

RFQ NUMBER	<b>RFQ/MICT/ 23 /2021</b>
RFQ DESCRIPTION	<b>APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A SHORT TERM INSURANCE COVER RELATED SERVICES FOR MICT SETA (ASSETS) FOR A PERIOD OF THREE (3) YEARS.</b>
RFQ ISSUE DATE	<b>17 JUNE 2021</b>
BRIEFING SESSION	<b>N/A</b>
CLOSING DATE & TIME	<b>25 JUNE 2021 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered. EXTENDED CLOSING DATE &amp; TIME</b>
LOCATION FOR SUBMISSIONS	<b>MICT SETA, 19 RICHARDS DRIVE,GALLAGHER CONVENTION CENTRE, GALLAGHER HOUSE, LEVEL 3 WEST WING</b>
NO: OF DOCUMENTS	<b>1 HARD COPY</b>

For queries please contact [rfqs@mict.org.za](mailto:rfqs@mict.org.za) before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

NATIONAL TREASURY (CSD) SUPPLIER NUMBER : \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

### **SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

## RETURNABLE DOCUMENTS CHECKLIST

quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS / and or SARS issued verification pin		
<b>Designated Sectors: Local production and content (Where applicable)</b>		
<b>SBD 4 - Declaration of interest</b>		
<b>SBD 8: Declaration of Bidder's Past Supply Chain Practices</b>		
<b>SBD9: Certificate of Independent Bid Determination</b>		

**Note: This RFQ must be completed and signed by the authorised company representative**

## MICT SETA –QUOTATION CONDITIONS

### 1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

#### 1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFQ shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

### 2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

## **TERMS OF REFERENCE**

### **1. BACKGROUND AND CONTENT**

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). It is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

MICT SETA has assets in place to enable smooth operation of its business in order to fulfil its mandate. This document outlines the requirements and criteria for the selection of a suitable service provider for Assets insurance to MICT SETA.

The assets that need to be covered consists of both movable and immovable assets and are kept at MICT SETA Head Office in Midrand-JHB, Cape Town Regional office, Durban Regional Office and East London Regional Office. An asset register is kept with all assets recorded therein. The service provider should ensure that the services, which are in line with the insurance services industry standards, as specified below are quoted for. The bidders must demonstrate clearly the understanding of the work to be done. The required insurance is from the date of contracting and shall continue for the period of 36 months, with premiums payable monthly. The insurance risk may be updated as and when required with both parties agreeing on the amount of cover with any additions or omissions included.

### **2. SCOPE OF WORK REQUIRED**

- a) The insurance required is to cover the MICT SETA as a going business concern against any financial losses which may result due to unforeseen risks including natural risks, theft, damage, fire and related risks that may result in complete or partial loss of assets. The cover is for replacement value of the assets to ensure business continuity. The risks for which a quotation is sought as detailed below.
- b) The scope covers portfolios identified at this stage and does not necessarily limit the scope to the listed services. The service provider is expected to advise the MICT SETA of any other relevant portfolios that might be of benefit to the Organization and any other important information not covered below;
- c) Bidders are encouraged to suggest additional improvements and value adds related to the rendering of short term insurance cover. If any, details of value add must be submitted as part of the responses to the bid and indicated as such.

### **3. PERFORMANCE SPECIFICATION**

The bidders must demonstrate their ability to provide the following general insurance services in terms of placement, maintenance and administration of the insurance portfolio:

- a) Internal and external discussions to set renewal and maintenance strategy;
- b) Claim administration and maintenance;
- c) Management reporting taking into consideration the identification of bottlenecks in claims and also tracking claims;
- d) Internal assurance strategy meetings;
- e) Post loss surveys;
- f) Ad hoc adjustments and endorsements on sums insured and declarations to insurers/re-insurers;
- g) Day to day correspondence and queries;
- h) Monitor premium payments and refunds in accordance with accounts and Statements.
- i) Keep PSETA to date with latest amendments in the Insurance legislations through meetings and workshops where necessary.

