



## **FREE STATE DEVELOPMENT CORPORATION**

**SUPPLY, DELIVERY AND MAINTENANCE OF MULTI-FUNCTION PRINTERS FOR THE  
FREE STATE DEVELOPMENT CORPORATION FOR A PERIOD OF 36 MONTHS.**

**BID NUMBER: FDC BID NO. 004/2024**

**COMPULSORY BRIEFING SESSION: 22 NOVEMBER 2024 AT 12:00**

**VENUE: FDC HOUSE  
33 KELLNER STREET  
WESTDENE  
BLOEMFONTEIN**

**CLOSING DATE: 10 DECEMBER 2024 AT 12:00 PM**

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**PREPARED BY:**

FREE STATE DEVELOPMENT CORPORATION

33 KELLNER STREET

WESTDENE BLOEMFONTEIN

9301

**TECHNICAL CONTACT PERSON: SYLVESTER MOHLOLI**

**SUPPLY CHAIN MANAGEMENT CONTACT PERSON: KELEBOGILE MOKOPI**

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**REQUEST FOR PROPOSAL**

|  |  |
|--|--|
| <b>YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF FREE STATE DEVELOPMENT CORPORATION</b> |  |
| <b>BID NUMBER:</b>   | <b>FDC BID NO. 004/2024</b>  |
| <b>DATE OF ADVERTISING</b>   | <b>15 NOVEMBER 2024</b>  |
| <b>COMPULSORY BRIEFING SESSION DATE:</b>   | <b>22 NOVEMBER 2024 AT 12:00</b>   |
| <b>COMPULSORY BRIEFING SESSION ADDRESS</b>   | <b>33 KELLNER STREET<br/>WESTDENE<br/>BLOEMFONTEIN</b>   |
| <b>COMPULSORY BRIEFING SESSION TIME:</b>   | <b>12H00</b>   |
| <b>CLOSING DATE:</b>   | <b>10 DECEMBER 2024</b>  |
| <b>CLOSING TIME:</b>   | <b>12:00</b>   |
| <b>CLOSING DATE FOR BID ENQUIRIES</b>  | <b>02 DECEMBER 2024<br/>All enquiries must be directed to <a href="mailto:sylvesterm@fdc.co.za">sylvesterm@fdc.co.za</a></b>             |
| <b>PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:</b>                                     | <b>120 days (submissions must be valid for 120 days after the closing date)</b>  |
| <b>DESCRIPTION OF BID:</b>   | <b>SUPPLY, DELIVERY AND MAINTENANCE OF MULTI-FUNCTION PRINTERS FOR THE-FREE STATE DEVELOPMENT CORPORATION FOR A PERIOD OF 36 MONTHS.</b> |
| <b>BID DOCUMENTS DELIVERY ADDRESS:</b>   | <b>FDC BUILDING<br/>33 KELLNER STREET<br/>WESTDENE<br/>BLOEMFONTEIN</b>  |
| <b>NAME OF BIDDER:</b>   |  |
| <b>CONTACT PERSON:</b>   |  |
| <b>E-MAIL ADDRESS:</b>   |  |
| <b>TELEPHONE NUMBER:</b>   |  |
| <b>FAX NUMBER:</b>   |  |
| <b>BIDDER'S STAMP OR SIGNATURE</b>   |  |

**CHECKLIST OF RETURNABLE SCHEDULES AND DOCUMENTS**

**Please adhere to the following instructions**

- o Tick in the relevant block below.
- o Use the prescribed sequence in attaching the annexures when completing the Bid Document.
- o Ensure that the following documents are completed and signed where applicable:

**NB:** Should any of these documents not be included, the bidders **may** be disqualified on the basis of non-compliance.

| YES | NO |  |
|-----|----|--|
|     |    | Original Bid and a Copy – hard copies clearly marked as original and one Electronic Copy.<br><b>Important:</b> Kindly note that every document that is submitted as part of the original submission must be <u>duly authorised with the required signatures or initials on each and every page</u> . Failure to comply will result in the bid being noted as incomplete. |
|     |    | Specifications, Conditions of BID and Undertakings by Bidder   |
|     |    | Certificate of Authority for Joint Ventures  |
|     |    | SBD 1 - Invitation to Bid  |
|     |    | SBD 4 - Declaration of Interest  |
|     |    | SBD 6.1 – Preference points claim form   |
|     |    | Bidder’s Company Profile.  |
|     |    | Valid SARS status pin number confirmation certificate.   |
|     |    | Company Registration Document  |
|     |    | SANAS accredited B-BBEE Certificate or certified sworn affidavit   |
|     |    | Registration with Central Supplier Database  |
|     |    | Expertise of Key Personnel: Curriculum Vitae and proof of qualifications   |
|     |    | Proof of residence   |

**1. SUPPLY CHAIN MANAGEMENT UNIT**

1.1 Only questions, queries clarifications which are submitted to this e-mail address [sylvesterm@fdc.co.za](mailto:sylvesterm@fdc.co.za), will be addressed.

1.2 Bid documents must be submitted as follows:

1.2.1 Original Bid – and

1.2.2 One Soft/ electronic Copy (CD or memory stick).

## 2. BID TIMETABLE

This timetable is provided as an indication of the timing of the bidding process. It is indicative only and subject to change by Free Development Corporation. Bidders are to provide proposals that will allow achievement of the intended commencement date.

| <b>Activity</b>                | <b>Date</b>  |
|--------------------------------|--|
| Advertisement of bid           | <b>15 November 2024</b>  |
| Bid document available         | <b>15 November 2024</b>  |
| Closing date for bid enquiries | All enquiries must be directed to <a href="mailto:sylvesterm@fdc.co.za">sylvesterm@fdc.co.za</a> by 02 December 2024 |
| Compulsory briefing session    | <b>22 November 2024 at 12:00</b>   |
| Closing date and time          | <b>10 December 2024 at 12h00</b>   |

## PART A INVITATION TO BID

|   |  |               |  |  |       |
|---|--|---------------|--|--|-------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FREE STATE DEVELOPMENT CORPORATION</b>   |  |               |  |  |       |
| BID NUMBER:   | FDC BID NO. 004/2024   | CLOSING DATE: | 10 DECEMBER 2024   | CLOSING TIME:  | 12:00 |
| DESCRIPTION   | <b>SUPPLY, DELIVERY AND MAINTENANCE OF MULTI-FUNCTION PRINTERS FOR THE FREE STATE DEVELOPMENT CORPORATION FOR A PERIOD OF 36 MONTHS.</b> |               |  |  |       |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>   |  |               |  |  |       |
| 33 KELLNER STREET, WESTDENE, BLOEMFONTEIN ,9301   |  |               |  |  |       |
|   |  |               |  |  |       |
|   |  |               |  |  |       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>   |  |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>   |  |       |
| CONTACT PERSON  | KELEBOGILE MOKOPI  |               | CONTACT PERSON   | SYLVESTER MOHLOLI  |       |
| TELEPHONE NUMBER  | 051 400 1500   |               | TELEPHONE NUMBER   | 051 4001500  |       |
| FACSIMILE NUMBER  |  |               | FACSIMILE NUMBER   |  |       |
| E-MAIL ADDRESS  | kele@fdc.co.za   |               | E-MAIL ADDRESS   | sylvesterm@fdc.co.za                                     |       |
| <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   |  |               |  |  |       |
| SUPPLIER COMPLIANCE STATUS  | TAX COMPLIANCE SYSTEM PIN:   |               | <b>OR</b>  | CENTRAL SUPPLIER DATABASE No:                            | MAAA  |
| <p><b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>           |  |               | <p><b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p> |  |       |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>   |  |               |  |  |       |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?   |  |               |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |       |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?   |  |               |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |       |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  |  |               |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |       |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?   |  |               |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |       |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?   |  |               |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |       |
| <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b></p> |  |               |  |  |       |

## PART B TERMS AND CONDITIONS FOR BIDDING

|  |
|--|
| <b>1. BID SUBMISSION:</b>  |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p> |

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## REQUEST FOR PROPOSAL

### **SUPPLY, DELIVERY AND MAINTENENCE OF MULTI FUNCTION PRINTERS FOR THE FREE STATE DEVELOPMENT CORPORATION FOR A PERIOD OF 36 MONTHS**

#### **Introduction**

The Free State Development Corporation (FDC) is a public entity established in terms of the FDC Act 6 of 1995. In terms of the Public Finance Management Act it is classified as a schedule 3D entity.

The mandate of the FDC is to establish and develop sustainable SMMEs in the Free State Province by providing both financial and non-financial support services.

#### FDC Mission

To provide financial and business support services to SMME's and Cooperatives; to undertake the development and management of properties; and to facilitate and promote investments and exports in the Free State Province.

#### FDC Vision

To be the development and investment agency of choice in contributing to the economic growth of the Free State Province.

**NOTE:** For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned.

A bidder/s that score less than **70 points** out of 100 points in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.

Bidder/s that meets the minimum required percentage or minimum points, will be evaluated in terms of price and preference as per the PPPFA Act, No.5 of 2000 and its associated Regulations issued by the National Treasury 2017.

## **SPECIFICATION DETAILS**

### **1. BACKGROUND**

The Free State Development Corporation invites Service Providers to provide FDC with the best office automation technology solutions and ongoing maintenance and support at our offices as specified below. FDC requires multifunctional Printers in the listed offices, our average monochrome volume is  $\pm 150\,000$  pages per month and colour is  $\pm 20\,000$  pages per month.

Our requirements are as per the number of MFPs below. However, these volumes may increase as the company grows over the next three years.

- |                               |     |
|-------------------------------|-----|
| ▪ Head Office (Bloemfontein)  | (6) |
| ▪ Motheo (Botshabelo)         | (1) |
| ▪ Thabo Mofutsanyana (Qwaqwa) | (1) |
| ▪ Welkom                      | (1) |
| ▪ Sasolburg                   | (1) |

### **2. OBJECTIVES**

- FDC would like to create a smooth multifunctional environment keeping costs to a minimum and have one vendor to supply us with both Monochrome and Colour multifunctional devices.
- FDC to be charged for rental and usage.
- The number of days from order to full installation must be kept to a minimum.
- The supplier must have two standby machines available at all times in case of breakdowns.
- Devices quoted for must be able to perform the chosen tasks without any hidden or additional costs; additional costs will be for the suppliers charge as this unit should be rented fully functional.



### 3. MULTIFUNCTIONAL DEVICE (MFP) REQUIREMENTS

| Product / Equipment   | Detail description  | Notes                       | Quantity |
|---|---|-----------------------------|----------|
| <b>Multi-Function Printer (COLOUR)</b><br><br>Please specify the <b>make</b> and <b>model with all features</b>     | Print/ Copy/ scan/email<br>Duplex, A3 & A4 paper handling<br>Network interface.<br>Internal Hard Drive          | Minimum 265GB Hard Drive.   | 2        |
|   | High Capacity, Speed pages per minute   | Minimum 20 pages per minute |          |
|   | WEB Management & Secure printing (pin code) facility<br>Drivers must be available for latest Windows            | Windows 8/10/11             |          |
|   |   |                             |          |
| <b>Multi-Function Printer (MONOCHROME)</b><br><br>Please specify the <b>make</b> and <b>model with all features</b> | Print/ Copy/ scan/email<br>Duplex, A3 & A4 paper handling<br>Network interface.<br>Internal Hard Drive          | Minimum 265GB Hard Drive.   | 8        |
|   | High Capacity, Speed pages per minute   | Minimum 20 pages per minute |          |
|   | WEB Management & Secure printing (pin code) facility<br>Drivers must be available for latest Windows and Mac OS | Windows 8/10/11             |          |
| <b>NB: Printers should have pre-installed Toner</b>   |   |                             |          |

#### 3.1 Other features/requirements must include:

- Operating power cords.
- Back up guarantee required from the principal machine dealers.
- All equipment must be installed with approved lightning protection kits.
- All equipment should be new.

### 4. PRINT MANAGEMENT SOFTWARE

The service provider may propose another **NB. Print Management Software** solution. This software must be able to monitor number of prints per person/ department and must also be used for preventative maintenance and troubleshooting.

## 5. ONSITE SUPPORT

Multifunctional Printers & Maintenance Provider shall establish a support desk with a permanent onsite technician in Bloemfontein to provide preventative and operational maintenance on all MFPs. This person will also be responsible for the replacement of toners, keeping of limited spare parts and assisting users with secure printing codes. Permanent onsite support desk will not be necessary in our district offices but technical support will be required within 24 hours.

A Service Level Agreement will be entered into with the successful Service Provider to ensure that problems are being resolved within 24 hours. The movement of any MFP as requested by FDC will be the responsibility of the Service Provider.

## 6. PRINTER CONSUMABLES

Service Provider will be required to keep a sufficient quantity of consumables (such as toners, cartridges, sensors switches, staples, etc.) on site for the continuous operation of each MFP.

## 7. OFFICE LOCATION

| <b>District &amp; Town</b>    | <b>Address</b>                                     | <b>GPS Coordinates</b>          |
|-------------------------------|--|---------------------------------|
| 1 Mangaung – Bloemfontein     | 33 Kellner Street,<br>Bloemfontein                 | Lat: -29.1110<br>Lon: 26.2159   |
| 2 Mangaung – Botshabelo       | 35 J Orange Street,<br>Industrial Area, Botshabelo | Lat: -29.20005<br>Lon: 26.6972  |
| 3 Thabo Mofutsanyane – Qwaqwa | 357 Clubview, Qwaqwa                               | Lat: -28.5001<br>Lon: 28.8357   |
| 4 Fezile Dabi - Sasolburg     | 10 Van Eck Street,<br>Sasolburg                    | Lat: -26.81160<br>Lon: 27.83017 |

## 8. Technical Scoring Criteria

With regards to technicality / functionality, the following criteria shall be applicable and the maximum points of each criterion are indicated in the table below:

| Technical / Functionality Criteria  | Weightings | Score |
|---|------------|-------|
| <b>Experience of the Company</b><br><b>Reference letters signed and contactable (Each reference letter should at least show 2 printers were supplied and delivered)</b><br>1 reference letter – 5 points<br>2 reference letters - 10 points<br>3 reference letters – 15 points<br>4 reference letters – 20 points<br>5 reference letters – 25 points                      | 25         |       |
| <b>Key personnel</b><br><b>Attach a CV of a Technician</b><br><b>A+ Qualification or equivalent IT qualification – 15 points</b><br><b>Service or project Plan- 10 points</b><br><b>Proof of a maintenance report ( signed by the client and service provider) – 15 points</b><br><br><b>The maintenance report must collaborate with submitted references- 10 points</b> | 50         |       |
| <b>Free State Based Companies( Attach municipal account or a valid lease agreement) -10 points</b>  | 10         |       |
| <b>Skills Transfer</b><br>The service provider should develop a skill transfer plan with timelines on how to train users  | 15         |       |
| <b>TOTAL POINTS</b>   | 100        |       |

**Note: The Minimum qualifying score for functionality is 70. All Proposals that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.**

**All proposals that will achieve the minimum qualifying score will be evaluated further in terms of the preference point system as follows:**

|                       |           |
|-----------------------|-----------|
| <b>Price</b>          | <b>80</b> |
| <b>Specific goals</b> | <b>20</b> |

**Price Declaration Form**

Dear Sir,

Requirement and all other Annexures to the RFQ Document, we offer to provide the services of the Supply, Delivery and Maintenance of multi-function printers to the Free State Development Corporation for a period of 36 months for

R.....(Having read through and examined the Request for Quotation (RFQ) Document and terms of reference, Including VAT) In words

.....**(Including VAT)**

We confirm that this price covers all activities associated with the project management and consulting service, as called for in the Terms of reference document. We confirm that FDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service except copier charges(usage).

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the FDC.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this document.

We hereby undertake for the period during which this proposal remains open for acceptance not to divulge to any persons, other than the persons to whom the proposal is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this proposal.

**SIGNED**

**DATE**

\_\_\_\_\_

(Print name of signatory)

\_\_\_\_\_

Designation

\_\_\_\_\_

**FOR AND ON BEHALF COMPANY**

**OF:**

NAME

\_\_\_\_\_

Tel No

\_\_\_\_\_

Fax No

\_\_\_\_\_

Cell No

\_\_\_\_\_

## SBD 4 BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:  
.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.
- 3.7

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6  
OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUP-  
PLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

|                    |                         |
|--------------------|-------------------------|
| .....<br>Signature | .....<br>Date           |
| .....<br>Position  | .....<br>Name of bidder |

---

<sup>2</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.

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all the tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| PRICE  | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

#### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and

includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated



in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) | Supporting documents to be submitted with the tender document. |
|---|--|--|--|
| 100% black women ownership                                  | 10   |  | BBBEE Certificate/ sworn affidavit                             |
| 100% black youth ownership                                  | 10   |  | BBBEE Certificate/ sworn affidavit                             |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

|                          |   |
|--------------------------|---|
|                          | .....<br><b>SIGNATURE(S) OF TENDERER(S)</b> |
| <b>SURNAME AND NAME:</b> | .....                                       |
| <b>DATE:</b>             | .....                                       |
| <b>ADDRESS:</b>          | .....                                       |
|                          | .....                                       |
|                          | .....                                       |
|                          | .....                                       |

