



## 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 06/2019/20**  
Enquiries : Ms I Kubayi; Mr S Molekoa; Mr T Motloung  
Telephone : 012 351 1928/0362/8640  
Fax : 012 329 1267

Sir/Madam

1. Bid No: **DIRCO 06/2019/20**
2. **REQUEST FOR PROPOSALS INVITATION TO SERVICE PROVIDERS TO BID FOR THE PROCUREMENT, SUPPLY, DELIVERY AND SUPPORT OF DESKTOP AND LAPTOP COMPUTERS FOR DIRCO OFFICES IN HEAD OFFICE**
3. Required at the Department of international Relations and Cooperation (OR Tambo Building)
4. **Closing date: 16<sup>th</sup> January 2020 at 11:00am**
5. **A compulsory briefing session will be held on: 10<sup>th</sup> December 2019 10 O'clock at, OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria.**
6. The attached documents consist of this cover page and the following pages. Terms of Reference, SBD1, SBD3.1, SBD4, SBD6.1, SBD8, SBD9, 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 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

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

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

Yours faithfully

  
CHIEF DIRECTOR

DATE: 29/11/2019

Kgoro ya Tirišano le Tšhomišano ya Dinaga tša Boditšhabatšhaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentlisa • ISebe lezobudlelwane neNtsebenziswano 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



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& cooperation

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## **TERMS OF REFERENCE**

**INVITATION TO SERVICE PROVIDERS TO BID  
FOR THE PROCUREMENT, SUPPLY, DELIVERY  
AND SUPPORT OF DESKTOP AND LAPTOP  
COMPUTERS FOR DIRCO OFFICES IN SOUTH  
AFRICA**

# INVITATION TO SERVICE PROVIDERS TO BID FOR THE PROCUREMENT, SUPPLY ,DELIVERY AND SUPPORT OF DESKTOP AND LAPTOP COMPUTERS FOR DIRCO OFFICES IN SOUTH AFRICA

## 1. INTRODUCTION

- 1.1 The Department of International Relations and Cooperation ("DIRCO") is a key component of government as it conducts and coordinates South Africa's international relations and promotes its foreign policy objectives. At the same time, it also monitors international developments and advises government on foreign policy and related domestic matters.
- 1.2 These activities are coordinated nationally and internationally with South African missions (Embassies, High Commission, Consulates and other Diplomatic Offices) that are located all over the world.
- 1.3 The department is required to be alert at all times and to have at its disposal, up-to-date and secure information to enable it to perform its functions without hindrances or constraints.
- 1.4 DIRCO therefore has an obligation to invest in technology that is fit for this purpose, and that will enable the department to perform its functions optimally.

## 2. PURPOSE

- 2.1 The purpose of issuing the present Terms of Reference, is to invite bidder/s to propose the procurement, supply, delivery and support of desktop and laptop computers to all DIRCO offices in South Africa.
- 2.2 The project aims to meet the following requirements:
  - a) Modernisation and standardisation of Desktops and Laptops across all DIRCO offices;
  - b) Localise the logistics (shipping and delivery) and support (repair and replace) to all DIRCO offices in South Africa.

*MAR*

### 3. SCOPE OF WORK

- 3.1 The bidder/s will be required to supply the required equipment to all DIRCO offices as outlined in Annexure "A".
- 3.2 The bidder/s are expected to deliver all required equipment to DIRCO offices as outlined in Annexure "A".
- 3.3 The bidder/s will be required to provide maintenance and support for the equipment at all DIRCO offices as outlined in Annexure "A".
- 3.4 DIRCO is responsible for the primary management of all devices in terms of equipment configurations and monitoring.
- 3.5 The table below indicates the intended responsibilities of the parties in executing the project:

Activity	Bidder(s) responsibility	DIRCO responsibility
Provisioning of Hardware	Supply hardware as per DIRCO's specification	<ul style="list-style-type: none"> <li>• Provide hardware specification</li> <li>• Verify that the hardware provided is according to specification</li> </ul>
Imaging of equipment	<ul style="list-style-type: none"> <li>• Package the software images for rapid installation on new devices</li> <li>• Load the DIRCO software image onto the new Device</li> </ul>	<ul style="list-style-type: none"> <li>• Provide bidder/s with Software licenses for image pre-configurations</li> <li>• Provide bidder/s with applications needed in the image</li> <li>• Test the image</li> </ul>
Logistics	Shipping and delivery of all consignments to all offices at no additional costs.	Provide the delivery addresses and contact details.
Equipment Installation	Delivery and functionality test of equipment.	<p>Provide test environment and sign-off receipt in good order.</p> <p>Configuration of DIRCO software and user settings.</p>

Equipment Insurance (up to delivery to customer)	Must ensure that equipment is insured in the event of loss (inclusive of theft, damage and dead on arrival).	Report the losses accordingly.
Hardware maintenance and support	Repair or replace any faulty hardware according to requirements matrix as outlined in Annexure "C".	Report hardware incidents to the service provider after troubleshooting.
Project Management services.	Provide all project management services in relation to the deliverables (Logistics, Implementation plan) within a maximum period of one (1) month after the issuance of an order number.	Allocate office space at the DIRCO Head Office for the duration of the project.

### 3.6 Technical Specifications and Deliverables

- 3.6.1 For System Specifications see **Annexure "B"**. Bidders must ensure that they provide standardised equipment to all DIRCO offices.
- 3.6.2 For full quantities see **Annexure "A"**.
- 3.6.3 The bidder/s is expected to provide an additional 10% of the quantities that must be costed separately, these devices will be procured on a time and material (T&M) basis. The department reserves the right to not utilise the full financial value of the 10% worth of equipment.
- 3.6.4 The bidder/s will be responsible for the packaging and delivery of the equipment.
- 3.6.5 Equipment must be delivered to all respective sites. **See Annexure "A"**.
- 3.6.6 The bidder/s must test the equipment upon delivery at the site.

3.6.7 The list of equipment must accompany the delivery note and must be signed off by a DIRCO official.

### 3.7 Support and Maintenance

3.7.1 The bidder/s must provide the maintenance and support for equipment to all offices for a duration of 5 years

3.7.2 The bidder/s must provide a maintenance and support plan/strategy on how they will comply with the response time frame as per the required service matrix (**Annexure "C"**) for all DIRCO offices in South Africa.

