THE FIBRE PROCESSING AND MANUFACTURING SECTOR EDUCATION AND TRAINING AUTHORITY

INVITATION TO TENDER: TRAVEL MANAGEMENT SERVICES

TENDER NO: TMC/FPM/OP17

TRAVEL MANAGEMENT SERVICES FOR FP&M SETA

Closing Date: 08/09/2017

TIME: 11:00 am

Bidder Name:..................................................................................................................

THE DETAILS AND CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND FOR CONSIDERATION AND RESPONSE BY THE RECORDED RECIPIENTS ONLY.
**BID SUBMISSION**

The FP&M SETA hereby invites suitably qualified bidders to submit tenders for travel management services.

Completed tender submissions must be hand delivered / deposited into the Tender Box at the reception area of FP&M SETA Head Office, located at **14 Enterprise Close, Linbro Park, Johannesburg** for the attention of: “Manager: Supply Chain Management”.

*No submissions sent by e-mail or facsimile will be accepted, and no late submissions will be accepted.*

Bidders are requested to submit four submissions marked “Functionality or/and Financial” (one original and three copies) to:

**The FP&M SETA - ATTENTION: Manager: Supply Chain Management, 14 Enterprise Close, Linbro Park, Johannesburg**, by no later than **11:00 am** (eleven o’clock) on the **8 September 2017**. Submissions not received on time and date specified will not be considered. All enquiries are to be directed to Supply Chain Management Office at:

Contact Details: (011) 403 1700 or Email: [tenders@fpmseta.org.za](mailto:tenders@fpmseta.org.za) and for technical enquiries contact: Mr Lebogang Tsagae, Contact details: (011) 403 1700 or Email: [LebogangT@fpmseta.org.za](mailto:LebogangT@fpmseta.org.za)

Closing date and time for submission of tenders **8 September 2017 at 11:00 am**

**PROPOSAL GUIDELINE**

Bidders are advised that their proposal should be comprehensive, concise, written in plain English, legible and simply presented. The proposal should include:

**Technical/Functional Proposal – one original and three copies**

- Introduction and executive summary;
- Company profile and brief CV’s of key personnel to be used in execution of this project;
- Similar assignment undertaken, contactable references, nature of assignment, duration and value;
- Description of current infrastructure to manage our account;
- Valid Tax clearance certificate;
- Company registration documents;
- Original or certified BBBEE certificate;
- Summary of registration with CSD;
Original or certified IATA licence/certificate;
Three (3) years audited/reviewed financial statements in order to satisfy SETA on the bidder’s financial standing;
Desktop evaluation technical scorecard and compliance checklist

**Price/Financial Proposal – One original and three copies**

Proposed total budget including vat;
Costs per deliverable.
Consortium/Joint Ventures must submit their consolidated tax clearance certificates.
Failure to comply with the specification and the above will lead to disqualification of your tender.
Bidders are requested to initial each page of the tender document on the bottom right hand corner.
1. **Introduction, Background and Overall Objectives**

The Fiber Processing and Manufacturing Sector Education and Training Authority (FP&M SETA) is a schedule 3A public entity in terms of the Public Finance Management Act (PFMA) and must execute its mandate in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the PFMA and any other legislation that relates to the governance of Sector Education and Training Authority (SETAs).

FP&M SETA currently uses the service of a travel management company, the contract of the current TMC has expire and the SETA is required by legislation that it can request extension through National Treasury or follow a tender process to acquire the service.

The SETA have previously requested for extension which National Treasury approved and since that extension have expired the SETA have to request for proposal as required by National Treasury using specifications prepared by Treasury as a guideline.

FP&M SETA’s primary objective in issuing this Request for Proposal is to enter into agreement with a successful bidder who will achieve the following:

- a) Provide FP&M SETA with the travel management services that are efficient, consistent and reliable and will maintain a high level of traveler satisfaction in line with the service levels;
- b) Provide FP&M SETA with a dedicated key account executive that is suitably qualified for the duration of the contract.
- c) Achieve significant cost savings for FP&M SETA without any degradation in the services;
- d) Appropriately contain FP&M SETA’s risk and traveler risk.

