



Transport Education Training Authority

Heart of Skills Innovation

RENOVATION OF TETA OFFICES

AUGUST 2017

TENDER DOCUMENT VOLUME 1

BID NUMBER: TETA17/FIN/0004B/RENOVATIONS

NAME OF BIDDER:.....

POSTAL ADDRESS:

TELEPHONE NUMBER:

CELLPHONE NUMBER:.....

PREPARED FOR:



Transport Education Training Authority

Heart of Skills Innovation

TRANSPORT EDUCATION TRAINING AUTHORITY

Private Bag X10016

Randburg

2125

TEL: (011) 577 7000

COMPULSORY BRIEFING SESSION: 11 AUGUST 2017 at 10H00 at WBHO House, Erf 3542, Logan Way, Pinelands, Western Cape

CLOSING DATE: 25 AUGUST 2017, 11H00

RENOVATIONS OF TETA OFFICES

EMPLOYER

TETA
344 Pretoria Avenue
Randburg
2125

TEL: (011) 577 7000
FAX: (011) 886 2502

PRINCIPAL AGENTS

Nuwave Furniture
Unit 31, Block A
Millenium Business Park
Edison Way, Century City
Cape Town, 7441
TEL: + 27 (0)21 418 4933
FAX: 086 565 7585

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SECTION 1

INSTRUCTIONS TO TENDERERS

Request for Bid

INSTRUCTIONS TO TENDERERS

1.1 SUBMITTING OF TENDERS

The Tender shall be submitted on the enclosed "Form of Tender" fully completed in black ink or typed, priced and totalled.

No unauthorised alteration shall be made to the Tender Form or any other of the Contract Documents. If any such alteration is made or if the Appendices are not properly completed, or if these instructions are not fully complied with, the Tender may be rejected.

All spaces in the Tender Form must be completed, and the person or persons executing the Tender on behalf of the Tenderer must initial handwritten or typewritten alterations to the parts so completed. This initialling must be immediately beside the alterations.

Tenders shall be submitted in sealed two-envelope procedure addressed and marked as follows:

TENDER FOR RENOVATIONS OF THE TETA OFFICES

Tenderers Name

and must be posted to:

**TRANSPORT EDUCATION TRAINING AUTHORITY
Private Bag X10016
Randburg
2125**

OR deposited in the Bid Box situated at (Street address):

**TRANSPORT EDUCATION TRAINING AUTHORITY
344 Pretoria Avenue
Randburg
2125**

Attention: Virginia Hlatshwayo

On the 25TH August 2017 @ 11:00 AM

NOTE:

1. The bid box is generally open 24 Hours a day, 7 days a week
2. All bids must be submitted on the official forms – (Not to be re typed)
3. Late tenders will not be accepted.
4. Tenders addressed and sent contrary to the above will not be considered.
5. No telex, fax or oral tenders will be accepted.

The onus will be on the tenderer to ensure that his tender is correctly marked, addressed and delivered by hand or by post, so as to reach the above address in due time.

Bid responses sent by post or courier must reach this office at least **36 hours before the closing date** to be deposited into the proposal box. Failure to comply with this requirement will result in your proposal being treated as a "**late proposal**" and will not be entertained. Such proposal will be returned to the respective vendors.

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1.2 OPENING OF TENDERS

Upon request from bidders present during the opening of bids, tenders will be opened in public and the tendered amounts and names of the Tenderers will be disclosed. The Principal Agent may request certain Tenderers to submit their priced Provisional Bills of Quantities together with the Schedule of Day work Rates following the opening of the tenders in order to facilitate the adjudication process.

1.3 ALTERATIONS BY TENDERER

Should the Tenderer desire to make any departures from or modifications to the Tender Documentation, or to qualify his Tender in any way, he shall set out his proposals clearly on the form "Alterations by Tenderer" attached to the form of Tender or alternatively state them in a covering letter attached to his Tender and referred to on the form "Alterations by Tenderer".

1.4 SIGNING OF TENDER

A person duly authorised thereto shall sign the Tender. In the case of a company submitting a Tender, a certified copy of the Certificate of Incorporation of such a company shall be included with the Tender, together with a resolution by its board of directors authorising a director or other official of the company to sign the documents on behalf of the company. In the case of a closed corporation submitting a Tender, a certified copy of the Founding Statement of such corporation shall be included with the Tender, together with a resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf. In the case of a partnership or a natural person submitting a Tender, this must be clearly stated.

1.5 QUERIES AND DISCREPANCIES

Before submitting a Tender the Tenderer shall have satisfied himself that the Tender Documents are complete as no liability in respect of errors or omissions in Tenders will be accepted. Should any pages or drawings be found to be missing or any doubt or obscurity as to the meaning of any particulars or descriptions or any queries arising from discrepancies in or omissions from the Tender Document or Drawings, the Tenderer shall direct the queries to:

Queries:

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management Unit

Contact Person: Ms Virginia Hlatshwayo

Tel: 011 577 7038

Fax: 086 765 0507

E-mail address: tenders@teta.org.za; virginia@teta.org.za

The Tenderer shall be held solely responsible for and shall, at his own expense, rectify any errors arising out of incorrect interpretation of the tender documentation.

Request for Bid

1.6 WITHDRAWAL, MODIFICATION OR CORRECTION OF TENDER PRIOR TO CLOSING DATE

A Tenderer shall be entitled to withdraw, modify or correct his Tender after it has been delivered, provided that the request for such withdrawal, modification or correction, together with full details of such modification or correction is received at the address given for the submission of Tenders either in writing before the time set on the closing date for Tenders. The original Tender, as amended by such written communication, will be considered as the Tenderer's offer.

1.7 INFORMATION TO TENDERERS

All information is furnished in good faith for the guidance of the Tenderer, but in no way shall information relieve him of the responsibility of ascertain to his own satisfaction, the scope and conditions of this Contract. He shall make investigations necessary to inform himself thoroughly as to the character and magnitude of the work, the facilities for delivery, placing and operating the necessary plant and for delivery and handling the material at the site. No plea of ignorance of conditions that exist or may hereafter exist, or of conditions of difficulties which may be encountered, will be accepted as a reason for failure to complete the Contract or as a basis for claims for additional compensation or extension of time.

1.8 ACCEPTANCE OF TENDER

The lowest of any or portion of any tender will not necessarily be accepted and the Employer does not bind himself to give any reason for the acceptance or rejection of any or all tenders.

1.9 PERIOD FOR WHICH THE TENDER HOLDS GOOD

Tenders must remain open for acceptance for a period of ninety **(90) days** from the date on which they are to be lodged, and may be accepted at any time during the said period of ninety (90) days. The submission of the Tender shall be deemed to constitute an agreement between the Tenderer and the Employer.

1.10 INTERVIEW WITH AND ADDITIONAL INFORMATION REQUIRED FROM TENDERER

During the period when Tenders are open, and as soon as practicable after the closing date of the Tender, the Employer may require the Tenderer to attend a meeting in order to clarify matters relating to the Tender.

The Employer may ask any Tenderer to clarify any aspect of his Tender, but the Tenderer will not be permitted to alter the sum stated in the Tender after Tenders have been opened.

The Employer may ask any Tenderer to provide evidence that his financial, labour and other resources are adequate for the requirements of the Contract.

All written information submitted by the Tenderer together with and in support of his Tender shall be considered to form the basis on which the Tender has been prepared and submitted.

