

| | |
|------------------------------------|---|
| RFQ NUMBER | RFQ/MICT/84/2022 |
| RFQ DESCRIPTION | APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PARTITIONING SERVICES FOR THE CAPE TOWN REGIONAL OFFICE |
| RFQ ISSUE DATE | 02 DECEMBER 2022 |
| COMPULSORY BRIEFING SESSION | 07 DECEMBER 2022 @ 11:00am Location: The Boulevard Office Park Block B Ground Floor Searle Street Woodstock |
| CLOSING DATE & TIME | 09 DECEMBER 2022 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered. |
| LOCATION FOR SUBMISSIONS | rfqs@mict.org.za |
| NO: OF DOCUMENTS | 1 SOFT COPY |

For queries, please contact 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 | | |
| CIPC registration documents | | |
| B-BBEE Certificate/ Sworn Affidavit All section of BBEE sworn affidavits must be completed in full. Please see guideline for validating BBEE sworn affidavits | | |
| Pricing Schedule | | |
| Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS and/or SARS issued verification pin | | |
| SBD 6.1 - Preferential Procurement Claim Form | | |
| SBD 4 – Bidder’s Disclosure | | |

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 the 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 the 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 processes.

TERMS OF REFERENCE

1. Background Information

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). 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.

2. Objective

MICT SETA is seeking to appoint a service provider for building fabric alterations at the Western Cape regional office of the MICT SETA which is located at the Boulevard Office Park, Block B, Ground Floor, Searle Street, Woodstock, Cape Town.

3. Scope of Work / Terms of Reference

| | UNIT | QUANTITY |
|--|----------------|----------|
| DEMOLITION | | |
| Supply labour to demolish existing drywalling as indicated and including cart away rubble | m ² | 25 |
| Supply labour to demolish section of brick wall as indicated and cart away rubble | m ² | 4 |
| Supply labour to demolish section of existing ceiling as indicated and cart away rubble | m ² | 14 |
| Demolish existing floor tiling as indicated | m ² | 19 |
| Allowance: Demolish existing floor tile glue | m ² | 19 |
| REMEDIAL | | |
| Supply materials and labour for skirting repairs at drywall demolition | item | 1 |
| Supply materials and labour for general repairs where required | day | 2 |
| Ceiling tile repairs after demolition completed - per box | no | 1 |
| Ceiling tees repairs after demolition completed - per each | no | 10 |
| CEILINGS | | |
| Skimmed ceilings | | |
| Supply and install new skimmed ceiling soffits consisting of 9mm rhino board fixed to and including new screw-up ceiling grid and suspended not exceeding 3000mm below soffit and skimmed with Crete stone | m ² | 3 |
| Extra-over new skimmed ceilings soffits to supply and install vertical bulkheads - not exceeding 200mm high and suspended not exceeding 1000mm below the soffit | m ² | 5 |
| Extra-over new ceilings to supply and install new wall angles or plaster trims - at skimmed ceilings | m ² | 5 |
| Suspended ceilings | | |
| Supply and install new 1200x600mm suspended ceilings complete with OWA Constellation Smart ceiling tiles fitted to and including new white exposed ceiling grid | m ² | 10 |
| Extra-over new ceilings to supply and install new wall angles or shadow lines - at suspended ceilings | m ² | 18 |

| DRYWALLING | | |
|---|----------------|----|
| Supply and install new 89mm thick drywall partitions not exceeding 3.60m high consisting of 1x 12mm Rhino board fixed to both sides of 1x row steel studs and tracks - Skirtings measured elsewhere | m ² | 17 |
| Supply and install new 89mm thick drywalling surrounds - at above new glazing and door installations; Skirtings | m ² | 13 |
| Supply and install 63mm cavity batts fitted to new full-height drywall cavity | m ² | 76 |
| Extra-over drywall partitions for the finishing of corners and corner beading | no | 5 |
| Extra-over drywalling for the installation of 2.70m high natural anodised aluminium termination cappings | no | 2 |
| Extra-over drywalling for the installation of 2.70m high natural anodised aluminium termination cappings - at shopfront junctions | no | 4 |
| Extra-over drywalling for the installation of 2.70m high natural anodised aluminium termination cappings - at window mullions | no | 1 |
| Extra-over new drywalling to supply and install new 75mm high natural anodised aluminium skirtings | m ² | 60 |
| DOORS AND GLAZING | | |
| Doors | | |
| Supply labour to reinstall existing single door fitted to and including natural anodised aluminium drywall doorframes - reuse all existing ironmongery | no | 1 |
| New doors to supply and install new locks and handles set | no | 1 |
| Supply and install a new 2450x813mm semi-solid single door with Masonite paintable finish and fitted. Including new natural anodised aluminium drywall doorframes, handles and locksets | no | 2 |
| Extra-over new doors for additional costs for shopfront outer frames in-lieu of standard drywall frames | no | 3 |
| Glazing | | |
| Supply and install new shopfront glazing consisting of 6.38mm PVB glass fitted to and including new natural anodised aluminium shopfront frames | m ² | 42 |
| PLUMBING | | |
| Allowance to remedy the leak | PC | 1 |
| JOINERY | | |
| KITCHEN AND FLOWER BOXES: 1x 2400 X 700 X 600 Tall Kitchen Fridge Cupboard 2x 880 X 977 X 560 2-Door Bottom Kitchen Cupboards 1x 880 X 488 X 560 4 Draw Bottom Kitchen Cupboard 1x 880 X 488 X 560 Bin Draw Kitchen Cupboard 1x 820 X 488 X 300 Single-Door Top Kitchen Cupboard 1x 820 X 977 X 300 2-Door Top Kitchen Cupboard 3x 977 X 300 X 32mm Floating Shelves 1x 1188 X 300 X 32mm Floating Shelve 1x 3650 X 600 X 20mm Sparkle - Eezi Quartz Countertop 1x 3650 X 70 X 20mm Sparkle - Eezi Quartz Countertop 4x 1200 X 1600 X 350 Flower Box Cupboard with Legs | item | 1 |

