

PRICING SCHEDULE

CLOSING TIME:

NAME OF BIDDER:

VALIDITY: 120 DAYS

Item 3.0	OUTBOUND : PRETORIA TO MISSION
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Item 3.0 **Airfreight : Food Concession**
 (Importation of foodstuff, meat, perishable goods, fresh produce and toiletries)

**BID DOCUMENT : DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION - 2014
 SHIPMENT OF FOOD CONCESSIONS OF TRANSFERRED OFFICIALS ABROAD**

Door-to-door shipment includes all costs in respect of the following:
 Full export packing and wrapping at residence, transport to warehouse and port, all export documentation, freight cost to destination, customs clearance at destination single delivery at destination, first 10 days of inbound storage/warehouse handling, as well as break bulk fees, etc., **but excludes** the following costs: Agent fees and clearing charges (payable by official), Duties and taxes, quarantine/ customs inspection, Wharfage / Cargo dues, insurance, storage/ warehouse handling, special assembling of modular furniture/equipment, demurrage, inbound storage/warehouse handling (except first 10 days).

NOTE: Items such as liquor, clothing, shoes, toys, reading material, auto spares, electrical appliances, sport equipment and linen are excluded from the concession. Should unauthorised items be included in a shipment the official concerned will be liable for the payment of freight charges on those items, directly to the shipper

MISSION	1 X FULL C09 Container 250 kg (vw) 50 cuft	80% of C09 container 200 KG (vw) 40 cuft	60% of C09 container 150 KG (vw) 30 cuft	40% of C09 Container 100 KG (vw) 20 cuft	25% of C09 Container 60 KG (vw) ___ cuft	TOTAL AVERAGE COST DOOR- TO-DOOR	TOTAL CONTRACT PRICE PER MISSION
	RAND	RAND	RAND	RAND	RAND	RAND	RAND
Abidjan							
Abuja							
Accra							
Addis Ababa							
Algiers							
Antananarivo							
Asmara							
Bamaku							
Beijing							
Bissau							
Brazzaville							
Bujumbura							
Conakry							
Cotonou							
Dakar							
Dar Es Salaam							
Harare							
Havana							
Islamabad							
Kampala							
Khartoum							
Kiev							
Kigali							
Kinshasa							
Lagos							
Libreville							
Lilongwe							
Luanda							
Lubumbashi							
Malabo							
Moroni							
Mumbai							
New Delhi							
Nauakchot							
N'djamena							
Niamey							
Ouagadougou							
Port Louis							
Sao Tome							
Shanghai							
Suva							

PRICING SCHEDULE

CLOSING TIME:

NAME OF BIDDER:

VALIDITY: 120 DAYS

Item 4.0	COMPREHENSIVE INSURANCE
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**BID DOCUMENT : DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION - 2014
SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS OF TRANSFERRED OFFICIALS AND DEPARTMENTAL FURNITURE AND EQUIPMENT TO AND FROM ABROAD AND STORAGE IN THE RSA**

IMPORTANT NOTICE: The amounts and volumes below are only for calculation purposes. The DIRCO is not bound by these values. The BIDDER must only indicate the applicable % in the column provided.

Bid to include full description of insurance facilities available to staff of the Department of International Relations and Cooperation posted abroad.

Insurance coverage is not required for departmental furniture and equipment.

All percentages and applicable prices (VAT Inclusive) are fixed for a period of 12 months and may only be considered for adjustment on an annual basis upon submission of documentary proof based solely on inflationary figures.

Bid to be based on the fact that all insurance contracts are directly between the official on transfer (who is the Owner of the furniture, etc.,) and the Underwriter (the Insurance Company).

		* Indicate % : e.g. 2.25%		BID PRICE
		* %	INSURED VALUE	
		%	SA RAND	SA RAND
1	Marine door-to-door insurance coverage of household goods and personal effects for inbound and outbound shipments, excluding motor vehicle.			
2	Transit residence-to-store insurance coverage of household goods and personal effects and vice versa			
3	Accompanied baggage			
4	Unaccompanied baggage			
5	Small Airfreight			
6	Food Concession			
7	Shipment of one motor vehicle (Outbound)			
8	Shipment of one motor vehicle (Inbound)			
FOR DIRCO USE ONLY:				
9	Total: Other Insurance (F1 - F7)			
			TOTAL	

Note: Any extension of insurance and storage charges beyond the contract period, must be renegotiated with the Contractor on an annual basis, which must include any and all inflationary adjustments.

PRICING SCHEDULE

CLOSING TIME:

NAME OF BIDDER:

VALIDITY: 120 DAYS

Item 5.0	STORAGE RSA
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**BID DOCUMENT : DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION - 2014
HOUSEHOLD GOODS AND PERSONAL EFFECTS OF TRANSFERRED OFFICIALS - STORAGE IN THE RSA**

All prices (VAT inclusive) are fixed for a period of 12 months and may only be considered for adjustment on an annual basis upon submission of documentary proof based solely on inflationary figures.

A	STORAGE OF HOUSEHOLD GOODS AND PERSONAL EFFECTS.	BID PRICE
A.1	Removal of 1000cuft into storage including packing (door-to-door): RESIDENCE to WAREHOUSE (max 100km radius)	
A.3	Redelivery of 1000cuft to residence.	
A.4	Palletised storage per month. Price should be for 1000cuft (5 x 200 cuft (standardised) pallet).	
A.5	Inbond storage (per day) for 1000cuft, excluding first 10 days.	
B	STORAGE OF MOTOR VEHICLE(S)/CARAVAN/TRAILOR/MOTORBOAT/ MOTORBIKE	
	(Official is responsible for delivery and collection).	
B.1.1	* Receiving vehicle(s) into warehouse on transfer.	
B.1.2	* Preparing vehicle(s) to be collected after term of duty.	
B.1.3	Storage per month (irrespective of type of vehicle)	
B.2.1	Receiving caravan into warehouse on transfer.	
B.2.2	Preparing caravan to be collected after term of duty.	
B.2.3	Storage per month (irrespective of type of caravan).	
B.3.1	Receiving trailer into warehouse on transfer.	
B.3.2	Preparing trailer to be collected after term of duty.	
B.3.3	Storage per month (irrespective of type of trailer).	
B.4.1	Receiving motorboat into warehouse on transfer.	
B.4.2	Preparing motorboat to be collected after term of duty.	
B.4.3	Storage per month (irrespective of type of motorboat).	
B.5.1	Receiving motorbike into warehouse on transfer.	
B.5.2	Preparing motorbike to be collected after term of duty.	
B.5.3	Storage per month (irrespective of type of motorbike).	
B.6	Inbond storage per day (excluding first 10 days).	
FOR DIRCO USE ONLY :		
HOUSEHOLD GOODS AND PERSONAL EFFECTS :		SA RAND
Total : Charges related to storage (A.4,B1.3,B2.3,B3.3,B4.3+B5.3) (x 48)		
Total : Other Household Items (A.1,A.3 + A.5)		
Total : Other motorvehicles, etc. items (B1.1,B1.2,B2.1,B2.2,B3.1,B3.2, B4.1,B4.2,B5.1,B5.2+B.6)		
TOTAL		

* **PLEASE NOTE** that the Department will pay a handling fee to place an official's vehicle into storage when the official is being transferred abroad. The Department may also be charged to prepare the vehicle to be collected after an official's term of duty has expired or should the official remove the vehicle permanently from storage before the end of his/her term of duty. The Department may also pay for additional handling, preparing, removal and replacing fee iro certain officials on home leave/official duties. A separate order form for the additional cost will be required for invoicing. An official has to pay for any other private handling/removal costs that are not supported by an orderform and is considered "private".

The Department may also pay for a second vehicle which must be supported by a separate order form on the same conditions.

Annexure B

1 Packing specifications for household goods, personal effects and equipment for long term storage

The successful bidder/bidders is responsible for the packing and unpacking of household goods and personal effects of transferred officials and Departmental furniture and equipment (unless instructed by DIRCO or the transferred official **NOT** to unpack), at the cost specified and in such a manner as to ensure that there is no loss or damage in transit.

The Department reserves the right to carry out an inspection on the premises of the Service Provider at any time in order to ascertain whether the storage is done in accordance with the packing/storage specifications. Each pallet should be clearly marked. The Service provider should have a file for each official, indicating the pallet numbers and the contents of each pallet.

1.1 Wooden furniture (Including mirrors, glass panels for tables, etc. but excluding chairs and couches)

1.1.1 Wrap wooden furniture in blanket

1.1.2 Fragile items such as mirrors, glass panels, etc. with wood finishing should be wrapped in protective packaging or similar wrapping material, which may include cushion craft, aerothene, blanket wrap, AirPlast, etc. and single wallboard flat sheet to give the article rigidity.

1.2 Chairs and couches

1.2.1 Pack in plastic cover, unless loosely stowed and should then be wrapped in protective packaging

1.2.2 Wrap in blankets

1.2.3 *To prevent long-term damage, items should not be packed on the chairs or couches. Additionally, no heavy items, or items that may cause and imprint, should be placed on top of soft furniture.*

1.3 Mirrors, glass panels, etc

1.3.1 Fragile items such as mirrors, glass panels, etc. with wood finishing should be wrapped in protective packaging or similar wrapping material, which may include cushion craft, aerothene, blanket wrap, AirPlast, etc. and single wallboard flat sheet to give the article rigidity

1.4 Bed basis and mattresses

1.4.1 Cover in plastic covers

1.4.2 Wrap in blankets

1.5 White furniture (e.g. refrigerators, freezers (to be stored upright), stoves, microwaves, vacuum cleaners, etc

1.5.1 Doors of refrigerators, freezers, washing machines and dishwashers should be left partly open and covered with a clean blanket.

1.5.2 Wrap in blankets

1.6 Cast iron furniture

1.6.1 Wrap in blankets

- 1.7 Cane Furniture**
 - 1.7.1 Wrap in blankets
 - 1.7.2 Where upholstered, cover in plastic and then blanket
- 1.8 Safes**
 - 1.8.1 Wrap in blankets
- 1.9 Accessories (e.g. Lamps, ornaments, ceramics, etc.)**
 - 1.9.1 Wrap in white paper.
 - 1.9.2 Very fine/fragile ornaments should be wrapped in white paper and bubble plastic.
 - 1.9.3 Pack into appropriate size cartons.
- 1.10 Lampshades**
 - 1.10.1 Wrap in white paper or plastic cover.
 - 1.10.2 Pack in cartons or empty spaces in cupboards, cabinets, etc.
- 1.11 Carpets and Rugs, etc.**
 - 1.11.1 Appropriately prepare to ensure that white paper is first laid over the pile of the carpet.
 - 1.11.2 **Do not** place in plastic cover.
 - 1.11.3 Shall be stored in a separate carpet store /room /area on carpet racking.
 - 1.11.4 The carpet store must be fumigated.
- 1.12 Curtains**
 - 1.12.1 Cartons should be used to store.
 - 1.12.2 Hooks should be removed or covered with white paper, folded double to avoid marking to curtains or liners.
- 1.13 Bedding**
 - 1.13.1 Pack in cartons using white paper
- 1.14 Clothing**
 - 1.14.1 Pack in cartons with white paper.
 - 1.14.2 Wardrobe cartons may be used if necessary
- 1.15 Kitchenware, utensils, pots, pans, etc.**
 - 1.15.1 Wrap in sufficient white paper.
 - 1.15.2 Pack in cartons.
- 1.16 Cutlery, crockery, glassware**
 - 1.16.1 Wrap in white paper.
 - 1.16.2 Fragile items should be wrapped in bubble plastic.
 - 1.16.3 In addition, appropriate size cartons should be used, not larger than 420mm x 420mm x 460mm.
- 1.17 Art Décor, etc.**
 - 1.17.1 Wrap in linen fabric and
 - 1.17.2 Wrap in white paper, appropriate protective material and also
 - 1.17.3 Tape the glass, (diagonally corner to corner), and
 - 1.17.4 Wrap in single wallboard flat sheet where necessary.

- 1.18 Books, photo albums, etc.**
 - 1.18.1 Only leather bound and expensive/ hardback books are to be wrapped individually in white paper.
 - 1.18.2 Pack in appropriate reference cartons

- 1.19 Music equipment, TV sets, computer equipment, etc.**
 - 1.19.1 Wrap in white paper.
 - 1.19.2 Wrap in appropriate protective material (if necessary) and
 - 1.19.3 Wrap in flat sheet (the equipment can also be wrapped in AirPlast and placed directly into appropriate carton (depending on size)

- 1.20 Musical Instruments (Piano etc)**
 - 1.20.1 Wrap in white paper
 - 1.20.1 Wrap in appropriate protective material and single wallboard flat sheet.
 - 1.20.3 Fragile items, i.e. **pianos, must be crated.**
 - 1.20.4 The crating of any fragile items, as per definition shall be included in the contract price

- 1.21 Tool, garage and other equipment**
 - 1.21.1 Wrap in white paper
 - 1.21.2 Pack in cartons or group in bundles

- 1.22 Garden / storeroom equipment/furniture, etc**
 - 1.22.1 Pack in cartons
 - 1.22.2 Wrap in blankets

- 1.23 Odds and ends**
 - 1.23.1 Wrap in white paper
 - 1.23.2 Pack in cartons

- 1.24 Crating**
 - 1.24.1 In general, there are usually two types of crates that are in use – the open (or skeleton) crate and the fully sheeted crate, or packing case

- 1.25 Oil treatment of wooden furniture**
 - 1.25.1 If specifically requested by the client and formally approved, in writing, the Department will once every 12 months pay for oil treatment. Oil impregnated paper may also be used in the treatment of wooden furniture

2 Packing specification for household goods, personal effects and equipment for shipment abroad

The Department reserves the right to carry out inspections on the premises of the Service Provider or on the premises of the official on transfer at any time in order to ascertain whether packing is done in accordance with the packing specifications.

Note: The Service provider and/or Agent must ensure that all keys, screws, hinges and handles are clearly marked and securely placed for easy access and no loss.

2.1 Wooden furniture

- 2.1.1 Wrap in appropriate protective packing material.
- 2.1.2 Sides and corners of wooden furniture should be strengthened with an additional layer of cardboard – where appropriate/necessary, using single board flat sheet.
- 2.1.3 Movable part of furniture, e.g. drawers, should be fastened with twine, not adhesive tape, as it leaves glue mark/stains.
- 2.1.4 Wooden furniture with parts of glass should be labeled with “Fragile” stickers on wrapping.
- 2.1.5 Mirrors, glass panels for tables, wooden furniture with parts of glass and similar items should be protected with appropriate protective packing material.

2.2 Chairs and couches

- 2.2.1 Wrap in white paper and appropriate protective material and single board flat sheet.
- 2.2.2 **Please note** that chairs and couches partly made of wood, e.g. armrests and legs should be packed in the same manner as wooden furniture. Please refer to par. 2.1
- 2.2.3 Filler should not be used

2.3 Bed bases and mattresses

- 2.3.1 Wrap in plastic covers with a maximum of 90 micron virgin plastic.
- 2.3.2 On groupings flat sheet must also be used.

2.4 White furniture (e.g. refrigerators, freezers, stoves, microwaves, vacuum cleaners, etc.)

- 2.4.1 Removable fixtures that might cause damage should be wrapped in white paper.
- 2.4.2 Door of refrigerators/freezers must be left slightly ajar and shipped upright.
- 2.4.3 Wrap in protective material and single wallboard flat sheet.

2.5 Cast iron furniture

- 2.5.1 Wrap in appropriate protective material.

2.6 Cane furniture

- 2.6.1 Wrap in appropriate protective material

2.7 Safes

- 2.7.1 Wrap in flat sheet
- 2.7.2 The Department may request that safes be crated. The crating of these items should not be included in the standard contract price.
- 2.7.3 The Department should be invoiced separately.

2.8 Accessories (e.g. lamps, ornaments, ceramics, etc.)

- 2.8.1 Wrap in white paper.
- 2.8.2 Wrap in appropriate protective material.
- 2.8.3 Pack in the appropriate export carton.
- 2.8.4 The cardboard cartons must be fastened securely with 72 mm adhesive tape.
- 2.8.5 Cartons must be labeled: “This side up”, “Handle with Care” and “Fragile”.
- 2.8.6 All cartons to be fully sealed top and bottom

2.9 Lampshades

- 2.9.1 Wrap in white paper.
- 2.9.2 Wrap in appropriate protective material.
- 2.9.3 Pack in the appropriate export carton.

- 2.9.4 The cardboard cartons must be fastened securely with 72 mm adhesive tape.
- 2.9.5 Cartons must be labeled: "This side up", "Handle with Care" and "Fragile".
- 7.2.9.6 All cartons to be fully sealed top and bottom

2.10 Carpets and rugs, etc.,

- 2.10.1 Lay white paper flat on pile of carpet.
- 2.10.2 Must be rolled and not folded.
- 2.10.3 Wrap in padded protective material

2.11 Curtains, linen, scatter cushions, tablecloths, etc.

- 2.11.1 Pack in cartons with white paper

2.12 Clothing

- 2.12.1 Pack in cartons with white paper

2.13 Kitchenware, utensils, pots, pans, etc

- 2.13.1 Wrap in sufficient white paper.
- 2.13.2 Pack in appropriate size cartons.

2.14 Cutlery, crockery, glassware, etc

- 2.14.1 Wrap in sufficient white paper
- 2.14.2 Very fragile items should also be wrapped in bubble plastic.
- 2.14.3 Cartons should not be over packed in terms of manageable weight
- 2.14.4 Pack in appropriate size cartons not larger than 420 mm x 420 mm x 460 mm.

2.15 Paintings, pictures, portraits, etc.

- 2.15.1 Wax paper on oil paintings and other originals where there is no glass.
- 2.15.2 Wrap in white paper.
- 2.15.3 Wrap in appropriate protective material.
- 2.15.4 Wrap in single wallboard flat sheet.
- 2.15.5 Departmental paintings must be crated. The crating of the paintings should not be included in the standard contract price. The Department must be invoiced separately. This precondition does not apply to officials on transfer

2.16 Art Décor (including paintings)

- 2.16.1 Wrap in linen fabric.
- 2.16.2 Wrap in white paper, appropriate protective material, and also tape glass (diagonally corner to corner).
- 2.16.3 Wrap in single wallboard flat sheet.
- 2.16.4 Wooden crating where necessary must be included in respect of fragile paintings and artwork.
- 2.16.5 Departmental artwork and paintings must be crated. The crating of the artwork should not be included in the standard contract price. The Department must be invoiced separately. This precondition does not apply to officials on transfer.

2.17 Books, photo albums, etc

- 2.17.1 Only leather bound or expensive/ hardback books are to be individually wrapped in white paper.
- 2.17.2 Pack in medium size cartons with paper (book cartons).

- 2.18 Music equipment, TV sets, computer equipment, etc.**
 - 2.18.1 Wrap in white paper.
 - 2.18.2 Wrap in appropriate protective material.
 - 2.18.3 Wrap in single wallboard flat sheet or place in original packing material or appropriate size carton

- 2.19 Musical Instruments (Piano etc.)**
 - 2.19.1 Small musical instruments should be wrapped in appropriate protective material.
 - 2.19.2 Fragile items identified by the transferred official, including pianos and Grandfather Clocks must be crated and are included in the contract price.

- 2.20 Tools, garage and other equipment**
 - 2.20.1 Wrap in white paper (if necessary)
 - 2.20.2 Pack in cartons.
 - 2.20.3 Garden tools, e.g. spade, fork and rake, must be bundled, tied with string and wrapped in bubble plastic

- 2.21 Garden/storeroom equipment/furniture, etc**
 - 2.21.1 Wrap in appropriate protective packaging and single board flat sheet where necessary.
 - 2.21.2 Cartons may be used where necessary.

- 2.22 Marble and Granite**
 - 2.22.1 Marble and granite, in pieces or slabs, in natural form or finished and polished as a finished product, do not constitute used household effects and may not be included in any consignment. Only marble and granite which is an integral part of a piece of furniture can be construed as used household effects and be appropriately wrapped or crated depending on the piece of furniture

- 2.23 Crating**
 - 2.23.1 In general, there are usually two types of crates that are in use- the open (or skeleton) crate and the fully sheeted crate, or packing case and must comply with the ISPN 15 qualification.
 - 2.23.2 **Please note** that DIRCO may request that specified items be crated.
 - 2.23.3 These charges will be invoiced in accordance with the bid prices

3 Storage specification for long-term storage of motor vehicles

- 3.1 The Service Provider's **obligation** is **ONLY** to provide **storage** for motor vehicles and supplementary motor units. It does NOT assume responsibility for the preparation /disconnection of battery[ies]/ removal or infusion of fuel/reconnection of battery[ies] in respect of any vehicle entrusted to them for the said duration of storage.

NOTE: The disconnection of the primary battery could damage the electronics of certain vehicles. It is therefore important for the Service Provider to discuss this with client and get his/her written formal approval to proceed with the process of disconnecting / reconnecting the battery through the appropriate vehicle dealer for the account of the vehicle owner.

- 3.2 The Department may be billed with a once-off charge to prepare the vehicle prior to collection [i.e. a valet service to the interior and exterior of vehicle], after an official's term of duty has

expired, or should an official remove the vehicle permanently from storage before the end of his/her term of duty.

- 3.3 An official will be liable for any handling fees should the vehicle be temporarily removed from storage at any time in between. It is the responsibility of the official to deliver or to collect the vehicle during normal office hours. ***Where the official wishes to deliver or collect his/her vehicle, 48 hours advance notification will be required.***
- 3.4 The Service Provider shall provide a transport service to an official, only on the initial transfer to and from abroad, once his/her motor vehicle has been delivered into storage. The said Transport shall be from the Storage warehouse to the official's Head Office, or residence, within office hours, limited to the contractual radius of 100km, at no additional cost.
- 3.5 The Department **ONLY** pays for the storage and insurance of **maximum two motor vehicle(s)** [inclusive of a motorcycle/motorbike].
- 3.6 Each vehicle shall physically be checked upon receipt in the presence of the owner and a condition report should be prepared. The condition report shall also include the kilometers of the motor vehicle as well as list of all the ancillary accessories/ contents.
- 3.7 The vehicle shall then be placed into storage. The vehicle shall be preferably placed on ramp / stacking device or where there is none on blocks/trestles.
- 3.8 In addition the following auxiliary towable vehicles may also be stored at Departmental expense (A separate order form must be issued).-
 - 3.8.1 A Caravan and/or
 - 3.8.2 A Trailer and/or
 - 3.8.3 A Motorboat

4 Packing specification for the shipment of a vehicle

- 4.1 The Department pays for the shipment and insurance of only one vehicle.
- 4.2 Should additional packing space be required to accommodate an official's entire shipment, the Service Provider shall build a wooden structure over the vehicle.
- 4.3 The Service provider has to check each vehicle, etc. upon receipt in the presence of the owner and a condition report should be prepared and signed by both parties. The condition report should also include the kilometers/mileage of the motor vehicle.
- 4.4 Vehicles should be steam-cleaned before being placed in the container.
- 4.5 The vehicle may then be placed in the container and secured.

NOTE: The disconnection of the primary battery could damage the electronics of certain vehicles. It is therefore important for the Service Provider to discuss this with client and get his/her written formal approval to proceed with the process of disconnecting / reconnecting the battery through the appropriate vehicle dealer for the account of the vehicle owner.

- 4.6 Any additional measures may be taken by an official, but should be arranged and paid for by the official.
- 4.7 To prevent damage in transit, it is a requirement that solid wooden structures, using solid timber, excluding any off-cuts, are constructed over the vehicle. The entire width of the container shall be used when constructing such wooden structure and particular attention shall be given to the distance between the legs supporting the roof, boot and bonnet decks and horizontal beams. The proper chocking of wheels is essential.

Approved Shipping lines and/or Vessel:

Herewith the list of all selected shipping lines in respect of all routes to our missions abroad that must be used for bid purposes, as well as by the successful Contractor once the bid has been awarded.

Please note that no consignments may be sent to the port of Jeddah during the annual Hajj and no consignments of alcohol shall be included in any consignments to Saudi Arabian ports, or ports serving Saudi Arabia, Islamic Republic of Iran or Pakistan.

<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Abidjan	Ivory Coast	Abidjan	MSC Mitsui Osk Lines Foreshore Shipping
Abu Dhabi	UAE	Abu Dhabi	MSC Maersk J T Rennie & Sons
Abuja	Nigeria	Lagos	Maersk Polaris Mitsui Osk Lines
Accra	Ghana	Terna	J T Rennie & Sons Foreshore Shipping Maersk
Addis Ababa	Ethiopia	Djibouti	Polaris Ignazio Messina Foreshore Shipping
Algiers	Algeria	Algiers	P O Nedlloyd Maersk Safmarine
Almaty	Kazakhstan	Bandar Abbas	MSC
Amman	Jordan	Aqaba	Ignazio Messina P O Nedlloyd Maersk
Ankara	Turkey	Istanbul	MSC P O Nedlloyd Maersk
Antananarivo	Madagascar	Tamatave	MSC J T Rennie & Sons Maersk
Asmara	Eritrea	Massawa	Ignazio Messina

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<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Athens	Greece	Piraeus	MSC P O Nedlloyd
Baku	Azerbaijan	Baku	Airfreight
Bamako	Mali	Bamako	Maersk
Bangkok	Thailand	Bangkok	MSC Mitsui Osk Lines K Line
Brazzaville	Congo	Pointe Noire	J T Rennie Maersk Nile Dutch SA
Beijing	China	Xingang	Bridge Marine Maersk Safmarine
Beira	Mozambique	Beira	MSC Maersk Safmarine
Beirut	Lebanon	Beirut	Maersk Ignazio Messina Safmarine
Berlin	Germany	Hamburg	MSC Maersk Safmarine
Berne	Switzerland	Berne	MSC Maersk Safmarine
Beverly Hills	USA	Long Beach	MSC Maersk Safmarine
Brasilia	Brazil	Santos	Green Africa P O Nedlloyd MSC

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Please note that no consignments may be sent to the port of Jeddah during the annual Hajj and no consignments of alcohol shall be included in any consignments to Saudi Arabian ports, or ports serving Saudi Arabia, Islamic Republic of Iran or Pakistan.

<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Brussels	Belgium	Antwerp	MSC Maersk P O Nedlloyd
Bucharest	Romania	Constanza	MSC Maersk Polaris
Budapest	Hungary	Bremehaven	MSC P O Nedloyd Maersk
Buenos Aires	Argentina	Buenos Aires	Mitsui Osk Lines Bridge Marine Mitchell Cotts
Bujumbura	Burundi	Bujumbura	Airfreight
Cairo	Egypt	Alexandria	Maersk MSC Polaris
Canberra	Australia	Sydney	MSC J T Rennie & Sons Mearsk
Caracas	Venezuela	Puerto Cabello	MSC Maersk
Chicago	USA	Chicago	MSC Maersk Mitchell Cotts
Conakry	Conakry	Conakry	MSC Mitsui Osk Lines P O Nedlloyd
Copenhagen	Denmark	Copenhagen	MSC Maersk P O Nedlloyd

Approved Shipping lines and/or Vessel:

Herewith the list of all selected shipping lines in respect of all routes to our missions abroad that must be used for bid purposes, as well as by the successful Contractor once the bid has been awarded.

Please note that no consignments may be sent to the port of Jeddah during the annual Hajj and no consignments of alcohol shall be included in any consignments to Saudi Arabian ports, or ports serving Saudi Arabia, Islamic Republic of Iran or Pakistan.

<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Dakar	Senegal	Dakar	Mitsui Osk Lines Maersk Safmarine
Damascus	Syria	Latakia	MSC
Dar Es Salaam	Tanzania	Dar Es Salaam	MSC Maersk Safmarine
Dhaka	Bangladesh	Chittagong	Mitsui Osk Lines Bridge Shipping K Line
Doha	Qatar	Doha	MSC Maersk Foreshore Shipping
Dublin	Ireland	Dublin	MSC Maersk Safmarine
Frankfurt	Germany	Hamburg	MSC Maersk Safmarine
Gaborone	Botswana	Gaborone	Road freight
Geneva	Switzerland	Rotterdam	MSC Mearsk Safmarine
Hamburg	Germany	Hamburg	MSC Mearsk Safmarine
Hanoi	Vietnam	Haiphong	MSC Safmarine
Harare	Zimbabwe	Harare	Road freight
Havana	Cuba	Havana	MSC P O Nedloyd Maersk

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<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Helsinki	Finland	Helsinki	MSC Maersk Mitchell Cotts
Hong Kong	China	Hong Kong	MSC Mitsui Osk Lines K Line
Islamabad	Pakistan	Karachi	MSC P O Nedlloyd Maersk
Istanbul	Turkey	Istanbul	MSC P O Nedlloyd Maersk
Jakarta	Indonesia	Jakarta	Polaris Maersk P O Nedlloyd
Jeddah	Saudi Arabia	Jeddah	Maersk Ignazio Messina MSC
Kampala	Uganda	Kampala	MSC Maersk P O Nedlloyd
Karachi	Pakistan	Karachi	MSC P O Nedlloyd Maersk
Khartoum	Sudan	Khartoum	Ignazio Messina
Kiev	Ukraine	Odessa	MSC Maersk Polaris
Kigali	Rwanda	Kigali	Polaris MSC Maersk

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<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Kingston	Jamaica	Kingston	P O Nedlloyd MSC Maersk
Kinshasa	DRC	Kinshasa	Airfreight
Kuala Lumpur	Malaysia	Port Kelang	K Line Foreshore Shipping Bridge Marine
Kuwait City	Kuwait	Kuwait City	MSC Maersk Safmarine
Lagos	Nigeria	Lagos	Mitsui Osk Lines Foreshore Shipping Maersk
Libreville	Gabon	Libreville	J T Rennie & Sons Maersk Safmarine
Lilongwe	Malawi	Lilongwe	Road freight
Lima	Peru	Callao	MSC Maersk Safmarine
Lisbon	Portugal	Lisbon	MSC Maersk Safmarine
London	UK	Felixstowe	MSC Mearsk Safmarine
Los Angeles	USA	Los Angeles	MSC P O Nedlloyd Maersk
Luanda	Angola	Luanda	Mitsui Osk Lines MSC Maersk

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<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Lubumbashi	DRC	Lubumbashi	Road freight
Lusaka	Zambia	Lusaka	Road freight
Madrid	Spain	Madrid	MSC Maersk Safmarine
Malabo	E. Guinea	Malabo	Maersk P O Nedlloyd
Manila	Philippines	Manilla	Bridge Marine Mitsui Osk Lines K Line
Maputo	Mozambique	Maputo	Road freight
Maseru	Lesotho	Maseru	Road freight
Mbabane	Swaziland	Mbabane	Road freight
Mexico City	Mexico	Veracruz	Mitchell Cotts Maersk MSC
Milan	Italy	Genoa	MSC
Montevideo	Uruguay	Montevideo	Green Africa Diamond Shipping Mitsui Osk Lines
Montreal	Canada	Montreal	Mitchell Cotts MSC Maersk
Moroni	Comores	Moroni	Polaris
Moscow	Russia	St. Petersburg	MSC Maersk P O Nedlloyd
Mumbai	India	Mumbai (Old Port)	MSC

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<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Munich	Germany	Bremehaven	MSC Maersk P O Nedlloyd
Muscat	Oman	Muscat	Polaris MSC Maersk
Nairobi	Kenya	Mombassa	MSC Maersk Safmarine
New Delhi	India	New Delhi	MSC
New York	USA	New York	MSC Maersk Mitchell Cotts
N'djamena	Chad	N'djamena	Safmarine Maersk
Oslo	Canada	Oslo	MSC Maersk Safmarine
Ottawa	Canada	Montreal	Mitchell Cotts MSC Maersk
Paris	France	Le Havre	MSC Maersk Safmarine
Port Louis	Mauritius	Port Louis	MSC Maersk Safmarine
Prague	Czech Rep.	Hamburg	MSC Maersk Safmarine
Rabat	Morocco	Casablanca	MSC

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<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Ramallah	Palestine	Ashdod	MSC Maersk Polaris
Riyadh	Saudi Arabia	Riyadh	MSC Maersk Safmarine
Rome	Italy	Naples	MSC Maersk Safmarine
Saigon	Vietnam	Ho Chi Minh	MSC Maersk Safmarine
Sao Paulo	Brazil	Santos	Green Africa P O Nedlloyd MSC
Santiago	Chile	Valparaiso	MSC Maersk Safmarine
Seoul	Korea	Busan	MSS Mitsui PO Nedlloyd
Shanghai	China	Shanghai	Mitsui MSC Maersk
Singapore	Singapore	Singapore	MSC K Line Mitsui Osk Lines
Sofia	Bulgaria	Varna	MSC Maersk Safmarine
Stockholm	Sweden	Stockholm	MSC Maersk Safmarine

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<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Suva	Fuji	Suva	P O Nedlloyd Maersk
Taipei	Taiwan	Keelung	Mitsui Osk Lines Bridge Shipping K Line
Teheran	Iran	Bandar Abbas	MSC
Toronto	Canada	Toronto	MSC Safmarine Maersk
Tripoli	Libya	Tripoli	MSC Safmarine Maersk
Tunis	Tunisia	Tunis	MSC Safmarine Maersk
The Hague	Netherlands	Rotterdam	MSC Safmarine Maersk
Tel Aviv	Israel	Ashdod	Maersk MSC Polaris
Tokyo	Japan	Yokohama	P O Nedlloyd Mitsui Safmarine
Vienna	Austria	Rotterdam	MSC Mearsk Safmarine
Warsaw	Poland	Hamburg	MSC
Washington	USA	Baltimore	MSC Maersk Mitchell Cotts

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<u>MISSION</u>	<u>COUNTRY</u>	<u>PORT OF ENTRY</u>	<u>SHIPPING LINE</u>
Wellington	New Zealand	Wellington	MSC Bridge Shipping Maersk
Windhoek	Namibia	Windhoek	Road freight
Yaounde	Cameroon	Dousala	Mitsui Osk Lines Maersk Safmarine
Zurich	Switzerland	Rotterdam	MSC Mearsk Safmarine

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.

¹"State" means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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:

.....

.....

.....

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)
1	10
2	9
3	8
4	5
5	4

4

6	3
7	2
8	1
Non-compliant contributor	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.

.....

.....
 SIGNATURE(S) OF BIDDER(S)

2.

.....

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

SBD 9

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.

SBD 9

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

Email: boniwey@dirco.gov.za Tel: 012 351 1051
Email: segwapam@dirco.gov.za Tel: 012 351 8547
Email: MatsaneP@dirco.gov.za Tel: 012 351 0666

**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 POST: 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) 351 1051 / 8547 / 0666

- 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)

- And also attach:
- A Valid B-BBEE Certificate
 - A Valid SARS Certificate
 - Certified copies of Identity documents for shareholders
 - Certified copies of Company Registration
 - Banking details with a bank stamp attached in the middle of the form
 - Company Profile
 - Commissioner of Oath form (Page 9) should be completed at the Police Station

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

Classification: 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:

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

Area of Operation:

Municipal Area	<input type="checkbox"/>
Provincial	<input type="checkbox"/>
National	<input type="checkbox"/>

Toll Free Number	
Email Address	
Website URL	
Local Municipality	
Comment	

Official use:

Rating	OFFICIAL USE ONLY
Status	OFFICIAL USE ONLY

VAT REGISTERED VAT Registration Number

ADDRESS

Physical Address	Postal Address

<i>Official use:</i>	<input checked="" type="checkbox"/>
<i>Blacklisted</i>	
<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:	_____
Enquires:	_____
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	____

Supplier Account Details

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

Account Type Cheque Account
 Savings Account
 Transmission Account
 Bond Account
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number

*CC Registration

*Please include CC/CK where applicable

Practise Number

Bank stamp

Contact Details

Business

Area Code Telephone Number

Home

Area Code Telephone Number

Fax

Area Code Telephone Number

Cell

Cell Code Cell Number

Email Address

Contact Person:

<input type="text"/>	<input type="text"/>
Supplier Signature	Regional Office Sender
<input type="text"/>	<input type="text"/>
Print Name	Print Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	Rank
<input type="text"/>	<input type="text"/>
Date (dd/mm/yyyy)	Date (dd/mm/yyyy)

PLEASE RETURN TO THE RELEVANT REGIONAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:

NB: All relevant fields must be completed