2 **Travel Volume**

The current FP&M SETA total volume per annum includes air travel, accommodation, car hire, forex, conference, etc. The table below project the number of transactions for the financial year 2017/2018 as follows:

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Estimated Number of Transactions per annum</th>
<th>Estimated Expenditure per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air travel - Domestic</td>
<td>400</td>
<td>R 1 072 328</td>
</tr>
<tr>
<td>Air travel – International</td>
<td>1</td>
<td>R 53 013</td>
</tr>
<tr>
<td>Car Rental - Domestic</td>
<td>230</td>
<td>R 472 277</td>
</tr>
<tr>
<td>Corporate Management Fee</td>
<td>480</td>
<td>R 151 686</td>
</tr>
<tr>
<td>Transfer/Shuttle Services – Domestic</td>
<td>67</td>
<td>R 77 134</td>
</tr>
</tbody>
</table>
### Service Requirements

#### 3.1 General

The successful bidder will be required to provide travel management services to FP&M SETA. Deliverables under this section include without limitation, the following:

1. The travel services will be provided to all Travelers travelling on behalf of FP&M SETA. This will include employees, Board members and contractors, consultants and clients with FP&M SETA instruction and cost of travel.
2. The successful bidder will be responsible for the travel arrangements according to the FP&M SETA and National Treasury’s instructions
3. Familiarizations with current FP&M SETA travel business processes.
4. Familiarization with current travel suppliers and negotiated agreements that are in place between National Treasury and third parties.
5. Familiarization with current FP&M SETA Travel Policy and implementations of controls to ensure compliance.
6. Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the TMC’s account, subject to the outcome of a formal dispute process.
7. Provide a facility for FP&M SETA to update their travellers’ profiles.
8. Assist to manage the third party service providers by addressing service failures and complaints against these service providers.
9. Consolidate all invoices from travel suppliers.
X. Provide a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.

3.2 Reservations

The Travel Management Company will:

I. Always endeavour to make the most cost effective comprehensive travel arrangements

II. Always endeavour to make travel arrangements expeditiously (i.e. 24 hours).

III. Apprise themselves of all travel requirements for destinations to which travellers will be travelling and advise the Traveller of alternative plans that are more cost effective and more convenient where necessary.

IV. Obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits.

V. Book the negotiated discounted fares and rates where possible.

VI. Must keep abreast and communicate timeously carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in travel prior to or during the traveller’s official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.

VII. Book parking facilities at the airports where required for the duration of the travel.

VIII. Respond timely and process all queries, requests and authorized changes and cancellations timeously and accurately.

IX. Must be able to facilitate group bookings (e.g. for meetings, conferences, events, etc.)

X. Must issue all necessary travel documents, itineraries and vouchers timeously to traveller(s) prior to departure dates.

XI. Advise the Traveller of all visa and inoculation requirements well in advance. Visa applications will not be the responsibility of the TMC; however, the relevant information must be supplied to the traveller(s) where visas will be required.

XII. Assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.

XIII. Note that, unless otherwise stated, all cases include domestic, regional and international travel bookings.

XIV. Negotiated airline fares, accommodation establishment rates, car rental rates, etc., that are negotiated directly or established by National Treasury or by FP&M SETA are non-commissionable, where commissions are earned for FP&M SETA bookings all these commissions should be returned to FP&M SETA on a monthly basis.

XV. The requirements mentioned in section 15 of this document must not be outsourced by the TMC.

3.3 Air Travel

I. The successful bidder must be able to book full service carriers as well as low cost carriers.

II. The TMC will book the lowest airfares possible for domestic travel in line with National Treasury’s instructions.
III. For international flights, the airline which provides the most cost effective and practical routings may be used.

IV. The TMC should obtain three or more price comparisons where applicable to present the most cost effective and practical routing to the Traveller. Proof will be required.

V. The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).

VI. Airline tickets must be delivered electronically to the traveller(s) promptly after booking and before the departure dates.

VII. The TMC will be responsible for the tracking and management of unused etickets as per agreement with FP&M SETA.

3.4 Accommodation

I. The TMC will obtain price comparisons within the maximum allowable rate matrix as per the cost containment instruction of the National Treasury.

II. The TMC will obtain three price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveller.

III. This includes planning, booking, confirming and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with FP&M SETA’s travel policy.

IV. Accommodation vouchers must be issued to all FP&M SETA travellers for accommodation bookings and must be invoiced to FP&M SETA monthly. Such invoices must be supported by a copy of the original hotel accommodation charges.