### 3.8 Project Implementation Strategy

3.8.1 The bidder/s must use a project management methodology to deliver the expected services.

3.8.2 The bidder/s proposed Project Management Plan (PMP) is expected to cover amongst others the following:

3.8.2.1 Provide a detailed project plan indicating the phases of the delivery, timeframes, and resources allocated.

3.8.2.2 Ensure that the delivery of all equipment is completed within a maximum period of a month after issuance of a purchase order.

3.8.3 The PMP should include the following:

3.8.3.1 Detailed Project definition and planning.

3.8.3.2 Detailed Project implementation plan

3.8.3.3 Detailed Pricing for the project.

3.8.3.4 Detailed Project stages and milestones.

### 3.9 Costing

3.9.1 The bidder/s must provide a detailed proposal which will itemise all costs on services related to the item as indicated in the specifications (VAT inclusive);  
SBD 3.1

3.9.2 Only SBD 3.1 costing will be accepted.

#### 4. EVALUATION METHODOLOGY

All the bids received will be evaluated in three phases: **(Administrative Compliance, Functionality and price and BBBEE Status Level of Contribution)**

##### 4.1 Phase 1: Administrative Compliance

**Bidders must attend the compulsory briefing session as outlined in 9.2.3. Failure to attend will result in disqualification.**

Potential Service Providers must comply with all minimum requirements in order to qualify for the next stage of the evaluation process. Non submission will result in disqualification.

The minimum requirements which must be fully and comprehensively complied with are as follows:

Documents that must be submitted	Non-submission may result in disqualification?	
Standard Bid Documents (SBD) : SBD1, SBD 4, SBD 8, SBD 9	YES	<p>Completed and signed SBD1, SBD 4, SBD 8, SBD 9</p> <p>In the event the bidders fail to submit the completed documents at the time of submitting the proposal, a bidder will be requested to submit the documents within 3 days from the date of request, failure to submit the documents will disqualify the bidders.</p> <p>In case of Joint Venture arrangement, all parties must also submit all the mandatory documents</p>
SBD 6.1	NO	<p>Completed and signed SBD 6.1</p> <p>BBBEE points may be allocated to bidders on submission of the following documentation or evidence:</p> <ul style="list-style-type: none"> <li>• A duly completed and signed Preference Point Claim Form: SBD 6.1; and</li> <li>• BBBEE Certificate or a sworn affidavit</li> </ul> <p>Failure to submit the signed documents will not be a disqualifying factor but will result in forfeiting the BBBEE points</p>
Registration on Central Supplier Database (CSD)	YES	<p>Bidders must be registered as a service provider on the CSD. Bidders who are not registered must do so before submitting their proposals and vendor numbers can be obtained from: <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a>.</p> <p>Submit proof of registration.</p>
SBD 3.1 form	YES	All bidders must complete, initial and sign the SBD 3.1 form.

Joint Venture agreement	YES	In case of Joint Venture arrangement, a signed Joint Venture agreement must be attached with all SBD forms and joint venture BBBEE certificate.
Audited financial statements	YES	Latest three years audited financial statements  In case of Joint Venture, each company must submit three years audited financial statements.
Dated and signed Letter of guarantee and warranty on hardware from the Original Equipment Manufacturer (OEM)	YES	✓ All laptops must have international warranty
Letter of accreditation as a reseller from the Original Equipment Manufacturer (OEM)	YES	Authorisation for distribution and sale of equipment from OEM's
Project Plan	YES	<ul style="list-style-type: none"> <li>• Provide a detailed Project plan indicating the phases of the delivery, timeframes, and resources allocated.</li> </ul> <p>The Project plan should the following:</p> <ul style="list-style-type: none"> <li>✓ Detailed Project definition and planning.</li> <li>✓ Detailed Project implementation plan.</li> <li>✓ Detailed Pricing for the project.</li> <li>✓ Detailed Project stages and milestones.</li> </ul>

#### 4.2 Phase 2: Functionality Criteria

4.2.1 A panel will evaluate all proposals received on the functionality criteria as reflected. A bidder that scores less than seventy percent (70%) in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified.

4.2.2 For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance with the evaluation criteria:

Item	Criteria	Response required (All responses must be based on the Specifications)	Weight
1.	<b>Capacity to deliver the project</b>	Provide evidence of logistical experience in successfully executing similar projects in the form of signed testimonials from institutions with a user base of at least 500 computers, with contactable references. In order for the reference\testimonial to be valid, it must include the following information: <ul style="list-style-type: none"> <li>✓ Letter Head</li> <li>✓ Customer name and contact details</li> </ul>	30