1.11 COSTS INCURRED BY THE TENDERER

The Employer will neither be responsible for nor pay for expenses incurred or losses suffered by any Tenderer in preparing the Tender, in visiting the Site in connection therewith, or for any reason whatsoever.

1.12 SUFFICIENCY OF THE TENDER

The Tenderer shall satisfy himself as to the correctness and sufficiency of his Tender to meet the Tenderers obligations for the proper execution / completion / maintenance / defects correction of

Request for Bid

the works and all requirements with regard thereto except as may be specifically excluded in terms of the Tender documents.

1.13 VALUE ADDED TAX

The tendered prices shall exclude VAT, which must be shown separately in the space provided in the Schedule of Quantities Summary.

1.14 DUTIES, CHARGES, LICENCES, ETC.

The Contract Price shall include all taxes, duties, charges, licences and other costs that may apply to the Contract.

1.15 PROPOSED ORGANIZATION

The Tenderer shall provide with his Tender an Organization Chart outlining his proposed staffing of the Contract together with detailed curriculum vitae of staff from foreman level up.

1.16 EXPERIENCE

Tenderers are required to give satisfactory evidence that they have had actual experience in the class of work for which they have tendered and must complete the "Schedule of Experience" form.

1.17 NEW RATES

New rates filed in terms of the Contract shall be based upon labour, plant, material and profit costs in use at the time of tendering.

1.18 CONTRACT PRICE ADJUSTMENT PROVISIONS

The contract rates are fixed and firm and therefore not subject to Contract Price Adjustment Provisions (CPAP) or to fluctuations in the currency rate of exchange.

1.19 THE SITE

The site is situated at **WBHO House, Erf 3542, Logan Way, Pinelands, Western Cape.**

The Tenderer shall view the site and make himself thoroughly acquainted with the conditions under which the Works are to be done, the means of access to the Works, the condition of the roads, the nature of the site and generally with all matters which may influence the Contract and any restriction or condition which may be imposed by the Local Authority. No claim for any kind whatsoever will be entertained in connection with the position, conditions or circumstances of the Works or location of buildings and access thereto.

Formal site inspection will be held and Tenderers therefore have to make their own arrangements with respect to the above.

1.20 MATERIALS ON SITE

The Tenderer shall take cognisance of the fact that no payment will be made for materials and manufactured items delivered to site but not yet built into the Contract Works.

Request for Bid

1.21 RATES / PRICES

The rates and prices inserted in these Bills of Quantities shall be deemed to include but shall not be limited to the following: -

- materials, workmanship and utilisation of plant and equipment
- transport, unloading, storing and hoisting to all levels of all materials
- temporary works
- cutting and waste
- overhead charges and profit
- stoppage for inspection purposes by the Employer or his Agents
- overtime working necessary to complete the Works within the time for completion
- as built drawings where applicable.

1.22 BILLS OF QUANTITIES

The Bills of Quantities shall have all items properly priced and extended. If any items in the Bills are not priced, it shall be deemed that either no costs are involved or the costs are covered elsewhere.

The total tender price in the Form of Tender shall constitute the contract price of the successful tenderer. Tenderers are advised to check their item extensions and total additions, as no claims for arithmetical errors shall be considered.

No alterations, erasures or additions shall be made in the text of the bills of quantities. Should any alterations, erasure or addition be made, it will not be recognised but the original wording of these Bills of Quantities shall be adhered to.

The priced Bills of Quantities of the successful tenderer will be checked and the Quantity Surveyor reserves the right to call for reasonable adjustments to any individual price and to rectify any discrepancy whilst the total price, as submitted, remains unaltered.

1.23 CONFIDENTIALITY

1.23.1 The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this TENDER. This confidentiality clause extends to Bidder partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this TENDER.

1.23.2 For purposes of this process, the term "Confidential Information" shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party's strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party's software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.

1.23.3 The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of TETA (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.

1.23.4 The receiving party shall take all such steps as may be reasonably necessary to prevent TETA's confidential information coming into the possession of unauthorised third parties. In protecting the receiving party's confidential information, TETA shall use the same degree of care, which does

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not amount to less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.

1.23.5 Any documentation, software or records relating to confidential information of TETA, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:

1.23.5.1 Shall be deemed to form part of the confidential information of TETA;

1.23.5.2 Shall be deemed to be the property of TETA;

1.23.5.3 Shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and

1.23.5.4 Shall be surrendered to TETA on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

1.24 Preferential Procurement Reform

1.24.1 TETA supports Black Economic Empowerment as an essential ingredient of its business. In accordance with government policy, TETA insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

1.24.2 TETA will apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal.

1.24.3 Vendors shall submit the "Broad-Based Black Economic Empowerment Status Level Certificates" as part of this proposal. In the case of a consortium and sub-contractors, the preference certificate must be completed for each legal entity.

1.25 Language

1.25.1 Bids shall be submitted in **English**.

1.26 Duration

1.26.1 The duration of the project will be discussed and agreed with winning bidder and that will be duration which will be entered into the contractual agreement with TETA.

1.27 PROGRAMME DEFINITION

Tenderers to note the definitions below in preparation of the programme for the works and price.

Request for Bid

1.27.1 PRACTICAL COMPLETION DEFINITION

No	Definition
	Practical Completion is defined as follows: The facility can effectively be used for the purposes intended
1	Un-hindered and safe access to the building and the site.
2	Final finishes complete.
3	All areas are clean and dust free.
4	Electrical Installation is complete, commissioned and tested.
5	Air-conditioning installation is complete, commissioned and operational.
6	Networks are fully installed and operational
7	All furniture and artwork are supplied and installed

1.27.2 WORKS COMPLETION DEFINITION

No	Definition
	Works Completion is defined as follows: The work on the Works completion list has been completed
1	Works completion list is complete.
2	Fully integration is complete and passed – the interface between the mechanical, electronic and electrical system is tested and fully operational.

1.28 ARITHMENTICAL ERRORS

1.28.1 Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- b) If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

Request for Bid

- 1.28.2** Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his arithmetical errors in the manner described in F.3.9.1.

1.29 NOTES TO TENDERERS

A tender may not be regarded as bona fide and complete unless it comprises the return of one Copy complete in all respects, of the following:

1. Form of Tender
2. The tenderer is registered with the Construction Industry Development Board in an appropriate contractor **grading of 3GB or Higher**
3. Returnable Documents as included herein, complete in their entirety by writing in black ink
4. A resolution of the Board of Directors authorizing the signatory of the tender to sign and enter into an agreement on behalf of the tender.
5. Latest BEE rating certificate from a reputable rating company. If bidding as a Joint Venture or other form of arrangement between different companies, a consolidated BEE Certificate is required
6. Full organogram with CV for each member of the site team/management.
7. Priced Bill of Quantities (**separate envelope**).
8. Tenderers to submit a detail planning methodology to show their understanding of the scope and execution of this project.
9. Detailed infrastructure capability of the firm.
10. Current project commitments & value per project and their proposed date of completion.
11. A minimum of five (5) references with the following:
 - a. Name of Client
 - b. Description of Project
 - c. Project Value
 - d. Project Start Date
 - e. Project End Date
 - f. Name of Contact person
 - g. Telephone numbers and/or email address.
12. Project timelines

SECTION 2

BID DATA

2.1 CONDITIONS OF CONTRACT/BID

Request for Bid

CONDITIONS OF CONTRACT/BID

1.1 ***Bidders shall provide full and accurate answers to all including mandatory questions posed in this document, and, are required to explicitly state either "Comply/Accept (with a ✓)" or "Do not comply/Do not accept (with an X)" regarding compliance to the requirements. Where necessary, the bidder shall substantiate their response to a specific question.***

