



state security

State Security Agency  
REPUBLIC OF SOUTH AFRICA

SBD 1

PART A  
INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)</b>					
BID NUMBER:	SSA/26/2023-24	CLOSING DATE:	09 MAY 2024	CLOSING TIME:	11:00
DESCRIPTION	COMPLETE PREVENTATIVE MAINTENANCE SERVICE, REPAIR, REPLACEMENT AND INSTALLATION OF HIGH VOLTAGE (HT) INFRASTRUCTURE FOR A PERIOD OF FIVE (5) YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
SSA Headquarters Reception					
Musanda Complex					
R50 Delmas Road					
Rietvlei, PRETORIA					
Joe Nhlanhla Street 377-JR, Rietvlei, Pretoria					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>					
CONTACT PERSON	Mr Khonangayo Masuku				
TELEPHONE NUMBER	+27 (12) 427 4980				
E-MAIL ADDRESS	<a href="mailto:KhonangayoM@ssa.gov.za">KhonangayoM@ssa.gov.za</a>				
<b>THERE WILL BE A COMPULSORY BRIEFING SESSION FOR THIS TENDER ON THE 18 APRIL 2024</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
CONTACT PERSON					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TOTAL BID PRICE Inc. VAT					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION	[TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	

CERTIFICATE	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>			

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER: .....

NAME AND SURNAME OF THE BIDDER: .....

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

DATE: .....

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## **DEFINITIONS**

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

<b>SSA</b>	State Security Agency.
<b>Invitation to bid</b>	Invitation to bid comprising <ul style="list-style-type: none"><li>○ The cover page and the table of content and definitions</li><li>○ Part 1 which details the Conditions of Bid</li><li>○ Part 2 which details the Terms of Reference/Specifications relating to the service</li><li>○ Part 3 which contains all the requisite bid forms and certificates; as read with GCC – General Conditions of Contract</li></ul>
<b>Services</b>	Defined services on the cover page of this invitation to bid and described in detail in the Terms of Reference/Specifications
<b>Specifications /Terms of Reference</b>	Specifications or terms contained in Part 2 of this invitation to bid;

## Part 1

### **Conditions of Bid**

#### **1. BACKGROUND AND INTRODUCTORY PROVISIONS**

Refer to Part 2 of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

#### **2. OFFER AND SPECIAL CONDITIONS**

2.1 Without detracting from the generality of clause below, bidders must submit a completed and signed and requisite bid forms attached as Part 3 with its bid. Bidders must take careful note of the conditions of award.

2.2 **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

2.3 **It is a requirement that Tax matters of a service provider must be complaint with SARS when submitting, during and at the award of this tender .**

2.4 In the event that any form or certificate provided in Part 3 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

#### **3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS**

3.1 The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2 All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.

3.3 All bids must be deposited before the closing time and date stipulated above in the bid box at the address detailed on the cover page of this invitation to bid.

#### **4. ENQUIRIES**

Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated. Bidders are given until two (2) days before the closing date to forward enquiries regarding the tender.

## 5. **COMPULSORY BID BRIEFING/SESSION**

- 5.1 A compulsory briefing meeting will be stipulated in the cover page of the Invitation to bid. All details such as venue, date and time of the briefing meeting will be provided in the cover page of this bid. If a bidder misses out on a compulsory briefing meeting, it is regrettable that the bid will not be considered.

## 6. **TAX CLEARANCE**

The bidder should have complaint tax matters with SARS when submitting bid documentation. A pro forma application for Tax Clearance Certificate (SBD 2) is attached as Part 3 – Schedule B. Bidder must take specific note of the conditions stipulated in SBD 2. Tax clearance certificate and B-BBEE certificate must be renewed every 12 months and must be submitted to Supply Chain Management.

## 7. **PRICING**

- 7.1 The bidder(s) must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as Part 3 – Schedule C which completed form/s must be submitted together with the bid documents.
- 7.2 Pricing stipulated must be **INCLUSIVE OF VALUE ADDED TAX**.
- 7.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form Part 3 – Schedule C.
- 7.4 The total price including VAT should be transferred to **SBD1**.
- 7.5 Other than the pricing schedule attached in this bid, the bidder is required to provide a detailed price quotation in its company letterhead.

## 8. **DECLARATION OF INTEREST**

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 3 – Schedule D.