		<ul style="list-style-type: none"> <li>✓ Scope of deliverables or services</li> <li>✓ Date of Project</li> <li>✓ Number of computers (End User devices) or the value above R8 Million Rands</li> </ul> <table border="1" data-bbox="464 385 1311 777"> <thead> <tr> <th>Scoring matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 testimonial with reference</td> <td>0 Point</td> </tr> <tr> <td>1 testimonial with reference</td> <td>1 Point</td> </tr> <tr> <td>2 testimonials with references</td> <td>2 Points</td> </tr> <tr> <td>3 testimonials with references</td> <td>3 Points</td> </tr> <tr> <td>4 testimonials with references</td> <td>4 Points</td> </tr> <tr> <td>5 testimonials with references</td> <td>5 Points</td> </tr> </tbody> </table>	Scoring matrix	Points	0 testimonial with reference	0 Point	1 testimonial with reference	1 Point	2 testimonials with references	2 Points	3 testimonials with references	3 Points	4 testimonials with references	4 Points	5 testimonials with references	5 Points	
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2.	<b>Knowledge and expertise</b>	<p>The bidders must provide the project manager's CV and certified qualifications outlining their experience and capabilities in executing similar projects. Certified copies of qualifications must include either Prince2/ or PMBOK certifications.</p> <table border="1" data-bbox="464 999 973 1391"> <thead> <tr> <th>Scoring matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Less than a year</td> <td>0 Point</td> </tr> <tr> <td>1 year</td> <td>1 Point</td> </tr> <tr> <td>1 to 2 years</td> <td>2 Points</td> </tr> <tr> <td>3 to 4 years</td> <td>3 Points</td> </tr> <tr> <td>5 to 6 years</td> <td>4 Points</td> </tr> <tr> <td>7 or more years</td> <td>5 Points</td> </tr> </tbody> </table>	Scoring matrix	Points	Less than a year	0 Point	1 year	1 Point	1 to 2 years	2 Points	3 to 4 years	3 Points	5 to 6 years	4 Points	7 or more years	5 Points	10
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3.	<b>Support Capability</b>	<p>The bidder/s must provide support strategy on how they will meet the onsite turnaround time for all offices as outlined in annexure A as per the service requirements as outlined in Annexure C. The support strategy must reflect the resource allocation, process flow, response and turnaround times.</p> <table border="1" data-bbox="464 1581 888 1982"> <thead> <tr> <th>Scoring matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>More than 48 Hours</td> <td>0 Point</td> </tr> <tr> <td>8 Hours</td> <td>1 Point</td> </tr> <tr> <td>7 Hours</td> <td>2 Points</td> </tr> <tr> <td>6 Hours</td> <td>3 Points</td> </tr> <tr> <td>5 Hours</td> <td>4 Points</td> </tr> <tr> <td>Less than 5 Hours</td> <td>5 Points</td> </tr> </tbody> </table>	Scoring matrix	Points	More than 48 Hours	0 Point	8 Hours	1 Point	7 Hours	2 Points	6 Hours	3 Points	5 Hours	4 Points	Less than 5 Hours	5 Points	30
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4	Project Implementation Strategy	The bidder/s must provide a detailed project management plan on how they will deliver all equipment to all sites. The plan must include activities, milestones, resources and timeframes.	30														
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		Matrix		Points													
		More than 1 month		0 Point													
		1 Month		1 Point													
		3 weeks		2 Points													
		2 weeks		3 Points													
		1 week		4 Points													
Less than a week	5 Points																
Total Weight	100																

**5. Presentation and Site visits**

5.1 DIRCO reserves the right to call for presentations and to conduct site visits from shortlisted bidders on the complete service offering and project management approach and to also conduct due diligence on references submitted for the bid.

5.2 DIRCO reserves the right to ask for the samples of the proposed computer equipment as part of the due diligence.

**6. Phase 3: Points awarded for price and BBBEE Status Level of Contribution**

**6.1 BBBEE Points allocation**

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4

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8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed and signed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate

**7. Joint Ventures, Consortiums and Trusts**

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.

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.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **Department of International Relations and Cooperation** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

**8. Sub-contracting**

Bidders/ tenderers who want to claim Preference points will have to comply fully with regulations 11(8) and 11(9) of the PPPFA Act with regard to sub-contracting.

The following is an extract from the PPPFA Act:

11(8) "A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer 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 tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract."

11(9) "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."

## 9. GENERAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon:

- a. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which Department of International Relations and Cooperation is prepared to enter into a contract with the successful Bidder(s).
- b. The bidder submitting the General Conditions of Contract to Department of International Relations and Cooperation together with its bid, duly signed by an authorised representative of the bidder.

## 10. SERVICE LEVEL AGREEMENT

10.1 Upon award Department of International Relations and Cooperation and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by Department of International Relations and Cooperation, more or less in the format of the draft Service Level Indicators included in this tender pack.

10.2 Department of International Relations and Cooperation reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.

10.3 Bidder(s) are requested to:

- a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
- b. Explain each comment and/or amendment; and
- c. Use an easily identifiable colour font or "track changes" for all changes and/or amendments to the Service Level Indicators for ease of reference.

10.4 Department of International Relations and Cooperation reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to Department of International Relations and Cooperation or pose a risk to the organisation.

## 11. SPECIAL CONDITIONS OF THIS BID

Department of International Relations and Cooperation reserves the right:

- 11.1 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)
- 11.2 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 11.3 To accept part of a tender rather than the whole tender.
- 11.4 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 11.5 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 11.6 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 11.7 Award to multiple bidders based either on operational needs and risk assessment
- 11.8 DIRCO will enter into a service level agreement with the successful bidder. The service level agreement will govern the relationship between the parties; ensure that services are provided according to specified standards and within stipulated timeframes; and provide for penalties and remedies for under/poor performance and non-compliance with terms and conditions of the service level agreement.
- 11.9 DIRCO reserves the right to appoint more than one bidder.
- 11.10 DIRCO reserves the right to partially award the bid.
- 11.11 Tax compliance Status will be confirmed upon awarding of the bid.
- 11.12 DIRCO reserves the right to increase or decrease the final quantities based on business requirements.
- 11.13 The bid evaluation will only be done on the basis of information that was requested and provided.
- 11.14 All documents submitted in response to this proposal shall become the property of DIRCO.
- 11.15 DIRCO reserves the right and full discretion to:
  - 11.15.1 Withdraw from this process and the provisions of the bid at any time;
  - 11.15.2 Cancel this bid at any time and all subsequent proposals may be rejected in whole or in part.
  - 11.15.3 Change the dates of adjudication and submission;

- 11.16 DIRCO's decisions will be final and no correspondence will be entered into from the closing date of submissions until after the selection process has been completed. Bidders will be formally notified of the outcome of the bid.
- 11.17 A bid proposal will only be deemed accepted once written notice has been given by DIRCO to the successful bidder.
- 11.18 Receipt of a proposal neither commits DIRCO to award the bid to any entity, even if all requirements stated in this TOR are met, nor does it limit DIRCO's right to negotiate in its best interest.
- 11.19 It will be accepted that the bidder, on submitting the bid response, has read, understood and accepted all the terms and conditions of this TOR. It shall therefore be accepted by DIRCO that the submission of the bid proposal by any bidder confirms its complete acceptance of the terms and conditions contained in this TOR.
- 11.20 DIRCO reserves the right to invite bidders to present or otherwise demonstrate their proposed solution to clarify aspects that are required as part of the evaluation process, at the respondent's own costs.
- 11.21 DIRCO will not be responsible for or pay any expense or losses which may be incurred by any bidder in the preparation and submission of the bid proposal and the costs of the proposal at all stages of the bid process shall be for each bidder's own account.
- 11.22 If the bidder is a company, a certified copy of the resolution of the Board of Directors (personally signed by the Chairman of the Board) authorising the person who signs this bid proposal to do so, as well as to sign any agreement resulting from this bid and any other documents and correspondence in connection with this bid and/or agreement on behalf of the company, must be submitted with this bid proposal.
- 11.23 If the bidder is in partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorising the person who signs this bid proposal to do so, as well as to sign any agreement resulting from this bid and any other documents and correspondence in connection with this bid and/or agreement on behalf of the partnership, must be submitted with this bid proposal.
- 11.24 If a bidder and its partner, or any person employed by him/her/it, is found to have either directly or indirectly offered, promised or given to any person in the employ of DIRCO any commission, gratuity, gift or other consideration, DIRCO shall have the right summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss or additional cost or expenses, to immediately disqualify the bidder. The bidder will be responsible for all and any loss that DIRCO suffers as a result hereof.
- 11.25 All information and pricing will be treated as strictly confidential and will be used for the evaluation of the bid only. No information will be disclosed to parties outside of the bid evaluation committee.