## **4. TECHNICAL REQUIREMENTS**

### **4.1. ASSETS**

**4.1.1.** Provide cover for risk exposure and mitigation for all tangible property belonging to the MICT SETA or which the MICT SETA has any proprietary or pecuniary interest against loss or damage caused by fire or allied perils including electronic breakdown;

**4.1.2 Electronic equipment** – to provide cover on electronic business equipment including computers, laptops, iPads/tablets, servers, licensed software, projectors, Video Conferencing units;

**4.1.3.** Furniture and fittings include chairs, desks and cabinets amongst other things; and Office equipment

**4.1.3. Stock** – to cover for goods that form part of the MICT SETA business activity, amongst others:  
- computer and office equipment, office furniture audio visual equipment;

**4.1.4. Stock in transit** – to provide cover for goods in transit anywhere in South Africa, offshore, and African countries;

**4.1.5 Vehicle Fleet** – provide full comprehensive cover on all vehicles owned, hired, leased, borrowed or used by the insured, including vehicles held in trust or in the custody or under control or care of the insured. Third party insurance for vehicles used for business in neighboring countries, out-in-Africa, etc

## **5. BUSINESS INTERRUPTIONS**

Provide cover for financial loss suffered as a result of business interruptions to the MICT SETA business. This should include but not limited to - fixed expenses, operating expenses, additional working expenses and SASRIA.

## **7. OTHER: PROFESSIONAL LIABILITY**

All damages resulting from any claim for any breach of duty of the insured

## **8. ADHOC ADVISORY**

- a. The insurance broker will be expected to perform continuous review of the MICT SETA risk profile and the areas that will be mitigated through insurance.
- b. Conduct risk assessment
- c. Advise on cost effective and efficient cover for each area
- d. Scoping of the risk exposure and advise on best solution for each area

## **9. DELIVERABLES**

### **9.1. Service**

The bidder must hold regular meetings with the MICT SETA to discuss among other things:

9.1.1. Market analysis and other pertinent matters;

9.1.2. Declarations, Uninsured (insurable) risks

9.1.3. Non-insurable risks Claims

9.1.4. Changes in policy/ requirements

9.1.5. Bid must be underwritten by an Insurance company licensed to operate in South Africa

### **10. Renewal**

10.1 Renewal Terms must be communicated in writing Information required for renewal communicated in writing;

10.1.2. Changes in Policy communicated in writing;

10.1.3. Provide policy summary after renewal;

10.1.4. Renewal adjustment statement must be submitted;

10.1.5. Renewal and adjustment premium calculations submitted with invoices and insurance portfolio highlighting change

## **11. CLAIM MANAGEMENT AND RESPONSE**

11.2. Claim statistics report to be submitted on a quarterly basis and also on request

11.3. Expedient response on claims submitted within 5 working days

11.4. Proof of claim payment submitted to MICT SETA SCM unit and Finance unit

## EVALUATION CRITERIA

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RFQ's received will be evaluated against the following criteria:

#### 1. PRE-QUALIFICATION CRITERIA (Regulation 4)-PPPFA

Bidder shall have a minimum B-BBEE status of level 2 or better.

##### **Proof of compliance**

Bidder must submit a valid proof of BBBEE status (BBBEE verification certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE affidavit duly sworn and commissioned).

##### ***Bidders please take note:***

*The duly sworn and commissioned BBBEE affidavits must be based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year- end DD/MM/YYYY. Kindly contact the DTI for more information with regards to latest financial year end.*

**Note: Bidders that do not meet the requirements of set pre-qualification criteria will be eliminated from further evaluation process.**

#### 2. FUNCTIONAL CRITERIA

##### 2.1 Technical Evaluation

Only RFQ submitted that have met the set pre-qualification and mandatory criteria will be considered for functionality evaluation. RFQ submitted will be evaluated on technical functionality out of a maximum of **100** points. A threshold of **70** out of the **100** points has been set.

Only RFQ submitted that have met or exceeded the qualification threshold on technical functionality of 70 points will qualify for further evaluation on Price and B-BBEE according to the 80/20 preference point system in terms of the PPPFA Regulations 2017, where 80 points will be for Price and 20 points will be for B-BBEE status level of contribution.

