



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 08/2015/16**
Enquiries : I Kubayi/A Mnisi/ Mr L Nyondo
Telephone : 012 351 1928/10435/11286,
Fax : 012 329 1267

Sir/Madam

1. Bid No: **DIRCO 08/2015/16**
2. **REQUEST FOR A SERVICE PROVIDER TO PROVIDE BRANDING AND PROMOTIONAL MATERIAL FOR THE FORUM ON CHINA-AFRICA COOPERATION (FOCAC) 2 - 5 DECEMBER 2015, AT THE SANDTON CONVENTION CENTRE, JOHANNESBURG.**
3. Required at Department of International Relations and Cooperation.
4. **A Non-Compulsory Briefing session will be held on the 21st October 2015 at 11:00am at OR Tambo Building 460 Soutpansberg Road**
5. **Closing date 09 NOVEMBER 2015: 11 O'clock**
6. The attached documents consist of this cover page and the following pages. Terms of Reference, SBD1, SBD2, SBD3.1, SBD4, SBD6.1, SBD8, SBD9, Database Form, and General Conditions of Contract.
7. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your bid.
8. Please make sure that your bid reaches this office on or before the closing date.
9. 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 either 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 and addressed to:
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 regarded as non-responsive**

Yours faithfully


DIRECTOR-GENERAL

DATE: 18 October 2015

Kgoro ya Tirisano le Tshomisano ya Dinaga tsa Boditshabatshaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditshabatshaba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Lelebudlelwane Bemave kanye Nekusebenlisana • ISebe lezobudlelwane neNisebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matiko ya Misava na Ntirhisano • Departement van Internasionale Betrekkings en Samewerking

**DEPARTMENT OF INTERNATIONAL RELATIONS
AND COOPERATION**

**Invitation for a Service Provider to provide Branding and
Promotional Material for the Forum on China-Africa
Cooperation (FOCAC) to be held at the Sandton Convention
Centre, Johannesburg
2 - 5 December 2015.**



TERMS OF REFERENCE

1. PURPOSE

The Department of International Relations and Cooperation ("DIRCO") intends to appoint a Service Provider that will provide branding material for the Forum on China-Africa Cooperation (FOCAC) which will be taking place from 2 - 5 December 2015, at the Sandton Convention Centre, Johannesburg.

2. BACKGROUND

South Africa will be hosting the Second Summit of the Heads of State and Government of FOCAC from 2 – 5 December 2015 at the Sandton Convention Centre (SCC), Johannesburg. Established in 2000, FOCAC is a multilateral platform for exchange and cooperation between China and African countries, which covers various aspects of politics, trade, economy, society and culture.

It is expected that this all-important event will be attended by heads of state and government, ministers of foreign affairs and economic cooperation from 50 African countries, the People's Republic of China, as well as the Chairperson of the African Union Commission under the theme: "**Africa-China Rising Together: Cooperation for Common Development**".

In addition to the Summit, there will be a number of proceedings taking place as a build-up to the event. As such, the host country, South Africa, through DIRCO, has been mandated to facilitate and manage the logistics of the Summit.

3. SPECIFICATION

3.1 SCOPE OF WORK

DIRCO requires the services of a service provider to provide branding and Promotional Material for FOCAC to effectively promote the event to our target audience prior, during and post the event.

3.1.1 Branding and Promotional Material

The successful bidder will be tasked with providing the following items for the FOCAC:

A. Branding Material

- Hotel branding
- Branding at the O.R. Tambo, Waterkloof and Lanseria Airports
- Branding for side events

