



Province of the
EASTERN CAPE
HUMAN SETTLEMENTS

OFFICE OF THE CHIEF FINANCIAL OFFICER

Steve Tshwete House • 31-33 Phillip Frame Road • Waverly Park • Chiselhurst • East London • Eastern Cape • RSA
Office No: 043 711 9875 • Fax No: 043 711 9796 • Email: MasibuleleT@ecdhs.gov.za

REQUEST FOR QUOTATIONS

SCMU11-26/27-002: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER ONE HUNDRED (100) LAPTOPS, TEN (10) IPAD PRO, AND 100 LAPTOP BACKPACKS, ASSET-TRACKING SOFTWARE LICENSES FOR 100 LAPTOPS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS.

COMPILED FOR:

Eastern Cape Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Waverly Park, Chislehurst, EAST LONDON

COMPILED BY: GICTM

Steve Tshwete House, 31-33 Phillip Frame Road, Waverly Park, Chiselhurst, EAST LONDON

JUNE 2026

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Acronyms

SITA - State Information Technology Agency

TPM - Total Productive Maintenance

TPM 2.0 – Trusted Platform Module version 2.0

TB – Tera Byte

GB - Giga Byte

GPU – Graphic Processing Unit

SSD - Solid State Drive

LPDDR4 - Low Power Double Data Rate

SODIMM - Small Outline Dual In Line Memory Module

DDR4 SDRAM - Double Data Rate 4 Synchronous Dynamic Random-Access Memory

LED - Light Emitting Diode

G8 - Generation Eight

Pro - Professional

HD - High Definition

UHD – Ultra High Definition

WLAN - Wireless Local Area Network

RSA - Republic of South Africa

VAT - Value Added Tax

RFQ - Request for Quotation

RAM – Random Access Memory

CSD - Central Supplier Database

OEM - Original Equipment Manufacturer

ID - Identity Document

GICTM - Government Information Communication Technology Management

SCM - Supply Chain Management

ECDHS - Eastern Cape Department of Human Settlements

1. INTRODUCTION

The Eastern Cape Department of Human Settlements hereby invites **SITA registered RFB740-2020** accredited Service Provider registered to supply in the Eastern Cape Province to supply and deliver One Hundred (100) laptops, Ten (10) iPad Pro M5, with One Hundred (100) asset-tracking software licenses and One Hundred (100) laptop backpacks for the Department of Human Settlements.

2. SCOPE OF WORKS

In awarding this bid, the Department expects to, at a minimum, achieve the following objectives:

2.1 Supply and deliver

- 2.1.1 80 * **Note4** (Professional laptop with a good balance between mobility and performance)
- 2.1.2 18 * **Note_Tab1** (Highly portable touch- or pen-based laptop with 2-in-1, convertible or detachable design for touch or pen-based use)
- 2.1.3 10 * **Tablet2** (Advanced tablet for media consumption and communications, with 7"+ colour display and multi-touch input)
- 2.1.4 2 * **Note5** (Advanced laptop with advanced performance and less emphasis on mobility)
- 2.1.5 100 * **DevMgmt** (Device management tools/software, offering alerts, tracking, deployment support, or remote control to enable cost and labour reduction and/or value-added services for PCDs)
- 2.1.6 100 * laptop Backpacks.
- 2.1.7 Provision of Five (5) years next business day on-site warranty and accidental damage, protection warranty for 100 laptops.
- 2.1.8 Accidental damage protection warranty and iCare plus protection plan for 10 iPad Pro M5

3. SPECIFICATIONS

3.1 The specifications and provisions included in this Request for Quotations (RFQ) shall, along with the successful Service Provider's response, constitute the full and complete contract for the goods and services specified herein and in the proposal.

3.2 All computer accessories must be business grade and designed to be used in a managed network environment.

3.3 Upgrade Microsoft Windows 11 Professional Laptops to Enterprise. Installation media (Image software) for Laptops to be collected from the Department.

3.4 The Department prefers to standardize the PC-compatible computer system of a single manufacturer if such systems meet the broad range of computing needs at the Department with a high level of reliability and quality.

3.5 The specifications of the Laptops should be equivalent to the following requirements:

3.5.1. The specifications of the other **Eighty (80) Laptops (Note4)** should be equivalent to the following requirements: Professional laptop with a good balance between mobility and performance.

3.5.1.1. ProBook 440 G11

3.5.1.2. **Processor:** Intel Core Ultra 5 125U Processor.