3.5 Car Rental and Shuttle Services

I. The TMC will book the approved category vehicle in accordance with the FP&M SETA Travel Policy

II. The travel consultant should advise the Traveller on the best time and location for collection and return considering the Traveller’s specific requirements.

III. For international travel the TMC may offer alternative ground transportation to the Traveller that may include rail, buses and transfers.

IV. The TMC will book transfers in line with the FP&M SETA Travel Policy. Transfers can also include bus and coach services.

V. Vouchers must be issued to all FP&M SETA travellers for transport bookings and must be invoiced to FP&M SETA monthly. Such invoices must be supported by a copy of the original transport quotation and official purchase orders. Proof must be submitted.

3.6 After Hours and Emergency Services

I. The TMC must provide a consultant or team of consultants to assist Travelers with after hours and emergency reservations and changes to travel plans.

II. A dedicated consultant/s must be available to assist Travelers with after hour or emergency assistance.

III. After hours’ services must be provided from Monday to Friday outside the official hours (17h00 to 7h30) and twenty-four (24) hours on weekends and Public Holidays.
IV. A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.

V. The Travel Management Company must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.

3.7 Communication

I. The TMC may be requested to conduct workshops and training sessions for Travel Bookers of FP&M SETA.

II. All enquiries and/or complaints must be investigated and prompt feedback be provided in accordance with the Service Level Agreement.

III. The TMC must ensure sound communication with all stakeholders in one smooth continuous workflow.

IV. The TMC must ensure regular engagements by the key account executive that includes at least face to face meetings with FP&M SETA.

3.8 Financial Management

I. The TMC must implement the discounted air fares and the maximum allowable rates established by the National Treasury at all times.

II. The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to FP&M SETA for payment within the agreed time period.

III. Enable savings on total annual travel expenditure and this must be reported and proof provided during monthly and quarterly reviews.

IV. The TMC will be required to offer a 30-day bill-back account facility should a lodge card not be offered. ‘Bill back’, refers to the supplier sending the bill back to the TMC, who, in turn, invoices FP&M SETA for the services rendered.

V. Where pre-payments are required for smaller Bed & Breakfast /Guest House facilities, these will be processed by the TMC. These are occasionally required at short notice and even for same day bookings.

VI. In certain instances, where institutions have a travel lodge card in place, the payment of air, accommodation and ground transportation is consolidated through a corporate card vendor.

VII. The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to FP&M SETA’s Financial Department on the agreed time period (e.g. weekly). This includes attaching the Travel Authorization or Purchase Order and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.

VIII. Ensure Travel Supplier accounts are settled timeously.

3.9 Technology, Management Information and Reporting

I. The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.

II. The TMC must have an appropriate integrated online booking system.
III. The online system should have the capability to function as an App on any mobile devise

IV. All management information and data input must be accurate.

V. The TMC will be required to provide the FP&M SETA with a standard monthly report that is in line with the National Treasury’s Cost Containment Instructions reporting template requirements.

VI. The reporting templates can be found on http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/AccountantGeneral.aspx

VII. Reports must be accurate and be provided as per FP&M SETA’s specific requirements at the agreed time. Information must be available on a transactional level that reflect detail including the name of the traveller, date of travel, spend category (example air travel, shuttle, accommodation).

VIII. FP&M SETA may request the TMC to provide additional management reports.

IX. Reports must be available in an electronic format for example Microsoft Excel.

X. Service Level Agreements reports must be provided on the agreed date. It will include but will not be limited to the following:

i. Travel
   a) After hours’ Report;
   b) Compliments and complaints;
   c) Consultant Productivity Report;
   d) Key account executive engagement report
   e) Long term accommodation and car rental;
   f) Extension of business travel to include leisure;
   g) Upgrade of class of travel (air, accommodation and ground transportation);
   h) Bookings outside Travel Policy.

ii. Finance
   a) Reconciliation of commissions/rebates or any volume driven incentives;
   b) Creditor’s ageing report;
   c) Creditor’s summary payments;
   d) Daily invoices;
   e) Reconciled reports for Travel Lodge card statement;
   f) No show report;
   g) Cancellation report;
   h) Receipt delivery report;
   i) Monthly Bank Settlement Plan (BSP) Report;
   j) Refund Log;
   k) Open voucher report, and
   l) Open Age Invoice Analysis.
   m) The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorized parties.
3.10  Account Management

I. An Account Management structure should be put in place to respond to the needs and requirements of the SETA and act as a liaison for handling all matters with regard to delivery of services in terms of the contract.