B. Promotional Material

- Summit conference packs
- Presidential event stationery

A. BRANDING MATERIAL

BRANDING			
NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY
1.	HOTEL BRANDING Branding at hotels where Heads of State and delegations will be accommodated (X6 Hotels)	1. <u>Branded Wide Base Pull/Roll Up Banner</u> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	36 (6 per Hotel)
		2. <u>Double Sided Flag Banners</u> <ul style="list-style-type: none"> • Dimensions : 3,5m x 0,64m : 4,2m (pole) • Finishing : High Level Full colour Print • Material : Nylon • Branding : Full colour (Artwork to be provided) • Supplied with ground peg and carry bag • Windproof design • Washable 	36 (6 per Hotel)
2.	AIRPORT BRANDING O.R. TAMBO INTERNATIONAL AIRPORT (O.R. Tambo/ Lanseria/ Waterkloof)	1. <u>Branded Welcome and information desks with High Chairs</u> <ul style="list-style-type: none"> • Shape : Semicircle • Height : 1m • Width : 2m • Colour : White • Material : PVC <p><u>Chairs</u></p> <ul style="list-style-type: none"> • Structure : Low back plastic chairs with foot rest • Colour : White 	<ul style="list-style-type: none"> • X 2(Domestic & International) • X 4 (2 per table)
		2. <u>Branded Wide Base Pull/Roll Up Banners</u> <i>(Signage for dedicated Airport lanes)</i> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm 	<ul style="list-style-type: none"> • X 2

	<ul style="list-style-type: none"> • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	
	<p>3. <u>Branded Wide Base Pull/Roll Up Banner</u> <i>(State Protocol Lounges)</i></p> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	<ul style="list-style-type: none"> • X 10
Lanseria Airport	<p>1. <u>Branded Welcome and information desk with High Chairs</u></p> <ul style="list-style-type: none"> • Shape : Semicircle • Height : 1m • Width : 2m • Colour : White • Material : PVC <p><u>Chairs</u></p> <ul style="list-style-type: none"> • Structure : Low back plastic chairs with foot rest • Colour : White 	<ul style="list-style-type: none"> • X 1 • X 2
	<p>2. <u>Branded Wide Base Pull/Roll Up Banners</u> <i>(Signage for dedicated Airport lane)</i></p> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy 	<ul style="list-style-type: none"> • X 1

	<ul style="list-style-type: none"> • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	
	<p>3. <u>Branded Wide Base Pull/Roll Up Banner</u> <i>(State Protocol Lounges)</i></p> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	<ul style="list-style-type: none"> • X 5
Waterkloof Base	<p>1. <u>Branded Welcome and information desk with High Chairs</u></p> <ul style="list-style-type: none"> • Shape : Semicircle • Height : 1m • Width : 2m • Colour : White • Material : PVC <p><u>Chairs</u></p> <ul style="list-style-type: none"> • Structure : Low back plastic chairs with foot rest • Colour : White 	<ul style="list-style-type: none"> • X 1 • X 2
	<p>2. <u>Branded Wide Base Pull/Roll Up Banner</u></p> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	<ul style="list-style-type: none"> • X 10

3.	BRANDING FOR SIDE EVENTS	1. <u>Branded Wide Base Pull/Roll Up Banner</u> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	• X 10
		2. <u>Media Backdrops</u> <ul style="list-style-type: none"> • Dimensions : 2390 x 2000mm • Material : 450gsm satin finish PVC substrate • Aluminium Retractable construction • Supplied with carry bag 	• X 5
		3. <u>Double Sided Flag Banners</u> <ul style="list-style-type: none"> • Dimensions : 3,5m x 0,64m : 4,2m (pole) • Finishing : High Level Full colour Print • Material : Nylon • Branding : Full colour (Artwork to be provided) • Supplied with ground peg and carry bag • Windproof design • Washable 	• X 20