## 9. **DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices is attached as Part 3 – Schedule E.

## **10. QUALIFICATIONS OF BIDDERS**

Bidders must submit detailed information together with their bid and disclose the experience in the relevant trade together with present contracts. These details should be submitted together with the bid on the form attached as Part 3 – Schedule G.

## **11. PARTNERSHIPS AND LEGAL ENTITIES**

In the case of the bidder being a partnership, close corporation or a company all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 3 – Schedule H.

## **12. CONSORTIUM / JOINT VENTURE**

- 12.1 It is recognized that bidders may wish to form consortia to provide the Services.
- 12.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements:-
- 12.3 It shall be signed so as to be legally binding on all consortium members;
- 12.4 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
- 12.5 The lead member shall be the only authorized party to make legal statements, communicate with the SSA and receive instructions for and on behalf of any and all the members of the consortium;
- 12.6 A copy of the agreement entered into by the consortium members shall be submitted with the bid.
- 12.7 Each party to the Consortium must submit a BBBEE Status Level Verification certificate.
- 12.8 Each party to the Consortium must be tax compliant with SARS.
- 12.9 Preference points will only be awarded when a consolidated BBBEE Certificate is submitted.
- 12.10 Parties should be registered on the Central Supplier Database or be willing to register on such a database.

## **13. ORGANISATIONAL PRINCIPLES**

The bidder should submit a clear indication of the envisaged authorized Organisational principles, procedures and functions for an effective delivery of the required Service. These details should be submitted on the form attached as Part 3 – Schedule I.



14. **DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT**

The bidder should provide full details regarding the bidders nearest office base in the province (see Part 3 of this invitation to bid). These details should be provided on the form attached as Part 3 – Schedule J which completed form must be submitted together with the bid.

15. **FINANCIAL PARTICULARS**

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 3- Schedule K.

16. **PREFERENCE POINTS CLAIM FORMS**

Part 3 – Schedule L contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations, 2017 to be completed and signed by the bidder to the extent applicable and returned with this bid.

17. **VALIDITY**

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **(150) one hundred and fifty** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

18. **ACCEPTANCE OF BIDS**

18.1 The SSA does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Department.

18.2 The SSA reserves the right to award the bid in whole or in part thereof.

18.3 The SSA may as and when required amend the quantities of the requirement during the running period of the bid when the need arises.

19. **NO RIGHTS OR CLAIMS**

19.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the SSA. The SSA reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid

on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.

- 19.2 The SSA, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

## **20. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY**

- 20.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a “need to know” basis with the approval of the SSA.
- 20.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

## **21. ACCURACY OF INFORMATION**

- 21.1 The information contained in the invitation to bid has been prepared in good faith. The SSA nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- 21.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

## **22. COMPETITION**

- 22.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 22.2 In general, the attention of bidders is drawn to Section 4(1)(iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 22.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they are encouraged to discuss their position with the competition authorities before submitting response.

22.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

22.5 Part 4 (Schedule F) should be completed and duly signed.

### **23. RESERVATION OF RIGHTS**

23.1 Without limitation to any other rights of the SSA (whether otherwise reserved in this invitation to bid or under law), the SSA expressly reserves the right to:-

23.2 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;

23.3 To invite bidders for presentations of their bids for evaluation purposes.

23.4 As part of due diligence, SSA may conduct a site visit to confirm availability and authenticity of the proposed project.

23.5 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion.

23.6 Reject all responses submitted by bidders and to embark on a new bid process.

### **24. SECURITY REQUIREMENTS**

24.1 **Security clearances:** The bidder's (principal or joint venture contractor) employees and sub Bidders **are** required at all times during the contract period to be in possession of valid security clearances to the level determined by SSA commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders.

24.2 The vendors shall supply and maintain a list of personnel involved on the account indicating their clearance status. Negative or failure of security clearance or vetting by the bidder, bidder's employees or partners at any stage during the contracting or contract period and lack of or inability to obtain acceptable replacements by the contractor may lead to the cancellation of the contract.