3.5.1.3. **Internal memory (RAM):** 16GB (1x16GB SO-DIMM) DDR5-5600 Memory

3.5.1.4. **Storage Capacity:** Minimum 512GB M.2 2280 PCIe 4.0 NVMe SSD

3.5.1.5. HDMI 2.1 Port

3.5.1.6. **Display:** 1080P Full HD Webcam with Privacy Shutter – 14”

3.5.1.7. **Keyboard:** Full-size with Backlit

3.5.1.8. **Network:** Intel Wi-Fi 6 AX201 802.11a/b/g/n/ac and Bluetooth 5

3.5.1.9. **Operating System:** Windows 11 Enterprise.

3.5.1.10. **Security Device:** TPM 2.0

3.5.1.11. Next business day onsite and accidental damage protection warranty for a period of five (5) years

3.5.2. The specifications of the other Eighteen (18) Laptops (**Note_Tab1**) should be equivalent to the following requirements: Highly portable touch- or pen-based laptop with 2-in-1, convertible or detachable design for touch or pen-based use

3.5.2.1. Elite X360 G11

3.5.2.2. **Processor:** Intel Core Ultra 5/Ryzen 5 125U Processor.

3.5.2.3. **Internal memory (RAM):** 16GB (1x16GB SO-DIMM) DDR5-5600 Memory

3.5.2.4. **Storage Capacity:** Minimum 512GB M.2 2280 PCIe 4.0 NVMe SSD

3.5.2.5. HDMI 2.1 Port

3.5.2.6. **Display:** 1080P Full HD Webcam with Privacy Shutter – 13”

3.5.2.7. **Keyboard:** Full-size with Backlit

3.5.2.8. **Network:** Intel Wi-Fi 6 AX201 802.11a/b/g/n/ac and Bluetooth 5

3.5.2.9. **Operating System:** Windows 11 Enterprise.

3.5.2.10. **Security Device:** TPM 2.0

3.5.2.11. Next business day onsite and accidental damage protection warranty for a period of five (5) years

3.5.3. The specifications of the other Ten (10) **Tablet2** should be equivalent to the following requirements: Advanced tablet for media consumption and communications, with 7"+ colour display and multi-touch input.

3.5.3.1. **iPad Pro 13-Inchs**

3.5.3.2. **Processor:** M5 chip. 9-core CPU with 4 performance cores and 4 efficiency cores 10-core GPU Hardware-accelerated ray tracing 16-core Neural Engine

3.5.3.3. **Connectivity:** Wi-Fi + Cellular models

3.5.3.4. **Internal memory (RAM):** 16GB RAM minimum

3.5.3.5. Storage Capacity: Minimum 256GB

3.5.3.6. **Display:** Ultra Retina XDR display, ProMotion technology, P3 wide colour, True Tone. Fingerprint-resistant oleophobic coating. Fully laminated. Anti-reflective coating. Supports Apple Pencil, Pro Supports Apple Pencil (USB-C), Apple Pencil hover.

3.5.3.7. **Accessories:** USB-C Charge Cable (1 metre), 20W USB-C Power Adapter

3.5.3.8. **Keyboard:** Magic Keyboard for iPad Pro 13-inch (M5) (International English)

3.5.3.9. **Pen (USB-C)**

3.5.3.10. **Operating System:** iPadOS

3.5.3.11. Accidental damage protection warranty and iCare Plus Protection Plan for iPad Pro M5 for 3 years

3.5.4. The specifications of the other **Two (2) laptop (Note5)** should be equivalent to the following requirements: an Advanced laptop with high performance and less emphasis on mobility.

3.5.4.1. **MacBook Air 13-in**

3.5.4.2. **Processor:** M5 chip - 10-core CPU - GPU - 8-core GPU

3.5.4.3. **Internal memory (RAM):** 16GB unified memory

3.5.4.4. **Storage Capacity:** Minimum 512GB SSD

3.5.4.5. **Display:** 13.6-inch (diagonal) LED-backlit display with IPS technology, 2560-by-1664 native resolution at 224 pixels per inch, 500 nits brightness.

3.5.4.6. **Two Thunderbolt 4 (USB-C) ports with support for:** Charging, DisplayPort Thunderbolt 4 (up to 40Gb/s) USB 4 (up to 40Gb/s)

3.5.4.7. **Keyboard:** Backlit Magic Keyboard with 79 (ISO) keys, including 12 full-height function keys and 4 arrow keys in an inverted-T arrangement.

