



## INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A GENERALLY RECOGNISED ACCOUNTING PRACTICE (GRAP) 17 COMPLIANT ASSET REGISTER FOR A PERIOD OF THREE (3) MONTHS.

<b>RFQ REFERENCE</b>	RFQ/007/GRAP17/2022
<b>RFQ ISSUE DATE</b>	11 January 2022
<b>CLOSING DATE &amp; TIME</b>	21 January 2022
<b>LOCATION FOR SUBMISSIONS</b>	<a href="mailto:mbathas@iucma.co.za">mbathas@iucma.co.za</a>

### QUOTATION SUBMITTED by:

Supplier's Name: \_\_\_\_\_

Registered name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

## **REQUEST FOR QOUTATION INVITATION**

Inkomati-Usuthu Catchment Management Agency (IUCMA) requests your quotation for the below services for:

### **APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A GENERALLY RECOGNISED ACCOUNTING PRACTICE (GRAP) 17 COMPLIANT ASSET REGISTER FOR A PERIOD OF THREE (3) MONTHS.**

#### **Evaluation method:**

80/20 Preference Point Scoring system will be applied in terms of the PPPFA of 2000, Preferential Procurement Regulations of 2017 as amended will be used. Submissions will be subjected to verification of compliance with the quotation requirements.

Bidders must submit responses via e-mail at: **mbathas@iucma.co.za** or **hand deliver to SCM Manager' Office except the following dates 17, 18, 19 and 20 January 2022.**

Please furnish us with all information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

For technical enquiries, contact Ms. TN Sibiyana at 013 753 9033 or sibiyan@iucma.co.za and for SCM enquiries, contact Mr. N Hlatshwayo at 013 753 9039 or hlatshwayon@iucma.co.za.

**Registration of bidders on the National Treasury Central Supplier Database (CSD) with compliant tax status is compulsory.**

Inkomati-Usuthu Catchment Management Agency  
Private Bag X11214  
Mbombela  
1200

**SBD 1**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY</b>				
RFQ NUMBER:	<b>RFQ/007/GRAP17/2022</b>	CLOSING DATE:	CLOSING TIME:	<b>21 January 2022</b> <b>11h00am</b>
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A GENERALLY RECOGNISED ACCOUNTING PRACTICE (GRAP) 17 COMPLIANT ASSET REGISTER FOR A PERIOD OF THREE (3) MONTHS.			
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>				
Service Providers must email proposals ( <a href="mailto:mbathas@iucma.co.za">mbathas@iucma.co.za</a> ) or hand deliver to <b>SCM Manager' Office</b> except the following dates <b>17, 18, 19 and 20 January 2022.</b>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	<b>Mr N Hlatshwayo</b>		CONTACT PERSON	<b>Ms. TN Sibiya</b>
TELEPHONE NUMBER	<b>013 753 9039</b>		TELEPHONE NUMBER	<b>013 753 9033</b>
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-
E-MAIL ADDRESS	<b>hlatshwayon@iucma.co.za</b>		E-MAIL ADDRESS	<b>sibiyan@iucma.co.za</b>
<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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	

THE GOODS /SERVICES /WORKS OFFERED?		/WORKS OFFERED?	
-------------------------------------	--	-----------------	--

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**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.**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. 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 SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / 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.
- 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."

**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: .....



## **APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A GENERALLY RECOGNISED ACCOUNTING PRACTICE (GRAP) 17 COMPLIANT ASSET REGISTER FOR A PERIOD OF THREE (3) MONTHS.**

### **1. PURPOSE**

- The Inkomati-Usuthu Catchment Management Agency (IUCMA) is a water resources management institution established by the National Water Act 36 of 1998. The IUCMA to adequately execute its constitutional mandate owns both moveable and immovable assets that are in the custody of staff members.

### **2. BACKGROUND**

- The IUCMA is required to safeguard and maintain its assets, to measure them in accordance with the related Standards of GRAP, maintain a system of internal control over assets and to keep an updated asset register. Controls around asset registers should be sufficient to provide accurate, reliable, and up-to-date account of assets under the control of IUCMA. These controls must also cover access to the asset register to ensure that only authorised recordings of all transactions relating to assets take place. To achieve this, assets of the IUCMA need to be verified at least once every quarter as per prevailing policy. Verifications need to be done from floor to register and from register to floor by the asset team.