1.2

The laws of the Republic of South Africa shall govern this TENDER and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	Accept	Do not accept

1.3

TETA will not be liable for any costs incurred by the bidder in the preparation of response to this TENDER. The preparation of response will be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	Accept	Do not accept

1.4

TETA may request written clarification or further information regarding any aspect of this proposal. The bidders must supply the requested information in writing within twenty four (24) hours after the request has been made, otherwise the proposal may be disqualified.	Accept	Do not accept

1.5

In the case of Consortium, Joint Venture or Sub-contractors, bidders are required to provide copies of signed agreements stipulating the work split and Rand value.	Accept	Do not accept

1.6

In the case of Consortium, Joint Venture or Sub-contractors, all bidders are required to provide mandatory documents as stipulated in schedule 1 of the Response format.	Accept	Do not accept

1.7

TETA reserves the right to cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.	Accept	Do not accept

1.8

Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	Accept	Do not accept

1.9

By submitting a proposal in response to this TENDER, the bidders accept the evaluation criteria as it stands.	Accept	Do not accept

Request for Bid

1.10

Where applicable, TETA reserves the right to run benchmarks on equipment during the evaluation and after the evaluation.	Accept	Do not accept

1.11

TETA reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the TENDER and supporting documents.	Accept	Do not accept

1.12

Only the solution commercially available at the proposal closing date will be considered. No Bids for future solutions will be accepted.	Accept	Do not accept

1.13

<p>The bidder should not qualify the proposal with own conditions.</p> <p>Caution: If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response will be declared invalid.</p>	Accept	Do not accept

1.14

Should the bidder withdraw the proposal before the proposal validity period expires, TETA reserves the right to recover any additional expense incurred by TETA having to accept any less favourable proposal or the additional expenditure incurred by TETA in the preparation of a new TENDER and by the subsequent acceptance of any less favourable proposal.	Accept	Do not accept

1.15

Delivery of and acceptance of correspondence between TETA and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents will be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	Accept	Do not accept

1.16

<p>Should the parties at any time before and or after the award of the proposal and prior to, and or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. TETA shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations.</p> <p>Such cancellation shall mean that TETA reserves the right to award the same proposal to next best bidders as it deems fit.</p>	Accept	Do not accept

Request for Bid

1.17

In the case of a consortium or JV each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.	Accept	Do not accept

1.18

Any amendment or change of any nature made to this TENDER shall only be of force and effect if it is in writing, signed by TETA signatory and added to this TENDER as an addendum.	Accept	Do not accept

1.19

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	Accept	Do not accept

1.20

Bidders who make use of sub-contractors. The proposal will however be awarded to the Vendor as a primary contractor who will be responsible for the management of the awarded proposal. No separate contract will be entered into between TETA and any such Sub-contractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.	Accept	Do not accept

1.21

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	Accept	Do not accept

1.22

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.	Accept	Do not accept

1.23

Evaluation of Bids will be performed by an evaluation panel established by TETA. Bids will be evaluated on the basis of conformance to the required specifications as outlined in the TENDER. Points will be allocated to each bidder, on the basis that the maximum number of points that may be scored for functionality (may be between 50 and 100) and points for price is 80, as per PPPFA Regulations, 2017, and the maximum number of preference points that may be claimed for BEE (as per PPPFA, 2017) is 20.	Accept	Do not accept

1.24

TETA will not be held liable for any expenses incurred by vendors, in preparing and submitting the proposal.	Accept	Do not accept

Request for Bid

1.25

If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.	Accept	Do not accept

1.26

The bidders' response to this BID, or parts of the response, will be included as a whole or by reference in the final contract.	Accept	Do not accept

1.27

Should the evaluation of this bid not be completed within the validity period of the bid, TETA has discretion to extend the validity period.	Accept	Do not accept

1.28

Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.	Accept	Do not accept

2.2 EVALUATION CRITERIA

Request for Bid

2.2 EVALUATION CRITERIA

Received responses will be evaluated utilising a formal evaluation criteria, the requirements of which are outlined below:

- **Stage 1** - Pre-Compliance (Administrative Compliance) Evaluation
- **Stage 2** - Definitely Non Negotiable (DNN)
- **Stage 3** – Local Production and Content
- **Stage 4** – Functionality Evaluation
- **Stage 5** – Price and B-BBEE Evaluation

2.2.1 PRE-COMPLIANCE (ADMINISTRATIVE COMPLIANCE) EVALUATION – STAGE 1

2.2.1.1 MANDATORY REQUIREMENTS

Criterion	Requirement
No of copies of bid submission	<ul style="list-style-type: none"> • Only one (1) original copy must be submitted, signed by an authorised representative (s)
CIDB Grading	<ul style="list-style-type: none"> • CIDB Grading 3GB or Higher and proof of CIDB grading registration
Joint Venture Agreement	<ul style="list-style-type: none"> • For all joint ventures, signed Joint Venture Agreements indicating the shareholder percentage split must be submitted
Bill of Quantities	<ul style="list-style-type: none"> • Submit the priced Bill of Quantities in a separate sealed envelope
Declaration of Interest (SBD 4)	<ul style="list-style-type: none"> • The bidder must fully complete and sign the Declaration of interest form in black ink
Declaration of the bidder's past SCM practices (SBD 8)	<ul style="list-style-type: none"> • The bidder must fully complete and sign the SBD 8 form in black ink
Declaration of Local Content (Office Furniture) – SBD 6.2	<ul style="list-style-type: none"> • The bidder must fully complete and sign the SBD 6.2 forms in black ink and attach Annexure C which is a Summary Schedule for Local Production and Content
Declaration of Local Content (Electrical and Telecom Cable Products) – SBD 6.2	<ul style="list-style-type: none"> • The bidder must fully complete and sign the SBD 6.2 forms in black ink and attach Annexure C which is a Summary Schedule for Local Production and Content
Certificate of Independent Bid Determination (SBD 9)	<ul style="list-style-type: none"> • The bidder must complete and sign the SBD 9 form in black ink
Compulsory Briefing Session	<ul style="list-style-type: none"> • The bidder must have attended the Compulsory Briefing Session (Attendance Register to be filled in clearly with the bidder's particulars)
Site Visit/Inspection	<ul style="list-style-type: none"> • Provide signed proof by the Executive Officer of TETA Cape Town office that you have conducted site visit/inspection
General Conditions of Contract/Bid	<ul style="list-style-type: none"> • The bidder must accept General Conditions of Contract / Bid and provide full and accurate answers posed in this section
Central Supplier Database Registration	<ul style="list-style-type: none"> • The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof)

Request for Bid

2.2.1.2 NON MANDATORY REQUIREMENTS

Criterion	Requirement
B-BBEE Certificate	<ul style="list-style-type: none"> Preference Points Schedule (B-BBEE) form SBD 6.1 must be completed and signed A certified copy of the B-BBEE Certificate must be submitted (not a certified copy of a copy) Failure to submit a valid B-BBEE Certificate will result in a bidder losing preference points In a case of a JV, a combined B-BBEE Certificate must be submitted
Tax Clearance Certificate	<ul style="list-style-type: none"> The bidder must submit a valid copy of a Tax Clearance Certificate or a SARS Pin with expiry date to assist with verification of Tax Affairs In a Joint Venture/Consortium separate certificates must be submitted
No of copies of submission	<ul style="list-style-type: none"> Over and above the original submission copy, the bidder is required to submit three (3) more submission copies and a CD ROM
Joint Venture Agreement	<ul style="list-style-type: none"> In a case of a JV, a JV Agreement must be submitted
Banking Details	<ul style="list-style-type: none"> Signed and bank stamped banking details
CIPC Documents	The bidder must provide certified copies of Company / Close corporation registration certificates issued by CIPC
Directors/members certified identity documents.	These documents are required to confirm details of registrations and directors' information.
Letter of Authority of Signatory	The bidder must provide a Letter of Authority of Signatory to sign the bid submission, signed and in the company's Letter Head

2.2.2 DEFINITELY NON NEGOTIABLE EVALUATION – STAGE 2

A bidder must meet all the DNN Requirements hereunder.