- 11.26 Bidders must submit a covering letter on a letterhead signed by a duly authorised representative of the entity. The letter must include an acknowledgement in the following terms:  
"We hereby confirm that any or all the information disclosed in the bid response is true and correct and will be binding. We also agree to provide any documentary proof of such information that may be requested by DIRCO at any stage during the bid process".
- 11.27 Throughout this bid process and thereafter, prospective bidders must obtain from DIRCO written approval prior to the release of any information that pertains to the potential work or activities covered by this bid or the subsequent process. Failure to adhere to this requirement will result in immediate disqualification from the bid process. In this regard DIRCO reserves the right to institute legal proceedings against the bidder.
- 11.28 DIRCO will treat all proposals as confidential until a contract is awarded or the process is completed. Thereafter, proposals and related documentation may be made available for inspection at DIRCO's sole discretion, except for material that is proprietary or confidential and that has been pointed out to DIRCO as such. DIRCO will not disclose or make public any information, which the bidder and its partner has marked "proprietary" or "confidential".
- 11.29 It is compulsory for all persons employed or contracted by the successful bidder/bidders and its partner and who will partake in this project to undergo security vetting.
- 11.30 DIRCO reserves the right to require the replacement of any person assigned to this project, should they not receive a successful security clearance, at the commencement of the contract.

## **12. DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION REQUIRES BIDDER(S) TO DECLARE**

In the Bidder's Technical response, bidder(s) are required to declare the following:

- 12.1 Confirm that the bidder(s) is to:
- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of the Department of International Relations and Cooperation
  - b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
  - c. Act with circumspection and treat the Department of International Relations and Cooperation fairly in a situation of conflicting interests;
  - d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;

- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with Department of International Relations and Cooperation;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of Department of International Relations and Cooperation as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from Department of International Relations and Cooperation will not be used or disclosed unless the written consent of the client has been obtained to do so.

### **13. CONFLICT OF INTEREST, CORRUPTION AND FRAUD**

13.1 Department of International Relations and Cooperation reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of Department of International Relations and Cooperation or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of Department of International Relations and Cooperation's officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;



- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

#### **14. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT**

- 14.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that Department of International Relations and Cooperation relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 14.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by Department of International Relations and Cooperation against the bidder notwithstanding the conclusion of the Service Level Agreement between Department of International Relations and Cooperation and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

#### **15. PREPARATION COSTS**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing Department of International Relations and Cooperation its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

#### **16. INDEMNITY**

If a bidder breaches the conditions of this bid and, as a result of that breach, Department of International Relations and Cooperation incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or

enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds Department of International Relations and Cooperation harmless from any and all such costs which Department of International Relations and Cooperation may incur and for any damages or losses Department of International Relations and Cooperation may suffer.

#### **17. PRECEDENCE**

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

#### **18. LIMITATION OF LIABILITY**

A bidder participates in this bid process entirely at its own risk and cost. Department of International Relations and Cooperation shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

#### **19. TAX COMPLIANCE**

No tender shall be awarded to a bidder who is not tax compliant. Department of International Relations and Cooperation reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to Department Of International Relations And Cooperation, or whose verification against the Central Supplier Database (CSD) proves non-compliant. Department of International Relations and Cooperation further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

#### **20. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers Department of International Relations and Cooperation reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

#### **21. GOVERNING LAW**

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or

in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

## **22. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL**

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that the Department of International Relations and Cooperation allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the Department of International Relations and Cooperation will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

## **23. CONFIDENTIALITY**

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with Department of International Relations and Cooperation's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied Department of International Relations and Cooperation remain proprietary to Department of International Relations and Cooperation and must be promptly returned to Department of International Relations and Cooperation upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure Department of International Relations and Cooperation's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

## **24. DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION PROPRIETARY INFORMATION**

Bidder will on their bid cover letter make declaration that they did not have access to any Department of International Relations and Cooperation proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

## 25. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid **DIRCO: 06-2019/20**, the Department of International Relations and Cooperation may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

## 26. FEES AND PAYMENT SCHEDULE

- 26.1 Fees must be quoted in South African currency.
- 26.2 All prices quoted must include Value Added Tax (VAT).
- 26.3 Price adjustments will be allowed at the times and periods specified in the Terms of Reference. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 26.4 Bidders should take note that the Department will pay within 30 days after the receipt of a valid tax invoice and after the services have been rendered to DIRCO's satisfaction.
- 26.5 The format of the quotation/price list must be in the same format as the specification list on the SBD 3.1 document, attached. Please do not submit in any other format.

## 27. CONTACT PERSONS AND SUBMISSIONS

### 27.1 Enquiries

All enquiries can be directed to Supply Chain Management:

Tel: +27 12 351 1928 /8640/0362

Email address: [kubayii@dirco.gov.za](mailto:kubayii@dirco.gov.za); [motloungr@dirco.gov.za](mailto:motloungr@dirco.gov.za) and [molekoas@dirco.gov.za](mailto:molekoas@dirco.gov.za)

### 27.2 Submission of Proposals

- 27.2.1 Prospective bidders should submit their bonded proposals in a sealed envelope with the details of the specific bid on the outside of the envelope to:

#### **Per hand**

The Department of International Relations and Cooperation

OR Tambo Building

460 Soutpansberg Road

Rietondale

Pretoria

0084

27.2.2 Submissions should be deposited or hand delivered to the above mentioned address on or before 11:00 am 16 January 2020.

