

**MICT SETA Head Office**

Supply Chain Management

19 Richards Drive

Gallagher Convention Centre, Gallagher House

Level 3 West Wing

Tel +27 11 207 2600

E-mail: [rfqs@mict.org.za](mailto:rfqs@mict.org.za)

RFQ NUMBER	RFQ/MICT/50/2021
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, INSTALLATION, AND MAINTENANCE OF MANAGED PRINTING SOLUTIONS ON AN OPERATING LEASE FOR A PERIOD OF 36 MONTHS.
RFQ ISSUE DATE	24 AUGUST 2021
BRIEFING SESSION	N/A
CLOSING DATE & TIME	03 SEPTEMBER 2021 @ 11:00 AM
EMAIL FOR SUBMISSIONS	<a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a>

Submissions must be emailed to [rfqs@mict.org.za](mailto:rfqs@mict.org.za) before 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.

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## 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
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> / and or <b>SARS</b> issued verification pin		
<b>Designated Sectors:</b> Local production and content ( <b>Where applicable</b> )		
<b>SBD 4 - Declaration of interest</b>		
<b>SBD 8:</b> Declaration of Bidder's Past Supply Chain Practices		
<b>SBD9:</b> Certificate of Independent Bid Determination		

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

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E-mail: [rfqs@mict.org.za](mailto:rfqs@mict.org.za)**MICT SETA –QUOTATION CONDITIONS****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.

**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

**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.

## **DETAILED TECHNICAL SPECIFICATION**

### **APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, INSTALLATION, AND MAINTENANCE OF MANAGED PRINTING SOLUTIONS ON AN OPERATING LEASE FOR A PERIOD OF 36 MONTHS.**

#### **1. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in; i.e. Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

#### **2. PURPOSE AND OBJECTIVES**

##### **2.1 Background**

The MICT SETA intends to modernise its value chain by introducing technology solutions that improve management and processing of its data and information in an efficient and effective manner, provide instant and accurate reporting and reduce manual processes in its value chain. The lack of adequate infrastructure has a negative effect on the organisation's ability to provide specific focused services in line with its Value on customer centricity.

In line with the vision of the MICT SETA of *"a global leader in the development and delivery of revolutionary ICT skills"*, the MICT SETA seeks to modernise its printing services office to improve security in document management and processing within the organisation.

The MICT SETA is looking to appoint a suitably qualified, experienced, and accredited service provider for supply, installation, and maintenance of printing equipment on an operating lease for a period of 36 months.

##### **2.2 Purpose**

To invite service providers with the necessary expertise, experience, and accreditation to submit proposals for the supply, installation, and maintenance of network and desktop printing equipment on an operating lease to MICT SETA for a period of 36 months.

##### **2.3 Objectives**

The following were identified as objectives:

- a) Acquisition of printing solution that can cope with MICT SETA printing volumes.
- b) To curb and control spending on printing solutions.

#### **3. PROJECT SCOPE AND REQUIREMENTS**

##### **3.1 Overview**

- MICT SETA Foot Print & Staff Compliment

Office	Description	Physical Address	Number of users
Midrand	Head Office	Block 2, Level 3 West Gallagher Convention Centre Gallagher Estate 19 Richards Drive Halfway House Midrand, 1685	101
Durban	Regional Office	DBN Bay House 333 Anton Lembede (Smith Street) 4th Floor Durban, 4001	5
East London	Regional Office	Phase 2A Waverley Office Park Phillip Frame Road Chiselhurst East London, 5205	6
Cape Town	Regional Office	The Boulevard Office Park Block F Ground Floor Searle Street Woodstock, 7925	7
Bloemfontein	Regional Office	Motheo TVET College 61 Bastion Street Bloemfontein 9300	3
Klerksdorp	Satellite Office	Vuselela TVET College Jourberton Centre for Engineering Studies 11900 5th Street, Jourberton Township	1

### 3.2 Technical Requirements

It is expected that bidders must possess the necessary skills, competencies and accreditation to comply with and be able to perform the services as listed below. The projected below are minimum specs for all machines.

- **High-end machines – Midrand (Quantity = 6)**

STANDARD FUNCTIONALITY (PRINTER/PHOTOCOPY/ SCANNER)	
Description of functionality	Minimum requirements
Colour Printing	Y
Copy	Y
Print	Y
Printing to user box	Y
Scan in colour (A4 and A3)	Scan to E-mail, USB, & Folder
Duplex compatible	Y
Min Pages per minute (mono)	75
Min Pages per minute (colour)	65
Drawer paper capacity	500
Minimum monthly volume	30 000

Bypass Tray	Y
Automatic Document Feeder	Y
2 * Standard Drawers	Y
Print on A3 & A4	Y
Memory Size (minimum)	4 GB
HDD Capacity (minimum)	160 GB
User authentication	Y
Secure print to a user box	Y
Instant execution	Y
USB Port	Y
Professional Finisher	Y
Additional Drawers	Y
Staple kit	Y
Punch kit	Y
<b>Extras</b>	
Surge Protector	Y

▪ **High-end machines – Regional Offices** (Quantity = 4)

For the following Regional Offices

- Durban
- East London
- Cape Town
- Bloemfontein

<b>STANDARD FUNCTIONALITY (PRINTER/PHOTOCOPY/ SCANNER)</b>	
<b>Description of functionality</b>	<b>Minimum requirements</b>
Colour Printing	Y
Copy	Y
Print	Y
Printing to user box	Y
Scan in colour (A4 and A3)	Scan to E-mail, USB, & Folder
Duplex compatible	Y
Min Pages per minute (mono)	75
Min Pages per minute (colour)	65
Drawer paper capacity	500
Minimum monthly volume	30 000
Bypass Tray	Y
Automatic Document Feeder	Y
2 * Standard Drawers	Y
Print on A3 & A4	Y
Memory Size (minimum)	4 GB
HDD Capacity (minimum)	160 GB
User authentication	Y
Secure print to a user box	Y
Instant execution	Y
USB Port	Y

Professional Finisher	Y
Additional Drawers	Y
Staple kit	Y
Punch kit	Y
<b>Extras</b>	
Surge Protector	Y

▪ **Low-end Desk colour MFC machine** (Quantity = 11)

*For the following offices*

#	Site	Quantity
1	Midrand (Head Office)	10
2	Klerksdorp	1

<b>STANDARD FUNCTIONALITY (PRINTER/PHOTOCOPY/ SCANNER)</b>	
<b>Description of functionality</b>	<b>Minimum requirements</b>
Colour Printing	Y
Copy	Y
Print	Y
Scan in colour	<b>Scan to E-mail, USB &amp; Folder</b>
Duplex compatible	Y
Min Pages per minute (mono)	<b>50</b>
Min Pages per minute (colour)	<b>40</b>
Drawer paper capacity	<b>500</b>
Minimum monthly volume	<b>5, 000</b>
Bypass Tray	Y
Memory Size (minimum)	<b>4 GB</b>
HDD Capacity (minimum)	<b>60 GB</b>
Instant execution	Y
<b>Extras</b>	
Surge Protector	Y

### 3.3 System Functionality / Features

- Follow me functionality / Print Roaming
- Remote monitoring for pro-activeness to determine toner levels, meter readings.
- Embedded with Internet of Things (IoT) technology to monitor performance and predict any support issues to be encountered.
- Embedded remote technology to track utilisation and billing.
- Must work with print server functionality. The print server software and installation must form part of the proposal.
- Managed solution must provide interactive data analytics and visualisation for reporting.
- Latest technology machines, not older than 3 years in the market.

### **3.4 Equipment delivery, installation and support**

- The successful bidder will be required to deliver and configure the printers to their respective offices.
- Support and maintenance will be required to be conducted at the offices where the printers will be located.
- The successful bidder will be required to monitor tonner levels, and pro-actively replace the tonners before they are finished.
- A dedicated Account Manager and a support desk operating according to business requirements of the MICT SETA to maximise service availability and improve user experience. The MICT SETA business hours from Monday to Friday at 08:00 to 16:30.
- A service level agreement to guarantee and measure service performance will be signed, with penalties for poor performance.
- Monthly SLA review meetings will be conducted.

### **3.5 Handover and Training**

In order to maximise adoption and usage of the system, the appointed service provider will be required to provide, amongst others the following:

- Setup, installation, all programming and handover to MICT SETA.
  - Technical training on print server management and basic printer troubleshooting.
  - Basic user training on the printing equipment.
  - Standard Operation Procedures



#### 4.COSTING

##### PRICING SCHEDULE

Name of bidder \_\_\_\_\_ RFQ number: \_\_\_\_\_

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

Bid shall remain valid for acceptance for a period of **90 days** counted from the closing date.

No:	Line items to be delivered	Total price
1	APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, INSTALLATION, AND MAINTENANCE OF MANAGED PRINTING SOLUTIONS ON AN OPERATING LEASE FOR A PERIOD OF 36 MONTHS	R
	Other costs where applicable	
<b>Total Costs (Excl. VAT)</b>		<b>R</b>
<b>VAT @15 %</b>		<b>R</b>
<b>Grand Total (Incl. VAT)</b>		<b>R</b>

Complete below:

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

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: .....

## EVALUATION CRITERIA

***RFQ / quotations received will be evaluated against the following criteria***

### **STAGE 1: PRE-QUALIFICATION CRITERIA (Regulation 4)-PPPFA**

- a) Bidder must submit proof of EME or QSE ***only (level 1 or level 2 BBBEE contributor)*** status will be considered ***(no generic companies will be considered)***

#### **Proof of compliance**

Bidder must submit a valid proof of BBBEE status (BBBEE verification certificate issued by a SANAS accredited agency 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 / BBBEE commission for more information with regards to latest financial year end. E.g 28 February 2021*

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

### **MANDATORY CRITERIA;**

- a) The below documents must be submitted and clearly marked according to the relevant annexures as indicated below:

#	Annexure	Description
1.	A	<p>OEM accreditation for equipment used to provide the printing services as detailed in this bid document.</p> <p><b>Evidence required:</b></p> <p>The bidder must attach a certificate or letter that states that the Bidder is accredited to distribute or resell printers or printing solutions and printer equipment. If a certificate cannot be provided, an official letter signed by an authorised representative from the OEM and or distributor confirming the certification/accreditation status, must be provided. The letters must not be older than 12 months.</p>

2.	B	<p>Functionality Compliance Form.</p> <p><b>The bidder must comply to all elements as listed in the Functionality Compliance Form. Bidders must complete and sign the Functionality Compliance Form.</b></p>
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**NB: Failure to submit any of the above-requested mandatory documents and comply with the requirements will lead to disqualification.**

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

## Stage 2: Technical/Functionality Stage

Preference will be given to professionals / service providers that will be able to demonstrate prior experience of similar projects done. The evaluation benchmark is on the basis that the service provider is able to propose a methodological approach that is applicable to the research questions aforementioned.

An evaluation of functionality will be based on the criteria noted in the table below. Each evaluation criteria in the table will carry a weighting as indicated, and the service provider will be required to score a minimum of 70 points (out of the 100 points), i.e. 70 points, or functionality in order to qualify for further evaluation on price and B-BBEE on stage 2.

### FUNCTIONAL CRITERIA WEIGHING

Category	Description	Maximum points
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#	Functional Evaluation Criteria	Weight	Score
1	<p><b>Experience &amp; References:</b></p> <p>Reference letters required with contactable references for similar completed projects (supply, installation, and maintenance of network and desktop printing equipment). Reference letters must be for bidder's clients within RSA public sector. Reference letters must be from within RSA on the supply, installation, and maintenance of network and desktop printing equipment. Reference letters must be on company letterhead signed by company representative of the bidder's client <b>[20]</b></p> <ul style="list-style-type: none"> <li>Four (4) or above signed reference letters from different clients submitted = <b>20 points</b></li> <li>Three (3) signed reference letters from different clients submitted = <b>15 points</b></li> </ul>	20	

	<ul style="list-style-type: none"> <li>Two (2) signed reference letters from different clients submitted = <b>10 points</b></li> <li>One (1) signed reference letters submitted = <b>5 points</b></li> <li>No reference letters submitted = <b>0 points</b></li> </ul> <p>Contactable references must include name of company, contact details, project description, and project period.</p> <p><b>Important:</b> In the event of sub-contracting, the bidder must furnish the above reference letters of the main contractor and the main contractor's certificate confirming the bidder's involvement in each project.</p> <p><b>MICT SETA reserves the right to contact references prior to award</b></p>		
2	<p><b>Project Implementation</b></p> <p>The bidder/s must provide a detailed project plan to supply and install the printing equipment.</p> <p><b>Project Implementation/ Project Plan</b></p> <p>Bidders are requested to submit a Project Plan which clearly articulates how the project will be delivered. This Project Plan should detail project deliverables and timelines.</p> <ul style="list-style-type: none"> <li>Detailed activity based project plan with clear deliverables (supply and installation) milestone per office = 30</li> <li>High level project plan (no indication of supply and delivery per site, and timelines) = 15</li> <li>No project plan = 0</li> </ul>	30	
3	<p><b>Methodology:</b></p> <p>The service provider must provide the MICT SETA with a support and maintenance plan of how the required services will be delivered to the MICT SETA. The plan should include:</p> <ul style="list-style-type: none"> <li>Training plan = 5 points</li> <li>Maintenance intervals = 10 points</li> <li>Faulty part replacement turn-around time: <ul style="list-style-type: none"> <li>24 hours' replacement = 10 points</li> <li>48 to 72 hours' replacement = 5 points</li> </ul> </li> </ul> <p><b>Non-compliance with the minimum requirement = 0 points</b></p>	30	
4	<p>Profiles or CVs of key project team members to be attached, Project Manager and Service Manager).</p>	20	

	<p>3.1. Relevant experience of Project Manager in managing similar projects. Profile or CV should clearly indicate the projects, project duration, names of clients.</p> <ul style="list-style-type: none"> <li>• 5 years and above = 10 points</li> <li>• 3 to 4 years = 7 points</li> <li>• 1 to 2 years = 3 points</li> <li>• Less than a year = 0 points</li> </ul> <p>3.2. Relevant experience of Service Manager. Profile or CV should clearly indicate the names of clients and contract duration.</p> <ul style="list-style-type: none"> <li>• 5 years and above = 10 points</li> <li>• 3 to 4 years = 7 points</li> <li>• 1 to 2 years = 3 points</li> <li>• Less than a year = 0 points</li> </ul>		
<b>TOTAL</b>		<b>100</b>	

**RFQ submission that meet the Pre- qualification and technical evaluation will be further evaluated 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.**

## 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

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 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:

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

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

Full name	Identity number	Personal tax reference number	State employee number / Persal 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

## 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:

---

(Bid Number and Description)

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

---

(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-</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;”</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 Rends)
- 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>	<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>(c) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(d) who became citizens of the Republic of South Africa by naturalisation-</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>(f) 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>(g) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(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;</p> <p>(i) Black people living in rural and under developed areas;</p> <p>(j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</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 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:**.....