II. The TMC must appoint a dedicated Key Account Executive/Manager and Business Manager that is ultimately responsible for the management of the FP&M SETA’s account.

III. The necessary processes should be implemented to ensure good quality management and ensuring Traveller satisfaction at all times.

IV. A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.

V. Ensure that the FP&M SETA’s Travel Policy is enforced.

VI. The Service Level Agreement (SLA) must be managed and customer satisfaction surveys conducted to measure the performance of the TMC.

VII. Ensure that workshops/training are provided to Travelers and/or Travel Bookers.

VIII. During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

3.11  Value Added Services

The TMC must provide the following value added services:

a) Destination information for regional and international destinations:

I. Health warnings;

II. Weather forecasts;

III. Places of interest;

IV. Visa information;

V. Travel alerts;

VI. Location of hotels and restaurants;

VII. Information including the cost of public transport;

VIII. Rules and procedures of the airports;

IX. Business etiquette specific to the country;

X. Airline baggage policy; and

XI. Supplier updates

b) Electronic voucher retrieval via web and smart phones;

c) SMS notifications for travel confirmations;

d) Travel audits;

e) Global Travel Risk Management;

f) VIP services for Executives that include, but is not limited to check-in support.
3.12 Cost Management

I. The National Treasury cost containment initiative and the FP&M SETA’s Travel Policy is establishing a basis for a cost savings culture.

II. It is the obligation of the TMC Consultant to advise on the most cost effective option at all times.

III. The TMC plays a pivotal role to provide high quality travel related services that are designed to strike a balance between effective cost management, flexibility and traveller satisfaction.

IV. The TMC should have in-depth knowledge of the relevant supplier(s)’ products, to be able to provide the best option and alternatives that are in accordance with FP&M SETA’s Travel Policy and all National Treasury instructions to ensure that the Traveller reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

3.13 Quarterly and Annual Travel Reviews

a) Quarterly reviews are required to be presented by the Travel Management Company on all FP&M SETA travel activity in the previous three-month period. These reviews are comprehensive and presented to FP&M SETA’s Procurement and Finance teams as part of the performance management reviews based on the service levels.

b) Annual Reviews are also required to be presented to FP&M SETA’s Senior Executives.

c) These Travel Reviews will include without limitation the following information:
   I. After hours’ Report;
   II. Compliments and complaints;
   III. Consultant Productivity Report;
   IV. Key account executive engagement report
   V. Long term accommodation and car rental;
   VI. Extension of business travel to include leisure;
   VII. Upgrade of class of travel (air, accommodation and ground transportation);
   VIII. Bookings outside Travel Policy;
   X. Total quarterly spend and saving

3.14 Office Management

The TMC to ensure high quality service to be delivered at all times to the FP&M SETA’s travellers. The TMC is required to provide FP&M SETA with highly skilled and qualified human resources of the following roles but not limited to:

a. Senior Consultants
b. Travel Manager (Operational)
c. Finance Manager / Branch Accountant
d. Admin Back Office (Creditors / Debtors/Finance Processors)
4 Pricing Model

FP&M SETA requires bidders to propose two pricing models being the transactional fee model and the management fee model and advise which will be best for the SETA. FP&M SETA will at their discretion select the best possible cost effective solution.

4.1. Transaction Fees

Refer Annexure A3: Pricing Schedule

a) The transaction fee must be a fixed amount per service. The fee must be linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.

i. Off-site option (Template 1)

AND / OR

4.2. Management Fee

Refer Annexure A3: Pricing Schedule

a. The management fee is the total fee per annum that will be charged to [FP&M SETA] in twelve payments. The FP&M SETA will pay the fee monthly in arrears.

i. Off-site option (Template 2)

4.3. Volume driven incentives

a) It is important for bidders to note the following when determining the pricing:

I. National Treasury has negotiated non-commissionable fares and rates with various airlines carriers and other service providers;

II. No override commissions earned through FP&M SETA reservations will be paid to the TMCs;

III. An open book policy will apply and any commissions earned through the FP&M SETA volumes will be reimbursed to FP&M SETA.

