



REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO THE DENEL VEHICLE SYSTEMS.

RFQ NUMBER:

RFQ6711-2020/21

RFQ ISSUE DATE:

16 November 2020

CLOSING DATE AND TIME:

26 November 2020 @ 11:00 am

RFQ VALIDITY PERIOD

60 Days (COMMENCING FROM RFQ CLOSING DATE)

DESCRIPTION OF SERVICES

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVICING AND REPAIR OF AIRCONDITIONERS AT DENEL VEHICLE SYSTEMS (PTY) LTD SITES – (ONCE – OFF)

RFQ DOCUMENTS DELIVERY ADDRESS

12 BARNSELY ROAD, BENONI INDUSTRIAL SITES, BENONI, JOHANNESBURG

OR

PRIVATE BAG X049, BENONI, 1500, SOUTH AFRICA

COMPULSORY SITE VISIT

**Thursday, 19 November at 10h00 at (OMC)
12 Barnsley Road, Benoni Industrial Site**

PROCUREMENT ENQUIRIES**Name:** Tebatso Lewele**Tel:** (011) 747 3554**Email:** tebatso.lewele@lssa.co.za**BIDDER NAME:****COMPANY REGISTRATION****NUMBER:**.....**CSD NUMBER :**.....**ADDRESS:**..........
.....
.....**CONTACT PERSON :**.....**TEL:**.....**FAX:**.....**E-Mail :****Mobile:****TOTAL RFQ PRICE RInclusive of VAT**



TERMS OF REFERENCE FOR APPOINTMENT OF SERVICE PROVIDER FOR SERVICING AND REPAIR OF AIRCONDITIONERS AT DENEL VEHICLE SYSTEMS (PTY) LTD SITES – (ONCE – OFF)

1. BACKGROUND

Denel Vehicle Systems (Pty), Ltd (DVS) a State Owned Company requires services from an approved supplier to service and repair Air Conditioners at DVS sites.

Services shall be delivered at the following geographically locations being operational sites of DVS namely:

- 1.1. Main Site Benoni: Denel Vehicle Systems (Pty), Ltd T/A Denel OMC and Denel Mechatronics residing at 12 Barnsley Road, Benoni Industrial Sites, Benoni.

2. INFORMATION SESION

Suppliers shall attend a compulsory site meeting at each location to verify the quantities, type and service required to all air conditioner installations.

- 2.1. Suppliers attendance will be registered on attendance register which will be used to verify submissions. Only submissions received from suppliers attending the compulsory site meeting submission will be eligible for participating.

- 2.2. Suppliers to **ensure representatives** attending the site meeting will arrive with the following **personal protective equipment**.

- 2.2.1. COVID Protocol shall apply at access point
- 2.2.2. Appropriate Safety Shoes
- 2.2.3. Work attire (no short pants allowed)

3. PERIOD OF SERVICE REQUIRED

Preferred supplier to be appointed for a once off execution of a major service and repairs to air conditioners listed in this RFQ.

4. PREFERENTIAL PROCUREMENT POINTS ALLOCATION

The Preferential Procurement Regulations points to be allocated to this tender is: 80/20

5. EVALUATIONS CRITERIA

The tender will be evaluated in accordance with the PPPFA 80/20 principle against the following Criteria.



6. MANDATORY REQUIREMENTS

None

Note: Functionality scoring will be on the sliding scale as per the below table:

SCORE	DESCRIPTION
1 - Poor	Unacceptable, does not meet set criteria
2 - Average	Compliance to the requirements
3 - Good	Satisfactory should be adequate for stated elements
4 - Very Good	Above average compliance to the requirement
5 - Excellent	Meets and exceeds the functionality requirements

6.1. Evaluation Criteria of Proposal

Criteria	Weighting
<p>Provide a company profile to establish supplier is organized, adequately resourced and able to service and repair various air conditioners at DVS sites and attach copies of at least three (3) Purchase Orders which is not older than three (3) years as proof of business.</p> <p><i>Sliding scale 1-5 will be used</i></p>	40
<p>Provide at least three (3) contactable references to establishes supplier's track record of similar air conditioners servicing and repairs provided to clients.</p> <p>Note: Purchase Orders does not constitute a reference letter and such letters shall be on client's letterhead depicting the company's logo, description of service, amount and expression of their satisfaction. Letters will not be older than 3 years.</p> <p><i>Sliding scale 1-5 will be used</i></p>	30
<p>Provide CV's of technicians who will perform all servicing and repairs on DVS Sites and attach specific skills/qualifications in terms of air conditioners and chillers services. Technicians must have refrigeration maintenance and repair qualifications.</p> <p><i>Sliding scale 1-5 will be used</i></p>	30

7. PRICING

Bidders MUST provide VAT inclusive pricing as per pricing schedule. Completion of the pricing schedules per DVS Site is mandatory.

