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## **INVITATION FOR BIDS**

FOR THE SUPPLY OF: PAPER A3

**SPSC-B-032-2018**

**FOR  
DEPARTMENT OF DEFENCE  
SIMON'S TOWN PROCUREMENT SERVICE CENTRE**

**CLOSING TIME: 11H00  
CLOSING DATE: 01 AUGUST 2018**

**VALIDITY: 60 Days**

# INDEX:

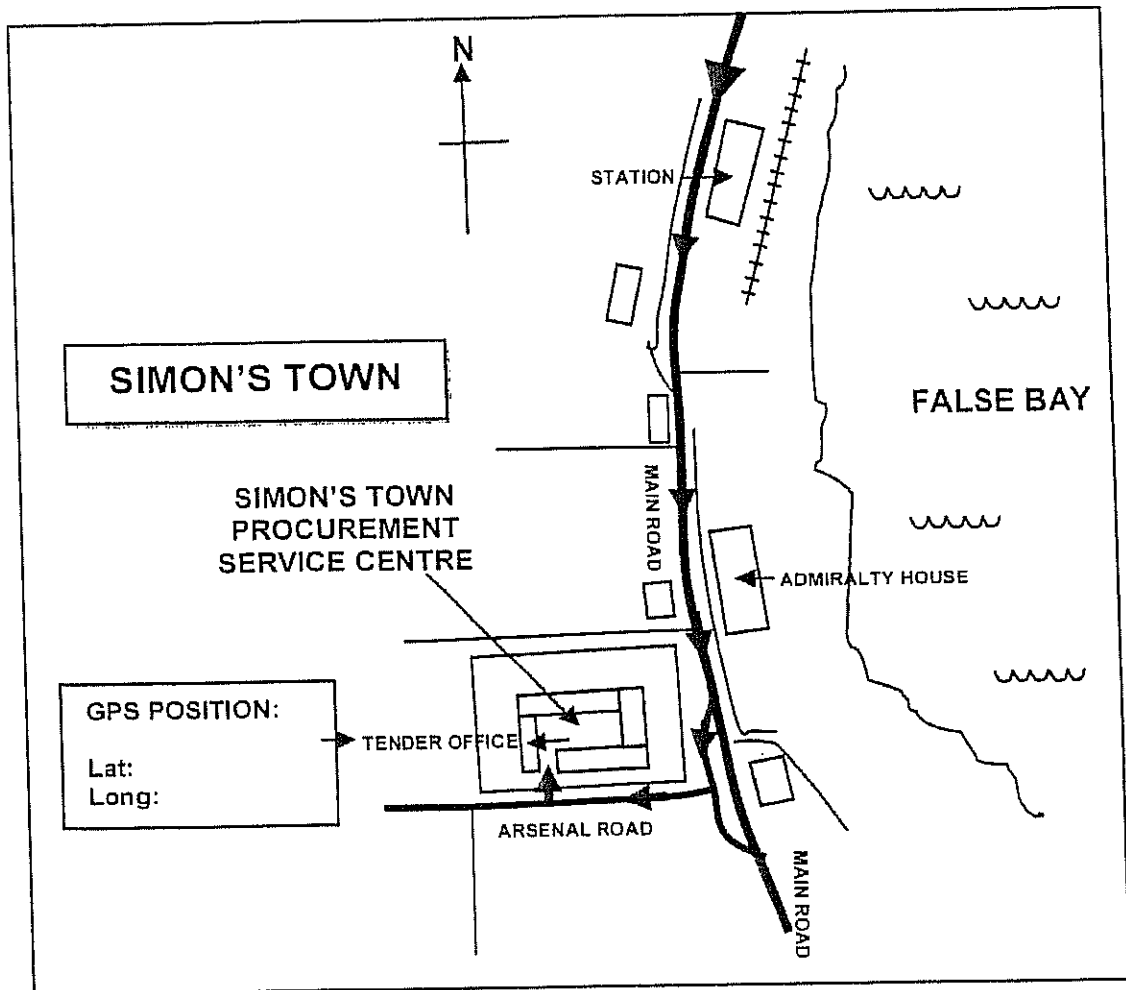
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**FAILURE TO SUBMIT THE DOCUMENTS AS INDICATED WILL INVALIDATE  
YOUR BID**



GPS CO-ORDINATES TO SPSC BID BOX:

S 34° 11. 530'  
E 18° 25. 591'



**NOTE!!!!!!**

- EACH BID MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE AND CLEARLY MARKED WITH THE BID NUMBER, CLOSING DATE & TIME AND BIDDER'S NAME.
- LATE BIDS WILL NOT BE ACCEPTED