IV. TMCs are to book these negotiated rates or the best fare available, whichever is the most cost effective for the SETA.

5 Audited Annual Financial Statement

Bidder(s) are required to submit complete set audited/reviewed annual financial statements (Statement of Comprehensive income, Statement of financial position, Statement of cash flows and accompanying notes) in the name of the bidding entity for 3 years.

Financial Statement Analysis will only be conducted on the qualifying bidders after the completion of Pricing and BBBEE evaluation.
Entities trading for less than 3 (three) financial periods, should provide reasons in a letter signed by a duly authorized individual of the entity. All documentation to support the reasons of the entity trading for less than three financial periods should accompany this submission.

In the case of a Joint Venture (JV), the separate annual financial statements of all the entities forming part of the JV should be submitted. A copy of the JV legal agreement detailing the percentage ownership of each entity should also be included in the submission.

6 Timeframes

It is envisaged that the service will be from 1 October 2017 till 31 March 2020.

7 Evaluation Criteria

Service providers that provides leasing of office premises will be evaluated according to the following criteria:
- Pre-qualification;
- Desktop Technical Evaluation;
- PPPFA (Price and BBBEE preference points)

The 80/20 preference points system will apply in terms of the Preferential Procurement Policy Framework Act 5 of 2000.

80 Points will be allocated to price and 20 Points will be allocated to the BBBEE status level.

Criterion 1: Pre-qualification Requirements

Without limiting the generality of FP&M SETA’s other critical requirements for this Bid, bidder(s) must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this stage Bidders’ response will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

<table>
<thead>
<tr>
<th>Document that must be submitted</th>
<th>Non-submission may result in disqualification?</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation to Bid – SBD 1</td>
<td>YES</td>
<td>Complete and sign the supplied pro forma document</td>
</tr>
<tr>
<td>Requirement</td>
<td>Score</td>
<td>Instructions</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Tax Status                                                                  | YES   | i. A valid and original Tax Clearance Certificate must be submitted with the bid or a Tax Compliance Status Report  
| Tax Clearance Certificate – SBD 2                                           |       | ii. The validity of the Tax Clearance Certificate issued by the South African Revenue Services certifying that the tax status of the Bidder is in order will be verified against the information recorded in the Central Supplier Database (CSD).  
|                                                                              |       | iii. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.  
|                                                                              |       | iv. In case of a JV, all participating parties must comply with i, ii and iii above. |
| Declaration of Interest – SBD 4                                              | YES   | Complete and sign the supplied pro forma document                            |
| Preference Point Claim Form – SBD 6.1                                       | NO    | Non-submission will lead to a zero (0) score on BBBEE                        |
| Declaration of Bidder’s Past Supply Chain Management Practices – SBD 8     | YES   | Complete and sign the supplied pro forma document                            |
| Certificate of Independent Bid Determination – SBD 9                       | YES   | Complete and sign the supplied pro forma document                            |
| Bidder Compliance form for Functional Evaluation                           | YES   | Complete and sign                                                             |
| Registration on Central Supplier Database (CSD)                            | NO    | The Travel Management Company (TMC) must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company |
prior to submitting your proposal.

Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration….

| Pricing Schedule | YES | Submit full details of the pricing proposal as per |
| Certified copy of the International Air Transport Association (IATA) licence/ certificate | YES | i. Bidder(s) are required to submit their certified copy of IATA licence/certificate at closing date of the bid.  
   ii. where a bidding company is using a 3rd party IATA licence, proof of the agreement must be attached and a copy of the certificate/licence to that effect at closing date. |

**Criterion 2 – Desktop Technical Evaluation**

All bidders are required to respond to the technical evaluation criteria scorecard and compliance checklist. Refer to **Annexure A2** for detailed information

Only Bidders that have met the Pre-Qualification Criteria in (stage 1) will be evaluated in stage 2 for functionality. Functionality will be evaluated as follows:

i. Desktop Technical Evaluation (Refer to annexure A2). The overall score must be equal or above 80 points in order to proceed to stage 3 for Price and BBBEE evaluations.