### **25. PERIOD FOR THIS PROJECT**

25.1 The project is for a period of Five (5) years

### **26. PRICE NEGOTIATION**

26.1 The award of the tender may be subjected to price negotiation with the preferred service provider/s.

## PART 2

### Specifications

**TENDER DESCRIPTION: COMPLETE PREVENTATIVE MAINTENANCE SERVICE, REPAIR, REPLACEMENT AND INSTALLATION OF HIGH VOLTAGE (HT) INFRASTRUCTURE FOR A PERIOD OF FIVE (5) YEARS**

**1. PURPOSE**

1.1 The SSA seeks to appoint a service provider For Supply and Maintenance of High Voltage (HT) services for a period of Five (5) Years

**2. BACKGROUND**

2.1 To invite eligible bidders for the appointment of a High Voltage Maintenance and Supply Service Provider for a complete Preventative Maintenances, Repair, Replacement and Installation Service for a period of Sixty (60) months; to ensure that all High Voltage Installations at all SSA sites perform at their optimum level to ensure business continuity. Given the specialist nature of this service a single preferred service provider will be appointed.

**3. SPECIAL CONDITIONS (IF APPLICABLE)**

3.1 **Administrative Compliance of the bid documents as per the table below.**

Failure to submit and sign all the documents will be invalidate the bid

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
1	Invitation to Bid – SBD 1			
2	<b>Schedule A</b> – General Conditions of Contract			
3	<b>Schedule B</b> - Original and valid Tax Clearance Certificate as stipulated (SBD 2)			<b>When is it expiring:</b>
4	<b>Schedule C</b> - Pricing Schedules (SBD3.2)			
5	Declaration of interest – SDB 4 also submit mandatory documents			
6	<b>Schedule E:</b> In case of a Joint Venture, an agreement must be signed by both parties to the JV.			
7	<b>Schedule F</b> -Schedule - Qualifications and Experience			
8	<b>Schedule G</b> - Organizational Type and Structure			
9	<b>Schedule H</b> - Details of Bidder's nearest office (Schedule H)			
10	<b>Schedule I</b> – Financial Particulars latest audited financial statements			
11	<b>Schedule J</b> – Preferential Claim form (SBD 6.1) B-BBEE Certificate			
12	<b>Schedule K</b> – Security Clearance Requirements (SBD0)			

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
13	Registration on Central Supplier Database (CSD). In case of a/joint Venture arrangement, all Bidder(s) members must also submit all the mandatory documents			CSD Registration No; MAAA_____
14	On CSD: In case of Joint Venture arrangement, all Bidder(s)/members must also submit tax compliance status			
18	Pricing Schedule			

#### 4. **EVALUATION CRITERIA**

##### 4.1 **Stage 1: MANDATORY REQUIREMENTS**

Failure to comply with all mandatory requirements will be invalidate the bid

MANDATORY REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
1	Minimum CIDB rating: Grade 3EP/ 3EB or combination.			
2	Engineers SAIEF, ECSA registration Electrical Contractors Board.			
3	Proof of applicable membership of related technical governing bodies			
4.	Management System standards, ISO 9001, ISO 14001 standards, and proof of such certification should be provided.			

##### 4.2 **Stage 2: – Compliance to Specifications/ Functionality, Demonstration and Due Diligence Evaluation ( Whichever is Applicable)**

Failure to comply will be invalidate the bid

##### 4.3 **Stage 3: Price and B-BBEE stage evaluation in terms of the 80/20 or 90/10 preference point systems**

The bid will be evaluated in terms of the 80/20 point system as stipulated in the Preferential Procurement Regulations, 2023. 80 points will be allocated for price and 20 points for attaining the B-BBEE status level of contributor.

#### 5. **Evaluation in terms of Points for Price points**

The following formulae will be used in calculating points scored for price as follows:

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

Where

$P_s$  = Points scored for comparative price of tender or offer under

*Pt* = *Consideration*  
*Pt* = *Comparative price of tender or offer under consideration; and*  
*Pmin* = *Comparative price of lowest acceptable tender or off*

**NB:** Bidders are required to, together with their bids submit original and valid B-BBEE status level verification certificates/affidavits or certified copies to substantiate their B-BBEE rating claim. A bidder will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score 0 out of maximum of 20 points for B-BBEE. Total points scored will be calculated by adding points scored for price and B-BBEE Contributor Level.

**Evaluation in terms of BBEE points**

Bidders are required to, together with their bids submit original and valid B-BBEE status level verification certificates or certified copies to substantiate their B-BBEE rating claims. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score 0 out of maximum of 20 points for B-BBEE.