### **3. AIMS AND OBJECTIVES**

The primary objectives of the appointment is to compile a GRAP 17 compliant Fixed Asset Register (FAR) for period ending March 2022. In achieving this, the preferred Service Provider (SP) is expected to:

- Compile the FAR for the period ending March 2022 financial year that fully complies with the applicable GRAP standards and prevailing approved policy;
- Assist the IUCMA to account for changes in accounting policies as per newly approved policy;
- Improve audit evidence and well-prepared audit files in line with the National Treasury guidelines for financial year March 2022; and

- Conduct annual impairment and revaluations assessments for period ending March 2022 of asset register developed as per point (i) above.

#### **4. SCOPE OF WORK/ DELIVERABLES**

- The IUCMA requires the services of a suitably qualified SP to submit proposals to assist the Agency in developing a GRAP 17 compliant asset register. The SP will be required to:

##### **4.1 Review of the existing asset register**

- The SP will obtain the existing FAR as maintained by the IUCMA to review existing asset register with a view to determine whether the FAR meets all the assertions on assets based on the GRAP 17 standards. This includes, (i) ownership, (ii) existence of the asset, (iii) completeness of the existing FAR, and (iii) up to date valuation of the assets
- The SP should identify the gaps in the existing FAR in meeting the GRAP 17 standards based on the above principles.
- Based on the review of the existing asset register, the SP must prepare a project implementation plan to undertake the updating the FAR to be GRAP compliant as well as to be current.

##### **4.2 Verification of the existing asset register**

The SP should use the existing FAR to undertake the validation and verification of the asset register. This will include but not limited to the following:

- Determine the location of all the fixed assets;
- Capture all the attribute data of each asset that is required;
- Undertake a condition assessment of the assets with a view to provide indication as to whether service levels are being attained. The condition assessment of the fixed assets should be undertaken to a level that will help the IUCMA;
- Analyse the rate of deterioration of the assets;
- Support more accurate estimates for the remaining useful life;
- Enable the forward planning on capital replacement needs that will decrease the risk of unavoidable and unplanned expenditures; and
- Update FAR to align to changes of accounting policy as per approved policy.

##### **4.2 Unbundling of the asset register**

The SP should review the level of componentization conducted with the IUCMA's asset management policy as well as the National Treasury regulations.

##### **4.3 Valuation of the asset register**

The SP must undertake impairment and revaluation and assessments of the assets and align in accordance with standards and approved policy.

#### **4.4 Review and update the useful life of the existing asset**

- The SP must undertake a review of the estimated useful life (EUL), the asset component age and the remaining useful life (RUL) of each asset and ensure that changes to the EUL are effected in the updated asset register.
- Based on available records on asset, the SP must review and update the asset age of the assets.
- It is important that the SP determines the remaining useful life of each asset component based on the condition assessment undertaken than assessing the EUL and deducting the current age.
- For assets that may be near or past their assessed useful life but still in use, the SP must determine the minimum remaining life based on the asset type or the service type.

#### **4.5 Calculate the Depreciation charges**

The SP will be required to correct FAR to realign depreciation charges to changes in accounting policy.

#### **4.6 Compile a GRAP compliant asset register**

The SP must compile a GRAP 17 compliant asset register that provides the information determined from the above tasks. This will include reconciling the new asset register with the existing asset register and resolve all variances.

The SP must compile the fixed asset listing in a format suitable for import into the IUCMA's current financial system (SAP). The asset register developed should provide the below minimum information:

- Asset Class
- asset unique identification codes
- Attribute data of each asset
- Location of the asset
- Take on date
- Estimate Base Useful Life
- Condition of the Asset
- Modified Useful Life
- Remaining Useful Life
- Current Unit Replacement Cost

- Replacement Cost as at 31 March 2022
- Accumulated Depreciation
- Depreciation Replacement Cost
- Annual Depreciation
- Carrying Amount as at 31 March 2022

## **5. Project Period**

The project will be executed within a period of three (3) months effective from the date of the signing of the contract.

## **6. OWNERSHIP AND INTELLECTUAL PROPERTY**

All products resulting from this contract will remain the property of the IUCMA.

## **7. EVALUATION PROCESS**

The bid will be evaluated and adjudicated on three (3) different levels as follows:

- Phase 1 – Compliance/Mandatory requirements
- Phase 2 – Functional requirements
- Phase 3 – Price and BBBEE evaluation

### **Phase 1: Compliance/ mandatory Requirements**

All formal written quotations will be examined to determine compliance with awarding requirements and conditions. The proposals will be verified against all administrative requirements of the request for quotation which include the completeness of the Standard Bidding Documents. Bidders who do not fulfil all the requirements or do not submit the required documents will be disqualified and not be evaluated further on compulsory requirements. The compliance requirements include the following:

- Registration on the National Treasury Central Supplier Database (CSD).
- Standard bidding documents must be fully completed and signed, where the answer is not applicable, it must be indicated with N/A, failure to complete will result in disqualification.
- Standard bidding Documents 1, 4, 6.1, 8 and 9.
- Bid documents must be fully completed, where the answer is not applicable, it must be indicated with N/A, failure to complete will result in disqualification.
- The BID document must NOT be altered, only hand-written formal written quotations will be accepted.