As part of due diligence, FP&M SETA will conduct validation of the Bidder (reference) for confirmation of the references submitted.
The Bidder’s information will be scored for functionality according to the following points system:

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Maximum Points Achievable</th>
<th>Minimum Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Technical Evaluation</td>
<td>100</td>
<td>80</td>
</tr>
<tr>
<td>Details found in Annexure A2 – Technical Scorecard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each criterion will be given a point score from 0 (non-submission) to 5 (excellent).

**Criterion 3: Price and Preference Evaluation**

Travel Management Companies who comply with all qualification will be evaluated in terms of Price and Preference points (B-BBEE status level contributor). Evaluation will be conducted on 80/20 preferential procurement principles.

Only Bidders that have met the 80-point threshold in Criterion 2 will be evaluated for price and BBBEE.

BBBEE points in terms of the Preferential Procurement Policy Framework Act Regulations will be allocated as follows:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
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<td>4</td>
<td>12</td>
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<td>6</td>
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<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

**8 Terms of Engagement**

8.1 The successful bidder shall not take more than one (1) month from date of Bid award to render the required service unless otherwise indicated and agreed between the successful Bidder and FP&M SETA.
8.2 The Service Provider shall be available for consultation with the FP&M SETA representative regarding required setup.

8.3 FP&M SETA reserves the right to do physical evaluation, the purpose would be to verify the contents of submitted tenders.

8.4 FP&M SETA may decide to have a compulsory presentations made by all bidders who have the minimum bidding requirements.

8.5 If the date of the inspection meeting is not indicated in the bid document, at least three days’ notice will be given to bidders.

CONDITIONS OF THE TENDER

9 Contents of Submission

9.1 Proposals shall include all relevant information about the Bidder, which is thought appropriate to assist the FP&M SETA to assess its capabilities, capacity, outputs, value adding abilities, competitive advantage, etc.

9.2 The proposals presented are to be comprehensive and should describe the methodology to be used in executing the required services. Bidders should also indicate value added services expected to be provided to FP&M SETA.

9.3 The proposals presented are to be as comprehensive as possible and FP&M SETA reserves the right to request the Bidder to provide more details.

9.4 Bidders shall adhere to the conditions stipulated in the General Conditions of Contract as prescribed by the National Treasury.

9.5 Bidders must ensure that the complete bid document is submitted with all additional required information and any other documents that the bidder wishes to supply to substantiate or clarify specific aspects in the proposal.

9.6 Bidders must be registered with the Central Supplier Database (CSD) and provide summary of registration.

9.7 Failure to submit the bid document and / or any required documentation may result in disqualification.

10 Broad-based Black Economic Empowerment (BBBEE)

10.1 In terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000, the 80/20 principle shall be applicable to this bid and points shall be allocated as indicated under functionality. Sound evidence for points claimed must be attached so that points can be allocated.
10.2 (Claim BBBEE points on SBD 6.1 and attach original or certified BBBEE certificate for BBBEE points to be allocated)

11 Price and Pricing Structure

11.1 Bidders shall indicate the basis on which the services will be charged. In this regard the following information shall be provided:

11.2 The Bidder shall reflect service discounts that they will offer throughout the contract duration.

11.3 Bidders submissions must reflect the detailed breakdown of the bid price as per the bill of quantities

11.4 Prices must include VAT, if it is applicable and all other costs related to the execution of the required services.

11.5 The bidder agrees not to change the price with VAT or any other Tax subsequent to submitting the tender. This includes subsequent VAT registration.

11.6 Payment will be done per monthly rental agreement.

11.7 All prices quoted are to be in SA Rand.

12 Oral Presentations

12.1 The SETA will decide if oral presentation will be required

13 Compliance with General Conditions of Contract

13.1 No alteration, variation or amendment of the Contract (of which this Bid represents the offer) shall be permitted unless otherwise agreed to in writing. Should the prospective bidder, in the case of non-compliance, wish to make any amendments to the conditions stipulated by the FP&M SETA in this Bid, then such proposed amendments shall be clearly stipulated by the prospective Bidder and where possible stating the increase or decrease in the cost involved by such proposal. The FP&M SETA reserves the right to reject such submissions.