B. PROMOTIONAL MATERIAL

NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY
1.	SUMMIT CONFERENCE PACKS (300 Pax)	Branded conference packs inclusive of: <ul style="list-style-type: none"> - Swivel Flash disks 8g - A5 Ethnic folder with lined notepad(1cm line break) - Waterman expert matte black-gold trim ball-pen - Latitude Tech Trolley Back Pack 	<ul style="list-style-type: none"> • X 300 • X 300 • X 300 • X 300
2.	PRESIDENTIAL EVENT STATIONERY (800 Pax)	Envelopes	• X 800
		Size : Standard size landscape envelope 220mm w/110mm-h Finish : Gold foiling and full-colour printing. Paper : Saville Row – Colour :Natural Ivory (120 gsm)	
		Die-cut invitation covers	• X 800
		Size : 170mm-w/250mm-h Folded and scored in 3/4 (175mm-w/90mm-h) Finish : Gold foiling and full-colour printing. Paper : Saville Row Colour : Natural Ivory (280gsm)	
		Invitation insert	• X 800
		Size : 170mm-w/250mm-h Folded and scored in 3/4 (175mm-w/90mm-h) Finish : Gold foiling and full-colour printing. Paper : Saville Row Colour : Natural Ivory (120gsm)	

		<p><u>Die-cut menu covers</u></p> <p>Flat size : 195mm(w)/ 185mm(h)</p> <p><i>*Folded and scored in half (97mm(w)/ 185(h))</i></p> <p>Finish : Gold foiling and full-colour printing.</p> <p>Paper : Saville Row</p> <p>Colour : Natural Ivory (280gsm)</p>	<ul style="list-style-type: none"> • X 800
		<p><u>Menu/Programme insert:</u></p> <p>Size : 195mm-w/ 185ww-h</p> <p><i>*Folded and scored in half (97mm(w)/ 185mm(h))</i></p> <p>Finish : Printing full-colour</p> <p>Paper : Saville Row</p> <p>Colour : Natural Ivory (120gsm)</p> <p>MENU INSERT TO BE PRINTED UPON REQUEST</p>	<ul style="list-style-type: none"> • X 800
		<p><u>Table cards</u></p> <p>Flat size : 120mm (w) x 100mm (h) <i>flat 60mm (standing blocks)</i></p> <p><i>*Folded and scored in half</i></p> <p>Finish : Gold foiling and full-colour printing</p> <p>Paper : Saville Row</p> <p>Colour : Natural Ivory (280gsm)</p>	<ul style="list-style-type: none"> • X 800

	<p>Seating cards</p> <p>Size : 125mm(h).85mm(w)</p> <p>Finish : Gold foiling and full-colour printing.</p> <p>Paper : Saville Row</p> <p>Colour : Natural Ivory (280gsm)</p>	<ul style="list-style-type: none"> • X 800
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4. VALIDITY PERIOD OF BID

Validity period from date of closure: 120 days

5. EVALUATION METHODOLOGY

The selection of the successful bidder will be evaluated in the following three phases:

5.1.1 PHASE1: Responsive Criteria

The minimum requirements that must be satisfied / met by prospective bidders in order to proceed to the next stage of the evaluation process are the following:

- Valid Tax Clearance Certificate must be submitted with the bid documents;
- Completion and submission of the following Standard Bid Documentation (SBD): SBD 1, SBD 2, SBD 3.1, SBD 4, SBD 6.1, SBD 8, SBD 9 completed and signed.
- **NB: If all the above-mentioned requirements are not met, the bid will be considered Non-responsive.**

5.1.2 PHASE2: Functionality Criteria

The minimum score will be 60% on functionality.

The evaluation criteria and its respective weights are the following:

Criteria	Weight						
	100						
Project plan	35						
<p>A comprehensive proposal which indicates the implementation of the project.</p> <p>The project plan should include delivery turnaround times.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Delivery within 48 hours after awarding of bid</td> <td>5</td> </tr> <tr> <td>Delivery within three (3) to six (6) days after awarding the bid</td> <td>4</td> </tr> <tr> <td>Delivery within seven (7) to ten (10) days after awarding the bid</td> <td>3</td> </tr> </table>		Delivery within 48 hours after awarding of bid	5	Delivery within three (3) to six (6) days after awarding the bid	4	Delivery within seven (7) to ten (10) days after awarding the bid	3
Delivery within 48 hours after awarding of bid	5						
Delivery within three (3) to six (6) days after awarding the bid	4						
Delivery within seven (7) to ten (10) days after awarding the bid	3						

Experience	Bidders will be required to provide information demonstrating a Minimum of three (3) years experience in providing Branding and Promotional Material.	35	
	Evaluation Matrix		
	Three (3) years experience		3
	Four (4) to five (5) years experience		4
Certification	Printing Industries Federation of South Africa PIFSA (PIFSA) Certification	10	
	<i>If you are outsourcing to a service provider, the certification of that service provider must be attached together with the agreement/contract signed by both parties.</i>		
Knowledge	Bidders will be required to provide a Minimum of three (3) letters of motivation and contactable references from previous clients that have worked with the bidder.	20	
	Evaluation Matrix		
	Three (3) contactable references		3
	Four (4) to six (6) contactable references		4
	Seven (7) or more contactable references	5	

6. PHASE 3: Price and Preference Criteria

The criteria with regards to preference points will be done according to the principles as laid down in Preferential Procurement Regulations, 2001 and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

The applicable formula (90/10) will be utilised to evaluate the bid, of which ninety (90) points are allocated for price and for functionality, and the remaining ten (10) points are allocated for BBBEE points as allocated for in the enclosed form SBD6.1 that must be completed in detail.

B-BBEE Status Level of 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
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The DIRCO is committed to the promotion of BBBEE and the Preferential Procurement Policy Framework Act.200 (Act No.5 of 2000) (PPPFA)

7. SPECIAL CONDITIONS

- 7.1 The Department reserves the right to seek sponsorship for the said event which may impact on the value of the bid to be awarded.
- 7.2 The evaluation will also take into account additional value add that will be negotiated with media owners for the benefit of this event and this should be encased in the proposal.
- 7.3 The department reserves the right to partially award the bid

8. GENERAL CONDITIONS

- 8.1 The Government Procurement: General Conditions of Contract will be applicable to this bid.
- 8.2 The DIRCO reserves the right to accept sponsorship for various services from one or more bidders without compromising the standard and quality of the service required.
- 8.3 The DIRCO reserves the right to conclude a Service Level Agreement with the successful bidder to supplement the General Conditions of Contract.
- 8.4 The DIRCO further reserves the right to appoint more than one bidder if deemed necessary.
- 8.5 The DIRCO will not be held responsible for any costs incurred by the bidders in the preparation and submission of the proposal.
- 8.6 DIRCO is not obliged to select or to appoint any of the bidders submitting proposals.
- 8.7 Evaluation on functionality criteria can only be done on the basis of information, which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- 8.8 The Bid must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender).

9. FEES AND PAYMENT SCHEDULE

- 9.1 Fees must be quoted in South African currency;
- 9.2 All prices quoted must include VAT; and

9.3 Bidders should take note that DIRCO will pay any amount due within thirty (30) days after the receipt of invoice and the service has been rendered.

9.4 Bidders should indicate in their responses, services that are or may be sponsored.

10. CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed in writing to the Supply Chain Management of the Department of International Relations and Cooperation.

Prospective service providers should submit their binded proposals in a sealed envelope with the details of the specific bid on the outside of the envelope to:

Per Hand

Tender Box

Department of International Relations and Cooperation
OR Tambo Building
460 Soutpansberg Road
PRETORIA
0002

Submissions must be posted or hand delivered to the mentioned addresses on or before 11h00 on the closing date .09 November 2015.

Prospective bidders are encouraged to submit their proposals on or before the closing date and time, as late submissions will not be accepted.

E-mail or faxed submissions shall not be accepted.

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

INVITATION TO BID

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

BID NUMBER: DIRCO 08/2015/16 CLOSING DATE: ...09/11/2015..... CLOSING TIME: 11:00

DESCRIPTION: **REQUEST FOR A SERVICE PROVIDER TO PROVIDE BRANDING AND PROMOTIONAL MATERIAL FOR THE FORUM ON CHINA-AFRICA COOPERATION (FOCAC) 2 - 5 DECEMBER 2015, AT THE SANDTON CONVENTION CENTRE, JOHANNESBURG.**

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

Tel: 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: Ms G Mashile

Tel: +27 12-351 1061

E-mail address: mashileG@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

Particulars of applicant

Form for applicant details including Name/Legal name, Trading name, ID/Passport no, Company/Close Corp. registered no, Income Tax ref no, PAYE ref no, VAT registration no, SDL ref no, Customs code, UIF ref no, Telephone no, E-mail address, Physical address, and Postal address.

Particulars of representative (Public Officer/Trustee/Partner)

Form for representative details including Surname, First names, ID/Passport no, Income Tax ref no, Telephone no, E-mail address, and 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.

C C Y Y - M M - D D

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.

C C Y Y - M M - D D

Signature of applicant/Public Officer Date

Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - 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 ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- 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 08-2015/16
Closing date 09/11/2015Time 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)
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- Required by:

Pricing Schedule

A. BRANDING MATERIAL

NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY	COST PRICE PER ITEM	TOTAL PRICE
1.	HOTEL BRANDING Branding at hotels where Heads of State and delegations will be accommodated (X6 Hotels)	<p>1. Branded Wide Base Pull/Roll Up Banner</p> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy 	36 (6 per Hotel)		

		<ul style="list-style-type: none"> • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 			
		<p>2. <u>Double Sided Flag Banners</u></p> <ul style="list-style-type: none"> • Dimensions : 3,5m x 0,64m • : 4,2m (pole) • Finishing : High Level Full colour Print • Material : Nylon • Branding : Full colour (Artwork to be provided) • Supplied with ground peg and carry bag • Windproof design • Washable 	36 (6 per Hotel)		
2.	<p>AIRPORT BRANDING</p> <p>O.R. TAMBO INTERNATIONAL AIRPORT</p> <p>(O.R. Tambo/ Lanseria/ Waterkloof)</p>	<p>1. <u>Branded Welcome and information desks with High Chairs</u></p> <ul style="list-style-type: none"> • Shape : Semicircle • Height : 1m • Width : 2m • Colour : White • Material : PVC <p><u>Chairs</u></p>	<ul style="list-style-type: none"> • X 2 (Domestic & International) • X 4 (2 per table) 		

	<ul style="list-style-type: none"> • Structure : Low back plastic chairs with foot rest • Colour : White 			
	<p>2. Branded Wide Base Pull/Roll Up Banners <i>(Signage for dedicated Airport lanes)</i></p> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	• X 2	•	•
	<p>3. Branded Wide Base Pull/Roll Up Banner <i>(State Protocol Lounges)</i></p> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality 	• X 10	•	•

		<ul style="list-style-type: none"> & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 			
Lanseria Airport	1. <u>Branded Welcome and information desk with High Chairs</u>	<ul style="list-style-type: none"> • Shape : Semicircle • Height : 1m • Width : 2m • Colour : White • Material : PVC <p><u>Chairs</u></p> <ul style="list-style-type: none"> • Structure : Low back plastic chairs with foot rest • Colour : White 	<ul style="list-style-type: none"> • X 1 • X 2 		
	2. <u>Branded Wide Base Pull/Roll Up Banners</u> <i>(Signage for dedicated Airport lane)</i>	<ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour 	<ul style="list-style-type: none"> • X 1 	•	•

	<ul style="list-style-type: none"> • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 			
	<p>3. <u>Branded Wide Base Pull/Roll Up Banner</u> (State Protocol Lounges)</p> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	• X 5	•	•
Waterkloof Base	<p>1. <u>Branded Welcome and information</u></p>	• X 1	•	•

		<p><u>desk with High Chairs</u></p> <ul style="list-style-type: none"> • Shape : Semicircle • Height : 1m • Width : 2m • Colour : White • Material : PVC <p><u>Chairs</u></p> <ul style="list-style-type: none"> • Structure : Low back plastic chairs with foot rest • Colour : White 	<ul style="list-style-type: none"> • X 2 		
		<p>2. <u>Branded Wide Base Pull/Roll Up Banner</u></p> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	<ul style="list-style-type: none"> • X 10 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

3.	BRANDING FOR SIDE EVENTS	<p>1. Branded Wide Base Pull/Roll Up Banner</p> <ul style="list-style-type: none"> • Dimensions : 850mm x 2 000mm • Branding : Full Colour • Finishing : High Level Full colour Print • Material : Lay flat White PVC quality & resolution • Wide Base : Aluminium Alloy • Branding : Full colour (Artwork to be provided) • Supplied with carry bag 	• X 10	•	•
		<p>2. Media Backdrops</p> <ul style="list-style-type: none"> • Dimensions : 2390 x 2000mm • Material : 450gsm satin finish PVC substrate • Aluminium Retractable construction • Supplied with carry bag 	• X 5	•	•

		<p>3. <u>Double Sided Flag Banners</u></p> <ul style="list-style-type: none"> • Dimensions : 3,5m x 0,64m : 4,2m (pole) • Finishing : High Level Full colour Print • Material : Nylon • Branding : Full colour (Artwork to be provided) • Supplied with ground peg and carry bag • Windproof design • Washable 	• X 20	•	•
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B. PROMOTIONAL MATERIAL

NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY		
1.	SUMMIT CONFERENCE PACKS (300 Pax)	Branded conference packs inclusive of: <ul style="list-style-type: none"> - Swivel Flash disks 8g - A5 Ethnic folder with lined notepad(1cm line break) - Waterman expert matte black-gold trim ball-pen 	<ul style="list-style-type: none"> • X 300 • X 300 • X 300 		

		Latitude Tech Trolley Back Pack	• X 300		
2.	PRESIDENTIAL EVENT STATIONERY (800 Pax)	<p>Envelopes</p> <p>Size : Standard size landscape envelope 220mm w/110mm-h</p> <p>Finish : Gold foiling and full-colour printing.</p> <p>Paper : Saville Row –</p> <p>Colour : Natural Ivory (120 gsm)</p>	• X 800	•	•
		<p>Die-cut invitation covers</p> <p>Size : 170mm-w/250mm-h</p> <p>Folded and scored in 3/4 (175mm-w/90mm-h)</p> <p>Finish : Gold foiling and full-colour printing.</p> <p>Paper : Saville Row</p> <p>Colour : Natural Ivory (280gsm)</p>	• X 800	•	•
		<p>Invitation insert</p> <p>Size : 170mm-w/250mm-h</p> <p>Folded and scored in 3/4 (175mm-w/90mm-h)</p> <p>Finish : Gold foiling and full-colour printing.</p>	• X 800	•	•

	<p>Paper : Saville Row</p> <p>Colour : Natural Ivory (120gsm)</p>			
	<p>Die-cut menu covers</p> <p>Flat size : 195mm(w)/ 185mm(h)</p> <p><i>*Folded and scored in half (97mm(w)/ 185(h))</i></p> <p>Finish : Gold foiling and full- colour printing.</p> <p>Paper : Saville Row</p> <p>Colour : Natural Ivory (280gsm)</p>	• X 800	•	•
	<p>Menu/Programme insert:</p> <p>Size : 195mm- w/ 185ww-h</p> <p><i>*Folded and scored in half (97mm(w)/ 185mm(h))</i></p> <p>Finish : Printing full-colour</p> <p>Paper : Saville Row</p> <p>Colour : Natural Ivory (120gsm)</p> <p>MENU INSERT TO BE PRINTED UPON REQUEST</p>	• X 800	•	•