Criteria	Requirements
The prospective bidder must have a minimum of 3 successfully completed projects above the value of R1 000 000 in the past 10 years.	<p>List the projects in a table format such as (Name of Client; Project Description, Project Value, Project Start Date, Project End Date; Name of Contact Person and Telephone Number and/or email address).</p> <p style="color: red;">Substantiate this with a Completion Certificate per project. Projects with no Completion Certificates signed by the client won't be considered</p>

Request for Bid

Criteria	Requirements
Minimum number of references in similar assignments as a company	Reference Letter must at least confirm the project description, project value, project start date, project end date and the quality of the work done
Qualifications of a Builder	Must have a minimum of a Diploma in the Built environment. Please attach certified copies of certificates, not certified copies of copies
Experience of the Builder	Must have at least 3 successfully completed projects above R1 000 000 in the past 10 years Substantiate this with a Completion Certificate per project. Projects with no Completion Certificates signed by the client won't be considered
Qualifications of an Electrician	Must be a Professional Electrical Engineer or Electrical Engineering Technologist and registered with ECSA – attach ECSA registration Please attach certified copies of certificates, not certified copies of copies. Failure to attach ECSA registration will disqualify the bid
Experience of an Electrician	Must have at least 3 successfully completed projects above R1 000 000 in the past 10 years (Projects that electrification was part of) Substantiate this with a Completion Certificate per project. Projects with no Completion Certificates signed by the client won't be considered
Qualifications of Site Safety Officer	Must have a minimum of a Diploma in Environmental Studies or any other

Request for Bid

Criteria	Requirements
	<p>relevant qualification</p> <p>Please attach certified copies of certificates, not certified copies of copies</p>
Experience of a Site Safety Officer	<p>Must have at least 3 successfully completed projects above R1 000 000 in the past 10 years as a Site Safety Officer</p> <p>Substantiate this with a Completion Certificate per project. Projects with no Completion Certificates signed by the client won't be considered</p>
Qualifications of a Plumber	<p>Must have a minimum of a Diploma in Plumbing or any other equivalent qualification</p> <p>Please attach certified copies of certificates, not certified copies of copies</p>
Experience of a Plumber	<p>Must have at least 3 successfully completed projects above R1 000 000 in the past 10 years which plumbing was part of</p> <p>Substantiate this with a Completion Certificate per project. Projects with no Completion Certificates signed by the client won't be considered</p>
Qualifications of an IT Specialist	<p>Must have a minimum of Network Certificate</p> <p>Please attach certified copies of certificates, not certified copies of copies</p>
Experience of an IT Specialist	<p>Must have an experience in cabling and building of data centre or computer rooms.</p> <p>Must have at least 3 successfully completed projects above R1 000 000 in the past 10 years which cabling and building of data centre or computer rooms was part of</p> <p>Substantiate this with a Completion Certificate per project. Projects with no Completion Certificates signed by the client won't be considered</p>
Audited financial statement	<p>Must submit latest 2 years audited financial statements to demonstrate capacity to deliver on the project.</p>

Request for Bid

Criteria	Requirements
	IF SUBMITTED AFS ARE NOT AUDITED, THE SERVICE PROVIDER MUST STIPULATE WHY THEY ARE NOT AUDITED

NB: A bidder who fails to meet any of the DNN requirements will not be evaluated further on Local Production and Content.

2.2.3 LOCAL PRODUCTION AND CONTENT EVALUATION – STAGE 3

STANDARD BIDDING DOCUMENT (SBD 6.2) – OFFICE FURNITURE

Only locally manufactured products with a minimum threshold of 85% for local production and content will be considered.

STANDARD BIDDING DOCUMENT (SBD 6.2) – ELECTRICAL AND TELECOM CABLE PRODUCTS

Only locally manufactured products with a minimum threshold of 90% for local production and content will be considered.

NB: A BIDDER WHO FAILS TO MEET THE LOCAL PRODUCTION AND CONTENT REQUIREMENTS WILL NOT BE EVALUATED FURTHER ON FUNCTIONALITY.

2.2.4 FUNCTIONALITY EVALUATION – STAGE 4

Bids that score less than **70 points** out of **100 points** in respect of “**functionality**” will be regarded as submitting a non-responsive proposal and will be disqualified from further evaluation on price and B-BBEE Status Level.

2.2.4.1 BIDS BASED ON FUNCTIONALITY AS A CRITERION

In general, not all price quotations should be invited on the basis of functionality as a criterion. The need to invite quotations on the basis of functionality as a criterion depends on the nature of the required commodity or service taking into account quality, reliability, viability and durability of a service and the bidder’s technical capacity and ability to execute a contract.

When an institution invites a quotation that will also be evaluated on the basis of functionality as a criterion, the AO/ AA must clearly specify the following aspects in the bid documents:

(a) Evaluation criteria for measuring functionality

The evaluation criteria may include criteria such as the consultant’s relevant experience for the assignment, the quality of the methodology; the qualifications of key personnel; transfer of knowledge etc.

Request for Bid

(b) Weight of each criterion

The weight that is allocated to each criterion should not be generic but should be determined separately for each quotation on a case by case basis.

(c) Applicable value

The applicable values that will be utilised when scoring each criterion should be objective. As a guide, values ranging from 1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent, may be utilised.

(d) Minimum qualifying score for functionality

The minimum qualifying score that must be obtained for functionality in order for a quotation to be considered further should not be generic. It should be determined separately for each bid on a case by case basis. The minimum qualifying score must not be prescribed so low that it may jeopardise the quality of the service required nor so high that it may be restrictive to the extent that it jeopardizes the fairness of the SCM system.