# PROOF OF PPR 2017 COMPLIANCE

## PRE-QUALIFICATION CRITERIA IAW PPR 2017

### **Pre-qualification criteria:**

- (a) tenderer's having a stipulated minimum B-BBEE status level two (2) contributor;
- (b) an EME or QSE;
- (c) an tenderer subcontracting a minimum of 30% to-
  - (i) an EME or QSE which is at least 51% owned by black people;
  - (ii) an EME or QSE which is at least 51% owned by black people who are youth;
  - (iii) an EME or QSE which is at least 51% owned by black people who are woman;
  - (iv) an EME or QSE which is at least 51% owned by black people with disabilities;
  - (v) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
  - (vi) cooperative which is at least 51% owned by black people;
  - (vii) an EME or QSE which is at least 51% owned by black people who are military veterans;
  - (viii) an EME or QSE

Failure to comply with the pre-qualifying criteria stipulated above by the closing date and time will invalidate the bid.

**FAILURE TO COMPLETE AND SUBMIT WILL INVALIDATE YOUR BID**

## SBD 1: INVITATION TO BID

**Failure to complete and submit will invalidate the bid**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SIMON'S TOWN PROCUREMENT SERVICE CENTRE (SPSC)</b>					
BID NUMBER:	SPSC-B-032-2018	CLOSING DATE:	01 AUGUST 2018	CLOSING TIME:	11:00 AM
DESCRIPTION	PAPER PHOTOCOPYING; WHITE; 80 GSM; A3; 420 MM X 297 MM; SUPPLIED 500 SHEETS PER REAM; 5 REAMS PER BOX				
<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)					
No 2 Arsenal Road, Simon's Town (Directions to the above mentioned bid box are available with bid documents)					
Or BID RESPONSE DOCUMENTS MAY BE POSTED TO: Department of Defence and Military Veterans, Simon's Town Service Centre, P.O. Box 685, Simon's Town, 7995					
<b>SUPPLIER INFORMATION</b>					
LEGAL 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 IN ZAR CURRENCY (ALL INCLUSIVE)		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT/ PUBLIC ENTITY	SPSC		CONTACT PERSON	MR R. JACOBS	
CONTACT PERSON	Ms W. Cooper		TELEPHONE NUMBER	(021) 787 3396	
TELEPHONE NUMBER	(021) 787 5086		FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 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.

### 2. TAX COMPLIANCE REQUIREMENTS

- 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.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

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.

# INTENDA PRICING SCHEDULE

**FAILURE TO COMPLETE AND SUBMIT WILL INVALIDATE THE BID**





the sandf

Department:  
Defence  
REPUBLIC OF SOUTH AFRICA

# Request for Bid : SPSC-B-032-2018

Author: Wendy Cooper  
Date: 07/10/2018 09:34:04

## PRICING SCHEDULE

Bid No.	SPSC-B-032-2018	Document Type	Request for Bid Open
Document No:	0000198815	Company Name:	
Description:	PAPER PHOTOCOPYING, WHITE A3	Attention:	
Currency:	ZAR	Tel No:	
Closing Date:	2018-08-01 11:00:00	Fax No:	
Status:	Created	Cell No:	
Validity Days:		Email:	

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
7530-18-422-9651	PAPER PHOTOCOPYING, WHITE; 80 GSM; A3; 420 MM X 297 MM; SUPPLIED 500 SHEETS PER REAM; 5 REAMS PER BOX	DIRECTOR FLEET LOGISTICS	Wingfield	Ream	
	Line Comment	Lead Time	Quantity Required	Quantity Available	
	DELIVERY TO NAVAL STORES DEPOT WINGFIELD. TECHNICAL ENQUIRES CONTACT MR R. JACOBS (021) 787 3396		7000		
Total Unit Cost in ZAR Currency, including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, including VAT and ALL Delivery Costs					

# Questionnaires

## Questionnaires / Evaluation Criteria

### THE 00/00 QUESTIONNAIRE EVALUATION TEMPLATE V2

#### Question/s

Please provide your BBEEE level from the possible list provided in the dropdown :

Options
<input type="checkbox"/> LEVEL1
<input type="checkbox"/> LEVEL2
<input type="checkbox"/> LEVEL3
<input type="checkbox"/> LEVEL4
<input type="checkbox"/> LEVEL5
<input type="checkbox"/> LEVEL6
<input type="checkbox"/> LEVEL7
<input type="checkbox"/> LEVEL8
<input type="checkbox"/> NON-COMPLIANT

#### Attachment Description

#### Attachment File Name

## SBD 4: DECLARATION OF INTEREST

FAILURE TO COMPLETE AND SUBMIT WILL INVALIDATE TH BID

DECLARATION OF INTEREST

NAME OF THE COMPANY: .....

