



## **REQUEST FOR QUOTATION**

(Over R30 000 up to a transaction value of R500 000 VAT included)

### **LTAQ138 -19/20: PROVISION OF SECURITY SERVICES FOR HEAD OFFICE AND REGIONAL OFFICES FOR A PERIOD OF FIVE MONTHS**

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Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and submitted into the quotation box not later than **16 APRIL 2020 @ 12H00 AT THE LTA'S QUOTATION BOX.**

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The following conditions will apply:

- 1) Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations (2017) and for this purpose the enclosed forms SBD 4, SBD 6.1, SBD 8 & SBD 9 must be scrutinized, completed and submitted together with your quotation.
- 5) The successful provider will be the one scoring the highest points in terms of the Preferential Procurement Regulations (2017)
- 6) Limpopo Tourism Agency Reserves the right to appoint more than one (01) Service Provider



## TERMS OF REFERENCE/SPECIFICATIONS

### SCOPE OF SERVICES

#### Hours of service

The Security hours of services to be provided in the LTA facilities referred to as Limpopo Tourism Agency and Regional Offices shall be:

**Monday to Sunday - 24 hours daily - (including weekends and public holidays)**

The required number of security guards and grades per site and grades where services will be rendered can be found below on Table 1: Numerical Scope of Requirements. The appointed services providers must arrange relievers separately for lunch and tea breaks at their own cost.

**TABLE 1: SUMMARY OF THE REQUIRED QUANTITY**

FACILITIES	DESCRIPTION		QUANTITY		
		GRADE	ARMED	UNARMED	TOTAL
Head Office	Day Shift	C	1	1	2
	Night Shift	C	1	1	2
Vhembe Regional Office	Day Shift	C	1	0	1
	Night Shift	C	1	0	1
Mopani Regional Office	Day Shift	C	1	0	1
	Night Shift	C	1	0	1
<b>Grand Total</b>			<b>6</b>	<b>2</b>	<b>8</b>

**TABLE 2: REQUIRED EQUIPMENT QUANTITY**

NO	EQUIPMENT	HEAD OFFICE	VHEMBE OFFICE	MOPANI OFFICE
1	Portable two-way radios	2	1	1
2	Rechargeable Torches	2	1	1
3	Handcuffs and Pouch	2	1	1
4	Pepper Spray and Pouch	2	1	1
5	Base Radios	1	1	1
6	Hand held Metal Detector	2	1	1
7	Baton Sticks	2	1	1
8	Clocking Points	8	1	1
9	Occurrence Register	ALL		
10	Security Register	ALL		

**Duration of the Services**

The duration of the contract with the service provider will be for a period of five months.

**Insurance and Indemnity / Liability Insurance.**

The service provider will be expected to make the necessary arrangements for all personnel (security officers and guards) and assets (vehicle and equipment it deploys to the LTA's premises). The service provider(s) must take out sufficient public liability insurance against any claims, costs, loss and/damage ensuing from his/her/obligations and shall ensure that such insurance remains operative for the entire duration of the contract. A copy of such Insurance Policy and proof of the premiums payments shall be made available (within 48 hours) to the LTA upon request.

**Recruitment Policy**

The service provider must conduct security background checks in respect to their staff prior to deploying them to the LTA. The service provider must have a policy for business continuity for staff. The service provider must submit a copy of the personal file of all security officers employed to the LTA. All documentation must be certified by a commissioner of Oath.

### **Access Control**

The service provider control entry of visitors, contractors and pedestrians to the LTA premises. No fire arms and dangerous weapons shall be allowed in the LTA premises. Were required hand luggage of personnel, and visitors must be inspected from time to time when entering and leaving the LTA premises by means of Passport machine. Visitors are obliged to disclose their personal particulars when entering LTA premises.

Access to parking areas (where applicable) must be restricted to those officials of the LTAs who are allocated the various parking spaces. Access to parking must be strictly controlled by the service provider.

### **Searching and Protection**

The service provider as the duly appointed agent will be required to, within the limits of the law, and security policy search any person, container vehicle, or items entering or leaving any of LTAs property, sites, buildings or premises or any property, sites or buildings or premises under LTAs control.

### **Risk Identification and analysis**

The service provider must on an on-going basis maintain a register of incidents, near misses, risks, and identify other incidents which LTA may be exposed to.

### **Key Control**

The service provider shall as and when required manage and administer entrance keys.

### **Information Security**

The service provider must ensure that all staff deployed to the LTA sign relevant nondisclosure contracts.

The service provider must ensure that all information is kept confidential unless duly authorized for release by the duly authorized personnel. i.e. security reports.

### **Lost and Found Articles**

The service provider must ensure that all lost articles are recorded accordingly, after which they must be handed over to the designated LTA representative immediately.