Functionality will be in accordance with provisions of the latest **National Treasury Instruction dated 15 September 2010**. The following values with their meanings will be applied for evaluation purposes:

Values: 1 = Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent

The scores will be allocated according to the following **EVALUATION MATRIX** for assessment of bids:

Item No.	Criteria Description	Weighting
FUNCTIONALITY		
1	<p>Company Experience</p> <p>The prospective bidder must have a minimum of 3 successfully completed projects above the value of R1 000 000 in the past 10 years.</p> <ul style="list-style-type: none"> • 5 and more successfully completed projects – Excellent (5) • More than 3 but less than 5 successfully completed projects – Very Good (4) • 3 successfully completed projects – Good (3) <p><i>NB. List the projects in a table format such as (Name of Client; Project Value, Project Start Date, Project End Date; Name of Contact Person and Telephone Number and/or email address).</i></p> <p><i>Substantiate this with a Completion Certificate per project. Projects with no Completion Certificates won't be considered.</i></p>	15
2	<p>Contactable References for the Company</p> <p>The prospective bidder must provide at least a minimum of 3 References Letters</p> <ul style="list-style-type: none"> • 5 and more reference letters – Excellent (5) • 4 reference letters – Very Good (4) • 3 reference letters – Good (3) <p><i>NB. Reference Letter must at least confirm the project description, project value, project start date, project end date and the quality of the work done</i></p>	5

Request for Bid

Item No.	Criteria Description	Weighting
3	<p>Methodology and approach</p> <p>Must provide a clear methodology of how the project will be implemented plus a clear project implementation plan with key activities, time frames, key deliverables and resource allocation</p>	20
<p>Human Resource Capacity</p> <p>Proposals should clearly reflect whether or not bid participants have the internal capacity to meet the requirements of the TOR – Human resources.</p> <p>An operational organogram may be provided to reflect the allocation of the following resources</p>		
4	<p>QUALIFICATIONS OF THE BUILDER</p> <p>Must have a minimum of a Diploma in the Built environment</p> <ul style="list-style-type: none"> • Post Grad Qualification (Phd) – Excellent (5) • Post Grad Qualification (Honours) - Very Good (4) • Diploma/Degree in the Built Environment – Good (3) <p><i>Please attach certified copies of qualifications, not certified copies of copies</i></p>	5
5	<p>EXPERIENCE OF THE BUILDER</p> <p>Must have at least 3 successfully completed projects above R1 000 000 in the past 10 years</p> <ul style="list-style-type: none"> • 5 and more successfully completed projects – Excellent (5) • More than 3 but less than 5 successfully completed projects – Very Good (4) • 3 successfully completed projects – Good (3) <p>NB. List the projects in a Table Format such as (Name of Client; Description of Project, Project Value, Project Start Date, Project End Date; Name of Contact Person, Telephone Number and/or email address).</p> <p><i>Substantiate this with a Completion Certificate per project.</i></p>	5
6	<p>QUALIFICATIONS OF THE ELECTRICIAN IN THE BUILT ENVIRONMENT</p> <p>Must be a Professional Electrical Engineer or Electrical Engineering Technologist and registered with ECSA – attach ECSA registration</p> <ul style="list-style-type: none"> • Post Grad Qualification (Phd) – Excellent (5) • Post Grad Qualification (Honours) - Very Good (4) • Diploma/Degree in the Electrical Engineering – Good (3) <p><i>Please attach certified copies of qualifications, not certified copies of copies.</i></p>	5

Request for Bid

Item No.	Criteria Description	Weighting
7	<p>EXPERIENCE OF THE ELECTRICIAN IN THE BUILT ENVIRONMENT</p> <p>Must have at least 3 successfully completed projects above R1 000 000 in the past 10 years (Projects that electrification was part of)</p> <ul style="list-style-type: none"> • 5 and more successfully completed projects – Excellent (5) • More than 3 but less than 5 successfully completed projects – Very Good (4) • 3 successfully completed projects – Good (3) <p>NB. List the projects in a Table Format such as (Name of Client; Description of Project, Project Value, Project Start Date, Project End Date; Name of Contact Person, Telephone Number and/or email address).</p> <p><i>Substantiate this with a Completion Certificate per project.</i></p>	5
8	<p>QUALIFICATIONS OF SITE SAFETY OFFICER</p> <p>Must have a minimum of a Diploma in Environmental Studies</p> <ul style="list-style-type: none"> • Post Grad Qualification (Phd) – Excellent (5) • Post Grad Qualification (Honours) - Very Good (4) • Diploma/Degree in Environmental Studies – Good (3) <p><i>Please attach certified copies of qualifications, not certified copies of copies</i></p>	5
9	<p>EXPERIENCE OF SITE SAFETY OFFICER</p> <p>Must have at least 3 successfully completed projects above R1 000 000 in the past 10 years as a Site Safety Officer</p> <ul style="list-style-type: none"> • 5 and more successfully completed projects – Excellent (5) • More than 3 but less than 5 successfully completed projects – Very Good (4) • 3 successfully completed projects – Good (3) <p>NB. List the projects in a Table Format such as (Name of Client; Description of Project, Project Value, Project Start Date, Project End Date; Name of Contact Person, Telephone Number and/or email address).</p> <p><i>Substantiate this with a Completion Certificate per project. Projects with no Completion Certificates won't be considered</i></p>	5
10	<p>QUALIFICATIONS OF A PLUMBER IN THE BUILT ENVIRONMENT</p> <p>Must have a minimum of a Diploma in Plumbing or any other equivalent qualification</p> <ul style="list-style-type: none"> • Post Grad Qualification (Phd) – Excellent (5) • Post Grad Qualification (Honours) - Very Good (4) • Diploma/Degree in Plumbing or related field – Good (3) <p><i>Please attach certified copies of qualifications, not certified copies of copies</i></p>	5
11	<p>EXPERIENCE OF A PLUMBER IN THE BUILT ENVIRONMENT</p> <p>Must have at least 3 successfully completed projects above R1 000 000 in the past 10 years which plumbing was part of</p>	5

Request for Bid

Item No.	Criteria Description	Weighting
	<ul style="list-style-type: none"> • 5 and more successfully completed projects – Excellent (5) • More than 3 but less than 5 successfully completed projects – Very Good (4) • 3 successfully completed projects – Good (3) <p>NB. List the projects in a Table Format such as (Name of Client; Description of Project, Project Value, Project Start Date, Project End Date; Name of Contact Person, Telephone Number and/or email address).</p> <p><i>Substantiate this with a Completion Certificate per project. Projects with no Completion Certificates won't be considered</i></p>	
12	<p>QUALIFICATIONS OF AN IT SPECIALIST</p> <p>Must have a minimum of Network Certificate</p> <ul style="list-style-type: none"> • Post Grad Qualification (Honours - Phd) – Excellent (5) • Diploma/Degree in IT related field – Very Good (4) • Network Certificate - Good (3) <p><i>Please attach certified copies of qualifications, not certified copies of copies</i></p>	5
13	<p>EXPERIENCE OF A IT SPECIALIST</p> <p>Must have an experience in cabling and building of data centre or computer rooms.</p> <p>Must have at least 3 successfully completed projects above R1 000 000 in the past 10 years which cabling and building of data centre or computer rooms was part of</p> <ul style="list-style-type: none"> • 5 and more successfully completed projects – Excellent (5) • More than 3 but less than 5 successfully completed projects – Very Good (4) • 3 successfully completed projects – Good (3) <p>NB. List the projects in a Table Format such as (Name of Client; Description of Project, Project Value, Project Start Date, Project End Date; Name of Contact Person, Telephone Number and/or email address).</p> <p><i>Substantiate this with a Completion Certificate per project. Projects with no Completion Certificates won't be considered</i></p>	5
Financial Capacity		
Must provide audited financial statements for the past 2 years to demonstrate capacity to deliver on the project.		
14	<p>Liquidity</p> <ul style="list-style-type: none"> ○ Acid test ratio of 1 or more – Excellent (5) ○ Acid test ratio of less than 1 – Poor (1) 	5
15	<p>Bank Balance vs Projected Project Cost</p> <ul style="list-style-type: none"> ○ Bank Balance more than the Projected Project Cost – Excellent (5) ○ Bank Balance equal to the Projected Project Cost – Very Good (4) ○ Bank Balance 75% of the Projected Project Cost – Good (3) ○ Bank Balance 50% of the Projected Project Cost – Average (2) ○ Bank Balance less than 50% of the Projected Project Cost – Poor (1) 	5
	TOTAL	100

Request for Bid

NB: Projects of bidders with no Projects Completion Certificates submitted will not be considered. Electrical Engineers without an ECSA registration will not be considered.