3.5.4.8. **Operating System:** MacOS

3.5.4.9. **Wireless:** Wi-Fi 6E (802.11ax), Bluetooth 5.3

3.5.4.10. Next business day onsite and accidental damage protection warranty for five (5) years.

3.5.5. The specification for the **asset tracking software** for the 100 laptops (**DevMgmt**) should align with the following requirements: Device management tools/software that provide alerts, tracking, deployment support, or remote control to reduce costs and labour while offering value-added services for PCDs. The asset tracking solution must be fully compatible with the Department's existing NetTrace platform

3.5.5.1. Asset management

3.5.5.2. Track Hardware

3.5.5.3. Monitor Software

3.5.5.4. Monitor Device Location

3.5.5.5. Remotely Control Devices

3.5.5.6. Investigate and Recover Stolen Devices

3.5.6. The specification for **One Hundred** (100) laptop backpacks should be equivalent to the following requirements:

3.5.6.1. 2 x Main Compartments.

3.5.6.2. 1 x Front Compartment.

3.5.6.3. 2 x Side Compartment for beverages with clip.

3.5.6.4. Water-resistant.

3.5.6.5. USB charging port and cable for Laptop or Phone.

3.5.6.6. Adjustable shoulder straps.

3.5.6.7. Carry handle.

3.5.6.8. Size: 33 x 13 x 44cm (L x W x H)

3.5.6.9. Material: Polyester.

4. KEY COMPETENCIES OF THE BIDDER(S)

4.1. Ability to provide products compatible with Departmental specifications.

4.2. Ability to deliver precisely as ordered.

4.3. Ability to deliver quality and reliability of laptops.

4.4. Registration under **SITA RFB 740-2020** and accredited to supply in the **Eastern Cape Province**.

5. FINANCIAL PROPOSAL

5.1. The Financial Proposal provided shall specify and state a **firm and fixed** price, including total fees and expenses (**VAT Included**), in order to complete the project.

5.2. Bidders must ensure that they fill in the following document as part of the Financial Proposal:

Table 1: FINANCIAL PROPOSAL

No.	LAPTOPS	QTY	UNIT PRICE	AMOUNT
5.2.1.	Note4 (Professional laptop)	80	R	
5.2.2.	Tablet2 (Advanced tablet - multi-touch input)	10	R	
5.2.3.	Note_Tab1 (Highly portable touch- or pen-based laptop)	18	R	
5.2.4.	Note5 (Advanced laptop)	2	R	
5.2.5.	DevMgmt (Asset Tracking)	100	R	
5.2.6.	Laptop Backpacks	100	R	
5.2.7.	NEXT BUSINESS DAY ONSITE AND ACCIDENTAL DAMAGE PROTECTION WARRANTY FOR 100 LAPTOPS FOR A PERIOD OF FIVE (5) YEARS.		R	
5.2.8.	ACCIDENTAL DAMAGE PROTECTION WARRANTY AND ICARE PLUS PROTECTION PLAN FOR 10 IPAD PRO M5 FOR THREE (3) YEARS		R	
SUBTOTAL			R	

6. EVALUATION CRITERIA

- 6.1. Regulation 3 of the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations 2022, (the Regulations) stipulates that an organ of state must, prior to making an invitation for tenders, determine and stipulate the appropriate preference point system to be utilized in the evaluation and adjudication of tenders.
- 6.2. Regulation 5 stipulates that the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

7. THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

8. POINTS AWARDED FOR SPECIFIC GOALS

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 stated in the tender. For the purposes of this tender, the tenderer will be allocated points based on the goals stated in the table below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 2: SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women-owned Organizations	8	
Youth	4	
People with Disability	2	
Locality: Eastern Cape	5	
Military Veterans	1	

9. CLAIMING OF PREFERENCE POINTS

9.1.1. Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.

Bidders must submit proof in a form of certified ID copies in line with Central Supplier Database (CSD) profile that outlines the ownership of the organisation.

9.1.2. Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.

Bidders must submit proof in the form of a medical certificate. The Medical certificate will only be used for evaluation purposes.

- 9.1.3. Preference points allocated for the promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.

Bidders must submit the proof in the form of certified ID copies of ownership in line with the Central Supplier Database (CSD) supplier profile that outlines the ownership of the organization.

- 9.1.4. Preference points for Locality may be allocated for the promotion of enterprises located within the Eastern Cape Province and may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within the Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoint agents and or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.

Bidders must submit proof of the Company's Registered Offices. Proof of rate statement, lease agreement, or confirmation of locality from local authority.

- 9.1.5. Preference points allocated for Military Veterans may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.

Bidders must submit proof in terms of confirmation letters from the Department of Military Veterans.

- 9.1.6. In the case of a joint venture/consortium bidders are required to submit a joint venture/consortium agreement that clearly stipulates the shareholding and roles and responsibilities of the Joint venture consortium parties.