SUPPLIER'S CODE: .....

1 Any legal person, including persons employed by the state, 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 a price quotation, advertised competitive bid, or proposal). In view of possible allegations of favoritism, 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 authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and or/or
- the legal person on whose behalf the bidding document is signed, has a relationship with person/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/her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the company (director/trustee/shareholder): .....

2.4 Company Registration Number: .....

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 paragraph 3 below

"State" means-

- any national or provincial department, national or provincial public entity constitutional institution within the meaning the meaning of the Public Financial Management Act, 1999 (Act No.1 of 1999),
- any municipality or municipal entity,
- provincial legislature,
- national assembly or the national council of provinces; or
- Parliament

Shareholders" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise 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:

(a) Name of person/director/trustees/shareholders/members:

.....

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

.....

(c) 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 the reasons of 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 other person connected to 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:

.....  
.....

2.10 Are you, or any other person connected to the bidder, aware of any relationship (family, friend other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? Yes/No

2.10.1 If so, furnish particulars:

.....  
.....

2.11 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? Yes/No

2.11.1 If so, furnish particulars.

3 Full details of directors/trustees/shareholders/members.

Full Name	Identity No	Personal Reference No	Tax	State Employee No/Personal No

4. **DECLARATION**

I THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH TWO (2) AND THREE (3) IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE CONTRACT ACT AGAINST ME INTRMS OF PARAGRAPH 2.3 OF THE GENERAL CONTRACT OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name

# **SBD 6.1: PREFERENCE POINTS CLAIM FORM**

**FAILURE TO COMPLETE AND SUBMIT WILL INVALIDATE THE BID**



**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.**

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**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.

## 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:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at 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		
OR		
Any EME		
Any QSE		

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

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

8.2 VAT number..... registration

8.3 Company number..... registration

**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.

<b>WITNESSES</b>
1. ....
2. ....

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

## **SBD 8: DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

**FAILURE TO COMPLETE AND SUBMIT WILL INVALIDATE YOUR BID**

## 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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers 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 Accounting Officer/Authority of the Institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	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



## **SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

**FAILURE TO COMPLETE AND SUBMIT WILL INVALIDATE YOUR BID**

## 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2

# SPSC INDEMNITY AGREEMENT FORM

**FAILURE TO COMPLETE AND SUBMIT WILL INVALIDATE YOUR BID**



Department of Defence  
Chief of Logistics  
Simon's Town Procurement Service Centre  
PO Box 685  
Simon's Town  
7995

RELEASE OF INDEMNITY AGREEMENT FROM (BIDDER) \_\_\_\_\_  
IN RESPECT OF SPSC/ \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

INDEMNITY

1. I agree that the Department of Defence, it's agents. Officers, employees, volunteers and representatives (hereafter referred to as "DOD") are indemnified from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, illness, injuries or disability of any such person(s), or the damage to the property of mine or any other person(s) that may result from or be related to the execution of this contract.

2. The DOD and its employees will not be held responsible for any claim or injury to me, my personnel or the personnel of my sub contractors, if and when applicable, whilst on DOD property or in the execution of their tasks on DOD property.

DAMAGE COMPENSATION

3. I will be held liable for any damage or theft that may be caused, to the premises or content by me or my employees or be due to our neglect whether in the normal execution of our duties or otherwise and a claim for indemnification can accordingly be imposed by the DOD against me.

4. In the case of damages to premises or content resulting from the work done, I undertake to rectify the damage immediately to the satisfaction of the DOD. If I fail to act immediately after notification, the DOD will rectify the damage at will and the cost thereof will be recovered from any monies outstanding to me.

WAIVER

5. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of right, power or privilege.

# SPSC GROUP QUESTIONNAIRE

**FAILURE TO COMPLETE AND SUBMIT WILL INVALIDATE YOUR BID**



**SIMON'S TOWN PROCUREMENT SERVICE CENTRE**

**CLOSING DATE OF BID** 01 AUGUST 2018  
**CLOSING TIME OF BID** 11:00AM

**BID NUMBER:** SPSC-B-032-2018  
**VALIDITY:** 60 DAYS

TECHNICAL INFORMATION: MR R. JACOBS (021) 787 3396  
DESCRIPTION: PAPER PHOTOCOPYING; WHITE; 80 GSM; A3; 420 MM X 297 MM; SUPPLIED 500 SHEETS PER REAM; 5 REAMS PER BOX

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**GROUP QUESTIONNAIRE**

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Circle applicable response and delete not applicable response.

