

**Supply and Delivery of Laptops and Notebook Backpacks to International Frontier Technologies  
Company Reg. no: 2009/007987/30**

<b>Mode of Bid Submission</b>	Hand delivery / courier
<b>Last Date &amp; Time of Submission of Bid</b>	02 November 2017 at 4:00 PM Late bids will not be accepted
<b>Date &amp; Time of Opening of Bids</b>	03 November 2017 at 10:00 AM
<b>Bidding Document Cost</b>	Free
<b>Bidding Documents Obtainable From</b>	Bidders are requested to download the bid documents from Interfront's website at: <a href="http://www.interfront.co.za/category/procurement/">http://www.interfront.co.za/category/procurement/</a>
<b>Bid Submission Address</b>	Bid documents must be deposited into the Tender Box at: Gleneagles Building, Somerset Links Office Park, De Beers Avenue, Somerset West
<b>Contact Details (for enquiries)</b>	Ms. Leanne Ross Tel no: 021 840 3400 Fax no: 021 840 3401 E-Mail: <a href="mailto:procurement@interfront.co.za">procurement@interfront.co.za</a>
<b>Tender Number</b>	RFT-2-2017/18 Supply and Delivery of Laptops and Backpacks



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## 1. PART 1 – INTRODUCTION

### 1.1 Invitation to prospective suppliers

This Request for Tender (RFT-2-2017/18) is an invitation by International Frontier Technologies SOC Ltd (hereinafter referred to as “Interfront”) to prospective suppliers to submit bids for the supply and delivery of laptops and notebook backpacks (hereinafter referred to as “Deliverables”), as further described in Annexure 2 hereof.

### 1.2 Type of contract for Deliverables

The selected supplier will be requested to enter into negotiations with Interfront in order to conclude an agreement for the provision of the Deliverables as described in Annexure 2 to this RFT. It is Interfront’s intention to enter into an agreement based on the specifications as set out in Annexure 2 to this RFT with only one (1) legal entity. The quantity of the order may vary and the Annexure serves only as a best estimate. This contract will consist of an initial supply of laptop equipment as well as an ad hoc supply staggered over the remainder of the Interfront financial year ending on the 31<sup>st</sup> of March 2018.

### 1.3 No guarantee of volume of work or exclusivity of contract

Interfront provides no guarantees of the value or volume of orders that will be placed with the selected supplier. The tender may be awarded, in part or in full, at the sole discretion of Interfront, to one or more concerns on a non-exclusive basis.

### 1.4 Contact details

#### 1.4.1

Any queries regarding this bid or on any matter arising from or referred to in this document, must be addressed to Ms. Leanne Ross, in writing, as set out hereunder. Under no circumstances may any other employee of Interfront be approached for any information. Any such action may result in a disqualification of a bid submitted in response to this RFT.

**Table 1**

Enquiries	
<b>Contact Person:</b>	Leanne Ross
<b>Tel no:</b>	021 840 3400
<b>email address:</b>	<a href="mailto:procurement@interfront.co.za">procurement@interfront.co.za</a>
<b>Closing date for enquiries:</b>	09 November 2017

#### 1.4.2

All enquiries regarding this RFT must be forwarded to Ms. Leanne Ross as per the contact details as provided above.

#### 1.4.3

Interfront will, under no circumstances, allow or entertain any enquiries from Bidders after the closing date of this RFT and/or during the subsequent evaluation processes.

## 2. PART 2 – SPECIAL CONDITIONS OF CONTRACT

### 2.1 Introduction

Interfront is a wholly owned subsidiary of the South African Revenue Service (SARS). However, Interfront's business operations function independently through its own Board of Directors and it strives to be a fully sustainable, eco-friendly body. Interfront is developing customs and border management information technology (IT) solutions for SARS and support the systems it has in operation with clients. This request for tender (RFT-2-2017/18) is an invitation by Interfront to prospective Suppliers to submit tenders for the supply and delivery of laptops and notebook backpacks.