| | | |
|--|----------------|--------|
| Allowance for Box Leaf, White Flower Artificial Hedge | | |
| PAINTING | | |
| (Excludes all toilets, stairwells, lift lobbies, common areas, service ducts, fire escapes) | | |
| Supply and apply 2x coats Plascon Polvin to new / existing altered skimmed ceiling soffits and bulkheads | m ² | 18 |
| Supply and apply 2x coats Plascon Polvin to existing walls - Pastel-based colours | m ² | 528 |
| Supply and apply 2x coats Plascon Polvin to new drywall partition installations - Pastel-based colours | m ² | 122 |
| ALLOWANCE: Deep-based colours (25% of total wall area) | m ² | 163 |
| Supply and apply 2x coats Plascon Velvagio to new / reinstalled door leafs | no | 3 |
| Supply and apply 2x coats Plascon Velvagio to existing door leafs | no | 13 |
| Supply and apply 2x coats Plascon Velvagio to existing doorframes | no | 3 |
| GENERAL ALLOWANCE | | |
| Pre-occupation cleaning of premises - Supply labour to clean windows and window frames, wipe down skirtings, and vacuum carpets - within the affected areas only | m ² | 308 |
| Pre-occupation cleaning of premises - Supply labour to clean windows and window frames, wipe down skirtings, vacuum carpets - within the existing toilet block | m ² | 16 |
| FLOORING | | |
| Supply and Install Belgotex Berber Point Carpet Tile - Polish | m ² | 110 |
| Supply and Install Floornet Patch Carpet Tile - Anchor | m ² | 55 |
| Aluminium Finish at Doorways Only | l | 3 |
| Supply and Install Vanguard Plantation Vinyl - Ash Grey | m ² | 136,58 |
| Allowance for minor Floor preparation | Bag | 30 |
| SANDBLAST VINYL AND SIGNAGE | | |
| Allowance for Sandblast Vinyl to glass | PC | 1 |
| BLINDS | | |
| LIGHT FILTERING: ROLLER SCREEN ESSENTIALS 3010 10% • Supply and install 7 x roller blinds – colour to be confirmed | item | 1 |

ADDITIONAL SERVICES

| | UNIT | QAUNTITY |
|---|-------|----------|
| Health and Safety File | item | 1 |
| ELECTRICAL | | |
| Allowance for Electrical | PC | 1 |
| HVAC, FRESH AIR & EXTRACT | | |
| HVAC Engineering Fees | item | 1 |
| Budget for HVAC/fresh air to suit new layout - As Per HVAC Engineer | PC | 1 |
| FIRE DETECTION, FIRE SIGNAGE and EQUIPMENT | | |
| FIRE Engineering Fees | item | 1 |
| Allowance for Fire Signage, Fire Extinguishers | PC | 1 |
| PLAN SUBMISSION TO THE COUNCIL | | |
| Prepare and submit plans and forms | item | 1 |
| Scrutiny fees allowance (payable to CoCT) | item | 1 |
| Arrange inspections with relevant council departments to obtain occupancy | Hours | 2 |

PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

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

Bidders are to provide further cost breakdown where necessary under each line item, and the sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

| Item | Requirement Description | Quantity | Unit Cost (Excl. VAT) | Total Cost (Excl. VAT) |
|------------------------------------|-----------------------------|----------|-----------------------|------------------------|
| 1. | Demolition | | R | R |
| 2. | Remedial | | R | R |
| 3. | Ceilings | | R | R |
| 4. | Drywalling | | R | R |
| 5. | Doors and Glazing | | R | R |
| 6. | Plumbing | | R | R |
| 7. | Joinery | | R | R |
| 8. | Painting | | R | R |
| 9. | General Allowance | | R | R |
| 10. | Flooring | | R | R |
| 11. | Blinds | | R | R |
| 12. | Electrical | | R | R |
| 13. | Additional services | | R | R |
| 14. | Labour | | R | R |
| 15. | Other addition requirements | | | |
| Sub-Total | | | R | |
| VAT@15% | | | R | |
| TOTAL PRICE (INCLUDING VAT) | | | R | |

Complete below:

1. Delivery Address: **MICT SETA Cape Town Regional Office, The Boulevard Office Park Block B Ground Floor ; Searle Street ; Woodstock ; Cape Town.**
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:

EVALUATION CRITERIA

EVALUATION CRITERIA

RFQs received will be evaluated on, compulsory site inspection, mandatory criteria, and Price & Preference

1. ATTENDANCE OF COMPULSORY SITE INSPECTION

Bidders are required to attend a compulsory site inspection of the office prior to providing a quote.

Proof of evidence:

Bidders must sign the compulsory site inspection attendance register.

2. MANDATORY EVALUATION CRITERIA

Bids submitted will be evaluated on mandatory criteria

a) Bidder must be registered with NHBRC

Proof of evidence:

Bidder must submit valid proof of registration with NHBRC (National Home Builders Registration Council)

b) Bidder must be registered with CIDB

Proof of evidence:

Bidder to provide valid proof of registration that is current with CIDB

c) Bidder must be registered with Electrical Contractors Association of South Africa (ECASA)

Proof of evidence:

Bidder must submit valid proof of registration with ECASA (Electrical Contractors Association of South Africa)

d) Bidder must be registered with PIRB

Proof of evidence:

Bidder must submit proof of registration with PIRB (The Plumbing Industry Registration Board)

e) Track Record

Proof of evidence:

Bidder to provide a minimum of three reference letters from previous clients for conducting office partitioning or office designing/re-designing services in the last 4 years.

f) Bidder must demonstrate experience in the required field and provide qualifications

Proof of evidence:

Bidder must submit CVs and certified copies of qualifications for the project manager, supervisor, plumber and electrician.

g) Project Plan Implementation

Proof of evidence:

The bidder must provide its implementation plan for the project. The plan must include but not be limited to the following:

- Activities and Tasks
- Timeframes Deliverables
- Project Initiation Document
- Project- Kick-off meeting
- Weekly Project Report

Only bidders that have met all set mandatory requirements will qualify to be evaluated for price preference

Note: All bidders not meeting the set evaluation criteria will be declared non-responsive.

PRICE AND PREFERENCE EVALUATION

Bidders who meet all evaluation criteria will be evaluated on price and preference.

Bidders will be 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.

PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

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

1 GENERAL CONDITIONS

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

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

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

1.2 Points for this bid shall be awarded for:

Price; and B-BBEE Status Level of Contributor.

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

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

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

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

2 DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price Bid, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3 POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

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

5 BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7 SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

| Designated Group: An EME or QSE which is at last 51% owned by: | EME | QSE |
|---|------------|------------|
| | √ | √ |
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

8 DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number.....

8.3 Company registration number.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (c) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

BIDDER'S DICLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

² 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.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Sworn Affidavit – B-BBEE Exempted Micro Enterprise

I, the undersigned,

| | |
|------------------------------|--|
| Full name and Surname | |
| Identity number | |

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:

| | |
|--|---|
| Enterprise Name: | |
| Trading Name | |
| Registration Number: | |
| Enterprise Address: | |
| Entity Type (CC, (Pty) Ltd, etc.): | |
| Nature of Business: | |
| Definition of “Black People” | 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 – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) 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;” |
| Definition of “Black Designated Groups” | “Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (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; (d) Black people living in rural and under developed areas; (e) 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 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 | Level One (135% B-BBEE procurement recognition level) | |
| At least 51% Black Owned | Level Two (125% B-BBEE procurement recognition level) | |
| Less than 51% Black Owned | Level Four (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,

| | |
|------------------------------|--|
| Full name and Surname | |
| Identity number | |

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:

| | |
|--|---|
| Enterprise Name: | |
| Trading Name | |
| Registration Number: | |
| Enterprise Address: | |
| Entity Type (CC, (Pty) Ltd, etc.): | |
| Nature of Business: | |
| Definition of “Black People” | 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;” |
| Definition of “Black Designated Groups” | “Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (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; (d) Black people living in rural and under developed areas; (e) 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 | Level One (135% B-BBEE procurement recognition level) | |
| At Least 51% black owned | Level Two (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:.....