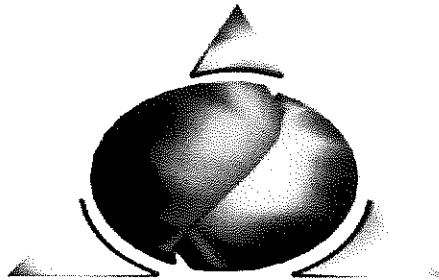


SEKHUKHUNE TVET COLLEGE

FOR TECHNICAL & VOCATIONAL EDUCATION AND TRAINING COLLEGE



REACHING GOALS TOGETHER

ADVERTISEMENT

The Sekhukhune TVET College hereby invites service providers to quote for the following item/s.

INTRODUCTION

Sekhukhune TVET College in line with its Supply Chain Management Policy seeks the Panel of service providers for Principal Agent (Projects Management) of Major Projects at Sekhukhune TVET College.

SCOPE OF SERVICE: PRINCIPAL AGENT (PROJECT MANAGEMENT SERVICES) FOR SEKHUKHUNE TVET COLLEGE FOR A PERIOD OF 3 YEARS.

The service provider must have competence to execute the following:

No	Expected Outcome
1.	<ul style="list-style-type: none">• To administer any form of chosen contract on behalf of the college• Inspect the progress of the works and instruct the contractor.• Compiling of the Bill of Quantities (BOQ)• Giving a recommendation on the 4 types of contracts to use and the form of contract to choose from.• Compile contract documents and arrange for signing of the agreement by both parties (JBCC)• Certify payment and amount due.• Certify the stages of completion of the project.• Prepare procurement (tender documents) for nominated and selected subcontractors.• Appointing, administering and coordinating of sub-consultants.• Mediate and resolve grievances between parties.• The principal consultant, with support from other members of the multidisciplinary team must draw up the Terms of Reference for tender documentation in accordance with the Construction and Industry

	<p>Development Board (CIDB) standard or requests for proposals for implementation of the works, assist and advise the college in the procurement of the construction and supervise, project manage and administer the construction works.</p> <ul style="list-style-type: none"> • The principal consultant will be responsible for the assembly of the proposed multidisciplinary professional team that is required in respect of the appointment and to support the college in the implementation of project from stage 1 to stage 6. • Providing project monthly report to client.
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The following conditions shall apply:

2.SUBMISSION OF DOCUMENTS:

- Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province between 07h30-16h30 (Monday to Thursday) and 07h30-11h00 on Fridays.
- Email documents will not be accepted.
- Closing date for submissions will be **02 December 2024 at 11H00.**

3.COMPULSORY MANDATORY DOCUMENTS:

- CIPC of Company registration certificate (CK) issued within 1 year of closing date / valid CIPC annual return.
- Confirmation of physical address of the bidder or municipal bill/ Lease agreement not older than 6 months.
- Fill the SBD 1, SBD 2, SBD 4, SBD 5, SBD 7.2, SBD 8 and SBD 9 forms as attached on the proposal below.
- Valid latest CSD Report not older than 2 months.
- Originally certified ID copies of the shareholders (not more than three (6) months old)
- Any alterations must be initialized
- Contactable Reference List of previous and current projects.
- Company Profile (Indicating Shareholding, core business, experience etc.)
- Letter of Good Standing from the office of the Compensation Commissioner and registration certificate as required through the Compensation for Occupational Injuries and Diseases Act (COIDA)
- Registration with relevant professional body.
- (NB: Non-Compliance with the above will result in automatic disqualification).

4.FUNCTIONALITY EVALUATION CRITERIA:

NO	FUNCTIONALITY	POINTS ALLOCATION
1	<p>The proof of experience for similar Projects in (Built Environment) must be in the form of written proof(s) on the referees' letterheads. The references must include the relevant contact person, nature of service, telephone number, and / or email addresses of contactable people at referee entities:</p> <ul style="list-style-type: none"> • Proof of experience must be obtained from clients whom the bidder has successfully represented for service listed in the scope of work. • Proof of experience must be submitted in the form of any 	<p>40 Maximum</p> <p>Five (5) and above proof of similar projects completed over the last ten years = 40 points</p> <p>Four (4) proof of similar projects completed over the last ten years = 30</p>