### 2.2 General conditions of Contract

All bids, contracts or orders for goods or services shall be subject to the General Conditions of Contract as published by the National Treasury of the Republic of South Africa. In the event of any conflict between the provisions contained in any contract or agreement in place as between Interfront and the supplier / contractor / service provider and the General Conditions of Contract, the provisions as contained in the General Conditions of Contract shall prevail. Kindly familiarise yourself with these provisions at [www.treasury.gov.za](http://www.treasury.gov.za)

### 2.3 Tax Compliance

**2.3.1** When submitting a bid to Interfront, Bidders must be tax compliant and registered on the Central Supplier Database (CSD) of National Treasury. Bidders must also submit a **valid** Tax Clearance Certificate as part of their tender documents with their tax compliance status (TCS) authorization pin for Interfront to validate the Bidders' tax compliance status on e-filing if needed. Bidders' tax compliance will also be checked on the National Treasury's CSD. No tender will be awarded to a Bidder who is not tax compliant and not registered on the CSD.

### 2.4 Interfront reserves the right to:

**2.4.1** Cancel or reject any quote and to not award the tender to the Bidder who scores the highest preference points or award parts of the tender to different Bidders, cancel or reject any bid and to not award the tender at all.

**2.4.2** Interfront reserves the right in its sole discretion to:

- withdraw, suspend or cancel this RFT at any time, without providing reasons;
- not provide reasons for its rejection or the failure of any Bidder or Bid;
- change any condition, procedure or rule of the RFT by notice to all Bidders;
- amend, vary, or supplement any of the information, terms or requirements contained in this RFT, any information or requirements delivered pursuant to this RFT, or the structure of the RFT process by notice to all Bidders;
- re-advertise for RFT responses;
- provide further information in respect of, and modify the provisions or rectify any mistakes of this RFT at any time prior to the closing date by notice to all Bidders;
- disqualify any person who is a Bidder or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or be disposed of who directly

or indirectly influence or interfere with the work of any Interfront employees involved in the procurement process in order, *inter alia*, to:

- influence the process and/or outcome of a bid;
- incite breach of confidentiality and/or the offering of bribes;
- cause over- or under-invoicing;
- influence the choice of procurement method or technical standards; and/or
- influence any of our employees in any way which may secure an unfair advantage during or at any stage of the procurement process.

**2.5 The following will lead to the immediate disqualification of a Bidder:**

- 2.5.1** Bidders who submit information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, falsified BEE credentials, experience, qualifications, etc.
- 2.5.2** Bidders who received information not available to other vendors through fraudulent means;
- 2.5.3** Bidders who did not submit the duly completed SBD forms.
- 2.5.4** Bidders who try to influence the bidding process by illegal means.
- 2.5.5** Bidders who fail to declare their interest in Interfront dealings or relationship with any staff member of Interfront.
- 2.5.6** Bids that are delivered after the closing date and time of the bid, regardless of the method used to send or deliver the bid documents.

**2.6 The following Bidders may be disqualified:**

- 2.6.1** Bidders who fail to provide proof of tax compliance status;
- 2.6.2** Bidders who fail to provide written proof from the SARS that, that Bidder has no tax obligations;
- 2.6.3** Bidders who submitted incomplete information and/or documentation according to the requirements of this RFT;
- 2.6.4** Bidders who do not comply with any other requirements as stipulated in this document;
- 2.6.5** Bidders who do not meet any of the mandatory requirements;
- 2.6.6** Bidders who are not registered on the CSD of National Treasury.

**2.7 All costs must be stipulated. No costs will be paid if not stipulated in the tender.**

**2.8** Submission of tender documents must be in hardcopy, in a sealed envelope with the applicable RFT number and name on it. Each page of the bid documents must be initialed by the bidder.

**2.9** All Bidders partaking in this tender must be registered on National Treasury's Central Supplier Database (CSD) at website [www.csd.gov.za](http://www.csd.gov.za)

**2.10 Checklist**

Take note of Annexure 7 attached hereto.