27.2.3 The Compulsory briefing session will be held at DIRCO offices, OR Tambo Building, Multipurpose Centre, 460 Soutpansberg Road, Rietondale, Pretoria on 10 December 2019 at 10:00 am.

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

*E-Mailed or faxed submissions shall not be accepted.*

*epted.*



TERMS OF REFERENCE ANNEXURE A

Building	Address	No of Normal PC	No of Mid-range PC	No of normal user laptops	No of mid-range user laptops	No of High-end Laptops
OR Tambo Head Office	460 Soutpansberg Road, Rietondale, Pretoria, 0084	1170	122	181	103	6
Cape Town Parliamentary Office	120 Plein Street, Cape Town CBD, Cape Town, 8000	1		5		
OR Tambo Airport	1 Jones Road, Kempton Park, Johannesburg, 1632	15				
King Shaka Airport	King Shaka Drive, La Mercy, Durban, 4407	5		1		
Cape Town Airport	Matroosfontein, Cape Town, 7490	14				
	<b>Total</b>	1205	122	187	103	6
	<b>Grand Total</b>					1623

**TERMS OF REFERENCE ANNEXURE B**

**1. SYSTEM SPECIFICATIONS**

**a. Desktop Specifications**

<b>DESKTOP SPECIFICATION - NORMAL USER</b>		
<b>User Profile</b>	<b>Typical Application</b>	<b>Configuration</b>
General/Power User, Higher data/volume requirement, larger/more applications, multitasking, knowledge worker	Business Applications, Web, Email and office	All-In-One Desktop (built-in Form factor)
<b>Component</b>	<b>Minimum Configuration</b>	
CPU Base	Latest generation Intel® Core™ i5-8500 (9MB Cache, 3.40 GHz) or Similar	
FSB	2400	
Base RAM	8GB DDR4 at 2400MHz (1x8GB)	
HDD	500GB 7200rpm SATA	
Crypto Processor Trusted Platform Module	Minimum ver 1.2	
Graphics	Integrated Intel, with PCIe option	
Monitor	21.5" WLED, 1920x1080 FHD, 250 nit, Antiglare	
Standard Keyboard	Keyboard with Number Pad	
Standard Mouse	USB 2 button with wheel	
Inputs	1 x USB3.1 Type A Gen2 with 1 rapid charge	
	4 x USB 3.1 Type-A Gen1 with one support USB Smart Power On	
	1 x headphone and microphone combo jack	
Audio	Internal Speakers	
Networking	10/100/1000 Gigabit Ethernet	
Operating System certification	Windows 10 or Latest	
Power supply	110 - 240V 50/60mhz	
Power savings	Enabled by default, incl. Hibernate	
Form Factor	All-In-One	
Warranty	5 years onsite next business day warranty	
Power cable	Country compliant	

- All electrical connections must comply with the local power standards/requirements of the in country.
- Provide local language keyboards

DESKTOP SPECIFICATION – MID RANGE BUSINESS USER		
User Profile	Typical Application	Configuration
ICT Engineer, ICT Support, High end business users, Graphics designers, Web developers and content managers	Business Applications, Web, Email and office. ICT applications, Virtual machines and back office applications	All-In-One (Built-in, Mid-range)
Component		Minimum Configuration
CPU Base		Latest generation Intel® Core™ i7-8500 (9MB Cache, 3.40 GHz) or Similar
FSB		2666
Base Ram		16GB DDR4 at 2666 MHz (1x16GB)
HDD		500 GB SSD
Crypto Processor Trusted Platform Module		Minimum ver 1.2
Graphics		Integrated Intel, with PCIe option
Monitor		23" 1920 x 1080 FHD,WLED, 250nits ,Antiglare
Standard Keyboard		Keyboard with Number Pad (See Annexure D)
Inputs		1 x USB3.1 Type A Gen2 with 1 rapid charge
		4 x USB 3.1 Type-A Gen1 with one support USB Smart Power On
		1 x headphone and microphone combo jack
Standard Mouse		USB 2 button with wheel
Audio		Internal Speakers
Networking		10/100/1000 Gigabit Ethernet
Power supply		110 - 240V 50/60mhz
Power savings		Enabled by default, incl. Hibernate
Form Factor		All-In-One built-in
Warranty		5 years onsite next business day service warranty
Power Cable		Country compliant

- All electrical connections must comply with the local power standards/requirements of the in country.
- Provide local language keyboards



**b. Laptop Specifications**

LAPTOP SPECIFICATION – NORMAL USER		
User Profile	Typical Application	Configuration
General/Power User, Higher data/volume requirement, larger/more applications, multitasking, knowledge worker	Business Applications, Web, Email and office	15" Laptop
Component		Minimum Configuration
CPU base		Latest generation Intel® CoreT i5-8500 (9MB Cache, 3.40 GHz) or Similar
RAM		8GB DDR4 at 2400MHz
HDD		500GB PCIe SSD
Security		Minimum TPM ver 1.2 Finger print reader
Graphics		Integrated
Video RAM		2GB
Monitor		15.6 " FHD IPS (1920x1080) Antiglare 250nit
Camera		HD Camera
Audio		Internal speakers
Networking		10/100/1000BTx / Wi-Fi, Wireless-N LAN card (1x1),Bluetooth, built-in LTE/4G
Input/ Output Ports		1 x Thunderbolt 3 1 x USB-C 2 x USB 3.0 1 x HDMI 1 x headphone and microphone combo jack 1 X VGA
Battery		Up to 11 hours working period with Rapid Charge
Mouse		USB Mouse
Operating system certification		Windows 10
Power management		110- 240v 50/60Mhz
Warranty		5 years onsite next business day service warranty
Power Cable		Country compliant

- All electrical connections must comply with the local power standards/requirements of the in country.
- The bidders shall supply an additional 10% of power adaptors of all laptops.