**Phase 2: Functionality Requirements**

The evaluation of bidders of functionality will be done in terms of the evaluation criteria as indicated in Table 1 below. Only formal written quotations that meet the minimum threshold of 80 out of 100 points for functionality will proceed to the next stage. The evaluation of functionality will be evaluated in accordance with the functionality criteria below and applicable values.

**Table 1: Functionality Evaluation Criteria**

Qualification criteria	Description	Points
<p><b>Company Experience</b></p>	<p>The company has positive references from state owned entities or government entities (clients) with which they have done similar business limited to development of a GRAP 17 compliant asset register.</p> <ul style="list-style-type: none"> <li>• 5 or more positive references letters on company letterhead=25</li> <li>• 4 positive references letters on company letterhead=20</li> <li>• 3 positive references letters on company letterhead=15</li> <li>• 2 positive references letters on company letterhead=10</li> <li>• 1 positive references letter on company letterhead=5</li> </ul> <p><b>Proof: Reference letters on client letterhead with contactable references (No attachment will score zero)</b></p>	<p>25</p>
<p><b>Project Implementation Plan</b></p>	<p>The company has presented a well-documented project plan that covers all processes and phases of the project (each phase = 5 points):</p> <ul style="list-style-type: none"> <li>▪ Preplanning</li> <li>▪ Execution (A Gantt chart to be submitted)</li> <li>▪ Monitoring</li> <li>▪ Reporting</li> </ul>	<p>20</p>

	<ul style="list-style-type: none"> <li>• Having 4 of the above phases=20</li> <li>• Having 3 of the above phases=15</li> <li>• Having 2 of the above phases=10</li> <li>• Having 1 of the above phases=5</li> </ul> <p><b>Proof: Attach a detailed clear project implementation plan and a Gantt chart. (Having none of the abovementioned phases will score zero)</b></p>	
<b>Project Manager Experience</b>	<p>Company demonstrates that the Project Manager is well versant with accounting standards and prescripts. Project manager should be a CA (SA).</p> <ul style="list-style-type: none"> <li>• 8 or more years' experience = 30</li> <li>• 5 to less than 8 years of experience =15</li> <li>• Less than 5 years of experience= 5</li> </ul> <p><b>Proof: CV submitted with certified qualifications and contactable references. (No proof will result to zero)</b></p>	30
<b>Support staff</b>	<p>Company demonstrates that the support staff is well versant with accounting standards and prescripts. Support staff should hold a minimum of a degree in Financial Accounting.</p> <ul style="list-style-type: none"> <li>• 8 or more years' experience = 25</li> <li>• 5 to less than 8 years of experience= 10</li> <li>• Less than 5 years of experience = 5</li> </ul> <p><b>Proof: CV submitted with certified qualifications and contactable references.</b></p>	25
<b>Total</b>		100
<b>Minimum required score</b>		80

**Phase 3: Price and BBEE Evaluation in terms of 80/20 Preference Points System**

- Only formal written quotations that achieve the minimum qualification score of 80 points for functionality will be evaluated further in accordance with the 80/20 preference points system. Allocation of points for B-BBEE status level is set out in table 2 below.

Phase 3: Preferential Point System	Points
Price	80
B-BBEE status level of contribution	20
Total	100

- Submit valid certified copy of B-BBEE certificate; or affidavit in case of Exempted Micro Enterprise (EME).

Table 2: B-BBEE Status

B-BBEE Status level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non –compliant contributor	0

## 8. PRICING SCHEDULE

The proposed total pricing rates must be inclusive of VAT. Prices/ rates are to be indicated on per unit/ item basis as required by the table 3 below, which constitute the pricing schedule for this tender. Prices/ rates indicated must be projected for a period of months.