**2.11 Information to be provided by the Bidder**

- 2.11.1** Proven relevant experience and success, as well as the ability to deliver a reliable, efficient and effective service will be important considerations.
- 2.11.2** Any work performed by a successful bidder will be evaluated against these criteria.
- 2.11.3** The bidder also warrants that the goods provided will be of a superior standard, and is unlikely to cause undue difficulties.
- 2.11.4** Bids that are qualified by a bidder's own conditions may be rejected as being invalid, and failure of the bidder to renounce such conditions when called upon to do so may invalidate the bid.
- 2.11.5** Interfront may request clarification or additional information regarding any aspect of the proposal. The bidder must supply the requested information promptly.
- 2.11.6** Interfront may also request a demonstration and bidders must comply with such a request within acceptable time frames.

**2.12 Acceptance of RFT conditions**

The Bidders' participation in this RFT process is deemed to constitute acknowledgement and acceptance by the Bidder of the Special Conditions of Contract contained in this RFT.

**2.13 Validity of information**

Interfront has made reasonable efforts to ensure accuracy in compiling this RFT. However, neither Interfront, nor its employees, directors, officers, advisers, shareholder or representatives will be liable to the Bidder or any third party for any inaccuracy or omission in the RFT or in respect of any additional information Interfront may provide to the Bidder as part of the RFT process.

The Bidder is deemed to have examined this RFT and any other information supplied by Interfront to the Bidder and to have satisfied itself as to the correctness and sufficiency of such before submitting a Bid.

**2.14 RFT not an offer**

This RFT does not constitute an offer to do business with Interfront, but merely serves to facilitate a requirements-based decision process.

Nothing in this RFT or any other communication made and entered into between Interfront (including its employees, directors, officers, advisers, shareholder or representatives) is a representation that Interfront will offer, award or enter into a contract.

**2.15 Preparation Costs**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Bid to this RFT and all other costs incurred by it throughout the RFT process. Furthermore, no statement in this RFT will be construed as placing Interfront, its employees, directors, officers, advisers, shareholder or representatives under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Bidders in the preparation of their response or Bid to this RFT.

**2.16 Indemnity**

If a Bidder breaches any condition of this RFT and, as a result of that breach, Interfront incurs costs or damages (including, without limit, the cost of any investigations, procedural impairment, repetition of all or part of the RFT process and enforcement of intellectual property rights or confidentiality obligations), then the Bidder indemnifies and holds Interfront harmless from any and all such costs which Interfront may incur and for any damages or losses Interfront may suffer.

**2.17 Responsibility for subcontractors and Bidder's personnel**

A Bidder is responsible for ensuring that its subcontractors, personnel (including employees, directors, officers, advisers, shareholders and other representatives of a Bidder) and personnel of its subcontractors comply with all terms and conditions of this RFT.

**2.18 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 RFT or a Bidder's Bid(s) may be disclosed by any Bidder or other persons not officially involved with Interfront's examination and evaluation of a Bid.

No part of the RFT 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 Bid. This RFT and any other documents supplied by Interfront remain proprietary to Interfront and must be promptly returned to Interfront upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

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

After the closing date, no confidential information relating to the process of evaluating or adjudicating RFT responses or appointing a Bidder will be disclosed to a Bidder or any other person not officially involved with such process.

**2.19 Governing Law**

South African law governs this RFT and the response process of this RFT. 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 RFT, the RFT itself and all processes associated with this RFT.



### 3. PART 3 – EVALUATION

#### 3.1 After the closing date:

- Interfront may request additional information, clarification or verification in respect of any information contained in or omitted from a Bidder's Bid, which Interfront may do either in writing or at a meeting convened with the Bidder for that purpose;
- no amendment may be made to a Bid, unless specifically permitted or requested by Interfront;
- Interfront may shortlist Bidders and may request presentations from short-listed Bidders to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their bid. This is an optional fact finding process which provides an opportunity for the Bidder to clarify or elaborate on their bid. Interfront shall schedule the time and location of these presentations as and if necessary.
- Please take note that any and all costs involved in setting up these sessions will be borne by the Bidder
- Interfront will enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the RFT responses;
- Interfront will evaluate the RFT responses with reference to Interfront's Evaluation Criteria detailed in paragraph 3.2. Interfront reserves the right to employ subject matter experts to assist in performing such evaluations.