Point allocation will be done as per the below table: -

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

**\*NB: Total Points scored for Price and BBEE must be rounded off to the nearest 2 decimal places.**

**6. Contract expenditure**

The contract amount for routine grounds upkeep will be based on

A fixed monthly rate

The tables provided are for calculation purposes and comparative selection, which will be based on total amount stated per month and a consolidated annual cost.

The 1<sup>st</sup> year’s maintenance cost will be fixed as per the tendered rates.

A fixed yearly inflation adjustment tariff, based on CPI, will be applicable at the beginning of the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> of the five-year period.

**PLEASE SEE ATTACHED TERMS OF REFERENCE (ToR)**

## **Part 3- Schedule A**

### **General Conditions of Contract and Special Conditions of Contracts**

#### **NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

**SEE ATTACHED GCC**



**Part 3 – Schedule B**

**Application for Tax Clearance Certificate**

**TAX CLEARANCE REQUIREMENTS IT IS A CONDITION OF BIDDING:-**

1. It is an absolute requirement that the taxes of the successful bidder **must** be in order or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her obligations.
2. The attached form, Application for Tax Clearance Certificate (in respect of bids), must be completed by the bidder in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. That Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for 6 months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit an **original** and valid Tax Clearance Certificate at the time of submission of the bid **shall** invalidate the bid.
3. In bids where Consortia/ Joint Ventures /Sub-Contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

**APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF OFFERORS)**

1. Name of taxpayer / bidder: \_\_\_\_\_

2. Trade name: \_\_\_\_\_

3. Identification number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1. Company / Close Corporation registration number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Income tax reference number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. VAT registration number (if applicable): 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. PAYE Employer's registration number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(If applicable)

Signature of contact person requiring Tax Clearance Certificate: .....

Name: \_\_\_\_\_

Telephone Number: Code: \_\_\_\_\_ Number: \_\_\_\_\_

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

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PLEASE NOTE THAT THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND/OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE OR UNDER PAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION OF RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.**

**Part 3- Schedule C**

SBD 3.2

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....	Bid number: <b>SSA/26/2023-24</b>
Closing Time: <u>11:00</u>	Closing date: <b>09 MAY 2024</b>

OFFER TO BE VALID FOR **150** DAYS FROM THE CLOSING DATE OF BID.

---

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

---

Required by:  
.....

- At:  
.....

Brand and model .....

Country of origin .....

- Does the offer comply with the specification(s)? \*YES/NO

If not to specification, indicate deviation(s) .....

Period required for delivery .....

- Delivery: \*Firm/not firm

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

\*Delete if not applicable

**PRICE ADJUSTMENTS**

**A NON-FIRM PRICES SUBJECT TO ESCALATION**

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
- D1, D2..= Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....  
 Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

4. *FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.*

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

**B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

**NB: BIDDERS MAY USE THEIR COMPANY QUOTATIONS IN A LETTERHEAD**

**Part 3-Schedule D**

**BIDDER'S DISCLOSURE**

**SBD4**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

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

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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

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

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

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

---

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

**3 DECLARATION**

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

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

2 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bidder

## Part 3- Schedule E

### SBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals: [Broad-Based Black Economic Empowerment \(B-BBEE\) Status Level of Contribution](#).

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

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#### **1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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



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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS: B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 In terms of the ACT (PPPFA), the specific goals may include— (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; (ii) implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994; any specific goal for which a point maybe awarded, must be clearly specified in the invitation to submit a tender;
- 1.6 To further the above, the State Security Agency has determined its Specific Goals to be those advanced by the Broad Based Black Economic Empowerment Act and its codes of good practice which are not contrary to the spirit and requirements of paragraph 1.5 above.
- 1.7 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.
- 1.8 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.
- 1.9 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.10 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (g) **“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;
- (h) **“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;
- (i) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“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;
- (k) **“proof of B-BBEE status level of contributor”** means:
  - B-BBEE Status level certificate issued by an authorized body or person;
  - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - Any other requirement prescribed in terms of the B-BBEE Act;
  - **“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;