**Table 3: Pricing Schedule**

Item No.	Description	Pricing Schedule	
		Quantity	Total (Vat Exclusive)
1.	Review of the existing asset register	2,000 movable and 1 immovable	
2.	Unbundling of the asset register	2,000 movable and 1 immovable	

Item No.	Description	Pricing Schedule	
		Quantity	Total (Vat Exclusive)
3.	Verification of the existing asset register	2,000 movable and 1 immovable	
4.	Valuation of asset register	2,000 movable and 1 immovable	
5.	Review and update the useful life of the existing asset	2,000 movable and 1 immovable	
6.	Calculate the Depreciation charges	2,000 movable and 1 immovable	
7.	Compile a GRAP 17 and SAP compliant FAR & disposal register	1	
8.	Close out report and recommendations	1	
9.	Disbursement costs	<ul style="list-style-type: none"> <li>▪ Travel costs will be claimable to a maximum of SARS approved rates for travelling done in support of satellite offices in Bushbuckridge and Piet Retief with the departure point being Nelspruit head office.</li> <li>▪ Accommodation costs will be limited to accommodation for work done in support of satellite offices in Bushbuckridge and Piet Retief only.</li> <li>▪ Amount payable in lieu of accommodation is limited to actual costs incurred.</li> <li>▪ No other disbursement costs are permissible.</li> </ul>	
10.	TOTAL (1 + 2 + 3 + 4 + 5+ 6+7+8) Vat Exclusive		
11.	VAT @ 15%		

Item No.	Description	Pricing Schedule	
		Quantity	Total (Vat Exclusive)
12.	TOTAL (1 + 2 + 3 + 4 +5+ 6+7+8) Vat Inclusive		

N: B – All above costs to be presented with the notion that the IUCMA has a fully fledged licensed SAP system that operates on version – SAP ECC 6.0. The pricing should therefore exclude any additional modules to be procured on SAP.

### 9. SERVICE LEVEL AGREEMENT

- The acceptance of any proposal is only valid upon the conclusion of a written SLA between the IUCMA and the successful Service Provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the IUCMA and the successful Service provider.
- Until such time that an appropriate SLA has been concluded between the IUCMA and the successful Service Provider, no rights shall be conferred, nor shall any legitimate expectations be conferred to the successful service provider to carry out the works or services provided for in this document.
- This document is not to be edited or altered as it forms part of the contract. Any contract amendments are to be raised with the IUCMA for legal consideration.

### 10. SPECIAL OF CONDITIONS

- Awarding of the bid will be subject to the service provider’s express acceptance of the general conditions of contract.
- The successful service provider must at all times abide to the POPI Act.
- The successful service provider agrees to keep confidential all records and information and not to disclose such records or information to any third party without the prior written consent of IUCMA.
- The IUCMA reserves the right to terminate the contract if there is clear evidence of non-performance and/or inability to deliver.
- No supplier shall use material or designs of other manufacturers without patent rights.
- IUCMA reserves the right not to make any appointment.
- Bidders who are exempted micro enterprises (EME) or qualifying small enterprise (QSE) 51% owned by black people who are youth, women and people living with disabilities are encouraged to bid.

## 11. SUBMISSION OF PROPOSALS

All formal written quotations and supporting documents should be sent electronically or hand deliver to SCM Manager' Office except the following dates 17, 18, 19 and 20 January 2022 on or before the stipulated closing date and time to:

Miss Silungile Mbatha

Manager: Supply Chain Management

**Email: [mbathas@iucma.co.za](mailto:mbathas@iucma.co.za)**

### Contact Persons

Technical Enquiries	SCM Enquiries
Finance Ms. TN Sibiya Tel.013 753 9033 or EMAIL: <a href="mailto:sibiyan@iucma.co.za">sibiyan@iucma.co.za</a>	Supply Chain Management Mr N Hlatshwayo. Tel: 013 753 9039/066 549 8618 E-mail : <a href="mailto:hlatshwayon@iucma.co.za">hlatshwayon@iucma.co.za</a>

**SBD 4: DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1. Full Name of bidder or his or her representative: .....

2.2. Identity Number:.....

2.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....

2.4. Registration number of company, enterprise, close corporation, partnership agreement or trust:.....  
.....

2.5. Tax Reference Number: .....

2.6. VAT Registration Number: .....

2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

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:  
.....  
.....  
.....

<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.

2.7.2	If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES	NO
2.7.2.1	If yes, did you attach proof of such authority to the bid document? <u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u>	YES	NO
2.7.2.2	If no, furnish reasons for non-submission of such proof:		
2.8	Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?	YES	NO
2.8.1	If so, furnish particulars:		
2.9	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?	YES	NO
2.9.1	If so, furnish particulars:		
2.10	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?	YES	NO



2.10.1	If so, furnish particulars.		
2.11	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?	YES	NO
2.11.1	If so, furnish particulars:		

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

Full Name	Identity Number	Personal Income 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 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## 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) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

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

### 2. DEFINITIONS

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

### 3. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14

4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

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

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

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?  
 (*Tick applicable box*)

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

7.1.1 If yes, indicate:

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

(*Tick applicable box*)

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

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

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

.....

.....

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

**CERTIFICATION**

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

**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**

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

.....  
**Position**



## **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 bid 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.
- 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

<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**