#### 3.2 Evaluation criteria and methodology

Documents (mandatory and/or non-mandatory) will be evaluate+ according to the criteria specified in this RFT.

##### 3.2.1 Gate 1 - Pre-evaluation / Mandatory requirement

**Table 2**

Pre-qualification documents	Document attached?
Invitation to bid – SBD 1	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pricing schedule – SBD 3.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
Declaration of Interest – SBD 4	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preference points claim form – SBD 6.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
Declaration of Bidder's past Supply Chain Management Practices – SBD 8	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certificate of Independent Bid Determination – SBD 9	Yes <input type="checkbox"/> No <input type="checkbox"/>
General Conditions of Contract (GCC)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Central Supplier Database registration report with supplier number	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tax Clearance Certificate and Tax Compliance Status pin	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Non-compliance to the above mentioned documents will disqualify the bid.</b>	

Interfront has defined minimum pre-qualification criteria that must be met by the Bidder in order for Interfront to accept a RFT response for evaluation. In this regard a pre-evaluation verification will be carried out by Interfront in order to determine whether a Bid complies with the provisions of Part 2 and Part 3 of this RFT.

Where there is a failure to comply fully with any of the pre-qualification criteria or Interfront is for any reason unable to verify whether the pre-qualification criteria are fully complied with, Interfront will have the right to either:

- 3.2.1.1 entirely reject the Bid in question and not to evaluate it at all;
- 3.2.1.2 give the Bidder an opportunity to supplement the information provided by it under its Bid so as to achieve full compliance with the pre-qualification criteria within a period prescribed by Interfront;
- 3.2.1.3 require the Bidder to provide Interfront with such information as Interfront may request within a period prescribed by Interfront in order to enable Interfront to properly verify whether there is full compliance; or
- 3.2.1.4 in any event permit the Bid to be evaluated.

### **3.2.2 Gate 2 – Functionality evaluation**

Only Bidders who submitted all the mandatory documents as listed in Gate 1 will be evaluated in Gate 2. Bidders must score a minimum of 70 points out of 100 during the functionality evaluation. A Bidder who scores **LESS than 70 points** will be regarded as submitting a non-responsive bid and shall be disqualified.

All Bidders who score 70 points or more for functionality will be evaluated further on points for price and B-BBEE in terms of the 80/20 preference point system.

The applicable values that will be used when scoring each criteria ranges from:

**0 = no response, 1 = poor response, 2 = average, 3 = good, 4 = very good, 5 = excellent**

The Bidder's quotation must be included and must meet the required specifications on page 18 to 20 in full in order to proceed to price and BEE evaluation. If the Bidder's specifications do not meet Interfront's specifications 100% the Bidder will not be evaluated further.

**Table 3**

Functionality Evaluation Criteria	Weights	Scoring Criteria
3.2.2.1 The bidder must provide: At least 3 (three) contactable references where similar services have been rendered successfully. Provide a physical address, contact number(s) and e-mail address of references.	35	0 = no response, 1 = 1 positive response, 3 = 2 positive responses 5 = 3 positive responses
3.2.2.2 At least 2 (two) Letters of recommendation/references by customers/clients where similar work / projects were carried out.	20	0 = no response, 3 = 1 positive letter 5 = 2 positive letters
3.2.2.3 Vendor awarded certification relevant to this project e.g. Partner status	10	0 = no certification 5 = Relevant certification
3.2.2.4 The bid must be complete and must meet the technical specification provided. Any deviation from the provided specification must be motivated and detailed in the proposal.	35	0 = invalid or incorrect or incomplete specification 5 = complete and correct specification
<b>Total</b>	<b>100</b>	<b>Minimum threshold is 70</b>

**3.2.3 Gate 3 – Price and BEE evaluation**

3.2.3.1 Only Bidders who score a minimum of 70 points in gate 2, will move on to gate 3. The price and BEE evaluation shall be based on the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 and the points for evaluation criteria are as follows:

The 80/20 Preference point system will be used for this tender for the acquisition of goods/services with the Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

**Table 4**

Adjudication Criteria	Points
Price Evaluation	80
BEE Evaluation	20
<b>TOTAL</b>	<b>100</b>

3.2.3.2 Price shall be scored as follows:

$$P_s = 80 \left( 1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

**Where:** **P<sub>s</sub>** is the number of points scored for price;  
**P<sub>t</sub>** is the comparative price of the bid under consideration;  
**P<sub>min</sub>** is the comparative price of the lowest acceptable bid.