No deliveries or mail post by any person will be received by security staff on behalf of any stakeholder or client on LTA's premises. All arrangements must be made by the relevant designated LTA official.

### **Labour Unrest Incidents**

The service provider must have contingency planning for business continuity for services if they are interrupted or temporarily deferred because of labour unrest, labour dispute civilian disorder, a local or national disaster or any other cause beyond control of the service provider.

## **Special Services**

The service provider shall as an when required provide special protection services as and when the need arises or a threat is reported to the LTA. The protection will be requested by the designated authority within the LTA after the threat assessment has been conducted. This will include the protection of LTA employees, information and property.

## **Performance Management**

The monitoring and evaluation of services rendered by the service provider shall be done by the LTA, supervision shall be done by the service provider on site, on a daily basis and provide LTA with weekly reports.

The service provider will be expected to enter into a Service Level Agreement with the LTA which will regulate the performance levels throughout the period of the contract.

The service provider shall meet with the LTA on a quarterly basis or as and when a need arises to discuss issues of mutual concern, to review the performance and to discuss improvements which the service provider or LTA should make in order to achieve effective security management outcomes.

## **Reporting**

The service provider must submit on a weekly basis management reports over the duration of the contract. The report should include but not limited to the following:

- Daily Compliments
- OB/incident report
- Safety incident
- Other Ad-hoc reports

## **Account Management**

The service provider shall be liable for payment of all personnel in their employment. The LTA shall then make payments for services rendered to service provider within the agreed timeframes as outlined in the Service Level Agreement (SLA).

The service provider must ensure that all payment or remuneration of the appointed employees complies with all relevant legislations e.g. Private Security Industry Regulatory Authority Act 56 of 2001, Labour Relations Act 66 of 1995.

## **Security Screening**

All employees and directors of service provider may be subjected to a security screening investigation conducted by the National Intelligence Agency (NIA) in order to be granted a security clearance at the appropriate level within the LTA.

A declaration of secrecy shall be signed by every individual issued with a security clearance to complement the entire security screening process.

## **Control Rooms**

The service provider must have a control room that is easily accessible by security officers via radio communication, cell phone and panic buttons. It must also demonstrate the

ability to respond timeously. The LTA may conduct periodic site inspection on the control rooms specified on the proposal.

#### Management and Staff

- a) **Management.**  
At least an Operational Manager must be appointed by the service provider as the contact person for the service and must have a minimum of three years in the security services industry as an Operational Manager.
- b) **Security Supervisor**  
At least a Security Supervisor, that will oversee all security matters on site must be appointed by the service provider as the contact person for the service and must have a minimum of two years in the security services industry as a Security Supervisor.
- c) **Staff**  
All staff proposed must have the adequate PSIRA grading as indicated in Table 1: Numerical Scope of Requirements.

#### Fleet

The service provider must have the adequate fleet of vehicles for general, emergency and urgent requirements. (Please attach proof).

#### Limpopo Tourism Agency Regional Offices

No.	REGIONAL OFFICES	LOCATION
1.	Vhembe	Louis Trichardt Town
2.	Mopani	Tzaneen Town

## 1. RESPONSIVENESS CRITERIA - MANDATORY REQUIREMENTS

### Minimum Requirements

Bidders must comply with all the minimum requirements as listed below. Failure to comply with or submit any of the supporting documentation listed below will result in your bid being disqualified.

ITEM DESCRIPTION		Please indicate with an "X" to offer complies with the requirements		
		YES	NO	Comment
(a)	Bidder must complete and sign the bid forms in full.			
(b)	Certified copy of PSIRA Registration Certificate of the owner(s) of the company.			
(c)	Certified copy of PSIRA Registration Certificate of the company.			
(d)	All security guards must be registered with PSIRA and proof of registration must be submitted with the bid.			
(e)	Original or certified copy of a Letter of Good Standing from PSIRA.			
(f)	Certified ID copies of shareholders.			
(g)	Proof of Public Liability Insurance Cover/Policy to the value of at least R5 Million providing cover against all claims (including claims related to the use or misuse of firearms), against the entity, contractor or its employees.			
(h)	Proof registration with Central Database System (CSD) must be attached to the bid.			

**NB: All certified copies must not be more than three months old.**

## 2. EVALUATION OF BIDS

- This Bid is subject to the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000) and the Preferential Procurement Regulations 2017, The General Conditions of Contract (GCC) and, if applicable, any other Special Condition of Contract (SCC).
- The Limpopo Tourism Agency reserves the right to accept all, some, or none of the bids submitted - either wholly or in part - and it is not obliged to accept the lowest bid.