	<p>of the following documents:</p> <ul style="list-style-type: none"> • Written testimonials letter by clients previously/currently serviced. • Provide appointment letter/contract for each project that work was completed. • Both the appointment letter /Contract or reference letter should indicate value of contract. • The works construction completed should be at least R 5 million and above <p>Where the amounts stated in the reference letter/contract/appointment letter differ then The College shall use the amount stated in the reference letter.</p>	<p>points</p> <p>Three (3) proof of similar project completed over the last ten years = 20 points</p> <p>Two (3) proof of similar project completed over the last ten years = 10 points</p> <p>One (1) proof of similar project completed over the last ten years = 0 points</p>
2	<p>Methodology Project Risk Management plan Bidders must provide a detailed Risk Management Plan within the Built</p> <p>Environment comprising of the following risks with mitigation measures.</p> <ul style="list-style-type: none"> • Poor Quality = 2 points • Budget Overrun = 2 points • Political Climate and Community Unrest = 2 points • Project Delays = 2 points • Communication Breakdown = 2 points <p>Scoring Matrix</p> <ul style="list-style-type: none"> • Each of the risk identified above must be allocated with mitigation measure for a bidder to score 2 points. <p>0 points for bidders who don't submit any risks and mitigation measures</p>	<p>10 Maximum points</p>
3	<p>Key Personnel Experience and qualifications</p> <p>Bidders must submit detailed CV's, proof of qualifications, in the form of copies for qualifications and proof of professional registration with the relevant professional body in the built environment of the following personnel.</p> <ul style="list-style-type: none"> • Professional Construction Project Manager (Minimum 08 Years Experience, NQF Level 7 with experience in management and coordination of multidisciplinary 	<p>30 Maximum points</p> <p>8 points</p>

	<p>teams.) and proof of membership with professional body (SACPCMP) – PrCPM or PrCM.</p> <ul style="list-style-type: none"> • Professional Quantity Surveyor (Minimum 15 Years Experience, NQF Level 7) and proof of membership with professional body (SACQSP) - PrQS 12 points • Professional Engineer (Structural, Electrical, Civil) (Minimum 8Year Experience, NQF Level 7) and proof of membership with professional body. ECSA - PrEng or PrTechEng 08 points • Architect (Minimum 10 Years Experience, NQF Level 7 NB: Architects must submit a profile illustrating the work that they have completed) and proof of membership with professional body (SACAP) 08 points • Occupational Health and Safety Officer (Minimum 8 Years experience, NQF Level 6 experience in compiling baseline Health and Safety Requirements, conducting OHS audits and monitoring of construction projects) SACPCMP – PrCHSA/CHSO/CHSM 4 points <p>For bidders to be awarded points in this category, bidders must demonstrate that the bidding company or joint venture is equipped with all of the core team members that are required.</p> <p>Bidders who are in possession of international qualifications are required to submit SAQA/MQA Evaluation Certificate. Certificates/Proof demonstrating Professional Registration is essential and must be in good standing. No expired certificates will be accepted.</p>	
4	<p>Company Profile and Organogram</p> <p>A detailed organogram including names of all key resources and the roles they shall play must be submitted. Director (10) years =5 points Bidders must provide information on any additional staff employed by the service provider with more than three (3) years' experience = 5 points will be allocated for the additional staff)</p> <p>NB: Provide CVs and proof of qualification for each member to justify awarding the above points. Failure to provide proof of the above in the prescribed format will result in no points being scored. No partial points will be awarded for partial information submitted.</p>	10 points
	TOTAL POINTS	100

Note: The Minimum qualifying score for functionality is 70 points. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.

5. DUE DILIGENCE

The recommended bidders may be subjected to a due diligence process, which may include the following:

- 5.1 Visiting the bidders' offices to verify existence thereof. Submission with the bid response of a copy of signed lease agreement for the offices/proof of ownership documents for bidders' offices is key.
- 5.2 Submission and verification of contract of employment for alternative team members of the proposed team number.
- 5.3 Submission and verification of contract of employment for alternative team members of the proposed team number.