LAPTOP SPECIFICATION – MID RANGE BUSINESS USER		
User Profile	Typical Application	Configuration
ICT Engineer, ICT Support, High end business users, Graphics designers, Web developers and content managers	Business Applications, Web, Email and office Software Development Systems and Network Tools	17" laptops
Component		Minimum Configuration
CPU		Latest generation Intel® Core™ i7-8500 (9MB Cache, 3.40 GHz) or Similar
RAM		16 GB 2666 MHz DDR4
HDD		500GB PCIe SSD
Crypto Processor Trusted Platform Module		Minimum ver 1.2
Security		Finger print reader
Graphics		Integrated
Video RAM		4 GB
Monitor		17" with built-in high definition video camera
Networking		10/100/1000BTx / Wi-Fi, Wireless-N LAN card (1x1)
Input/ Output Ports		1 x Thunderbolt 3
		1 x USB-C
		2 x USB 3.0
		1 x HDMI
		1 x headphone and microphone combo jack
Mouse		USB Mouse
Operating system Certification		Windows 10
Power management		110 – 240v 50/60Mhz
Display output		VGA and HDMI
Battery		Up to 11 hours working period with Rapid Charge
Warranty		5 years onsite next business day service warranty
Power Cable		Country Compliant

- All electrical connections must comply with the local power standards/requirements of the in country.
- The bidders shall supply an additional 10% of power adaptors of all laptops.

LAPTOP SPECIFICATION – HIGH RANGE BUSINESS USER		
User Profile	Typical Application	Configuration
ICT Engineer, ICT Support, High end business users, Graphics designers, Web developers and content managers	Business Applications, Web, Email and office Software Development Systems and Network Tools	17" laptops
Component	Minimum Configuration	
CPU	Latest generation Intel® Core™ i7-8500 (9MB Cache, 3.40 GHz) or Similar	
RAM	32 GB 2666 MHz DDR4	
HDD	1TB PCIe SSD	
Crypto Processor Trusted Platform Module	Minimum ver 1.2	
Security	Finger print reader	
Graphics	Integrated	
Video RAM	4 GB	
Monitor	17" with built-in high definition video camera	
Networking	10/100/1000BTx / Wi-Fi, Wireless-N LAN card (1x1)	
Input/ Output Ports	1 x Thunderbolt 3	
	1 x USB-C	
	2 x USB 3.0	
	1 x HDMI	
	1 x headphone and microphone combo jack	
Mouse	USB Mouse	
Operating system Certification	Windows 10	
Power management	110 – 240v 50/60Mhz	
Display output	VGA and HDMI	
Battery	Up to 11 hours working period with Rapid Charge	
Warranty	5 years onsite next business day service warranty	
Power Cable	Country Compliant	

- All electrical connections must comply with the local power standards/requirements of the in country.
- The bidders shall supply an additional 10% of power adaptors of all laptops.

TERMS OF REFERENCE ANNEXURE C

Service Category and Description	Service Availability	Service Entity Responsibility		Pricing Guidance
		Provider	DIRCO	
Asset Tagging Tag all new Devices with DIRCO standard asset tags	8:00 am to 17:00 Pm (GMT +2) Monday through Friday, excluding public holidays	Attach an asset tag to each new DEVICE or device prior to delivery.	Provide Asset tags standards. Provides Asset Tags.	<ul style="list-style-type: none"> <li>Included in pricing model.</li> </ul>
Call Logging	8:00 am to 17:00 Pm (GMT +2) Monday through Friday, excluding public holidays	Provide Faxing , Telephone, Portal and E-mail call logging capabilities	Log hardware faults with the supplier	<ul style="list-style-type: none"> <li>Included in pricing model.</li> </ul>
Hardware Break/Fix Repairs Facilitate the repair of all hardware related faults for in scope devices, and peripherals	8:00 am to 17:00 pm Globally according to local GMT. Monday through Friday, excluding public holidays	<ul style="list-style-type: none"> <li>Tier 4 Troubleshooting, diagnoses and resolution for all in scope hardware devices.</li> <li>24/7 Call logging portal.</li> <li>Onsite Repair onsite and replacement of parts.</li> <li>Should the faulty device require parts that will need to be shipped; the bidder/s must provide a loan device to ensure service continuity</li> <li>No Hard Drive may be removed from the premises.</li> <li>Hard Drive remains the property of DIRCO</li> </ul>	<ul style="list-style-type: none"> <li>Log hardware faults with the supplier</li> <li>Conduct appropriate tests of repaired device to ensure the device is operating appropriately</li> <li>Provide Completion Certificate for resolved incident</li> </ul>	<ul style="list-style-type: none"> <li>Included in base cost for HW in warranty</li> <li>Time and Material for HW out of warranty</li> </ul>

Service Category and Description	Service Availability	Service Entity Responsibility		Pricing Guidance
		Provider	DIRCO	
		<ul style="list-style-type: none"> <li>• Conduct appropriate tests of repaired device to verify correct operation.</li> <li>• Address recurring problems, performing root cause analysis and introducing modifications to the product configuration to resolve them, at your own cost.</li> <li>• To this end, the manufacturer is required to maintain an ongoing register of recurring problems and issues requiring attention, including remedial actions decided on and progress towards implementation.</li> </ul>		
Minimum Time to respond to fault	8:00 am to 17:00 pm Globally according to local GMT Monday through Friday, excluding public holidays	2 hours onsite response	Confirm to call logging processes	Included in pricing model.
Time to resolve hardware fault	8:00 am to 17:00 pm Globally according to local GMT Monday through Friday, excluding public holidays	<ul style="list-style-type: none"> <li>• 8 Hours (Working Hours)</li> <li>• Provide resolution reports</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the services</li> <li>• Confirm resolution</li> </ul>	Included in pricing model.

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	DIRCO 06-2019/20	CLOSING DATE:	16/01/2020	CLOSING TIME:	11:00am
DESCRIPTION	<b>INVITATION TO SERVICE PROVIDERS TO BID FOR THE PROCUREMENT, SUPPLY, DELIVERY AND SUPPORT OF DESKTOP AND LAPTOP COMPUTERS FOR DIRCO OFFICES IN HEAD OFFICE</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION					
460 SOUTPANSBERG ROAD RIETONDALE					
PRETORIA					
0084					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
		<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SBD 3.1

PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)

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 06/2019/20
Closing Time 11:00	Closing date: 16 January 2020

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

Required by: DIRCO

Location: All DIRCO offices per annexure A

PRICE SUMMARY:

PRICE ELEMENT	PRICE OFFERED IN RAND
Project Management	
Costs of all Equipment	
Equipment imaging and Shipment to all offices (Once Off pricing)	
Maintenance and Support for 5 Years	
<b>TOTAL</b>	
14% VAT	
<b>TOTAL PRICE OFFERED</b>	



**DESKTOP SPECIFICATION - NORMAL USER**

DESKTOP SPECIFICATION - NORMAL USER			Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
<b>User Profile</b>	<b>Typical Application</b>	<b>Configuration</b>	1205		
General/Power User, Higher data/volume requirement, larger/more applications, multitasking, knowledge worker	Business Applications, Web, Email and office	All-In-One Desktop (built-in Form factor)			
<b>Component</b>		<b>Minimum Configuration</b>			
CPU Base		Latest generation Intel® Core™ i5-8500 (9MB Cache, 3.40 GHz) or Similar			
FSB		2400			
Base RAM		8GB DDR4 at 2400MHz (1x8GB)			
HDD		500GB 7200rpm SATA			
Crypto Processor Trusted Platform Module		Minimum ver 1.2			
Graphics		Integrated Intel, with PCIe option			
Monitor		21.5" WLED, 1920x1080 FHD, 250 nit, Antiglare			
Standard Keyboard		Keyboard with Number Pad			
Standard Mouse		USB 2 button with wheel			
Inputs		1 x USB3.1 Type A Gen2 with 1 rapid charge 4 x USB 3.1 Type-A Gen1 with one support USB Smart Power On 1 x headphone and microphone combo jack			
Audio		Internal Speakers			
Networking		10/100/1000 Gigabit Ethernet			

Operating System certification	Windows 10 or Latest			
Power supply	110 - 240V 50/60mhz			
Power savings	Enabled by default, incl. Hibernate			
Form Factor	All-In-One			
Warranty	5 years onsite next business day warranty			
Power cable	Country compliant			

### DESKTOP SPECIFICATION – MID RANGE BUSINESS USER

DESKTOP SPECIFICATION – MID RANGE BUSINESS USER			Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
User Profile	Typical Application	Configuration	122		
ICT Engineer, ICT Support, High end business users, Graphics designers, Web developers and content managers	Business Applications, Web, Email and office. ICT applications, Virtual machines and back office applications	All-In-One (Built-in, Mid-range)			
Component		Minimum Configuration			
CPU Base		Latest generation Intel® Core™ i7-8500 (9MB Cache, 3.40 GHz) or Similar			
FSB		2666			
Base Ram		16GB DDR4 at 2666 MHz (1x16GB)			
HDD		500 GB SSD			
Crypto Processor Trusted Platform Module		Minimum ver 1.2			
Graphics		Integrated Intel, with PCIe option			

Monitor	23" 1920 x 1080 FHD,WLED, 250nits ,Antiglare			
Standard Keyboard	Keyboard with Number Pad (See Annexure D)			
Inputs	1 x USB3.1 Type A Gen2 with 1 rapid charge			
	4 x USB 3.1 Type- A Gen1 with one support USB Smart Power On			
	1 x headphone and microphone combo jack			
Standard Mouse	USB 2 button with wheel			
Audio	Internal Speakers			
Networking	10/100/1000 Gigabit Ethernet			
Power supply	110 - 240V 50/60mhz			
Power savings	Enabled by default, incl. Hibernate			
Form Factor	All-In-One built-in			
Warranty	5 years onsite next business day service warranty			
Power Cable	Country compliant			

**LAPTOP SPECIFICATION – NORMAL USER**

LAPTOP SPECIFICATION – NORMAL USER			Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
User Profile	Typical Application	Configuration	187		
General/Power User, Higher data/volume requirement, larger/more applications, multitasking, knowledge worker	Business Applications, Web, Email and office	15" Laptop			
Component		Minimum Configuration			
CPU base		Latest generation Intel® CoreT i5-8500 (9MB Cache, 3.40 GHz) or Similar			
RAM		8GB DDR4 at 2400MHz			
HDD		500GB PCIe SSD			
Security		Minimum TPM ver 1.2			
		Finger print reader			
Graphics		Integrated			
Video RAM		2GB			
Monitor		15.6 " FHD IPS (1920x1080) Antiglare 250nit			
Camera		HD Camera			
Audio		Internal speakers			
Networking		10/100/1000BTx / Wi-Fi, Wireless-N			
		LAN card (1x1), Bluetooth, built-in LTE/4G			
Input/ Output Ports		1 x Thunderbolt 3			
		1 x USB-C			
		2 x USB 3.0			
		1 x HDMI			
		1 x headphone and microphone combo jack			
		1 X VGA			

LAPTOP SPECIFICATION – NORMAL USER		Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
Battery	Up to 11 hours working period with Rapid Charge			
Mouse	USB Mouse			
Operating system certification	Windows 10			
Power management	110- 240v 50/60Mhz			
Warranty	5 years onsite next business day service warranty			
Power Cable	Country compliant			

**LAPTOP SPECIFICATION – MID RANGE BUSINESS USER**

LAPTOP SPECIFICATION – MID RANGE BUSINESS USER			Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
User Profile	Typical Application	Configuration	103		
ICT Engineer, ICT Support,	Business Applications, Web, Email and office	17" laptops			
High end business users, Graphics designers, Web developers and content managers	Software Development Systems and Network Tools				
Component	Minimum Configuration				

LAPTOP SPECIFICATION – MID RANGE BUSINESS USER		Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
CPU	Latest generation Intel® Core™ i7-8500 (9MB Cache, 3.40 GHz) or Similar			
RAM	16 GB 2666 MHz DDR4			
HDD	500GB PCIe SSD			
Crypto Processor Trusted Platform Module	Minimum ver 1.2			
Security	Finger print reader			
Graphics	Integrated			
Video RAM	4 GB			
Monitor	17" with built-in high definition video camera			
Networking	10/100/1000BTx / Wi-Fi, Wireless-N LAN card (1x1)			
Input/ Output Ports	1 x Thunderbolt 3			
	1 x USB-C			
	2 x USB 3.0			
	1 x HDMI			
	1 x headphone and microphone combo jack			
Mouse	USB Mouse			
Operating system Certification	Windows 10			
Power management	110 – 240v 50/60Mhz			
Display output	VGA and HDMI			
Battery	Up to 11 hours working period with Rapid Charge			
Warranty	5 years onsite next business day service warranty			
Power Cable	Country Compliant			

**LAPTOP SPECIFICATION – HIGH END BUSINESS USER**

LAPTOP SPECIFICATION – HIGH RANGE BUSINESS USER			Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
User Profile	Typical Application	Configuration	6		
ICT Engineer, ICT Support, High end business users, Graphics designers, Web developers and content managers	Business Applications, Web, Email and office Software Development Systems and Network Tools	17" laptops			
Component		Minimum Configuration			
CPU		Latest generation Intel® Core™ i7-8500 (9MB Cache, 3.40 GHz) or Similar			
RAM		32 GB 2666 MHz DDR4			
HDD		1TB PCIe SSD			
Crypto Processor Trusted Platform Module		Minimum ver 1.2			
Security		Finger print reader			
Graphics		Integrated			
Video RAM		4 GB			
Monitor		17" with built-in high definition video camera			
Networking		10/100/1000BTx / Wi-Fi, Wireless-N LAN card (1x1)			
Input/ Output Ports		1 x Thunderbolt 3			
		1 x USB-C			
		2 x USB 3.0			
		1 x HDMI			
		1 x headphone and microphone combo jack			
Mouse		USB Mouse			

LAPTOP SPECIFICATION – HIGH RANGE BUSINESS USER		Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
Operating system Certification	Windows 10			
Power management	110 – 240v 50/60Mhz			
Display output	VGA and HDMI			
Battery	Up to 11 hours working period with Rapid Charge			
Warranty	5 years onsite next business day service warranty			
Power Cable	Country Compliant			



**DESKTOP SPECIFICATION - NORMAL USER**

DESKTOP SPECIFICATION - NORMAL USER			Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
<b>User Profile</b>	<b>Typical Application</b>	<b>Configuration</b>	1845		
General/Power User, Higher data/volume requirement, larger/more applications, multitasking, knowledge worker	Business Applications, Web, Email and office	All-In-One Desktop (built-in Form factor)			
<b>Component</b>		<b>Minimum Configuration</b>			
CPU Base		Latest generation Intel® Core™ i5-8500 (9MB Cache, 3.40 GHz) or Similar			
FSB		2400			
Base RAM		8GB DDR4 at 2400MHz (1x8GB)			
HDD		500GB 7200rpm SATA			
Crypto Processor Trusted Platform Module		Minimum ver 1.2			
Graphics		Integrated Intel, with PCIe option			
Monitor		21.5" WLED, 1920x1080 FHD, 250 nit, Antiglare			
Standard Keyboard		Keyboard with Number Pad			
Standard Mouse		USB 2 button with wheel			
Inputs		1 x USB3.1 Type A Gen2 with 1 rapid charge			
		4 x USB 3.1 Type-A Gen1 with one support USB Smart Power On			
		1 x headphone and microphone combo jack			
Audio		Internal Speakers			
Networking		10/100/1000 Gigabit Ethernet			

Operating System certification	Windows 10 or Latest			
Power supply	110 - 240V 50/60mhz			
Power savings	Enabled by default, incl. Hibernate			
Form Factor	All-In-One			
Warranty	5 years onsite next business day warranty			
Power cable	Country compliant			

**LAPTOP SPECIFICATION – NORMAL USER**

LAPTOP SPECIFICATION – NORMAL USER			Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
User Profile	Typical Application	Configuration	549		
General/Power User, Higher data/volume requirement, larger/more applications, multitasking, knowledge worker	Business Applications, Web, Email and office	15" Laptop			
Component		Minimum Configuration			
CPU base		Latest generation Intel® Core™ i5-8500 (9MB Cache, 3.40 GHz) or Similar			
RAM		8GB DDR4 at 2400MHz			
HDD		500GB PCIe SSD			
Security		Minimum TPM ver 1.2			
		Finger print reader			
Graphics		Integrated			
Video RAM		2GB			
Monitor		15.6 " FHD IPS (1920x1080) Antiglare 250nit			
Camera		HD Camera			
Audio		Internal speakers			
Networking		10/100/1000BTx / Wi-Fi, Wireless-N LAN card (1x1), Bluetooth, built-in LTE/4G			
Input/ Output Ports		1 x Thunderbolt 3			
		1 x USB-C			
		2 x USB 3.0			
		1 x HDMI			
		1 x headphone and microphone combo jack			
		1 X VGA			

LAPTOP SPECIFICATION – NORMAL USER		Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
Battery	Up to 11 hours working period with Rapid Charge			
Mouse	USB Mouse			
Operating system certification	Windows 10			
Power management	110- 240v 50/60Mhz			
Warranty	5 years onsite next business day service warranty			
Power Cable	Country compliant			

**LAPTOP SPECIFICATION – MID RANGE BUSINESS USER**

LAPTOP SPECIFICATION – MID RANGE BUSINESS USER			Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
User Profile	Typical Application	Configuration	13		
ICT Engineer, ICT Support, High end business users, Graphics designers, Web developers and content managers	Business Applications, Web, Email and office Software Development Systems and Network Tools	17" laptops			
Component	Minimum Configuration				

LAPTOP SPECIFICATION – MID RANGE BUSINESS USER		Quantity	Unit Price (VAT Incl)	Total Amount (VAT Incl)
CPU	Latest generation Intel® CoreT i7-8500 (9MB Cache, 3.40 GHz) or Similar			
RAM	16 GB 2666 MHz DDR4			
HDD	500GB PCIe SSD			
Crypto Processor Trusted Platform Module	Minimum ver 1.2			
Security	Finger print reader			
Graphics	Integrated			
Video RAM	4 GB			
Monitor	17" with built-in high definition video camera			
Networking	10/100/1000BTx / Wi-Fi, Wireless-N LAN card (1x1)			
Input/ Output Ports	1 x Thunderbolt 3			
	1 x USB-C			
	2 x USB 3.0			
	1 x HDMI			
	1 x headphone and microphone combo jack			
Mouse	USB Mouse			
Operating system Certification	Windows 10			
Power management	110 – 240v 50/60Mhz			
Display output	VGA and HDMI			
Battery	Up to 11 hours working period with Rapid Charge			
Warranty	5 years onsite next business day service warranty			
Power Cable	Country Compliant			

**SBD 4**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes 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, shareholder<sup>2</sup>, 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.

<sup>1</sup>"State" means –

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

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

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you 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 **YES / NO**





**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 2017**

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

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

**1. GENERAL CONDITIONS**

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

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

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

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

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 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 price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

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

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

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

## 7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
--

## 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? <b>(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).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:
-------	-----------------------------

SBD 8

**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 bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

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Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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