Delivery Required to Naval Stores Depot Wingfield, Goodwood

THIS REQUIREMENT WILL BE EVALUATED IN TERMS OF THE **80/20** PRINCIPAL.

The following pre-qualification criteria for preferential procurement will apply as per Preferential Procurement Regulation 2017:

1. Tenderers having a stipulated minimum B-BBEE status level two (2) contributor;
2. Tenderers being an EME or QSE;
3. Tenderers subcontracting a minimum of 30% to -
  - a. An EME or QSE which is at least 51% owned by black people;
  - b. An EME or QSE which is at least 51% owned by black people who are youth;
  - c. An EME or QSE which is at least 51% owned by black people who are woman;
  - d. An EME or QSE which is at least 51% owned by black people with disabilities;
  - e. An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships;
  - f. A cooperative which is at least 51% owned by black people;
  - g. An EME or QSE which is at least 51% owned by black people who are military veterans;
  - h. An EME or QSE

Do you confirm the complete Central Supplier Database (CSD) Registration Report has been included with this bid YES / NO  
This Registration Report MUST include the following information

- i. The MAAA NUMBER
- ii. Successfully verified bank details
- iii. Compliant tax status
- iv. The Suppliers "Physical Address"
- ix. The commodity bidding for
- x. The Personal Income Tax Number of all Directors/Trustees/Shareholders/Members of the bidding Company (as per SBD 4)

**FAILURE TO SUBMIT THIS REPORT WILL INVALIDATE YOUR BID**

If the B-BBEE Status Level is not indicated on the CSD Registration Report and the Simon's Town Procurement Service Centre (SPSC) is not in possession of an original in date B-BBEE Status Level Verification Certificate (verification agencies accredited by SANAS), either an original in date B-BBEE Status Level Verification Certificate or an originally stamped certified true copy thereof must be submitted with the bid documents.

If the SPSC is possession of an original in date B-BBEE Status Level Verification Certificate, bidder must indicate when and where this Certificate was submitted to the SPSC (eg. Bid Number and date the Certificate was submitted with).

If the B-BBEE Status Level is included on the CSD Registration Report it is requested that a copy of the B-BBEE Status Level Verification Certificate be included with the bid documents returned. NB: This is not a mandatory requirement.

An EME / QSE is required to submit a sworn affidavit, signed by the EME/QSE representative and attested by a Commissioner of Oaths or an originally stamped certified true copy confirming their annual total revenue and level of black ownership to claim points or a B-BBEE Status Level Certificate or an originally stamped certified true copy thereof.

Has the above B-BBEE Certificate (if not on CSD Registration Report) / Sworn Affidavit been submitted with the bid? YES / NO  
**FAILURE TO DO SO WILL FORFEIT POINTS!**

**SIMON'S TOWN PROCUREMENT SERVICE CENTRE**

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Has the completed mandatory DoD INDEMNITY AGREEMENT been completed and returned with your bid? YES / NO

**FAILURE TO COMPLETE THE INDEMNITY AGREEMENT AND RETURN IT WITH YOUR OFFER WILL INVALIDATE YOUR BID.**

Is the information pertaining to your TCC on the CSD up to date. It is requested that a copy of your TCC be included with the bid documents returned.

Is the offer strictly to specification YES / NO

If not specification, state deviations/s

State brand name of item offered .....

Firm period required for delivery after receipt of order: Days/Weeks/Months? .....

Do you confirm compliance to the 60 days validity period? YES / NO

Is your price firm for the validity period of 60 days? YES / NO

If not, state reason/s .....

Have all the MANDATORY APPENDICES AND STANDARD BID DOCUMENTS/INTENTA PRICING SCHEDULE been fully completed and signed? YES / NO

**FAILURE TO COMPLETE AND RETURN THESE FORMS WITH YOUR BID WILL INVALIDATE YOUR BID**

COPIES OF GENERAL BID CONDITIONS AND GENERAL CONDITIONS OF CONTRACT ARE AVAILABLE FROM THIS CENTRE ON REQUEST OR AVAILABLE FROM THE NATIONAL TREASURY WEBSITE ([www.treasury.gov.za](http://www.treasury.gov.za)).

Do you confirm compliance to the General Bid Conditions (Document not supplied with bid) YES / NO

Do you confirm compliance to the General Conditions of Contract? (Documents not supplied with bid) YES / NO

Do you confirm that you may sign a SBD 7.1 on award, should you be the successful bidder? YES / NO

General Information

Bid Documents: have you made/kept a copy of completed Bid documents and the relevant bid conditions for reference purposes: YES / NO

Clarification of Information: It has been noted and confirmed that the DOD may request clarification on any information regarding any aspect included in the bid document. The bidder is to supply the requested information within the requested time span. Failing may result in the bid being disqualified.