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

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals (BBBEE status level) stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations,

which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

#### **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:

The specific goals allocated points in terms of this tender B-BBEE Status Level of Contributor	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals (BBBEE status level) as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any

of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

**WITNESSES:**

**Part 3- Schedule F**

**Qualification and Experience**

- 1. Details of the extent of the company activities and business, e.g. branches etc:**
- 2. A list of existing and/or previous contracts relating to similar services:**

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Description of work and value	Period		Organization	Contact Person	Contact No
	Start date	End date			

- 3. Details of Qualifications of the Project Manager and the Key Personnel:**

Name	Designation	Qualifications

.....  
**SIGNATURE OF (ON BEHALF OF) COMPANY**

**Part 3- Schedule G**

**Organization Type**

**PARTNERSHIP/CLOSED CORPORATION/COMPANY**

**(Delete which is not applicable)**

**The bidder comprises of the following partners/members/directors:**

1. NAME \_\_\_\_\_

ADDRESS : \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

2. NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

3. NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

4. NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

5. NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

.....

**SIGNATURE OF (ON BEHALF OF) BIDDER**



**Part 3- Schedule H**

**Organisational Structure**

- 1. Provide full details of the organizational structure which will be utilized in the provision of the Services (including where appropriate an organogram)**

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.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

In the presence of:

- 1. \_\_\_\_\_
  
- 2. \_\_\_\_\_



**Part 3- Schedule I**

**SECURITY CLEARANCE REQUIREMENTS DECLARATIONS**

**A. Does the business meet the government’s Black Economic Empowerment requirements as per the relevant industry charter?**

**Yes: ..... No: .....**

**If YES Explain:**

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

**B. Do you declare that the business is NOT a BEE front company?**

**Yes: ..... No: .....**

**If NO Explain:**

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

**C. Does the business have any associated family? Friends or business associates in the employ of the Ministry of Intelligence?**

**Yes: ..... No: .....**

**If YES Explain:**

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

**CONFIDENTIAL**

**D. Do any of the above mentioned in Declaration C have any financial interest in the business?**

Yes: ..... No: .....

**If YES Explain:**

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

**E. Do you declare that the company is currently in a stable and sustainable financial position?**

Yes: ..... No: .....

**If YES Explain:**

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

**F. Has the business done any work for a foreign government institution intelligence agency?**

Yes: ..... No: .....

**If YES Explain:**

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

**G. Has the business or any of its principals/ employees obtained a security clearance from any foreign or local governmental institution?**

Yes: ..... No: .....

**If YES Explain:**

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

**CONFIDENTIAL**

**THE CONTENTS OF THIS DECLARATION FORM MUST BE CERTIFIED AS CORRECT**

Hereby the undersigned certifies that:

1. Note is taken that the completed declaration is for official use only and will be treated as strictly **CONFIDENTIAL**.
2. The information stated in this declaration is accurate and true and note is taken that false information will have a negative effect on the security clearance of the \_\_\_\_\_ company and its principals.
3. The signatory will be held immediately responsible for any fraudulent or incorrect information provided.

**Company:** .....

**Respondents name:** .....

**I.D. number:** .....

**Position:** .....

**Date:** .....

**Signature:** .....

**SECURITY CLEARANCE REQUIREMENTS**

It is a condition of bid that the successful bidder obtains a positive security clearance by undergoing and co-operating with the vetting officers who will conduct a vetting process on both the company and the individuals who will be involved in the project.

1. In order to meet these requirement bidders are required to complete in full the attached forms:
  - a. Declarations
  - b. Security Questionnaire for Security Clearance Purposes
2. The bidder must supply all documents as outlined in "Company document requirements" with the proposal on or before the closing date or when called upon to do so within a specified period determined by the State Security Agency (SSA).
3. The level of security clearances will be determined by SSA commensurate based on the nature of the project activities the employee will be involved in.
4. The cost of obtaining suitable clearances is for the account of the vendors.
5. The vendors shall supply and maintain a list of personnel involved on the project indicating their clearance status.
6. The default requirement on security clearance is "confidential". Any other environment specified will have a "secret" security clearance requirement.
7. Non-cooperation with the vetting officers may result in a Vendor being disqualified from the bidding and/or appointment process.
8. I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 7 ABOVE SHOULD THIS DECLARATION PROVE TO BE FALSE OR FAIL TO COOPERATE DURING THE VETTING PROCESS.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder