to the Contractor:**

The contractor will be introduced to the project participants following the awarding of the tender. The site will be handed over to the contractor who will control the site for the duration of the project. The contractor will be responsible for the administration, control and security for the site. It is up to the contractor to arrange insurance as the contractor is responsible for and theft or damage that occurs on site and will have to pay for any repairs or replacements.

**9. Water and Electricity:**

There is no piped water and electricity on site. The contractor shall make the necessary arrangements for the provision of any water and electricity. Any cost to acquire water and electricity must be added to the bid amount as no extra funding will be received.

**10. Housing of Contractors Employees:**

No housing is available for the contractors employees and the contractor shall make arrangements to and from site. It is up to the contractor to arrange any short term accommodation with the project participants. The contractor is responsible for any financial expenses for housing employees on site.

**11. Underground Cables and Pipes:**

If such services are discovered, immediate notification must be made to the Employer and all work in the vicinity will cease until it is safe to continue. If the contractor damages any underground pipes or cables such damage will be repaired as soon as it is safe and possible by the

**12. Insurance**

All accepted approved contractors shall be required to provide the following insurance's for the project awarded to them:

- i) Registration with the Compensation Commissioner and compliance with the Compensation for Occupational Injuries and Diseases Act with regard to insurance.
- ii) Unemployment fund insurance for all workers.
- iii) Insurance against damage, destruction or loss caused by fire.
- iv) Public Liability insurance.
- v) All Risks (works) Policy Political for the value of the respective project plus 10%.

**13. Specifications:**

Refer to Bill of Quantities and Drawings .

- **Spacing wooden poles: 15m. Droppers at 3.0m. 5 droppers in between 2 poles**  
10% maximum deviation (1.5m/0.3m) from the specified spacings will be allowed.
- **Boxes: Box length to be 1.05m (half a pole length).**
- **Compaction :** Normal manual force against the poles must be absorbed.
- **Straining:** All strands of barbed wire to be strained.If the fence is pulled down, it must recover to it's original position. Fence is to be strained using appropriate straining equipment.
- **Exposed Surfaces :** All exposed surfaces where poles have been sawed off are to be painted with creosote.

**14. Timetable/Timing:**

The contractor must be on site and commence construction no later than 1 week after on order has been issued. Where more than 1 payment is required, the contractor must indicate the number of part payments that will be required in the tender documents. Claims for work that has been completed and verified can be submitted on a monthly basis. No more than 1 claim per month will be accepted.

**15. Management Arrangements and Reporting Requirements:**

O is the District Manager. Any matters regarding the district staff or any complaints should be directed to him/her.

**16. Evaluation Criteria:**

Proven previous experience is a requirement to qualify.

The following minimum CIDB designations are required:

Farm fencing (barbed/razor wire/hinged joint) < 5km:	
Farm fencing (barbed/razor wire/hinged joint) 5 - 15km:	2SQ/CE/GB
Farm fencing (barbed/razor wire/hinged joint) > 15km:	

TABLE 1A: Minimum CIDB designation requirements per length of fencing bracket

Award of work to the successful bidder will be based on Price, Departmental Goals (i.e. preference points as per ZNT 30 attached) and functionality.

**16.1 Compliance:**

- i) All information and documentation required in the Specification, eg. Certificates.
- ii) All information required in the bid document must be accurate and duly completed, including all the appropriate signatures. This includes the submission of required / requested documentation eg.valid tax certificate, ZNT 30 etc.
- iii) Failure to comply with any of the requirements will invalidate the bid.

**BID DOCUMENT**

**Project: Manunundwini Fencing Project**

**SIX STRAND BARBED WIRE FENCE WITH WOODEN POSTS 15M APART**

**>>> SUPPLY AND ERECTION <<<**

**BID DOCUMENT PAGE 3**

**16.2 The 80/20 and 90/10 Preference Points System:**

(i) Depending on the bid value either the **80/20** (for bids up to R 1,000,000) or the **90/10** point preference point system (for bids of R 1,000,000 and more) shall be applied. Qualifying for preferential points is entirely based on the B-BBEE status of the bidder as explained below.

**(ii) CALCULATION OF POINTS FOR ATTAINING THE B-BBEE STATUS LEVEL**

B-BBEE Status level of contributor	Number of points (80/20 system)	Number of points (90/10 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant bidder	0	0

This will be done in accordance with the "PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 05 OF 2000 AND REGULATION OF 2011". Points will be awarded to a bidder for attaining the B-BBEE status level contributor. Table 2 shows the points to be allocated at different levels.

PLEASE NOTE: Bidders are required to, together with their bids, submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claims. Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process for non-compliance in this regard.

**TABLE 1B: Preference points per BBEE status level**

**(iii) FUNCTIONALITY**

Functionality will be assessed separately from the 90/10 or 80/20 formula. The first stage will be the assessment of functionality upon which the Bidders who score less than 65% for functionality will not be considered further.

The second stage will be the assessment and evaluation of Bidders in terms of 90/10 or 80/20, where 90 (80) points shall be used for pricing scores only and the 10 (20) points for BBEE status. See Tables 2 and 3 for Evaluation Guidelines and Criteria respectively.

Submissions will be scored using the below scoring table. This bid will be evaluated on functionality which will determine the capability, ability and capacity of the prospective bidders to provide the required goods or services for the department. A minimum score of 65% must be obtained by the bidder in order to qualify to be evaluated further for price.

<b>TABLE 2: GUIDELINES FOR EVALUATION</b>	
<b>CRITERIA</b>	<b>GUIDELINES FOR EVALUATION</b>
<b>ABILITY</b> ↳ Capacity	Bidders to provide proof of current capacity and ability to: Implement the design and specifications to the standard as directed in the technical specifications.
<b>CAPABILITY</b> ↳ Competency ↳ Experience	Demonstration of competency to render the required service & providing proof of registration with the CIDB (For min. CIDB designation requirements see Table 1A) Bidders to provide evidence of similar projects completed recently i.e. not less than 2 projects and not more than 5 projects in the past 5 years.
<b>METHODOLOGY</b>	Provide a short description of your intended implementation methodology indicating time frames to complete the work.
<b>NOTE:</b> In order to ensure meaningful evaluation, bidders must submit detailed information in substantiation of the evaluation criteria mentioned.	

**TABLE 3: ASSESSMENT CRITERIA FOR THE EVALUATION OF THE FUNCTIONALITY**

<b>EVALUATION MATRIX</b>		<b>Points %</b>	<b>Score</b>
1	Financial viability of the bidder: Submission of a letter of good standing from a recognized financial institution	10	
2	Submission of short CV's of key personnel.	20	
3	• Demonstration of competency to render the required service (e.g. CIDB registration certificates),	10	
	• Providing proof of Insurances,	5	
	• Proof of compliance with Labour legislation (enrolment of staff for Workman's compensation/UIF, Occupational Health & Safety Act.	10	
4	Demonstrable experience of the prospective service provider's engagement in similar work:		
	• Submission of list of 2 - 5 projects in the last 5 years with values and extent of involvement and contact details of referees.	25	
	• Documentary proof such as reference letters/CIDB assessments indicating value and period of the contract.	10	
5	Submission of a short description of the intended implementation methodology indicating time frames to complete work.	10	
<b>TOTAL</b>		<b>100%</b>	

**BID DOCUMENT**

**Project: Manunundwini Fencing Project**

**SIX STRAND BARBED WIRE FENCE WITH WOODEN POSTS 15M APART**

**>>> SUPPLY AND ERECTION <<<**

**BID DOCUMENT PAGE 4**

**16.3 General:**

The Department of Agriculture, Environmental Affairs and Rural Development is an equal opportunity, affirmative action employer. It shows the same commitment to those who wish to provide services to the Department via the procurement process. This does not preclude the formation of consortiums or the inclusion of proposals on how this project can be used to further the aims of transformation.

The actual price quoted, including VAT, will be used for issuing of an order to the successful bidder. You must provide for all items i R 0,00 as the unit rates quoted will be applied for calculation of the amount claimable.