7.1.1. Benoni site: Critical Air at conditioners high priority once off major service

7.1.2. Supplier to ensure model and details are validated during the site meeting.

#	AREA	MAKE	TYPE	QTY	Major Service Price
1	A BLOCK UPS ROOM	Air cons A Block UPS room- ALLIANCE AIR , CSU-36UC,36 000 BTU/H,380V, mid-wall (X 2)		2	
		Service and repairs			
2	A BLOCK MAIN SERVER ROOM	a. Air cons MAIN SERVER ROOM, UNIFLAIR, TDARO721A,110000BTH/H,400V, Under Floor cooling, (X2)		4	
		b. Air cons-SAMSUNG AQ30WBN, 30 000 BTU/H, 220V, mid wall (X2)			
		Service and repairs			
3	H BLOCK UPS ROOM	Remove one of existing units (beyond repair) and replace with an existing unit obtained at ground floor office Barnsley house area, service and re-install unit into the H Block UPS Room		1	
		Remove, replace Service and repairs			
4	H BLOCK SERVER ROOM	a. Service the Ceiling Cassette Air Conditioner LG, L5UH366NMMO, 36 000 BTU/H, 220V-240V (X1)		2	
		b. Remove an existing Midea unit, and replace with LG,C24AWR,24000BTU/H, 220V-240V, mid-wall (X1) from Barnsley house open plan ground floor			
		Remove and replace, service and repairs			
5	DR SERVER ROOM	a. Air cons DR ROOM- ALLIANCE AIR, CSU-48FS, 48 000 BTU/H, 380-420V, SPOT COOLER (X1)		3	
		b. SAMSUNG, AS30WCN, 30 000 BTU, 380-420V, mid-wall (X1)			
		c. LG,C24AWR,24000BTU/H, 220V-240V, mid-			

#	AREA	MAKE	TYPE	QTY	Major Service Price
		wall (X1)			
		Service and repairs			
6	SECURITY SERVER ROOM	a. Mid Wall Split Air Conditioner b. Ceiling Cassette Air Conditioner		2	
		Service and repairs			

7.1.3 Summary all cost DVS Sites

#	Services as per Site individual tables above carried over	Major service Inclusive price	Vat
1	Air Conditioners Major Service Benoni site total vat inclusive cost		

7.1.4 Quote fix fees for the following works Including VAT which will be applicable for this once off works and response to breakdowns experienced over the close of business period 11 Dec 20 to 15 Jan 21..

Unit Cost for the following	Unit of measure	Vat inclusive Tariff/Fee
Air con Gas refill/top-up per R/kg	Price/kg gas	
Call-out fee normal hours	Price /call out	
Call-out fee after hours	Price /call out	
Labour Rates/hour normal hours	Price /hour	
Labour Rates/hour after hours (breakdown)	Price per hour	
Transportation cost per km	Tariff/km	
Material cost markup	% mark-up	

Support documentation to be attached separately.

- Quotes for repairs shall indicate the full calculations in terms of quantities, tariff/fee per item total and Vat incl. totals.
- Material/parts sourced and delivered. Copies of actual material/spares invoices to be attached to the final invoice in order for DVS to verify the calculation and % mark-up applied.

Acknowledgement by supplier information stated in this pricing schedule is correct and notice of above rules noted.

