



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Private Bag X152, PRETORIA, 0001 • OR Tambo Bld, 460 Soutpansberg Road, Rietondale, PRETORIA, 0084
Tel: +27 (0) 12 351 1000 • www.dirco.gov.za

Reference : **DIRCO 02/2015/16**
Enquiries : L Nyondo; I Kubayi
Telephone : 012 351 11286, 11928
Fax : 012 329 1267

Sir/Madam

1. Bid No: **DIRCO 02/2015/16**
2. Invitation to service providers to render a service in respect of air travel, accommodation, car rental and ground transport arrangements by a travel management company for the department of international relations and cooperation for a period of three (3) years
3. Required at Department of International Relations and Cooperation.
4. **Closing date 12 JUNE 2015: 11 O'clock**
5. The attached documents consist of this cover page and the following pages. Terms of Reference, SBD1, SBD2, SBD3.1, SBD 3.2, SBD4, SBD6.1, SBD8, SBD9, Database Form, and General Conditions of Contract.
6. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your bid.
7. Please make sure that your bid reaches this office before the closing date.
8. When submitting your bid, the following information **must** appear on the sealed envelope:
 - Name and address of bidder
 - DIRCO Number
 - Closing date

This envelope can be placed in the bid box at DIRCO New Head office Building, 460 Soutpansberg road Rietondale Pretoria.

OR

If posted, place the aforementioned envelope in a covering envelope addressed as follows:
Department of International Relations and Cooperation 460 Soutpansberg Road Rietondale 0084.

Non compliance with any of **the above** conditions will result in **your bid being disqualified**.

Yours faithfully


DIRECTOR-GENERAL

DATE: 25 May 2015

Kgoro ya Tirisano le Tshomišano ya Dinaga lša Boditšhabatšhaba • Lelapha la Dikamano le Tshebedisano Dinaheng lsa Matjhaba • Lelapha la Dikamano lsa Boditšhabatšhaba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentsana • lSebe lezobudlelwane neNtsebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatlshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matiko ya Misava na Ntirhisano • Departement van Internasionale Betrekkings en Samewerking

**DEPARTMENT OF INTERNATIONAL RELATIONS
AND COOPERATION**

**INVITATION TO SERVICE PROVIDERS TO RENDER A SERVICE IN
RESPECT OF AIR TRAVEL, ACCOMMODATION, CAR RENTAL AND
GROUND TRANSPORT ARRANGEMENTS BY A TRAVEL
MANAGEMENT COMPANY FOR THE DEPARTMENT OF
INTERNATIONAL RELATIONS AND COOPERATION FOR A PERIOD
OF THREE (3) YEARS**



TERMS OF REFERENCE

SPECIFICATION FOR RENDERING A SERVICE IN RESPECT OF AIR TRAVEL, ACCOMMODATION, CAR RENTAL AND GROUND TRANSPORT ARRANGEMENTS BY A TRAVEL MANAGEMENT COMPANY FOR THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION FOR A PERIOD OF THREE (3) YEARS

1. PURPOSE

To appoint a service provider to arrange air travel, accommodation, car rental and ground transport for the Department of International Relation and Cooperation ("DIRCO")

The successful bidder will conclude a Service Level Agreement with the DIRCO for a period of three years.

2. BACKGROUND

The Supply Chain Management Office of DIRCO ("the Travel Office") is responsible for air travel, accommodation, car rental and ground transport for DIRCO's Head Office and a travel agency will therefore be appointed to assist with these bookings in the most cost effective manner as possible.

3. SPECIFICATIONS

The successful bidder will be required to assist DIRCO's officials with air travel, accommodation, car rental and ground transport arrangements. Each requirement must be dealt with in such a manner that the most cost effective travel or accommodation and venue hire is arranged.

3.1 Service Specifications

3.1.1 DIRCO's requirements for air travel, accommodation, car rental and ground transport are amongst others:

a. Air Travel (DOMESTIC AND INTERNATIONAL)

- i. Planning, arranging and amending air travel bookings through available branch offices and agencies situated inside or outside South Africa in line with DIRCO's Travel Policy, as amended from time to time ("the "Travel Policy"). A copy of the Travel Policy will be provided to bidders at the briefing session.
- ii. Negotiating discounts on standard tariffs for air travel with the airline companies.
- iii. Negotiating discounts in travel or credits, on accumulated expenditure for air travels with available airline companies.

b. Accommodation (DOMESTIC)

- i. Planning, booking of and amending of bookings for accommodation mainly within South Africa with any hotel group, private hotel or other available

concern, for example guesthouse or boarding house, where such a requirement is referred to the service provider in line with government prescribed rates.

- ii. Planning, arranging and amending of bookings for venue and services hire on request through available agencies situated inside South Africa in line with the Travel Policy.
- iii. Negotiating discounts on standard tariffs or reduced tariffs with all available hotel groups, private hotels or other concerns.

c. Vehicle Rental/ Car Hire/Ground transport (Domestic)

- i. Planning, arranging and amending vehicle rental/car hire through available agencies situated inside South Africa in line with the Departmental Travel Policy.
- ii. Negotiating discounts on standard tariffs for vehicle rental/car hire with the available vehicle rental/car hire agencies.

d. Venue and Services hire (on request)

- i. Planning, arranging and amending of bookings for venue and services hire on request through available agencies situated inside South Africa in line with the Travel Policy.
- ii. Negotiating discounts on standard tariffs or reduced tariffs with all available hotel groups, private hotels or other concerns.

3.1.2 Time Frames

- i. All voucher documentation will be confirmed through e-mails and SMS messages to the DIRCO employee within one hour of receipt of an order for domestic air travel and land arrangements. Whereas international tickets are to be issued within 3 hours after receipt of an order.
- ii. Personnel from the successful bidder must be available on a 24/7 basis, in order to assist with travel arrangement changes of after hour bookings

3.2 Tariffs / Discount Adjustments:

The successful bidder must provide notice of imminent tariff adjustments, especially in respect of air travels and vehicle rental or car hires or ground transport; and continuously negotiate lower tariffs or higher discounts, whenever needed on behalf of DIRCO. DIRCO reserves the right to form part of any such negotiations, with the hotels and airlines.

3.3 Transaction/Service fees

The successful bidder must submit a detailed method of service fees (the costing structure must be clearly set out). An indication of Value Added Tax (VAT) must be explicitly clear on these fees.

4. RESPONSIBILITIES

4.1 Tasking Authority:

DIRCO's travel office, which is tasked with making travel arrangements, will be responsible for the following:

Provide the successful bidder with the necessary details to enable the successful bidder to action DIRCO's requirements for travel and/or accommodation and vehicle rental or car hire. In this regard, the following shall be taken into consideration:

- a. Official mode of the travel(air/road travel) and accommodation requirements;
- b. Departure and arrival points, dates and mode of travel;
- c. Departure and arrival dates and type of accommodation required(grading, location);
- d. Departure and arrival points, dates and type of vehicle or car required(group of vehicle);
- e. Any other specific requirements relating to, for example, passenger special needs in aircraft to be provided, etc.; and
- f. Responsibility, objective codes and order number; and
- g. Provide the successful bidder with a document to authorize the issuing of the required travel documentation, (Approval of Official Travel, Travel Plan, Accommodation and vehicle rental/ car hire/ground transport.)
- h. Initiate payment after receipt of the necessary proof that the required service was rendered.

4.2. Service provider

The successful bidder will be responsible for the following:

- a. Bookings for travel, accommodation and vehicle rental/ car hire/ ground transport. Preference must be given to the instructions of the tasking authorities in respect of the following:
 - i. Dates, routes, preferred airlines, passenger class, preferred seating and estimated costs for air travel;
 - ii. Hotel facilities within budget, location, availability of parking facilities, distance from airports, ground transport, etc. for accommodation; and
 - iii. Vehicle rental / car hire agencies, their location and distance from the airports.

- b. Facilities required at the venue on request, for example:
 - i. Catering
 - ii. Equipment
 - iii. Parking
 - iv. Facilitators
 - v. Sound and lighting
 - vi. Décor
- c. DIRCO reserves the right to conduct site visits to hotels in the absence of the successful bidder
- d. Confirmation of bookings via e-mail and SMS must be given upon request to the user and issuing of travel documentation after receipt from the tasking official.
- e. Submission of proof that the required service was rendered and/or used, within 48 hours so that payment can be arranged by the Travel Office.
- f. Monthly submission of the required management reports displaying the information per Chief Directorate. The Travel Office requires that detail per responsibility be reflected in these reports. The information is to reflect the following per responsibility:
 - i. Details of the traveler
 - ii. Air Travel
 - iii. Accommodation
 - iv. Vehicle Rental/ Car Hire/ Ground Transport
 - v. Venue and Services Hire (meetings etc.)
- g. Updated lists with names, addresses and telephone numbers of all branch offices and agencies, inside and outside South Africa, and agencies with whom liaison exists outside South Africa on a 24-hour basis, must be made available to the Travel Office on a monthly basis.
- h. Ensure confidentiality in respect of all travel, accommodation and vehicle rental/ car hire/ground transport arrangements concerning all persons.
- i. Ensure continued negotiations with suppliers of all services to the benefit of DIRCO.

4.3 Areas where services are required

- a. DIRCO requires the successful bidder to render the service in terms hereof both nationally and internationally upon request.

5. EVALUATION METHODOLOGY

For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance with the criteria listed as per these Terms of Reference.

5.1 EVALUATION CRITERIA (Responsive, paper and price evaluation)

The bid will be evaluated on the basis of three phases as follows:

5.1.1 Phase 1: Responsive criteria

All bids will be evaluated on the responsive criteria to determine compliance with following requirements

- Valid Tax Certificate
- Completed and signed all attached Standard Bid Documents (SBD's)
- Submission of certified latest audited financial statements as presented by an independent auditor or a letter of comfort by independent auditor
- In case of a joint venture arrangement, a signed joint venture agreement must be attached.
- In case of a consortium arrangement, a proof of registration of the holding company must be attached

Any bidder that fails to comply with any of the requirements will be regarded as submitting a non-responsive bid and will be disqualified.

5.1.2 Phase 2: Functionality Criteria

THE SERVICE PROVIDER THAT FAILS TO MEET 60% IN RESPECT OF FUNTIONALITY CRITERIA WILL BE REGARDED AS HAVING SUBMITTED A NON RESPONSIVE BID AND WILL BE DISQUALIFIED.

Short listed bidders will be evaluated on the following evaluation criteria, weights and values:

CRITERIA		WEIGHTS
1.	MANAGEMENT OF ACCOUNT	30
1.1	<p>24/7 Availability</p> <p>In what way will personnel be available for 24 hours</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Matrix:</p> <p>Personnel available 24 hours on cell phone at home = 3</p> <p>Designated after -hour</p> <p>The personnel will be at a call Centre = 5</p> </div> <p><i>Bidder must indicate if the personnel will be at a call center or will be people with after-hours cell phone</i></p>	10
1.2	<p>Billing Methodology</p> <p>In which manner will the company bill the Department</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Matrix:</p> <p>Demonstrate availability of the billing system</p> <p>Demonstration of different systems and how they work</p> <p>Demonstrate a billing system that is related to DIRCO requirements</p> </div> <p><i>Bidder must indicate the billing methodology(e.g.post billing methodology or pre-payment billing methodology</i></p>	10

1.3	Reconciliation of Account and reporting to Department	<p>In which manner will the account be reconciled? Please demonstrate approach.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Matrix:</p> <p>Demonstrate availability of the reconciliation system</p> <p>Demonstration of different systems and how they work</p> <p>Demonstrate a reconciliation system that is related to DIRCO requirements</p> </div> <p><i>Bidder must indicate the reconciliation process including submission of reports to the Department, supported by clear time frames</i></p>	5
1.4	Security Measures	Please demonstrate security measures that are in place to prevent financial/security irregularities and how will confidentiality of information be maintained?	5
2. REPRESENTIVITY			5
2.1	International Agents	Which and how many international agents will be used and where are they situated? (Foot print)	5
3. CAPACITY			20
3.1	Proposed methodology	<p>Ability to provide a comprehensive air travel , car rental and ground transport and accommodation service</p> <p>Demonstrate in-depth knowledge of the industry (e.g. travel options, cost savings value-add services, product knowledge)</p> <p>Ability and knowledge to handle travel and accommodation services</p>	10 10

4	ORGANISATION CREDENTIALS		30
4.1	Project Plan	<p>The bidder must demonstrate how the service will be provided to DIRCO including minimum of 3 personnel that will be allocated to the DIRCO account.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Matrix:</p> <p>Comprehensive plan with a minimum of 3 personnel with 3 years' experience = 3</p> <p>Comprehensive plan with a minimum of 3 personnel with 5 years' experience = 4</p> <p>Comprehensive plan with a minimum of 3 personnel with 5 years' experience = 5</p> </div>	10
4.2	Current Client Base	<p>Provide a minimum of 3 references (names, contact person and contact number) of major clients (detailed examples of large travel accounts being managed). Accounts similar to DIRCO requirements.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Matrix:</p> <p>3 clients = 3</p> <p>4 Clients = 4</p> <p>5+ Clients = 5</p> </div>	5
4.3	Experience of management and staff	Provide the management structure, directors CV's and abridged CV's of individuals to be operationally involved in the DIRCO account.	5

		<p>Matrix:</p> <p>Minimum of 3 years' experience = 3</p> <p>Minimum of 4 years' experience =4</p> <p>Minimum of 5 years' experience =5</p>	
4.4	Accreditation	Provide proof of AITA accreditation	10
SUBTOTAL			85

5.	Site Visit		15
5.1	Infrastructure	<p>Location and condition of premises the bidder will be operating from.</p> <p>Matrix:</p>	5
5.2	Operational systems	<p>Display of the facilities/ GDS (Global Distribution Systems) utilized by the office in making bookings, turnaround time, telephonic etiquette.</p> <p>Matrix:</p> <p>1 system tool=3</p> <p>2 systems tools = 4</p> <p>3+ system tools = 5</p>	5
5.3	Capacity to render services	How capacitated is the office in terms of the number of consultants to be allocated to the DIRCO account?	5

		<p>Matrix:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Comprehensive plan with a minimum of 3 personnel with 3 years' experience =3</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Comprehensive plan with a minimum of 3 personnel with 4 years' experience =4</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Comprehensive plan with a minimum of 3 personnel with 5 years' experience =5</div> <p>Are there any special consultants designated to service the VIP offices strictly?</p> <p>Matrix:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Comprehensive plan with a minimum of 3 personnel with 3 years' experience at the supervisory level=3</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Comprehensive plan with a minimum of 3 personnel with 4 years' experience at the supervisory level=4</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Comprehensive plan with a minimum of 3 personnel with 5 years' experience at the supervisory level=5</div>	
	SUB TOTAL		15
	GRAND TOTAL		100

Values: 1=Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent

5.2 Phase 3: Price and Preference

Only bidders that have obtained the minimum average points for functionality will be evaluated in terms of the 90/10 preference point system.

A 90/10 principle in terms of the new Preferential Procurement Framework Act of 2000 (PPPFA) Regulations which came into effect on 7 December 2011 shall apply in this bid, the highest acceptable bid will score 90 points and the 10 remaining points for as per the respective B-BBEE status level of contributor.

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

The bid will be awarded to the bidder that scored in total the highest point.

6. PRICING

- 6.1 Please note that DIRCO will enter into a Transaction Fee agreement with the successful bidder that must be fixed for the first year of the contract, and there after the price adjustment, based on CPI will be negotiated after the first 12 months of the contract anniversary

Indicate what the implications will be for DIRCO if changes are made to the structure of commissions paid by suppliers to travel agencies

Please provide the cost per transaction per the table below:

REQUIREMENTS	COST PER TRANSACTION (VAT INCL)
International booking	
International Ticket	
International ticket more than 4 sectors	
Regional Ticket	
Regional ticket more than 4 sectors	
Changes to International ticket after issue	
Cancellation fee	
Domestic booking	
Domestic Ticket	
Changes to domestic ticket after issue	
Cancellation fee	
Additional Services	
Hotel & Guest House	
Conference venue booking	
Car hire – settle direct	
Shuttle services	
Ground transport	
Cancellation fee	
Emergency services(After hour services)	
Other services(Please specify)	

7. GENERAL CONDITIONS

Any alterations to the bid document must be signed in full by the bidder or his authorised signatory. An accompanying letter from the bidder on their official letterhead which indicates such alterations must be attached to such amendments. Failure to comply with this will disqualify the bid. No tippex is allowed in the bid document.

- 7.1. The Government Procurement: General Conditions of Contract will be applicable to this bid provided that DIRCO may conclude a service level agreement with the successful bidder to supplement the General Conditions of Contract.
- 7.2. These Terms of Reference outline the requirements for the provision of travel, accommodation, venues and services hire arrangements to be rendered to DIRCO.
- 7.3. DIRCO reserves the right to contact the companies provided as references by bidders in the functionality criteria 4.2 of this document. Referees will be requested to provide their experience on the services rendered in terms of the following:
- a) Management capabilities
 - b) Accuracy of administrative procedures
 - c) Efficiency of booking procedures
 - d) Customer's services (i.e. quality of services) after hours services
 - e) Handling of changes and cancellation(s)
 - f) Any other aspect of service delivery the Office may deem important

8. SPECIAL CONDITIONS

8.1 SPECIAL CONDITIONS OF THE BID

- Bids submitted must be in line with the detailed specification. Failure to bid accordingly will result in the disqualification of the bids.
- Bidders are requested to bid for the complete tender and not part thereof. Incomplete bids will be disqualified.
- The DIRCO reserves the right to award the bid to one or more services provider/s.
- Bidders are required to quote per item and show a complete price breakdown. Where necessary. Failure to do so may disqualify the bid.
- All prices quoted must fully inclusive of all cost and Value Added Tax. No additional cost other than agreed amounts will be paid by DIRCO.
- Services are to be rendered on a day to day basis. Note that the bidder will also provide after-hours service.
- Price quotation should be quoted on a monthly period for all services rendered and a total bid price for three years. Prices will be fixed for a 1st year period.

- Bidders will be subjected to security assessment.

9. DOMESTIC AND INTERNATIONAL SERVICES:

Separate prices/discounts for domestic and international services should be furnished.

10. CONTACTPERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267
Enquiries pertaining to the completion of tender documents can be directed to the Bid Office, tel. 012 3511928/11286/11045/10435

Closing date of the bid : 12 June 2015 at 11h00 am

Prospective Service Providers/suppliers are encouraged to submit their proposals before the closing date and time, as late submissions will not be accepted.

Prospective Service Providers should submit their bonded proposals in a sealed envelope with the details of the specific tender (**DIRCO 02/2015/16**) on the outside of the envelope.

One (1) original, two (2) hard copies of the bid must be delivered to the address indicated below:

Per hand

Tender Box at the main gate
OR Tambo Building
460 Soutpansberg Road
Rietondale
Department of International Relations and Cooperation
Pretoria
0001

E-Mailed or faxed submissions shall not be accepted.

A briefing session will be held at Department of International Relations and Cooperation, 460 Soutpansberg Road, Rietondale, Pretoria. Interested bidders are invited to attend.

Briefing session date : 26 May 2015 at 10h00 am

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION.

BID NUMBER: DIRCO 02-2015/16

CLOSING DATE: ... 12/06/2015.....

CLOSING TIME: 11:00

DESCRIPTION: INVITATION TO SERVICE PROVIDERS TO RENDER A SERVICE IN RESPECT OF AIR TRAVEL, ACCOMMODATION, CAR RENTAL AND GROUND TRANSPORT ARRANGEMENTS BY A TRAVEL MANAGEMENT COMPANY FOR THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION FOR A PERIOD OF THREE (3) YEARS

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

BID DOCUMENTS MAY BE POSTED TO: **Private Bag X152 Pretoria 0001.**

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
460 Soutpansberg Road Rietondale 0084

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

The bid box is generally open 24 hours a day, 7 days a week.

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

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

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

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER

CODE..... NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)

YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES or

NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

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

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

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER:.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: INTERNATIONAL RELATIONS AND COOPERATION

Contact Person: Mr L Nyondo & Ms I Kubayi

012 351 1286 & 012 351 1928

Fax: 012 329 1267

E-mail address: nyondol@dirco.gov.za & Kubayi@dirco.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mrs E Tshabalala

Tel: +27 12-351 8536

E-mail address: mazibukoe@dirco.gov.za

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.efiling.co.za



Application for a Tax Clearance Certificate

Purpose

Select the applicable option Tenders Good standing

If "Good standing", please state the purpose of this application

Two empty text boxes for stating the purpose of the application.

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)																
Trading name (if applicable)																
ID/Passport no					Company/Close Corp. registered no											
Income Tax ref no					PAYE ref no	7										
VAT registration no	4				SDL ref no	L										
Customs code					UIF ref no	U										
Telephone no	C O D E			N U M B E R			Fax no	C O D E			N U M B E R					
E-mail address																
Physical address																
Postal address																

Particulars of representative (Public Officer/Trustee/Partner)

Surname																
First names																
ID/Passport no					Income Tax ref no											
Telephone no	C O D E			N U M B E R			Fax no	C O D E			N U M B E R					
E-mail address																
Physical address																

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R ,

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

Audit

Are you currently aware of any Audit investigation against you/the company? YES NO
If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

CCYY-MM-DD

Signature of representative/agent Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

CCYY-MM-DD

Signature of applicant/Public Officer Date

Name of applicant/Public Officer

Notes:

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to:
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number:DIRCO.02-2015/16
Closing date 12/06/2015Time 11h00	

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
----------	----------	-------------	---

- Required by:

REQUIREMENTS	COST PER TRANSACTION (VAT INCL)
International booking	
International Ticket	
International ticket more than 4 sectors	
Regional Ticket	
Regional ticket more than 4 sectors	
Changes to International ticket after issue	
Cancellation fee	
Domestic booking	
Domestic Ticket	
Changes to domestic ticket after issue	
Cancellation fee	
Additional Services	
Hotel & Guest House	
Conference venue booking	
Car hire – settle direct	

Shuttle services	
Ground transport	
Cancellation fee	
Emergency services(After hour services)	
Other services(Please specify)	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	DIRCO 02-2015/16.....
Closing Date 12 JUNE 2015 at 11:00	

OFFER TO BE VALID FOR...120...DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
----------	----------	-------------	---

PRICES FOR TRANSPORTATION AS PER SCHEDULE BELOW

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
----------	----------	-------------	---

REQUIREMENTS	COST PER TRANSACTION (VAT INCL)
International booking	
International Ticket	
International ticket more than 4 sectors	
Regional Ticket	
Regional ticket more than 4 sectors	
Changes to International ticket after issue	
Cancellation fee	
Domestic booking	
Domestic Ticket	
Changes to domestic ticket after issue	
Cancellation fee	

Additional Services	
Hotel & Guest House	
Conference venue booking	
Car hire – settle direct	
Shuttle services	
Ground transport	
Cancellation fee	
Emergency services(After hour services)	
Other services(Please specify)	

Note:

All delivery costs must be included in the bid price, for delivery at the prescribed destination.

PRICE ADJUSTMENTS**A NON-FIRM PRICES SUBJECT TO ESCALATION**

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

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

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

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.

"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"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 attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

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.

.....

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....90/10.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) 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

2.1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance

fund contributions and skills development levies;

- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16

4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends 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 capability and ability to execute the sub-contract.
- 5.8 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 an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number :

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

2.

<p>..... SIGNATURE(S) OF BIDDER(S)</p>
--

DATE:.....

ADDRESS:.....

.....

.....

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 as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	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 bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2



**International Relations & Cooperation (DIRCO)
OR Tambo Bld, 460 Soutpansbert Road, Rietondale, PRETORIA, 0084**

Tel: (012) 301 8529

Fax (086) 509 8664

E-mail: swartE2@dirco.gov.za

**APPLICATION FOR REGISTRATION ON
SUPPLIER DATABASE**

THIS FORM MUST BE COMPLETED AND SUBMITTED TO:

**BY HAND: THE SUPPLIER DATABASE OFFICE
SUPPLY CHAIN MANAGEMENT OFFICE
OR Tambo Bld, 460 Soutpansberg Road, Rietondale, PRETORIA, 0084**

For attention: The Supplier Database Administrator

or

**BY MAIL: THE SUPPLIER DATABASE OFFICE
C/O SUPPLY CHAIN MANAGEMENT OFFICE
Private Bag X152
Pretoria
0001**

For attention: The Supplier Database Administrator

ENQUIRIES:

The Supplier Database Administrator Tel (012) 301 8529

Annexure 1: SMME table

Annexure 2: Category / Commodity list

Annexure 3: Required Documentation Checklist

Annexure 4: Banking Information

Annexure 5: Proprietors / Shareholders / Partners / Sole Proprietors / Trustees / Owners

Annexure 6: General Information & Definition

Kindly submit all relevant documentation requested in ANNEXURE 1

**Public Finance Management Act, 1999 (Act 1 of 1999) - (PFMA)
Accounting Officers Procurement Procedures - (AOPP)**

SERVICE PROVIDER DATABASE REGISTRATION FORM

All sections to be completed in black ink, submitted with an original signature commissioned by an authorized Commissioner of Oaths

SUPPLIER DETAILS

<i>Supplier/Vendor Number</i>	OFFICIAL USE ONLY
<i>Registered Name</i>	
<i>Trading as</i>	
<i>Registration Number</i>	
<i>Tax Registration Number</i>	
<i>Tax Certificate Expiry Date</i>	

Classification:	<input checked="" type="checkbox"/>	Only the main area of business
Distributor	<input type="checkbox"/>	
Exporter	<input type="checkbox"/>	
Importer	<input type="checkbox"/>	
Manufacturer	<input type="checkbox"/>	
Repairer	<input type="checkbox"/>	
Sales	<input type="checkbox"/>	
Services	<input type="checkbox"/>	

Type:	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>
Closed Corporation (cc)	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Sole Proprietor	<input type="checkbox"/>	Section 21 Company	<input type="checkbox"/>
Public Company	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Consortium	<input type="checkbox"/>	Co-operation	<input type="checkbox"/>
Foreign Company	<input type="checkbox"/>	Unknown	<input type="checkbox"/>
Government/Institution/Parastate/Organ of State	<input type="checkbox"/>		<input type="checkbox"/>

Area of Operation:	<input checked="" type="checkbox"/>	
Municipal Area	<input type="checkbox"/>	
Provincial	<input type="checkbox"/>	
National	<input type="checkbox"/>	

<i>Toll Free Number</i>	
<i>Email Address</i>	
<i>Website URL</i>	
<i>Local Municipality</i>	
<i>Comment</i>	

Official use:	
<i>Rating</i>	OFFICIAL USE ONLY
<i>Status</i>	OFFICIAL USE ONLY

<input checked="" type="checkbox"/>	
VAT REGISTERED	VAT Registration Number

ADDRESS	
<i>Physical Address</i>	<i>Postal Address</i>

<i>Official use:</i>	<input checked="" type="checkbox"/>
<i>Blacklisted</i>	<input type="checkbox"/>
<i>Reason:</i>	
OFFICIAL USE ONLY	
<i>Expiry Date</i>	

<i>GPS Coordinates:</i>	
<i>Latitude</i>	
<i>Longitude</i>	



Department of International Relations & Cooperation

SUPPLIER MAINTENANCE

Head Office Only	
Captured By:	_____
Date Captured:	_____
Authorised By:	_____
Date Authorised:	_____
Supplier code:	_____
Enquiries:	_____
Tel. No.:	_____

BAS PMIS LOGIS WCS CONTRACTOR
CONSULTANT

OFFICE:

The Director General :

DEPARTMENT OF INTERNATIONAL RELATIONS & COOPERATION

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank. I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validated as per required.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

Company/Personal Details	
Registered Name	_____
Trading Name	_____
Tax Number	_____
VAT Number	_____
Title:	_____
Initials:	_____
First Name:	_____
Surname:	_____
Address Detail	
Payment Address (Compulsory if Supplier)	_____
Postal Code	____
New Detail	
<input type="checkbox"/> New Supplier Information	<input type="checkbox"/> Update Supplier Information
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Department <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other (Specify) _____
Department Number	____