***By submitting this bid, bidder authorises the Agency or its delegate(s) to carry out any investigation deemed necessary to verify the correctness of the statements and documents submitted and that such documents reasonably reflect the ability of the Bidder to provide the goods and services required by the Agency.***

### PLEASE NOTE

- A. the bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- B. the bidder has not:
  - i. abused the Supply Chain Management System; or
  - ii. failed to perform on any previous contract and has been given a written notice to this effect;

- C. All corrections and scratching are initialled;
- D. Completion of the bid document using pencil not allowed, **BID DOCUMENT TO BE COMPLETED IN BLACK INK;**
- E. Scratching are done by putting a straight line through the corrected items;
- F. **THE USE OF CORRECTION FLUID WILL AUTOMATICALLY INVALIDATE YOUR BID;**
- G. Alterations to the bid document or submission of a copy of the original bid document will invalidate the bid;
- H. Proof of Purchase Bid Document Receipt is submitted;
- I. Bidders who have not attended the compulsory briefing session will be disqualified, where is applicable.
- J. **The Limpopo Tourism Agency may cancel a contract awarded to a person if:**
  - a) The person committed a corrupt or fraudulent act during the procurement process or in the execution of the contract, or
  - b) An official or other role player committed any corrupt or fraudulent act during the procurement process or in the execution of the contract that benefited that person.
- K. **The Limpopo Tourism Agency may reject the bid or quote of any person if that person or any of its directors has:**
  - i. Failed, during the last five years, to perform satisfactorily on a previous contract with the Limpopo Tourism Agency or any other organ of State after written notice was given to that bidder that performance was unsatisfactory;
  - ii. Abused the supply chain management system of the Agency or have committed any improper conduct in relation to this system;
  - iii. Been convicted of fraud or corruption during the past five years;
  - iv. Wilfully neglected, reneged on or failed to comply with any government, or other public sector contract during the past five years; or
  - v. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004) or has been listed on National Treasury's database as a person prohibited from doing business with public sector.

### **EVALUATION METHODOLOGY**

In accordance with the Preferential Procurement Regulations, 2017, the bid evaluation process shall be carried out in three Phases namely:

- Phase 1 : Administrative Compliance
- Phase 2 : Evaluation on Functionality
- Phase 3 : Evaluation in terms of Price and Preference Point Systems



1. **Phase 1: Administrative Compliance** (Submission of compulsory proposal requirements by bidders and compliance to specification.)

The first phase of evaluation is checking and verification of all mandatory documents to be submitted by the bidders and compliance to specification.

Bidders are required to comply with the bidder requirements mentioned above.

Certified copies or original documents will be accepted.

Bidders that do not comply with the bid requirements may be regarded as non-responsive and may be disqualified.

2. **Phase 2: Evaluation on Functionality**

The assessment on functionality will be done in terms of the evaluation criteria and minimum threshold as specified. The minimum qualifying score for functionality is **60%** as set out below. Bidders who fail to achieve the minimum qualifying score on functionality will be disqualified for further evaluation of price and B-BBEE status.

**Functionality assessment should be allocated as follows:**

FUNCTIONALITY CRITERIA			
COMPONENTS		Weightings	
<b>A</b>	<b>FINANCIAL ABILITY</b>		<b>10%</b>
	Submission of letter from the Bank (we reserve the right to verify)		
	Bank rating A	10	
	Bank rating B	08	
	Bank rating C	06	
	Bank rating D	04	
	Banking rating E downwards	0	
<b>B</b>	<b>COMPANY'S EXPERIENCE (Detailed company's profile must be submitted)</b>		<b>30%</b>
	Number of years the bidder has been operating.		
	• 10 + Years	30	
	• 9-7 Years	20	
	• 6-4 years	10	
	• 3-2 Years	05	
	• Less than 2 Years	0	
<b>C</b>	<b>PROVEN TRACK RECORD IN SIMILAR PROJECTS</b>		<b>20%</b>
	Signed reference letters on valid letterheads that prove experience of the company. All references will be confirmed. Reference letters must indicate the contract period, value, and contract description.		
	• More than four reference letters	20	
	• Three reference letters	15	
	• Two reference letters	10	
	• Less than two reference letters	05	
<b>D</b>	<b>PREVIOUS PROJECTS EXECUTED IN SIMILAR PROJECTS</b>		<b>20%</b>
	• R400 000 or more	20	