**17. Payment Schedule:**

Claims for work that has been completed can be made according to the following payment shedule:

1	Site Establishment:	5%
2	Material delivered to site (with invoice)	Invoiced Amount
3	Completed sections of fence (per m)	pro rata tender amount (less 1+2+4)
4	Retention	5%

A 5% retention will be kept for 3 months after works have been completed to make sure that the standard of work that has been done is satisfactory.

**18. Enquiries:**

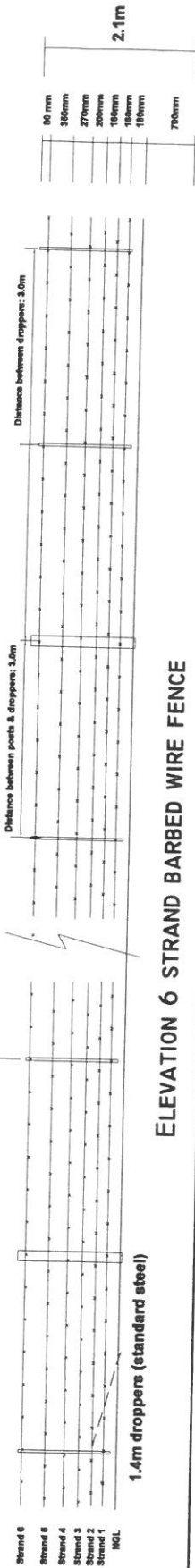
MD Dlamini	District Manager	Contact Number	076 941 8155
N Kunene	Project manager	Contact Number	076 9382 472

BID DOCUMENT					
Project: Manunundwini Fencing Project					
APPENDIX B: BILL OF QUANTITIES					
FOR THE SUPPLY OF MATERIALS FOR AND ERECTION OF A					
SIX STRAND BARBED WIRE FENCE WITH WOODEN POSTS 15M APART					
Version 5.2- June 2018					
Project: Manunundwini Fencing Project					
Fence Perimeter = 5018 m					
District Zululand					
Contact Person NE Nzama		Contact Number 076 941 8155			
BoQ Compiler N Kunene		Contact Number 076 9382 472		Date BoQ 08/08/2018	
No.	Item Description	Quantity Required		Unit Price	Total Cost
	<b>General:</b>				
1	Site establishment.	Sum	1		
2	<b>SITE CLEARING</b>	Sum	1		
	<b>Materials:</b>				
3	Fully galvanized barbed wire 1.6mm diameter High Tensile Double Strand - 845m per roll	37	Roll(s)		
4	2.1m Standard Creosote Poles Pressure treated, SABS approved 100 - 125mmØ	457	Poles		
5	1.4m steel droppers	1339	droppers		
6	Galvanized Wire Staples 3.15 x 32mm. Packs of 500g	16	Pack(s)		
7	<b>Gate:</b> 1.2m x 0.9m pedestrian gate (HDG). 40 - 50mm diam pipe frame. Wall thickness of 1.6mm min. Hinge eye bolts, include chain.	0	Gate(s)		
8	<b>Gate:</b> 3.6m x 1.2m Vehicle farm gate (HDG). 40 - 50mm diam pipe frame. Wall thickness of 1.6mm min. Hinge eye bolts, include chain.	0	Gate(s)		
9	<b>Gate:</b> 4.8m x 1200mm (h) tractor gate (2 frames of 2.4m x 1200mm per gate), HDG finish, 40 - 50mm diam pipe frame. Wall thickness of 1.6mm min. Hinge eye bolts, include chain.	0	Gate (s)		
10	8 ga straining wire, 4mm diam, 5kg(50m) rolls Fully galvanised	21	Roll(s) of 5kg		
11	12 ga binding wire, 2.5mm diam, 5kg (130m) roll Fully galvanised	9	Roll(s) of 5 kg		
12	Erection Cost	Sum	1		
13	Transport Cost, including loading, delivery and off-loading near <b>Manunundwini Fencing Project</b>	Sum	1		
14	Cement. Packets of 50 kg	No.			
15	Sand	m <sup>3</sup>			
16	Stone	m <sup>3</sup>			
<b>SUB-TOTAL EXCLUDING CONTINGENCIES R</b>					
17	<b>CONTINGENCIES 10% OF SUBTOTAL R</b>				
<b>SUBTOTAL INCLUDING CONTINGENCIES &gt;&gt; R</b>					
<b>VAT 15% R</b>					
<b>TOTAL R</b>					
<i>NOTE: This Bill of Quantities must be read in conjunction with DRAWING REF RDN/2013/08/FEN Dated May 2013</i>					

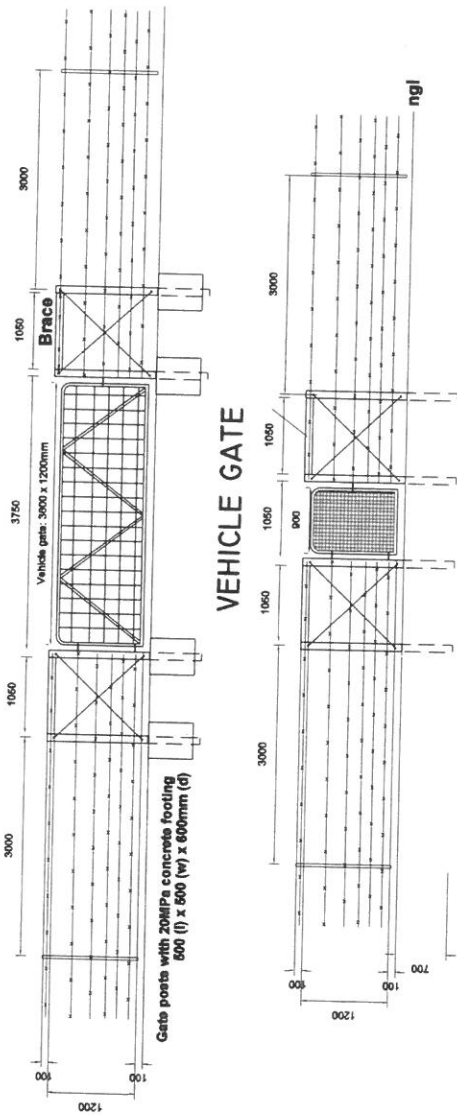
**LENGTHS OF STRAIGHTS (M)**

547	258	890	147	90	235	587	681	209
473	108	583	210	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0

Distance between the posts: 16.0m



### ELEVATION 6 STRAND BARBED WIRE FENCE



**Vehicle gate:**  
 3600 x 1200mm <->  
 40-50mm diam. pipe frame <->  
 wall thickness 1.6mm min <->  
 mesh closure <->  
 hinge eye bolts <->  
 include chain <->

**Pedestrian gate:**  
 1200 x 800mm <->  
 40-50mm diam. pipe frame <->  
 wall thickness 1.6mm min <->  
 steel mesh closure <->  
 hinge eye bolts on pole <->  
 include chain <->

### PEDESTRIAN GATE

- NOTES:**
- POLES PRESSURE TREATED CROSOATED (NOT PAINTED ON) 2.1m x 100 -125mm DIAMETER.
  - DROPPERS ARE STANDARD STEEL 1.4m LONG.
  - BARBED WIRE GALVANIZED, 1.6mm DIAMETER, DOUBLE STRAND - 84.5m ROLL.
  - THE FENCE SHOULD BE SECURED ONTO THE HARDWOOD POSTS AND BOXES BY MEANS OF 3.15 x 32 MM STAPLES.
  - THE STAPLES ARE TO BE INSTALLED OVER THE HORIZONTAL WIRES AT A 45 DEGREE ANGLE.
  - POLES TO BE PLACED IN HOLES 700mm DEEP AND VERY WELL COMPACTED WITH SOIL IN LAYERS (MAXIMUM SOIL LAYERS 100mm).
  - POLES ARE 15 M APART.
  - SANDY SOILS REQUIRE A REFILL OF SOIL CRETE = 10 %SOIL/CEMENT MIX.
  - DROPPERS 3 M APART (4 DROPPERS BETWEEN POLES).
  - DROPPERS TIED TO EACH STRAND WITH 12GA TIE WIRE.
  - HOLES DRILLED THROUGH POLES AS SHOWN FOR TIES ON INSERT IN DRAWING.
  - BOXES BRACED WITH DIAGONAL DOUBLE 8 GA WIRE STRANDS TWISTED TO TENSION.
  - ONE BOX EACH SIDE OF GATE. DOUBLE BOX AT CORNERS. ADDITIONAL BOXES AS REQUIRED OR EVERY LENGTH OF BARBED WIRE (MAX 100M APART).
  - PEDESTRIAN GATE - 0.9 X 1200 M.
  - BRACE OR "BOX" 1.05M WIDE. CUT ONE POLE IN HALF FOR TOPS.
  - MOTOR VEHICLE GATE - 3.6 X 1.2 M.
  - TENSION ON STRANDS MUST BE ADEQUATE USING WIRE STRAINER. ANCHOR END OF WIRE ON BOX BEFORE STRAINING .
  - NOTE: 7.2 ROLLS OF BARBED WIRE ARE REQUIRED PER KILOMETER OF FENCE.



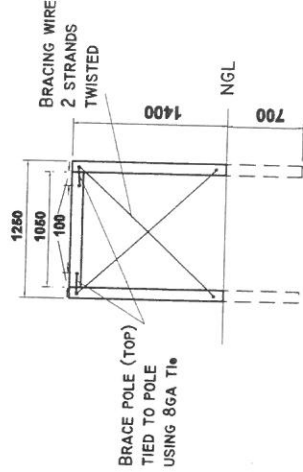
**DEPARTMENT OF AGRICULTURE & ENVIRONMENTAL AFFAIRS**  
**ENGINEERING SERVICES**  
 PRIVATE BAG X0006, HILTON 3248  
 TEL: 033-3438300, FAX: 033-3438443

**DIMENSIONS AS INDICATED**  
**DRAWING REFERENCE:**  
 RDN/2013/08/FEN

Drawn by: Bryce Buis  
 Date: September 2012  
 Approved by: Erwin Koch  
 Revised by: R. de Neer  
 Date: May 2013

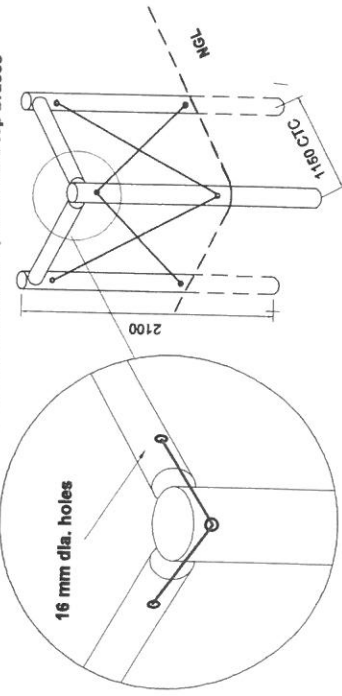
## SIX STRAND FENCE WITH 15 M POLE SPACING

### STRAINING BOX DETAIL



ALL POLES 2.1M X 100-125MM DIAMETER

Note: Corner box is similar to straining box. use 3 poles and 2 top braces



### CORNER BOX

Detail



## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, shareholder etc): .....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....  
Name of state institution to which the person is connected: .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.  
.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.  
.....  
.....  
.....

2.11 Do you or any of the directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.11.1 If so, furnish particulars:

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

**DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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SECTION J

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building/institution involved: .....

Quotation No: .....

Service: .....

\*\*\*\*\*

THIS IS TO CERTIFY THAT (NAME): .....

ON BEHALF OF: .....

VISITED AND INSPECTED THE SITE ON..... (DATE)

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**  
(PRINT NAME)

**DATE:** .....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**  
(PRINT NAME)

.....  
**DEPARTMENTAL STAMP:**  
(OPTIONAL)

**DATE:** .....