3.2.3.3 Preference points shall be scored as follows:

Points will be awarded to Bidders who are eligible for preferences in respect of:

- B-BBEE contribution in terms of Returnable Schedule 4: SBD6.1
- B-BBEE Status Level of Contributor.
- Bidders who do not submit B-BBEE status level verification certificates / Sworn Affidavit (in the case of EME/QSE) or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.
- A bidder may not be awarded points for B-BBEE status level of contributor if the bid documents indicate that the bidder intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the bidder qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- Up to 20 evaluation points (NP) will be awarded for the level of B-BBEE contribution, in accordance with table 5 below:

**Table 5**

B-BBEE Status Level of Contributor	Number of Points for Preference
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Refer to: [http://www.thedti.gov.za/economic\\_empowerment/bee.jsp](http://www.thedti.gov.za/economic_empowerment/bee.jsp) for the BEE Act and information.

3.2.3.4 The total number of adjudication points (N<sub>T</sub>) shall be calculated as follows:

$$N_T = P_S + N_P$$

**Where:** P<sub>S</sub> is the number of points scored for price

N<sub>P</sub> is the total number of BBBEE points obtained

**3.3 Process following evaluation**

**3.3.1 Following Interfront’s evaluation of the RFT responses in this RFT, Interfront has the right to, *inter alia*, in its sole discretion:**

3.3.1.1 short list one or more Bidders for award;

3.3.1.2 undertake a Best and Final Offer (BAFO) process;

3.3.1.3 Interfront may conduct a due diligence exercise on any Bidder or its Subcontractor, which may include interviewing customer references or other activities to verify a Bidder’s

submitted or other information and capabilities (including visiting the Bidder's or Subcontractor's premises, sites and facilities) to verify certain stated facts or assumptions and in which regard the Bidder will be obliged to grant Interfront with all such access, assistance and/or information as Interfront may reasonably request and to respond within the timeframes set by Interfront; or

3.3.1.4 Take any other action it deems appropriate.

**3.3.2** Interfront reserves the right to revise the points accorded to a Bidder in respect of all or any of the criteria at any time in the event of further information being obtained by Interfront, which in Interfront's opinion justifies such revision.

**3.3.3** Upon completion of its evaluations, Interfront may select one or more preferred Bidders for award as a single supplier or to form a panel of service providers.

**3.3.4** Interfront will be under no obligation to select the Bidder with the highest number of points.

**3.3.5** Upon an award, the successful Bidder will be required to enter into the Agreement with Interfront. In this regard:

3.3.5.1 Interfront may require the Bidder to enter into an interim agreement under which the transition services would commence;

3.3.5.2 Interfront will enter into negotiations with the Bidder with a view to concluding the Agreement;

3.3.5.3 Interfront will be entitled to cease negotiating with a Bidder and negotiate with another Bidder if Interfront, in its sole discretion, is of the opinion that: the Bidder has made misrepresentations in its RFT response; the Bidder is attempting to withdraw from positions or commitments made in its Bid; the Bidder is not negotiating in good faith; or an agreement may not be expeditiously concluded with the Bidder for any other reason.

## RETURNABLE SCHEDULE 1 - ANNEXURE 1 – SBD 1

### PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF <b>INTERFRONT</b>					
BID NUMBER:	<b>RFT-2-2017/18</b>	CLOSING DATE:	<b>02 November 2017</b>	CLOSING TIME:	<b>16:00</b>
DESCRIPTION	<b>SUPPLY AND DELIVERY OF LAPTOPS AND BACKPACKS</b>				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT <i>(STREET ADDRESS)</i>					
<b>Gleneagles Building</b>					
<b>Somerset Links office park</b>					
<b>De Beers Avenue</b>					
<b>Somerset West</b>					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
CONTACT PERSON					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <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:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [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)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>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.</b>	