	<ul style="list-style-type: none"> <li>• Between R300 000 and R100 000</li> <li>• Below R100 000</li> </ul> Please provide evidence	15 10	
<b>E</b>	<b>GENERAL OPERATIONS CAPACITY - (Security guards of the company available to service the entity in relation to the project)</b>		<b>20%</b>
	<ul style="list-style-type: none"> <li>• 10x Permanent security guards in the company (excluding any other staff other than the security guards).</li> </ul>	<b>20</b>	
	<ul style="list-style-type: none"> <li>• 08x Permanent security guards in the company (excluding any other staff other than the security guards).</li> </ul>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• 06x Permanent security guards in the company (excluding any other staff other than the security guards).</li> </ul>	<b>10</b>	
	<ul style="list-style-type: none"> <li>• 04x Permanent security guards in the company (excluding any other staff other than the security guards).</li> </ul>	<b>08</b>	
	<ul style="list-style-type: none"> <li>• 02x Permanent security guards in the company (excluding any other staff other than the security guards).</li> </ul>	<b>05</b>	

The minimum qualifying score for functionality is **60%**.

### 3. Phase 3 : Evaluation in terms of Price and Preference Point Systems

Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated further in accordance with the 80/20 preference point system prescribe in Preferential Procurement Regulations 6 and 7.

#### Step 1: Calculation of Points for Price

- 1) The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.
- 2) **When calculating prices:**
  - a) Unconditional discounts will be taken into account for evaluation purposes; and
  - b) Conditional discounts will not be taken into account for evaluation purposes but would be implemented when payment is affected.
- 3) The formulae to be utilized in calculating points scored for price is as follows:

**80/20 Preference point system (for acquisition of goods or services for a Rand value equal to or above R30 000 and up to R50 million) (all applicable taxes included)**

Where:

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

Ps= Points scored for price of tender under consideration.  
Pt= Price of tender under consideration.  
Pmin= Price of lowest acceptable tender.

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

**Step 2: Calculation of points for B-BBEE status level of contributor**

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:

<b>B-BBEE STATUS LEVEL CONTRIBUTOR</b>	<b>NUMBER OF POINTS (80/20 SYSTEM)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non-compliant</b>	0

**Calculation of total points scored for price and B-BBEE status level of contributor.**

The points scored for price will be added to the points scored for B-BBEE status level of contributor to obtain the bidders' total points scored out of 100.

## PRICING SCHEDULE

Head Office	QTY	Rate Guard	Per	Amount Month	per
<b>Day Shift</b>					
Armed	1				
Unarmed	1				
<b>Night Shift</b>					
Armed	1				
Unarmed	1				
<b>Cost for five months</b>	R				
Vhembe Regional Office	QTY	Rate Guard	Per	Amount Month	per
<b>Day Shift</b>					
Armed	1				
<b>Night Shift</b>					
Armed	1				
<b>Cost for five months</b>	R				
Mopani Regional Office	QTY	Rate Guard	Per	Amount Month	per
<b>Day Shift</b>					
Armed	1				
<b>Night Shift</b>					
Armed	1				
<b>Cost for five months</b>	R				
<b>Total Bid Amount (Five months)</b>					
R:					

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

Signature of Bidder: \_\_\_\_\_

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

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority 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, shareholder<sup>2</sup>):  
.....

2.4 Company Registration Number:  
.....

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.

<sup>1</sup>“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.

<sup>2</sup>”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 presently employed by the state? **YES / NO**

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 the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

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

(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 / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

\_\_\_\_\_

\_\_\_\_\_

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

2.9.1 If so, furnish particulars. \_\_\_\_\_

2.10 Are you, or any person connected with the bidder, **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:  
 .....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Pearsal 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 IN TERMS OF  
 PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS  
 DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

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



preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

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

## 3. POINTS AWARDED FOR PRICE

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

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

**80/20**

**or**

**90/10**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-

- contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE  
**(Tick applicable box)**

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b> ✓	<b>QSE</b> ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

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

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable

arrangements due to such cancellation;

- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

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

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

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 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.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system;
  - or
  - c. failed to perform on any previous contract.
- 4 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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	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:		

**CERTIFICATION**

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**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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

in response to the invitation for the bid made by:

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

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

I certify, on behalf of:

\_\_\_\_\_ that:  
(Name of Bidder)

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

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2

## SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

**Hereby declare under oath as follows:**

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member/director/owner of the following enterprise and duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name</b>	
<b>Registration Number</b>	
<b>Enterprise Address</b>	

3. I hereby declare under oath that:

- The enterprise is \_\_\_\_\_% black owned;
- The enterprise is \_\_\_\_\_% black woman owned;
- Based on the management accounts and other information available on the \_\_\_\_\_ financial year, the amount did not exceed R10,000,000.00 (ten million Rands);
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
More than 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	
Less than 51% black owned	<b>Level Four</b> (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of the **dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

**Deponent Signature:** \_\_\_\_\_

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

\_\_\_\_\_  
**Commissioner of Oaths**

**Signature & Stamp**