**FUNCTIONAL CRITERIA WEIGHING**

Functional Evaluation Criteria	Proof of Compliance and points allocation	Weight score/p oints
<p><b>1. EXPERIENCE IN PROVIDING SIMILAR SERVICES IN THE PAST:</b></p> <p>1.1. Bidders experience in understanding the insurance industry in the past 5 years or more in handling value of insured assets equal or higher than MICT SETA.</p> <p>1.2. Bidder must have contactable references letters from clients.</p>	<p>The Bidder must attach proof of experience where the short term Insurance Broking services for handling value of insured assets equal to or higher than MICT SETA were provided.</p> <p><b>1.1.</b> The bidder must have provided similar services in the past by submitting a portfolio of evidence indicating years of service in the short term insurance broking services. Points on past experience will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• More than 5 years and above = 15 points</li> <li>• 3 – 5 years = 10 points</li> <li>• 1 – 3 years = 5 points</li> <li>• 0 years =0</li> </ul> <p><b>1.2</b> The bidder must provide 3 contactable reference letters from 3 different clients indicating project start and end date, performance of similar services in the past 5 years or more on the client's letterhead signed by an authorized personnel, the points for submission of reference letters indicating bidder's ability to meet the requirements will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Submission of 3 signed reference letters from 3 different clients on client's letterhead =15 points</li> <li>• Submission of 2 signed reference letters from 2 different clients on client's letterhead = 10 points</li> <li>• Submission of 1 Signed reference letter on client's letterhead =5 points</li> <li>• No references submitted / Unsigned/unauthorized reference letters =0</li> </ul>	<p align="center">30</p>

<p><b>2. EXPERIENCED AND QUALIFIED PERSONNEL</b></p> <p>The key account manager /key personnel must have experience and relevant qualifications in the Short Term Insurance Industry.</p>	<p>The bidder must submit the key account manager / key personnel's certified copies of relevant qualifications, valid accreditation as registered sales representative by Financial Sector Conduct Authority (FSCA) and CV which highlights minimum of five (5) years' experience in the short term insurance industry.</p> <p>Points on relevant experience will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Over 10 years of relevant experience =20 points</li> <li>• 7 to 9 years of relevant experience =15 points</li> <li>• 5 to 6 years of relevant experience =10 points</li> <li>• 3-4 years of relevant experience =5 points</li> </ul> <p>Points on certificate / accreditation will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Key Manager / personnel accreditation as registered sales representative by Financial Sector Conduct Authority (FSCA) =10</li> <li>• No certificate / accreditation of Key Manager / personnel = 0</li> </ul> <p>Less than 3-year relevant experience = 0  No CV and certified copies of qualifications attached = 0</p>	<p><b>30</b></p>
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<p><b>3. METHODOLOGY AND APPROACH</b></p> <p>Provide a detailed project methodology including how the Service Provider will conduct claims</p>	<p>The bidder must provide detailed Project Plan demonstrating understanding of assignment including proposed approach and methodology for compiling risk profile. The project plan must highlight detailed claim level workflow and process map to be adopted and implemented.</p> <p><b>3.1.</b> The workflow must include the following:</p> <ul style="list-style-type: none"> <li>• Claim feedback process during the claim application process. = 10</li> <li>• Turnaround time linked to the process flow points will be allocated as follows: <ul style="list-style-type: none"> <li>- 48 hours (2) working days =10 points</li> <li>- 3 to 5 working days =5 points</li> <li>- 6 to 7 working days =0 points</li> </ul> </li> <li>• Documents required for claim processing =10 points</li> </ul> <p><b>3.2.</b> Project process map points will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Well defined process map =7 points</li> <li>• Moderate process map =3 points</li> <li>• Poor and non-submission =0 points If any of the above is not provided 0 point will scored</li> </ul>	<p><b>40</b></p>
<p><b>TOTAL</b></p>	<p><b>100</b></p>	

**PRICING SCHEDULE**

Name of bidder \_\_\_\_\_

RFQ number: \_\_\_\_\_

Closing date \_\_\_\_\_

Bid shall remain valid for acceptance for a period of **60 days** counted from the closing date.

Item	Requirement Description	Quantity	Unit Price	Sub-Total
1	<p><b>APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A SHORT TERM INSURANCE COVER RELATED SERVICES FOR MICT SETA (ASSETS) FOR A PERIOD OF THREE (3) YEARS.</b></p> <p>Note: The service provider must provide detailed price breakdown of the sum to be insured and any other related costs. The breakdown must be attached as an annexure to this pricing schedule</p>			
			<b>Sub-Total</b>	
			<b>VAT@15%</b>	
			<b>TOTAL PRICE (INCLUDING VAT)</b>	

1. Delivery Address : MICT SETA
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? Yes/No
4. Is the price(s) fixed? Yes/No
5. Is the quote strictly to specification? Yes/No

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above;

Authorised Company Representative: .....

Capacity under which this quote is signed.....

Signature: .....

Date: .....