13.2 Misrepresentation of facts will result in disqualification and cancellation of the Contract.

14 Acceptance of Submissions

14.1 No submission shall be deemed to have been accepted, unless and until a formal order or contract has been commissioned and executed. Submissions shall remain open for acceptance by the FP&M SETA for a period of 90 (ninety) days from the date on which they are returnable in terms of this Bid.
15 **FP&M SETA Liability**

15.1 The FP&M SETA does not bind itself to accept the lowest or any Bid proposal, nor to assign any reason for the rejection of a Bid proposal, nor shall it be responsible for or pay any expenses or losses that may be incurred by the prospective Bidders in the preparation and delivery of its submission.

16 **Pricing**

16.1 No change in the prices submitted shall be considered after receipt of response to the Bid submission within the 90 days’ validity

17 **Amplification of Submissions**

17.1 The FP&M SETA may, after the opening of submissions, call on the prospective Bidder to amplify in writing any matter which is not clear in the prospective Bidder’s submission and such amplification shall form part of the original submission. In the event of the prospective Bidder failing to supply such information, the submission will be liable to rejection.

18 **Cost of Proposal**

18.1 Bidders shall bear all costs associated with the preparation and submission of the proposals, the FP&M SETA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

19 **Bid Documents**

19.1 This document in its entirety serves as the complete Bid document. Proposals offering only part of the requirements will be rejected. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in this document. Failure to comply with these documents will be at the Bidder’s risk and may affect the evaluation of their proposal.

20 **Documents Comprising the Proposal**

20.1 In preparing the technical and price components of the submissions all references to descriptive material and brochures should be included in the appropriate response paragraph, although material documents themselves may be provided as annexes to the proposal / response. Bidders are requested to focus on the provision of relevant information and to limit the amount of marketing and “boilerplate” material. The successful Bidder’s proposal may be incorporated in whole or in part in the final contract.
Any information that the Bidder considers proprietary should be marked as such.

21 Information

21.1 Information that the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will be treated as such accordingly.

22 Period of Validity

22.1 Proposals shall remain valid for ninety (90) days after the date of proposal submission. A proposal valid for a shorter period may be rejected by the FP&M SETA on the grounds that it is non-responsive.

22.2 In exceptional circumstances, the FP&M SETA may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

23 Format and Signing of Proposals

23.1 The Bidder shall prepare four copies of the proposal, clearly marking each “Original Proposal” and “Copy of Proposal” as appropriate. In the event of any discrepancies between them, the original shall govern. The four proposals shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract.

24 Interlineations

24.1 A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the proposal.

25 Performance Based Agreement

25.1 This is a performance based agreement that shall run from awarding the tender to the successful bidder till the completion of the tender.

26 Payment

26.1 The successful Bidder shall be paid upon submission of an invoice for each transaction of satisfactory work detailed in the scope.

27 Due Diligence

27.1 The FP&M SETA reserve the right to exercise due diligence to submitted tenders.
28 **Compliance to Legislations**

28.1 The successful bidder shall comply with all relevant prescripts or acts relevant or governing the contract.

29 **Returnable Documents**

29.1 Returnable Schedules / Documents required for bid evaluation purposes

<table>
<thead>
<tr>
<th>Returnable Schedules / Documents</th>
<th>Yes / No / N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Certified copy of Identity Documents of Shareholders / Directors / Members or Owners of the bidder</td>
<td></td>
</tr>
<tr>
<td>2. Entity Ownership Registration Documents (Where applicable)</td>
<td></td>
</tr>
<tr>
<td>3. Company Profile &amp; CV’s of key personnel</td>
<td></td>
</tr>
<tr>
<td>4. Original or certified copy of the BBBEE Certificate</td>
<td></td>
</tr>
<tr>
<td>5. Valid Tax Clearance Certificate</td>
<td></td>
</tr>
<tr>
<td>6. Completed and signed SBD forms</td>
<td></td>
</tr>
<tr>
<td>7. Approach and Methodology</td>
<td></td>
</tr>
<tr>
<td>8. Summary of CSD registration</td>
<td></td>
</tr>
<tr>
<td>9. Functionality Envelope</td>
<td></td>
</tr>
<tr>
<td>10. Financial Envelope for price only</td>
<td></td>
</tr>
<tr>
<td>11. IATA licence/certificate</td>
<td></td>
</tr>
</tbody>
</table>
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: ........................................................ CLOSING DATE: .....................................................
CLOSING TIME: 11:00

DESCRIPTION..................................................................................................................................................