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

**RETURNABLE SCHEDULE 2 - ANNEXURE 2 – SBD3.1**

**PRICING SCHEDULE – FIRM PRICES SBD 3.1 (ANNEXURE 2A)  
(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: <b>RFT-2-2017/18</b>
Closing Time: <b>16:00</b>	Closing date: <b>02 November 2017</b>

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

**Laptop supply terms**

The initial supply will be for a total of 39 laptops and 20 backpacks which must be delivered within 4 weeks from the date the bid is awarded, any additional laptops required must be supplied within 15 working days of Interfront issuing the request to the successful bidder.

The price negotiated on will be locked in for the duration of the contract.

Specification of equipment supplied post tender must adhere to an equal or better standard.

All disbursements and related costs shall be provided separately, if any, and may be negotiated prior to conclusion of the initial order being placed.

The price must be fixed and will not be subjected to change based on foreign exchange fluctuations

This agreement will expire on the 31<sup>st</sup> of March 2018.

The conditions and mandatory requirements defined in “Part 2- Special Conditions of Contract” of this document will apply for the duration of the contract.

**ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY**  
**NO. \*\* (ALL APPLICABLE TAXES INCLUDED)**

Item no and Description	Quantity	Price in ZAR
Laptop Build 1 Option A - Dell Latitude 5580 or Equivalent	36	
Laptop Build 1 Option B - Dell Latitude 5580 or Equivalent	36	
Laptop Build 2 - Dell Latitude 5480 or Equivalent	3	
Laptop Build 3 - Dell Latitude 7480 or Equivalent	3	



Laptop Backpacks	20	
<b>Total all inclusive bid price</b>		

**Note to pricing**

The Bidder must take the following into consideration when pricing:

- Detailed deliverables as per the specifications as set out in Annexure 2B:
- Prices must be based on a fixed rate for the duration of the contract;
- Rates must include any cost/charges in respect of labour, material, overheads, profit, delivery etc.;
- Ensure that the rates includes all costs deemed necessary as no additional costs will be admitted later;
- All rates and extended prices must include Value Added Tax (VAT);

***Interfront may require a breakdown of rates on any of the items priced and the Bidder is to provide same without any additional cost.***

- Required by: **Interfront**
- At: **Gleneagles Building, Somerset Links Office Park, De Beers Avenue, Somerset West**
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery ..... \*Delivery: Firm/not firm
- Delivery basis .....

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

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

## PRICE SCHEDULE AND SPECIFICATIONS (ANNEXURE 2B)

### 1. Background

Interfront requires the services of a professional IT solutions provider company with a good track record to supply laptops and notebook backpacks.

### 2. Key objectives

The objective of this request is to appoint 1 (one) or more suppliers to supply laptops and notebook backpacks to Interfront.

### 3. Statement of requirements

***Should the awarded supplier fail to deliver any or all of the deliverables within the lead time specified on page 16, Interfront has the right to impose penalties or terminate the order/contract. See clause 21, 22 and 23 of the General Conditions of Contract.***

The supplier must be able to supply the exact spec detailed below or latest equivalent specification which has been approved by Interfront.

The bidder is to supply Interfront bids for the following laptop and back pack specifications:

#### 4.1 Specification

The supplier must be able to supply the exact spec detailed below or latest equivalent specification which has been approved by Interfront.

The bidder is to supply Interfront proposals for the following laptop and backpack specifications:

**Table 6**

<b>Laptop Build</b>		
Description	QTY	Price in ZAR
<b>Laptop Build 1 Option A - Dell Latitude 5580 or Equivalent</b>  Lightweight design  CPU: Intel Core i7 2.8Ghz Quad Core or greater  Built in graphics with discrete graphics adapter  Windows 10 Pro, 64bit, English  15.6" FHD (1920 x 1080) Anti-glare LCD, Camera and Microphone, WWAN Capable  3 Year keep your hard drive must be included in quote  16GB RAM 2400MHz DDR4 Memory  Wireless 8265AC WW WLAN + BT Wireless Card	36	

<p>Operating System Recovery Media: Windows 10 OS Recovery 64bit - DVD</p> <p>Hardware Support Services: 3 Years Pro Support with Next Business Day Onsite Service</p> <p>256GB SATA 2.5" Solid State Drive</p> <p>Hard Drive to be pre-fitted by manufacturer and covered by Pro Support 3 year</p> <p>Dual Pointing palm rest with Smart Card and Fingerprint Reader</p> <p>Primary 4-cell Battery</p> <p>Network connector (RJ-45), SIM card slot (compatible with SA Cellular networks)</p> <p>Security cable slot</p> <p>90 Watt AC Adaptor</p>		
<p><b>Laptop Build 1 Option B - Dell Latitude 5580 or Equivalent</b></p> <p>Lightweight design</p> <p>CPU: Intel Core i7 2.8Ghz Quad Core or greater</p> <p>Built in graphics with discrete graphics adapter</p> <p>Windows 10 Pro, 64bit, English</p> <p>15.6" FHD (1920 x 1080) Anti-glare LCD, Camera and Microphone, WWAN Capable</p> <p>3 Year keep your hard drive must be included in quote</p> <p>32GB RAM 2400MHz DDR4 Memory</p> <p>Wireless 8265AC WW WLAN + BT Wireless Card</p> <p>Operating System Recovery Media: Windows 10 OS Recovery 64bit - DVD</p> <p>Hardware Support Services: 3 Years Pro Support with Next Business Day Onsite Service</p> <p>256GB SATA 2.5" Solid State Drive</p> <p>Hard Drive to be pre-fitted by manufacturer and covered by Pro Support 3 year</p> <p>Dual Pointing palm rest with Smart Card and Fingerprint Reader</p> <p>Primary 4-cell Battery</p> <p>Network connector (RJ-45), SIM card slot (compatible with SA Cellular networks)</p> <p>Security cable slot</p> <p>90 Watt AC Adaptor</p>	36	
<p><b>Laptop Build 2 - Dell Latitude 5480 or Equivalent</b></p> <p>Lightweight design</p> <p>CPU: Intel Core i7 2.8GHz or greater</p>	3	

<p>Built in graphics capable of running two external monitors</p> <p>Windows 10 Pro, 64bit, English</p> <p>14" FHD (1920 x 1080) Anti-Glare, Camera &amp; Mic, WLAN/WWAN Capable, Non-touch</p> <p>3 Year keep your hard drive must be included in quote</p> <p>8GB RAM 2133MHz DDR4 Memory</p> <p>Wireless 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)</p> <p>Hardware Support Services: 3 Years Pro Support with Next Business Day Onsite Service</p> <p>256GB Solid State Drive</p> <p>Hard Drive to be pre-fitted by manufacturer and covered by Pro Support 3 year</p> <p>Network connector (RJ-45), SIM card slot (compatible with SA Cellular networks)</p> <p>Smart Card Reader</p> <p>Compatible docking station</p> <p>Primary 3-cell Battery</p> <p>Security cable slot</p> <p>AC Adaptor</p>		
<p><b>Laptop Build 3 - Dell Latitude 7480 or Equivalent</b></p> <p>Lightweight design</p> <p>CPU: Intel Core i7 2.8GHz or greater</p> <p>Built in graphics capable of running two external monitors</p> <p>Windows 10 Pro, 64bit, English</p> <p>14" FHD (1920 x 1080) Anti-Glare, Camera &amp; Mic, WLAN/WWAN Capable, Non-touch</p> <p>3 Year keep your hard drive must be included in quote</p> <p>8GB RAM 2133MHz DDR4 Memory</p> <p>Wireless 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)</p> <p>Hardware Support Services: 3 Years ProSupport with Next Business Day Onsite Service</p> <p>256GB Solid State Drive</p> <p>Hard Drive to be prefitted by manufacturer and covered by Pro Support 3 year</p> <p>Network connector (RJ-45), SIM card slot (compatible with SA Cellular networks)</p> <p>Smart Card Reader</p> <p>Compatible docking station</p>	3	

Primary 3-cell Battery		
Security cable slot		
AC Adaptor		
<b>Description</b>	<b>QTY</b>	<b>Price in ZAR</b>
<b>Laptop Backpacks</b>	20	
Colour: Black		
Compartment for notebooks with 15" to 16" screens		
Adjustable fasteners on each side of the backpack		
Hidden rear pocket for important belongings		
Mesh side pockets for loose accessories		
Neoprene comfort grip handle on top		
Removable waist strap		
3D contoured air-mesh back padding for added comfort		
Limited Lifetime Warranty		

**RETURNABLE SCHEDULE 3 - ANNEXURE 3 – SBD4**

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 a price quotation, advertised competitive bid, limited bid or proposal). 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: .....
  - 2.1 Identity Number: .....
  - 2.2 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 2.3 Company Registration Number: .....
  - 2.4 Tax Reference Number : .....
  - 2.5 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 **YES / NO / N/A** the appropriate authority to undertake remunerative work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO** document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person **YES / NO**

employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO** 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?

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number




**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 IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

May 2011

## RETURNABLE SCHEDULE 4 - ANNEXURE 4 – SBD6.1

### SBD 6.1

#### 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 not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to 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:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = 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		NO	
-----	--	----	--

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

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
	<b>√</b>	<b>√</b>
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.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....

## RETURNABLE SCHEDULE 5 - ANNEXURE 5 – SBD8

SBD 8

## 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 of Restricted Suppliers 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b> 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If YES, 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>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.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>4.2.1</b>	If <b>YES</b> furnish particulars:		
<b>4.3</b>	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"/>
<b>4.3.1</b>	If <b>YES</b> , furnish particulars:		
<b>4.4</b>	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"/>
<b>4.4.1</b>	If <b>YES</b> , furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....  
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature      Date**

.....  
**Position      Name of Bidder**



**RETURNABLE SCHEDULE 6 - ANNEXURE 6 – SBD9****SBD 9****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

**RETURNABLE SCHEDULE 7 - ANNEXURE 7 - Checklist:**

**Documents to include in your tender pack**

**Tick if you have included**

- |                                                                                                                                                                                                                                                           |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Invitation to bid (SBD 1)                                                                                                                                                                                                                                 | <input type="checkbox"/> |
| Tax Clearance Certificate and TCS authorisation pin                                                                                                                                                                                                       | <input type="checkbox"/> |
| Price Schedule (SBD 3.1) (Annexure 2A)                                                                                                                                                                                                                    | <input type="checkbox"/> |
| Completed Price Schedule and Specifications (Annexure 2B)                                                                                                                                                                                                 | <input type="checkbox"/> |
| Declaration of Interest (SBD4)                                                                                                                                                                                                                            | <input type="checkbox"/> |
| Preference points claim form (SBD 6.1)                                                                                                                                                                                                                    | <input type="checkbox"/> |
| BEE certificate / Sworn Affidavit                                                                                                                                                                                                                         | <input type="checkbox"/> |
| Declaration of past supply chain management practices (SBD 8)                                                                                                                                                                                             | <input type="checkbox"/> |
| Certificate of independent bid determination (SBD 9)                                                                                                                                                                                                      | <input type="checkbox"/> |
| Company profile                                                                                                                                                                                                                                           | <input type="checkbox"/> |
| At least 3 (three) contactable references (with email addresses and contact numbers)                                                                                                                                                                      | <input type="checkbox"/> |
| At least 2 (two) Letters of recommendation/references by customers/clients where similar work / projects were carried out                                                                                                                                 | <input type="checkbox"/> |
| Applicable vendor partner status certification                                                                                                                                                                                                            | <input type="checkbox"/> |
| The bid is complete and meets specification 100%                                                                                                                                                                                                          | <input type="checkbox"/> |
| Quotation on company letterhead                                                                                                                                                                                                                           | <input type="checkbox"/> |
| Print General Conditions of Contract, initial each page and include in this pack<br><a href="http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/default.aspx">http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/default.aspx</a> | <input type="checkbox"/> |
| All pages of the Tender pack has been initialled                                                                                                                                                                                                          | <input type="checkbox"/> |