**ANNEXURE A**

**COST PROPOSAL**

Please indicate your Total RFQ Price + Fixed Services (Brokerage) Fee (VAT inclusive) here: R ..... (compulsory)

All prices must be VAT Inclusive and must be quoted in SA Rands

Are the rates quoted firm for the full period of the contract      Yes .....      No .....

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI, etc.

All additional costs associated to the bidder’s offer must be clearly specified and indicated in the Total Bid Price

Is the proposal bid linked to the exchange rate?	Yes		No	
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If yes, the bidder must clearly indicate which portion of the bid price is linked to the exchange rate:

Payments will be linked to specified deliverables after such deliverables have been approved by MICT SETA. Payments will be made within 30 days from the date of the invoice	Comply		Not comply	
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**COSTING MODEL**

Fixed Annual Services (Brokerage) Fee

Description	Appointment of service provider to provide a short term insurance cover related services for MICT SETA (Assets) for a period of three (3) years.			Annual Brokerage Service Fee (VAT Inclusive) (Amount)
Fixed Annual	Year 1		Year 1	
	Year 2		Year 2	
	Year 3		Year 3	
Total Price (VAT Inclusive)				

Note: The brokerage service fee must include costs covering all related short-term insurance brokerage services such as, but not limited to, placement, maintenance and administration of the insurance portfolio

## PREFERENCE POINT SYSTEM

### PREFERENCE POINT SYSTEM

- a. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- b. In the event that two or more tenderers have scored equal total points, the successful tenderer must be the one that scored the highest points for B-BBEE.
- c. If two or more tenderers have equal points, including equal preference points for B-BBEE, the successful tenderer must be the one scoring the highest score for functionality, if functionality is part of the evaluation process.
- d. In the event that two or more tenderers are equal in all respects, the award must be decided by the drawing of lots

### EVALAUTION ON 80/20 PREFERENCE POINT SYSTEM

- a. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- b. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- c. In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- d. However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- e. Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

### POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

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

**B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:**

<b>B-BBEE Status Level of 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
Non-compliant contributor	0

- a. Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- b. Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- c. 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.
- d. 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.
- e. 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.
- f. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend 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 capacity and the ability to execute the sub-contract.
- g. 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 equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

**DECLARATION OF INTEREST**

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.

**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 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, 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? **YES/NO**

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

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

2.11.1 If so, furnish particulars:  
.....  
.....  
.....

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

<b>Full name</b>	<b>Identity number</b>	<b>Personal tax reference number</b>	<b>State employee number / Persal number</b>

**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



**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	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 person 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.  <b>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.</b>	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)? <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>	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. disregards 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 Bid, 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:

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(Bid Number and Description)

in response to the invitation for the bid made by: **MICT SETA**

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(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**

## Sworn Affidavit – B-BBEE Exempted Micro Enterprise

I, the undersigned,

<b>Full name and 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 am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name</b>	
<b>Registration Number:</b>	
<b>Enterprise Address:</b>	
<b>Entity Type (CC, (Pty) Ltd, etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation- <input type="checkbox"/></p> <p style="margin-left: 40px;">i. before 27 April 1994; or</p> <p style="margin-left: 40px;">ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;” <input type="checkbox"/></p>

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = %
  - Black Disabled % = \_\_\_\_\_ %
  - Black Unemployed % = %

- Black People living in Rural areas % = \_\_\_\_\_%
- Black Military Veterans % = \_\_\_\_\_%

- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_DD/MM/YYYY, the annual Total revenue did not exceed R10,000,000.00 (Ten Million Rands)
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. 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

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

**Deponent Signature:** .....

**Deponent Designation**.....

**Date:** .....

.....

**Commissioner of Oaths**  
**Signature & stamp**  
**Date:**

## Sworn Affidavit – B-BBEE Qualifying Small Enterprise

I, the undersigned,

<b>Full name and 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 am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name</b>	
<b>Registration Number:</b>	
<b>Enterprise Address:</b>	
<b>Entity Type (CC, (Pty) Ltd, etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (c) who are citizens of the Republic of South Africa by birth or descent; or (d) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means: (f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (g) Black people who are youth as defined in the National Youth Commission Act of 1996; (h) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (i) Black people living in rural and under developed areas; (j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = %
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = %
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%

- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_ DD/MM/YYYY, the annual Total Revenue did not exceed R50,000,000.00 (Fifty 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 level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. 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
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

**Deponent Signature:** .....

**Deponent Designation:**.....

**Date:** .....

.....  
**Commissioner of Oaths**  
**Signature & stamp**  
**Date:**