		<p>Table cards</p> <p>Flat size : 120mm (w) x 100mm (h) <i>flat 60mm</i> (standing blocks)</p> <p><i>*Folded and scored in half</i></p> <p>Finish : Gold foiling and full- colour printing</p> <p>Paper : Saville Row</p> <p>Colour : Natural Ivory (280gsm)</p>	<p>• X 800</p>	<p>•</p>	<p>•</p>
		<p>Seating cards</p> <p>Size : 125mm(h).85mm(w)</p> <p>Finish : Gold foiling and full- colour printing.</p> <p>Paper : Saville Row</p> <p>Colour : Natural Ivory (280gsm)</p>	<p>X 800</p>		

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

**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 08-2015/16

Closing date 09/11/2015 Time 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)
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- Required by:

Pricing Schedule

A. BRANDING MATERIAL

NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY	COST PRICE PER ITEM	TOTAL PRICE
1.	HOTEL BRANDING Branding at hotels where Heads of State and delegations will be accommodated (X6 Hotels)	<ul style="list-style-type: none"> - Pull up banners (FOCAC) - Flag banners (FOCAC) 	<ul style="list-style-type: none"> • X 36 (6 per hotel) • X 36 (6 per hotel) 		
2.	AIRPORT BRANDING (O.R. Tambo, Lanseria & Waterkloof Base)	FOCAC branding inclusive of: O.R Tambo International Airport <ul style="list-style-type: none"> - Welcome and information desks (2m Hard Plastic Semi-circle tables with two chairs each) - Signage for 	<ul style="list-style-type: none"> • X 2(Domestic & International) • X 2 		

		<p>dedicated airport lanes</p> <ul style="list-style-type: none"> - Pull Up Banners for State Protocol lounges <p>Lanseria Airport</p> <ul style="list-style-type: none"> - Welcome and information desks (2m Hard Plastic Semi-circle table with two) - Signage for dedicated airport lanes - Pull Up Banners for State Protocol lounges <p>Waterkloof Airport</p> <ul style="list-style-type: none"> - Welcome and information desks (2m Hard Plastic Semi-circle table with two chairs) - Pull Up Banners for State Protocol lounges 	<ul style="list-style-type: none"> • X 10 • X 1 • X 1 • X 5 • X 1 • X 10 		
3.	BRANDING FOR SIDE EVENTS	<ul style="list-style-type: none"> - Pull up banners - Media backdrops - Flag banners 	<ul style="list-style-type: none"> • X 10 • X 5 • X 20 		
TOTAL PRICE				R	

B. PROMOTIONAL MATERIAL

NO.	ITEM/SERVICE	DESCRIPTION	QUANTITY	COST PRICE PER ITEM	TOTAL PRICE
1.	SUMMIT CONFERENCE PACKS (300 Pax)	Branded conference packs inclusive of: <ul style="list-style-type: none"> - Swivel Flash disks 8g - A5 Ethnic folder with lined notepad(1cm line break) - Waterman expert matte black-gold trim ball-pen - Latitude Tech Trolley Back Pack 	<ul style="list-style-type: none"> • X 300 • X 300 • X 300 • X 300 		
2.	PRESIDENTIAL EVENT STATIONERY (800 Pax)	Event Stationery inclusive of: <ul style="list-style-type: none"> - C5 Envelopes - Die-cut invitation covers with three (3) panels - Die-cut menu covers with (3) three panels - Menu inserts - Table cards - Portrait Seating cards 	<ul style="list-style-type: none"> • X800 • X800 • X800 • X800 • X80 • X800 		
TOTAL PRICE				R	
GRAND TOTAL				R	

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

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:

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

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

November 2011

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.

.....

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

Js365bW

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.