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: ..............................................................

OR: ..................................................................................................................................................

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
..........................................................................................................................................................

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

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be
accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE
PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC)
AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER .................................................................................................................................

POSTAL ADDRESS ............................................................................................................................... 

STREET ADDRESS ................................................................................................................................. 

TELEPHONE NUMBER
CODE............NUMBER....................................................................................................................

CELLPHONE NUMBER .........................................................................................................................

FACSIMILE NUMBER CODE ......... NUMBER....................................................................................

E-MAIL ADDRESS .................................................................................................................................

VAT REGISTRATION NUMBER .............................................................................................................
HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)…………………

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR………………

A REGISTERED AUDITOR …………………

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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? YES, or NO [IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER …………………………………………………………………………………

DATE …………………………………………………………………………………

CAPACITY UNDER WHICH THIS BID IS SIGNED …………………………………………………………………………………

TOTAL BID PRICE……………………… TOTAL NUMBER OF ITEMS OFFERED………………

____________________________________________________________________________________

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: …………………………………………………………………………………

Contact Person: …………………………………………………………………………………

Tel: …………………………………………………………………………………

Fax: …………………………………………………………………………………

E-mail address………………………………………………………………………………

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: …………………………………………………………………………………

Tel: …………………………………………………………………………………

Fax: …………………………………………………………………………………

E-mail address………………………………………………………………………………
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 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, shareholder², 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.

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.
2.7 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 attach proof of such authority to the bid document? YES / NO

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

2.7.2.2 If no, furnish 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:

………………………………………………………………
………………………………………………………………

Page 25 of 40
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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
<th>State Employee Number / Personal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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


1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2
a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the .......... preference point system shall be applicable; or

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

1.3 Points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contributor.

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

<table>
<thead>
<tr>
<th></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td></td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTOR</td>
<td></td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

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) 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:

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

Where

\[
P_s = \text{Points scored for price of bid under consideration}
\]

\[
P_t = \text{Price of bid under consideration}
\]

\[
P_{\text{min}} = \text{Price of lowest acceptable bid}
\]
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:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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) [ ] (NO) [ ]

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:

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at least 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people with disabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative owned by black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are military veterans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any EME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any QSE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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-BBEE 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** ........................................

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

........................................
DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.

1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

\[ LC = \left[ 1 - \frac{x}{y} \right] \times 100 \]

Where
- \( x \) is the imported content in Rand
- \( y \) is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of \( x \) must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<table>
<thead>
<tr>
<th>Description of services, works or goods</th>
<th>Stipulated minimum threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>____________________________</td>
</tr>
<tr>
<td></td>
<td>_______%</td>
</tr>
<tr>
<td></td>
<td>____________________________</td>
</tr>
<tr>
<td></td>
<td>_______%</td>
</tr>
<tr>
<td></td>
<td>____________________________</td>
</tr>
<tr>
<td></td>
<td>_______%</td>
</tr>
</tbody>
</table>

3. Does any portion of the goods or services offered have any imported content? (Tick applicable box)

YES  NO

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<table>
<thead>
<tr>
<th>Currency</th>
<th>Rates of exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Dollar</td>
<td></td>
</tr>
<tr>
<td>Pound Sterling</td>
<td></td>
</tr>
<tr>
<td>Euro</td>
<td></td>
</tr>
<tr>
<td>Yen</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. .................................................................
The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ……………………………………………………………….. (full names), do hereby declare, in my capacity as ……………………………………………………
of ……………………………………………………………………………………..(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

   (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

   - Bid price, excluding VAT (y)  
   - Imported content (x), as calculated in terms of SATS 1286:2011 
   - Stipulated minimum threshold for local content (paragraph 3 above) 
   - Local content %, as calculated in terms of SATS 1286:2011

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the
information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: __________________________ DATE: ____________

WITNESS No. 1 __________________________ DATE: ____________

WITNESS No. 2 __________________________ DATE: ____________

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). 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.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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)?
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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.4.1 If so, furnish particulars:

---

**CERTIFICATION**

I, THE UNDERSIGNED (FULLNAME)……………………………………………….. 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
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. disregards 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.
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\(^3\) 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.
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