NB: Bidders that score less than 70 points out of 100 points on functionality will be eliminated for further evaluation on points for price and B-BBEE Status Level points.

2.2.5 PRICE AND B-BBEE EVALUATION CRITERIA - STAGE 5

2.2.5.1 Price Evaluation

TETA applies the provisions of the **Preferential Procurement Policy Framework Act, (Act no.5 of 2000)**, the **Preferential Procurement Regulations of 2017** and **National Treasury Instruction dated 3 September 2010** where functionality is used as the criteria.

Preferential points will be allocated using 80/20 as follows:

Criteria	Points
Price	80
B-BBEE status of level contributor	20
Total	100

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

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of tender under consideration

P_{\min} = Price of lowest acceptable tender

2.2.5.2 B-BBEE Evaluation

The following Table will be used to allocate the scores as this is an 80/20 bid:

B-BBEE Status Level of Contributor	Number of Points (80/20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

NB: The bid will be awarded to a bidder who scores the highest total points on Price and B-BBEE, unless there are justifiable reasons not to award the highest scoring bidder.

Request for Bid

SECTION 3

ADDITIONAL INFORMATION TO TENDERERS

3.1 SCOPE OF WORKS

Request for Bid

The works in summary:

Builders Work Scope (Please see T01-T05, T07)

- **Internal partitions:**
 - Break down existing drywall
 - Remove rubble and
 - Build and paint new dry walling as per site plan
 - Build new Bulkhead as per site plan
 - Reinstall existing windows
 - Supply and install new doors, frames and hinges
 - Supply and install stacking door
 - Walls for the server room must carry a 2-hour fire rating
 - Flooring and Carpet
 - Supply and install raised floor (false floor) in server room.
- **Painting and Wall paper:** supply and install
- **Flooring and carpets:**
 - Remove old flooring
 - Supply and install carpets
 - Supply and install tiles
- **Metal Work**
 - Supply and install Aluminium Screen in passage/entrance
- **Carpentry:**
 - Remove existing kitchen cupboards.
 - Supply and install kitchen and bathroom
 - Supply and install granite top in kitchen
 - Supply and install new sink and taps
- **Plumbing:** Change the existing plumbing according to site and specific room plans
- **Artwork:** Supply and install Artwork as per plan

Electrical, lighting and networking (IT) Installation scope. (Please see T02, T07)

- **Electrical and Lighting**
 - Supply and Install of power skirting
 - Supply and Install new plug, dedicated plug, double plug point in power skirting
 - Supply and Install new power pole
 - Supply and install recessed light fittings and tubes
 - Reposition existing recessed light fitting and tubes
 - Supply and install power channel in Bulkhead
 - Replace indicated lights with pendants (client to supply)
 - Rewire all circuits to DB and label
 - Supply and install new light switches
 - Reinstallation of Distribution Board (DB)
 - Re-cabling and installation of all power/electrical work for the site including the installation of the earth bar in the Server Room (Client will advise on the positioning of the Earth bar when onsite)
 - Floor mounted plug point in Training room to be moved to new Boardroom
 - Electrical (1 dedicated and 1 normal) to be supplied and installed in each office
 - Exact positions of the electrical and data points will be sent through during installation phase

Request for Bid

- **Networking/IT**

- Supply and install 15 CAT 6 network points, including fly and patch leads with patch and brush panel
- Supply and install 25u 1m deep cabinet
- Supply and install 5KVA Rack Mounted UPS
- Supply and install power dock in Boardroom with VGA and HDMI capability
- Supply and install power cables
- Telephone will run from Neotel fibre which depends on the outcome of the Feasibility Study followed by the site survey and planning then the issuing of the RFOI.
- If there is a requirement for a riser pipe, cable trays in the ceiling and the Earth Bar according to Neotel specifications then the Appointed Renovations Contractor will need to supply and install.
- If there is a need for trenching Outside, Neotel will handle that with the Municipality and if there is a need for trenching inside the premises (then the Landlord will approve.
- Remove all the Cat 5 Lan and RJ-11 telephone extension cabling within their working space including the BT boxes and RJ-45 Wall Mounts. DO NOT disconnect, cut or remove the PABX or any telephone or ADSL Copper wires leading into the building, mainly the ones leading into the Server Room.
- Data point in each office to be supplied and installed

- **Air Conditioners**

- Replace air conditioner units

Furniture (Please see T01, T03, T08)

- Supply and install all furniture as per above attachments

3.2 PREAMBLES OF TRADES

Request for Bid

PREAMBLES FOR TRADES

The Preambles for use in connection with this contract will be the "Model Preambles for Trades" (2008 Edition) as issued by the Association of South African Quantity Surveyors.

The Contractor, by tendering, shall be deemed to have satisfied himself as to all conditions, descriptions, etc. affecting his tender and to have carefully examined the "Model Preambles for Trades" and to have made himself acquainted therewith.

These "Model Preambles for Trades" are not bound into these Bills of Quantities but form part of the contract documentation and will be initialled by parties concerned when the Contract is signed.

3.3 LIST OF DRAWINGS

Request for Bid

LIST OF DRAWINGS FOR RENOVATIONS OF TETA OFFICES

The following drawings are attached for tender referencing

Description	Drawing No
Office Floor Layout with Window and Door scheduling	T01
Electrical Layout	T02
Mood board	T03
Kitchen Layout	T04
Bathroom Vanity	T05
Screen Detail	T06
Networking, Aircon and IT specification sheet	T07
Furniture Specification	T08
Kitchen and Bathroom Specification	T09
Server Room	T10

SECTION 4

RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

**(PLEASE COMPLETE THESE FORMS, MAKE THREE [3] COPIES + ONE (1)
ORIGINAL BINDED SEPARATELY)**

4.1 SUBMISSION COVER PAGE

4.1 INSTRUCTIONS TO TENDERERS pp1-8

4.2 BID DATA pp9-25

4.3 SUMMARY OF SCOPE OF WORK IN SECTION 3.1 pp28-30

4.4 BOOK OF DARWINGS (refer to Section 3.3) pp33-34

4.5 A WRITTEN PROPOSAL (Refer to 3.1 – scope of works and 3.3 - Drawings)

4.6 SITE VISIT CERTIFICATE

CERTIFICATE OF TENDERER'S VISIT TO SITE

This is to certify that I, _____

Contractor of (Company) _____

In the presence of (Witness) _____

Visited the site on (Date) _____

Having previously studied the contract documents including the drawings as used for the preparation of the Bill of Quantities, I carefully examined the site.

I have made myself familiar with all local conditions that are likely to influence the work and the cost thereof.

I further certify that I am satisfied with the description of the work and that I understand perfectly the work to be done, as specified and implied for the execution of this contract.

Contractor

Witness

4.7 ALTERATIONS BY TENDERER

Request for Bid

4.7 ALTERATIONS BY TENDERER

Should the Tenderer desire to make any departures from or modification to the Tender Documentation, or to qualify his tender in any way, he shall set out his proposals clearly hereunder or alternatively state them in a covering letter attached to his tender and referred to hereunder, failing which the tender will be deemed to be unqualified.

PAGE	CLAUSE OR ITEM

Signature of Tenderer

Date

4.8 LIST OF SUBCONTRACTORS

Request for Bid

4.8 LIST OF SUBCONTRACTORS

In terms of the conditions of this Tender, we submit the following names of sub-contractors who may be called upon to execute portion/s of the Contract Works in the disciplines mentioned:

<u>SUB-CONTRACTOR</u>	<u>WORK DISCIPLINES</u>

IF NOT USED, BAR AND INITIAL THE SPACE.

SIGNATURE OF TENDERER:

.....

COMPANY STAMP:

.....

.....

.....

.....

ADDRESS:

.....

.....

.....

4.9 PROPOSED ORGANISATION

4.10 SCHEDULE OF COMPANY EXPERIENCE

4.11 SCHEDULE OF BUILDER'S EXPERIENCE

4.12 SCHEDULE OF ELECTRICIAN'S EXPERIENCE

4.13 SCHEDULE OF SITE SAFETY OFFICER'S EXPERIENCE

4.14 SCHEDULE OF PLUMBER'S EXPERIENCE

4.15 SCHEDULE OF IT SPECIALIST'S EXPERIENCE

4.16 AUTHORITY OF SIGNATORY

AUTHORITY FOR SIGNATORY

Signatories for companies shall confirm their authority thereto by attaching a duly signed and dated copy of the relevant of the board of directors, to this form

An example is shown below:

By resolution of the Board of Directors passed at a meeting held on _____

Mr/Mrs _____ whose signature appears below, has been duly authorised to sign all documents in connection with the Tender for

RENOVATIONS OF TETA OFFICES and any Contract which may arise thereon on

Behalf of _____

(Block capitals) _____

SIGNED ON BEHALF OF THE COMPANY : _____

IN HIS/HER CAPACITY AS : _____

DATE : _____

SIGNATURE OF SIGNATORY : _____

WITNESSES : _____

4.17 FINANCIAL INFORMATION

Request for Bid

ANNUAL TURNOVER 2016:
ANNUAL TURNOVER 2015:

Attach business latest audited financial statements **(Past two years)**.

List of major suppliers with contact persons and telephone numbers:

	SUPPLIER NAME	CONTACT PERSON	TEL
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____

INSURANCE HELD BY SUB-CONTRACTOR (Please specify insurance company as well as limit of cover).

SUB-CONTRACTOR'S INDEMNITY: COMPANY:.....
LIMIT:

PUBLIC LIABILITY:..... COMPANY:
.....
LIMIT:.....

GUARANTEE:..... COMPANY:.....
LIMIT:.....

4.18 DECLARATION OF LITIGATION HISTORY

Request for Bid

DECLARATION OF BIDDERS LITIGATION HISTORY

The Bidder shall list below details of any litigation with which the Bidder (including directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department, including the JRA, within the last ten years. The details must include the year, the litigating parties, and the subject matter of dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

CERTIFICATION

I, the undersigned (full Name)

Certify that the information furnished on this declaration form true and correct. I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name (Block Letter)

Capacity of authorized agents:

Signature(s) of authorized agents:

Request for Bid

Signed at on this day of:

Witness (Full name – BLOCK LETTERS – and signature)

1 Name in Block Letters

2 Name in Block Letters

Date:

4.19 SUPPLY OF ADDITIONAL INFORMATION

SUPPLY OF ADDITIONAL INFORMATION

Tender number:	TETA17/FIN/0004/RENOVATIONS
Tender invited for:	TETA CAPE TOWN OFFICE RENOVATIONS, RANDBURG

Further conditions of Tender:

It is a further condition of tender that TRANSPORT EDUCATION TRAINING AUTHORITY reserves the right to call from any Tenderer for any further relevant information which information must be forthcoming within a stipulated period for the tender to remain valid.

4.20 TAX CLEARANCE CERTIFICATE REQUIREMENTS

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of the bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Services (SARS) to meet the bidder's tax obligations.

1. In order to meet the requirements bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable for foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for Tax Clearance Certificate" forms are available from any SARS branch office nationally or on the website www.sars.org.za
6. Applications for the Tax Clearance Certificates may also be made available via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.org.za



Application for a Tax Clearance Certificate

Purpose

Select the applicable optionTenders Good standing

If "Good standing", please state the purpose of this application

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)											
Trading name (if applicable)											
ID/Passport no					Company/Close Corp. registered no						
Income Tax ref no					PAYE ref no	7					
VAT registration no	4				SDL ref no	L					
Customs code					UIF ref no	U					
Telephone no	CODE	NUMBER			Fax no	CODE	NUMBER				
E-mail address											
Physical address											
Postal address											

Particulars of representative (Public Officer/Trustee/Partner)

Surname											
First names											
ID/Passport no					Income Tax ref no						
Telephone no	CODE	NUMBER			Fax no	CODE	NUMBER				
E-mail address											
Physical address											

4.21 DECLARATION OF GOOD STANDING REGARDING TAX

DECLARATION OF GOOD STANDING REGARDING TAX

CURRENT TENDER DETAILS	
Tender number:	TETA17/FIN/0004/RENOVATIONS
Tender invited for:	TETA CAPE TOWN OFFICE RENOVATIONS, CAPE TOWN

It is a further condition of tender that:

1	The taxes of any Tenderer be in order or suitable arrangements to the satisfaction of the SA Revenue Service have been made in this regard.
1.1	The required Declaration(s) be duly completed in respect of all tenders, the omission of which may render any such tender invalid.
1.1.1	Any Company, Close Corporation or each Partner to a Partnership, Member of an Association, Party to a Consortium, Partner of a Joint Venture, Sub-contractor <i>etc.</i> completes a separate Declaration.
1.2	In the event of a Declaration being found to be incorrect, TRANSPORT EDUCATION TRAINING AUTHORITY, in addition to any other remedy it may have, shall have the right to –
1.2.1	recover from the contractor all costs, losses or damages incurred or sustained as a result of the award of the contract; and / or
1.2.2	<i>cancel the contract and claim any damages which may be suffered by having to make less favourable arrangements after such cancellation; and / or</i>
1.2.3	impose on the contractor a penalty not exceeding five per cent of the value of such contract.

4.22 NON-COLLUSION FORM

NON-COLLUSION FORM

I, the undersigned

In my capacity as _____
(insert Sole Owner, Partner, President, Secretary or other title)

of _____
(insert name of the tenderer).

acknowledge that on behalf of the above mentioned tenderer, I submit to TETA, a tender and that all statements of fact in such tender are both true and correct.

I further state that:

Such tender is not made in the interest of or on behalf of any undisclosed Person, Partnership, Company, Association, Organisation or Corporation.

Such tender is genuine and not collusive or a sham.

I have not directly or indirectly by agreement, communication or reference with anyone, attempted to induce action prejudicial to the interest of the TETA, or any other tenderer or anyone interested in the proposed contract.

Prior to the opening and reading out of prices,

- a. I did not, directly or indirectly, induce or solicit anyone else to submit a false or sham tender
- b. I did not, directly or indirectly, collude, conspire, connive or agree with anyone else that the said tenderer or anyone else would submit a false or sham tender, or that anyone should refrain from tendering or should withdraw his tender
- c. I did not, in any manner, directly or indirectly, seek by agreement, communication, or conference with anyone to raise or fix my tender price or for anyone else to raise or fix any overhead, profit or cost element of his tendered price.
- d. I did not directly or indirectly, submit this tender price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any Corporation, Partnership, Company, Association, Organisation, Tender Depository, or to any member or agent thereof, or to any individual or group of individuals, except to the Parent Company holding a controlling interest (above 50%) in my business.

Dated at _____ on this the ____ day of _____ 20__

Signature of tenderer

4.23 BID COMMITMENTS

4.23 BID COMMITMENTS

1. I / We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Government of the Republic of South Africa on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I / We agree that –
 - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Department during the validity period indicated and calculated from the closing time of the bid;
 - (b) this bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of Bid, Contract and Order with which I am/we are fully acquainted;
 - (c) the state may, without prejudice to its other rights, agree to the withdrawal of my/our bid, or cancel the contract that may have been entered into between me/us and the state if:
 - (i) I / we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance
 - (ii) fail to fulfil the contract when called upon to do so;
 - (d) Should additional expenses occur by reason of my / our default, the state shall also have the right to recover such additional expenditure by set-off against moneys which may be due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other contract;
 - (e) If my / our bid is accepted the acceptance may be communicated to me/us by registered post and the **SA Post Office Ltd** shall be regarded as my / our agent, and delivery of such acceptance to **SA Post Office Ltd** shall be treated as delivery to me/us; and
 - (f) The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose a physical (street) address in the Republic (full address of this place)

.....

3. I / We furthermore confirm that
 - I / we have satisfied myself/ourselves as to the correctness and validity of my/our bid;
 - that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents;
 - that the price(s) and rate(s) cover all my/our obligations under a resulting contract and
 - that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk
4. I / We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under the agreement as the Principal(s) liable for the due fulfilment of this contract.
5. I / We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.
6. I / We declare that I/we have not been involved in negotiations with any person or company for the purpose of influencing the bid price(s) of the supplies/services described in the attached documents.
7. Are you duly authorised to sign the bid? ***YES / NO**
8. Has the Declaration of Interest been ***YES / NO**
 Completed and included with the other bid forms?

* Delete whichever is not applicable

Note: Failure on the part of a bidder to sign this form (BID COMMITMENT) and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the bid.

SIGNATURE(S) OF BIDDER OR ASSIGNEE(S)

.....DATE.....

Please complete the following in block letters

Capacity and particulars of the authority under which this bid is signed:

Name of Bidder	
Postal Address	
Telephone numbers (Toll free if Applicable)	
Facsimile number (s) / Fax number	
Bid number	
Name of contact person	

NOTE: All delivery and / or transportation costs must be included in the bid price.
 Have the contents thereof been noted by the bidder (Delete that which is not applicable) * **YES / NO**

4.24 DECLARATION OF INTEREST (SBD4)

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"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"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person

connected to the bidder is employed :

Position occupied in the state institution:

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

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attach proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

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

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

2.9 Do you, or any person connected with the bidder, have **YES / NO**
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?

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

2.10 Are you, or any person connected with the bidder, **YES/NO**

aware of any relationship (family, friend, other) between
 any other bidder and any person employed by the state
 who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....

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

2.11.1 If so, furnish particulars:

.....

1. Full details of Directors / Trustees / Members / Shareholders.

Full Name	Identity Number	Personal Tax Number	Income Reference	State Employee Number / Peral Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

4.25 PREFERENCE POINTS CLAIM FORM (SBD6.1)

SBD 6.1

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.

2. GENERAL CONDITIONS

2.1 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).

2.2 The value of this bid is estimated to not to exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

2.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- 2.1.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (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

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. **Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.**
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution:..... =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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		
OR		
Any EME		
Any QSE		

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number
:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

.....
SIGNATURE(S) OF BIDDER(S)

3.

DATE:.....

ADDRESS:.....

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

4.26 DECLARATION OF LOCAL CONTENT – FURNITURE

Declaration C should be submitted attached to SBD 6.2 in order to substantiate the declaration made in paragraph

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
 - 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
 - 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
 - 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
 - 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
 - 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
 - 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
 - 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
 - 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

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

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

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

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

<p>LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)</p> <p>IN RESPECT OF BID NO. TETA17/FIN/0004/RENOVATIONS</p> <p>ISSUED BY: (TRANSPORT EDUCATION TRAINING AUTHORITY) NB</p>

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity),
the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

**4.27 DECLARATION OF LOCAL CONTENT – ELECTRICAL AND TELECOM
CABLE PRODUCTS**

**Declaration C should be submitted attached to SBD 6.2 in order to substantiate the
declaration made in paragraph**

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

4. General Conditions

- 4.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 4.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 4.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 4.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 4.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- 1.7 A bid may be disqualified if –

(c) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and

(d) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

5. Definitions

5.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

5.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

5.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

5.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

5.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).

5.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

5.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

5.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

5.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

6. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

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

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

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

5.1. If yes, provide the following particulars:

- (e) Full name of auditor:
- (f) Practice number:
- (g) Telephone and cell number:
- (h) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)	
IN RESPECT OF BID NO. TETA17/FIN/0004/RENOVATIONS	
ISSUED BY: (TRANSPORT EDUCATION TRAINING AUTHORITY)	
NB	
1	The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of

the bidder.

- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity),
the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
- (iii) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (iv) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

**4.28 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT
PRACTICES (SBD8)**

DECLARATIONS OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD8)

- a) This Standard Bidding Document must form part of all bids invited.
- b) It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- c) The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- i) abused the institution's supply chain management system;
 - ii) committed fraud or any other improper conduct in relation to such system; or
 - iii) failed to perform on any previous contract.
- d) **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

I, THE UNDERSIGNED (FULL NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

**4.29 CERTIFICATE OF INDEPENDENT BID DETERMINATION
(SBD9)**

CERTIFICATE OF INDEPENDENT BID DETERMINATION(SBD9)

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² Collusive bidding is a per 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

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 consortium³ 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.

³ 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

4.30 PERSONNEL CVs and QUALIFICATIONS

- 4.28.1 CV and qualifications of Builder
- 4.28.2 CV and qualifications of Electrician
- 4.28.2 CV and qualifications of Site Safety Officer
- 4.28.3 CV and qualifications of Plumber
- 4.28.4 CV and qualifications of IT Specialist

4.31 CIDB PROOF OF REGISTRATION AT CIDB GRADING 3GB OR HIGHER

4.32 BILL OF QUANTITIES

4.32 BILL OF QUANTITIES

The Bill of Quantities should be presented in a **separate sealed envelope** in the following format:

Number	Item Description	Unit	Quantity	Rate	Amount	
					R	C
T01	Office Floor Layout with Window and Door scheduling					
Sub-item 1						
Sub-item 2						
Sub-total						
T02	Electrical Layout					
Sub-item 1						
Sub-item 2						
Sub-total						
T03	Mood board					
Sub-item 1						
Sub-item 2						
Sub-total						
T04	Kitchen Layout					
Sub-item 1						
Sub-item 2						
Sub-total						
T05	Bathroom Vanity					
Sub-item 1						
Sub-item 2						
Sub-total						
T06	Screen Detail					
Sub-item 1						
Sub-item 2						
Sub-total						
T07	Networking, Aircon and IT specification sheet					
Sub-item 1						
Sub-item 2						
Sub-total						

T08	Kitchen and Bathroom Specification sheet					
Sub-item 1						
Sub-item 2						
Sub-total						
T09	Furniture					
Sub-item 1						
Sub-item 2						
Sub-total						
T10	Server Room					
Sub-item 1						
Sub-item 2						
Sub-total						
TOTAL (Excl. VAT)						
VAT (14%)						
GRANT TOTAL						