Bidder Signature:_____ **Date:** _____

8 SCOPE OF WORKS

- 8.1 Supplier MUST comply and execute all services and testing to prescriptions of OEM air-conditioners suppliers.
- 8.2 Supplier shall assess and validate the quantity, type, model and location of products as an input for this tender.
- 8.3 Preferred supplier shall be required to register on Denel Vehicle Systems ERP system and may be subjected to quality systems verifications. (ISO 9001 or equivalent system)
- 8.4 Suppliers shall repair / replace defective parts, sub systems in accordance with specific model type and OEM product supplier's prescriptions. Any repairs/replacements shall be approved prior execution by the site Maintenance Departments and governed by specific contractual stipulations.
- 8.5 All warranties obtained shall be communicated in advance (stated on quotations) and transferred to DVS with validity periods, warrantee claim procedure and implications.
- 8.6 Parts and sub-systems to be replaced shall be sourced in terms of availability, cost effectiveness, minimum running cost, energy efficiency and future spares availability.
- 8.7 Major Service Scope of works. The following requirements but not limited to are required. Quote per area in detail for a major service on all air conditioners in designated area. DVS shall benefit from the quantities proposed in this once off activity.
- 8.7.1 Check and clean filters & covers.

8.7.2 Check and clean evaporator coils

- 8.7.3 Check and clean condenser core
- 8.7.4 Check oil fan motors
- 8.7.5 Check starting relay
- 8.7.6 Check compressor and mounting springs
- 8.7.7 Check drip pan and drain
- 8.7.8 Check operation of dampers
- 8.7.9 Check for refrigeration leaks
- 8.7.10 Check Gas/Refrigerant Pressure
- 8.7.11 Check thermostat and switches
- 8.7.12 Check and clean condenser core
- 8.7.13 Check oil fan motors
- 8.7.14 Check starting relay
- 8.7.15 Check remote operations
- 8.7.16 Service Report and detail repair quotation on any faults found per unit signed off by maintenance department
- 8.7.17 Note: Gas quantity and charges must be part of repair quotation. Qty gas replaced per site shall be summarised and submitted.

8.8 Ad hoc Repair activity

- 8.8.1 Appointed supplier shall submit per area repair quotations to restore the functionality of the aircon when determined after service such repairs are required. Note DVS retain the right to approve all or partial repairs as required and quoted for by appointed supplier.
- 8.8.2 All warranties obtained (noted on quotations) shall be transferred to DVS with validity periods, warrantee claim procedure and implications.

8.9 New Installations

- 8.10 Supplier shall provide on request quotations for replacement units and ensure the make and model is agreed with DVS. All new installations shall be energy efficient.
- 8.11 **Note:** Electrical connectivity required shall be provided by DVS in-house capability and quotation shall define the exact requirement.

8. EXPECTED OUTPUTS AND OUTCOMES

- 8.1. Preferred Supplier shall delivery a report after each service depicting the status and required corrective activities to ensure air conditioner equipment is available, serviceable and maintained.
- 8.2. Preferred Supplier shall submit repair/replacement quotations to restore unit to working/serviceability condition to DVS Site Maintenance Department for approval.

No work will be allowed unless a DVS order has been approved and receipt acknowledged by supplier.

8.3. Air conditioners servicing will be executed on DVS sites using supplier's special equipment. DVS Maintenance Departments will allocate an area for servicing operations, use of DVS utilities, safety requirements and access to services.

8.4. Preferred supplier after appointment shall submit and maintain a contractor's safety file for approval by DVS Safety, Health and Environment Department, prior commencement of actual contract execution. The minimum content of the safety file depicting the proof of compliance are.

8.4.1. Letter of Good Standing Department of Labour

8.4.2. Copy of registration certificate at Department of Labour as a service provider for air conditioner services if applicable.

8.4.3. Copy of registration certificate(s) of all technicians to be deployed at DVS sites executing services.

8.4.4. Copies of all employees ID documents which will perform services on sites for duration of contract.

8.4.5. Medical fit certificates working at heights of all employees to be deployed at DVS sites

8.4.6. Proof of security screening conducted on all employees working at DVS sites. Note, No foreigners are allowed to work at DVS sites being a declared National Key Point

8.4.7. Copies of all MSD certificates pertaining chemical substances and gasses used during all activities.

8.4.8. Copies of all compliance documents/certificates in terms of the OHS Act pertaining;

8.4.8.1. Copies proof of skills training.

8.4.8.2. Proof of lifting equipment compliance and use where applicable.

8.4.8.3. Personal Protective Equipment (PPE) register.

8.4.8.4. Portable Electrical Equipment (PEE) register.

8.4.8.5. SHERA conducted and proof of awareness given to employees.

8.4.8.6. Safety and operating requirements specific to the execution of working at heights i.e. life lines, safety harnesses and high reaches equipment where applicable