FOR INFO FOR CONTRACTS ABOVE R30 MILLION: If feasible to subcontract for a contract above R30 million, an organ of state must apply subcontracting to advance designated groups which will be advertised with the specific tendering conditions in the advertisement in The Government Tender Bulletin

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**ADMINISTRATION**

**Bidders are requested to number each page of the Bid Document submitted. Pages are to be numbered from the bottom page to the top page (top right hand corner)**

**NB: SPSC RESERVES THE RIGHT TO RECALL THE BIDDER/S TO COMPLY WITH THE ABOVE ADMINISTRATION INSTRUCTION**

I/WE HEREBY CONFIRM THAT I/WE HAVE COMPLIED WITH ALL OF THE ABOVE REQUIREMENTS

WITNESS 1: ..... DATE: .....

WITNESS 2: ..... DATE: .....

BIDDER NAME: .....

SIGNATURE:..... DATE: .....

Capacity under which this bid is signed .....

**DEPARTMENT OF DEFENCE INTELLIGENCE  
(DI) VETTING QUESTIONNAIRE**

**FAILURE TO COMPLETE AND SUBMIT WILL INVALIDATE YOUR BID**

**DEPARTMENT OF DEFENCE INTELEGENGE (DI) VETTING**

TO DI SEC INSTR/01/2014

**SECTION A**

**QUESTIONNAIRE: PRIVATE COMPANIES- MAIN CONTRACTOR**

Company Name: .....

Company Registration Number: .....

DOD Supplier Code (if already registered with the DOD): .....

Personal particulars of Company Director(s) (Include copy of RSA Identification and passport document):

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**FOREIGN NATIONALS**

Personal particulars of foreign nationals employed by the company (incl copy of ID / passport and working visa/ documentation):

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Company Physical Address: .....

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Company Postal Address:

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Company Core Business:

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**SECTION B**

**SUB CONTRACTORS DETAILS**

Personal particulars of sub-contractors if any (Include copy of RSA Identification and passport documents):

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Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation):

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Sub Contractors Company Physical Address: .....

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Sub Contractors Company Postal Address: .....

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Sub Contractors Company Core Business: .....

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**SECTION C**

**MAIN CONTRACTORS DETAILS**

1. When did the company begin with its operations?

Answer: .....

2. Does the company have a valid SARS tax clearance certificate? If yes, provide the tax clearance certificate number and the certified copy of the certificate.

Answer: .....

3. Is the company registered with the Company and Intellectual Property Commission (CIPC)? If yes, provide the registration number and attach a certified copy of the registration certificate.

Answer: .....

4. Who are the shareholders of the company and what percentage of shares do they each possess?

Answer: .....

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5. List the services that will be rendered by the company to the SANDF?

Answer: .....

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6. Which DOD installations/unit and specific area/section does the company required access to?

Answer: .....

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7. Name list and copies of RSA ID's / passports of all employees entering the DOD installation.

Answer: .....

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8. Does the company provide services to other RSA state departments? If yes, provide the names of the departments and the period/s during which service was provided.

Answer: .....

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9. Does the company provide services to foreign governments and/or companies? If so, provide details.

Answer: .....  
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10. Has the company been implicated in any fraudulent activities? If yes, provide details.

Answer: .....  
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11. Has the company been implicated in any corrupt practices? If yes, provide details.

Answer: .....  
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12. Has the company been implicated in any other criminal activity? If yes, provide details.

Answer: .....  
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13. Does the company have the Employment Equity Plan? If yes, provide the Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans)

Answer: .....  
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14. What is the track record and achievements of the company? Provide details.

Answer: .....  
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15. Is the company under investigation by any government security agency? If yes, provide details.

Answer: .....  
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16. What known factor could possibly prevent this company from entering into contract with the Department of Defence and Military Veterans or any component thereof and why?

Answer: .....  
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Compiled by:

Name: .....

Identification Number: .....

Position in Company: .....

Signature: .....

Date: .....

Important aspects to take note of:

- *This document must always be accompanied by the profiles of the Director(s) of the company and Sub- Contractors as well as their RSA Identification and passport documents.*
- *Always attach the current Financial Statement(s) of the company.*
- *The current and valid SARS Tax Clearance Certificate must be attached.*
- *All RSA IDs and namelists of Personnel entering DoD areas*
- *Provide the Employment Equity Plan as well as the number and composition of the employees*
- *Provide the registration number and attach a certified copy of the registration certificate/documents*

*All the above mentioned documents are MANDATORY*