6. PRICING

- 6.1 At bidding stage there shall be no financial offer. Upon the establishment of the panel of service providers, service providers will be invited to bid or submit quotations for respective projects as and when required. The allocation of work will (as far as possible or reasonable) be done strictly on rotational bases irrespective of the case/matter/project value. However, work may be allocated depending on the relevant circumstances of the scope of work inter alia, based on previous involvement in a project, relevant experience, availability, business urgency, nature and complexity of the scope, etc.
- 6.2 There is no guarantee that a service provider on the panel will be briefed/contracted for any specific work assignments during the tenure of the contract – work will be allocated on a “as and when” required basis.

TO ASSIST YOU WITH YOUR SUBMISSION AND BIDDING PROCESS A CHECKLIST ON MINIMUM REQUIREMENTS IS ATTACHED BELOW & GOOD LUCK.

7.CHECKLIST ON MINIMUM REQUIREMENTS

No.	MINIMUM REQUIREMENTS	TICK	COMMENT IF NOT ATTACHED
COMPULSORY (Failure to submit will result in disqualification)			
1.	Valid Company registration certificate (issued within the previous 12 months)		
2.	Valid Company CSD report		

3.	Originally certified ID copies of the shareholders (not more than six (6) months old)		
4.	Complete all SBD forms		
5.	Proof of physical address (not more than six (6) months old)		
6.	Any alterations must be initialed		
7.	Contactable Reference List of previous and current projects.		
8.	Company Profile (Indicating Shareholding, core business, experience etc.)		
9	Letter of Good Standing from the office of the Compensation Commissioner and registration certificate as required through the Compensation for Occupational Injuries and Diseases Act (COIDA)		
10	Registration with Professional Body(Certificate)		
FUNCTIONALITY EVALUATION:			
1.	Experience of the Bidder in Previous works completed (Company)		
2.	Methodology		
3	Key Personnel Experience and qualification		

For further enquiries, please use the following contact details:

- Sibande TD Procurement Officer (013) 269 0278 Administrative Queries
- Magolo MT Procurement Officer (013) 269 0278 Administrative Queries

**PRINCIPAL
TJ KEKANA**

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: SEKTVET: 007/2024

CLOSING DATE: 02 DECEMBER 2024

CLOSING TIME: 11:00

DESCRIPTION: PANEL OF PRINCIPAL CONSULTANT ARCHITECT / QUANTITY SURVEYOR, SERVICE PROVIDERS FOR SUPERVISION TO THE MAJOR PROJECTS FOR A PERIOD OF THREE YEARS.

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: N/A.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
**SEKHUKHUNE TVET COLLEGE
CS BARLOW CAMPUS
STAND NO. 676
MOTETEMA
0473**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bids may be **submitted at reception** at the central office, Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, 0473 **between 07h30-16h30 (Monday to Thursday) and 07h30-14h00 on Fridays.**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER
.....

POSTAL ADDRESS
.....

STREET ADDRESS
.....

TELEPHONE NUMBER
CODE.....NUMBER.....

CELLPHONE NUMBER
.....

FACSIMILE NUMBER
CODE..... NUMBER.....

E-MAIL ADDRESS
.....

VAT REGISTRATION NUMBER
.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
OR.....
A REGISTERED AUDITOR
[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO
[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Sekhukhune TVET College

Contact Person: **Mr. SIBANDE TD**

Tel: **013 269 0278/0601**

Fax: **013 269 0450**

E-mail address: **sibandet@sektvetcol.co.za**

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to 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 the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and 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 a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

SBD 4

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:

.....

Identity

Number:.....

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

.....
.....

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

.....
.....

Tax Reference Number:

.....

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.

"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

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:

.....

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

If yes, did you attach 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.

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

.....

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

If so, furnish particulars:

.....

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

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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

November 2011

<p>This document must be signed and submitted together with your bid</p>
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THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.
 - or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.
 - or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
 - or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
 - b. the contractor and the DTI will sign the NIP obligation agreement;

- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number	Closing date:.....
Name of bidder.....	
Postal address	
.....	
Signature.....	Name (in print).....
Date.....	

CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:

CONTRACT FORM - RENDERING OF SERVICES
PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

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 (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/>	<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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<input type="checkbox"/>

4.4.1	If so, furnish particulars:
-------	-----------------------------

SBD 8

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

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 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 *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:

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.

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 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

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Date

.....
Position

.....
Name of Bidder

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