8.4.8.7. OHS Act Section 37(2) Safety Agreement signed between preferred supplier and DVS.

8.4.8.8. Proof of Safety and Security Induction received at DVS sites

8.4.8.9. Copies of all MSD certificates for substances used.



9. SPECIAL CONDITIONS

- 9.1.1. Preferred supplier shall demonstrate repaired unit is functional, restored to original serviceability and work/job card signed off by representative of site maintenance department and attached to all invoices to be a valid claim.
- 9.1.2. Preferred supplier invoices shall comply to all requirements as stipulated in pricing schedule and fees structure.

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) The 80/20 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
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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)
- (d) **“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;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“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;
- (g) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (h) **“prices”** includes all applicable taxes less all unconditional discounts;
- (i) **“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;
- (j) **“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;
- (k) **“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 points is allocated for price on the following basis:

80/20

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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"/>
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- 7.1.1 If yes, indicate:

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

(Tick applicable box)

YES		NO	
-----	--	----	--

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

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:

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:

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

¹"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.

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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



2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have 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 Reference Number	Tax	State Number	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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>



4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.



² 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.

SBD 9

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

SBD 9

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 consortium³ 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.

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

SBD 9

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

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1. STANDARD CONDITIONS OF THE BID

- i. Bidders must complete SBD 4, SBD 6.1, SBD 8 and SBD 9 if their quote exceeds R30 000;
- ii. Bidders must also submit a **valid tax clearance certificate**; and a **valid B-BBEE certificate** (original or certified copy) to the DVS offices PRIOR to the closing date, if the DVS is not already in possession of these certificates;
- iii. If not registered on our supplier database, DVS Supplier application form must be completed and signed (copy attached).
- iv. It is the responsibility of prospective bidders to ensure that their CSD Registration is active and updated as this serves as a prerequisite for submission of their proposals.
- v. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the Bid;
- vi. The DVS(OMC) reserves the right to award or not to award this contract;
- vii. The DVS(OMC) will enter into a formal contract with one/two successful bidders;
- viii. The DVS(OMC) reserves the right to award in full or in part or whichever option which will be financially viable and promotes quality, value for money, competitiveness, fairness and transparency.
- ix. The DVS(OMC) reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- x. Quotations received after closing time and date will be classified as **LATE** and will **NOT** be considered;
- xi. Although adequate thought has been given in the drafting of this document, errors may occur which the DVS(OMC) will not be responsible for;
- xii. Any change of information provided in the bid document that may affect delivery of the service should be brought to the DVS(OMC)'s attention as soon as possible. Failure to comply with this may result in the contract being terminated;
- xiii. Service providers presenting information intentionally incorrectly or fraudulently will be disqualified;

- xiv. Service providers who have been declared insolvent and wish to do business with the DVS(OMC) must have been rehabilitated and provide the necessary proof thereof; The DVS(OMC) reserves the right to award, cancel or partially award this contract.
- xv. The National Treasury General Conditions of Contract will be applicable to this bid (available on the National Treasury website);
- xvi. Bidders must complete and attach all relevant standard bid document;
- xvii. All prices quoted must be VAT inclusive;
- xviii. Only those bidders, who have met the minimum functional criteria, as stipulated above, may be invited to present their proposal as required. Please note that bidders, who may be invited for presentations, may have their technical scores re-evaluated.
- xix. For those bidders who have met the minimum functional criteria, as stipulated above, the DVS (OMC) has the right to visit the business premises to verify the information provided in the Bid documents; please note that bidders who may have their premises inspected, may have their technical scores re-evaluated.

2. CLOSING DATE AND TIME

- The closing date for the RFQ is **26 November 2020 at 11h00**.
- Quotations should be sent to tebatso.lewele@lssa.co.za to reach the DVS (OMC) before 11h00 on the closing date and time.

3. ENQUIRIES

- For any technical enquiries and commercial enquiries please contact: the DVS(OMC) Supply Chain Unit at tebatso.lewele@lssa.co.za.