10. SPECIFIC CONDITIONS OF THE CONTRACT

Special Conditions that apply to this contract are as follows:

- 10.1. The Service Provider must deliver precisely as ordered.

- 10.2.** The service provider must deliver within fourteen (14) days after issuing the purchase order.
- 10.3.** The service provider must deliver the goods together with the invoice.
- 10.4.** The Service Provider will furnish the Department of Human Settlements with an invoice upon delivery of goods (along with other required supporting documentation, including warranty confirmation);
- 10.5.** Both the delivery note, and invoice must contain serial numbers of each delivered good.
- 10.6.** The Department reserves the right to cancel the Terms of Reference.
- 10.7.** The Department is not obliged to appoint the bidder with the highest points scored.
- 10.8.** A service provider shall not be appointed to provide a service for which they are not accredited. The service provider must therefore be listed as SITA accredited service provider.
- 10.9.** Suppliers must provide the relevant product certificates as part of their quotation response. Departments can verify these certificates by accessing the SITA Product Database at [www.sita.co.za/sites/default/files/documents/Product Certification/SITA Product Database.pdf](http://www.sita.co.za/sites/default/files/documents/Product%20Certification/SITA%20Product%20Database.pdf)
- 10.10.** Proof of manufacturer's authorization to provide the proposed hardware/service e.g., Accreditation Certificate.

11. COLLECTION OF BID DOCUMENTS

- 11.1.** Bid document will be available on the Departmental Website (www.ecdhs.gov.za) as from the **03 July 2026**

12. DOCUMENTS TO BE SUBMITTED

- 12.1.** The following documents **MUST** be submitted with the proposal, and failure to submit them may lead to elimination:

- 12.1.1.** Submit Proof of registration with the **SITA RFB 740-2020**

13. RETURNABLE SCHEDULES

The Service Provider must ensure that the following documents are completed and returned with the bid proposal:

- 13.1.** SBD 1: INVITATION TO TENDER.
- 13.2.** SBD 2: TAX CLEARANCE CERTIFICATE.

- 13.3.** SBD 4: DECLARATION OF INTEREST.
- 13.4.** SBD 6.1: PREFERENCE POINTS CLAIM FORM.
- 13.5.** COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) CERTIFICATE.

14. SUBMISSION OF BID PROPOSAL

- 14.1.** Bid proposals must be deposited in a Bid Box (that is accessible 24 hours) situated at the Ground Floor, Department of Human Settlements, Steve Tshwete Building, 31–33 Phillip Frame Road, Waverley Park, Chiselhurst, East London.
- 14.2.** Bid proposals must be deposited in a Bid Box (that is accessible 24 hours) situated at the Ground Floor, Department of Human Settlements, Steve Tshwete Houses, 31–33 Phillip Frame Road, Waverley Park, Chiselhurst, East London.
- 14.3.** It is the responsibility of the bidder and that of the courier in case of couriered bids to ensure that the bid is deposited in the bid box and not submitted to officials. The Department will not take any responsibility for bids not deposited in the bid box.
- 14.4.** The Department will not take any responsibility for the posted bids that are not in the bid box during the closing time and date it is therefore the responsibility of the bidder to ensure that the bid is delivered on the bid box on or before the closing date and time.
- 14.5.** Faxed or emailed bid proposals will not be accepted.

15. BID VALIDITY

- 15.1.** This bid will be valid for one hundred and twenty (120) days after the closing date.

16. PROJECT DURATION

- 16.1.** The duration of this project is expected to be for a maximum period of one (01) month.

17. CLOSING DATE

- 13.1** All bid proposals in response to this bid should reach the Department not later than the **24 July 2026 at 11H00**. Bids received after **11H00** will not be accepted or considered.

18. CONTACT DETAILS ON TERMS OF REFERENCE

Mr. Masibulele Thakatha: LAN/Desktop Support Technician – Networks & Infrastructure (ICT),
Department of Human Settlements, Head Office, **EAST LONDON**

Email: MasibuleleT@ecdhs.gov.za

All **Supply Chain Management-related** inquiries regarding this bid may be directed to: Mr.
Loyiso Dukashe: Demand Management, Department of Human Settlements, **EAST LONDON**

E-mail: LoyisoD@ecdhs.gov.za

SCMU11-26/27-002: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER ONE HUNDRED (100) LAPTOPS, TEN (10) IPAD PRO, AND 100 BACKPACKS, ASSET-TRACKING SOFTWARE LICENSES FOR 100 LAPTOPS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS.

RECOMMENDED. / ~~NOT RECOMMENDED.~~



06/15/2026

MR B SKWEYIYA

DATE

DIRECTOR: GICTM

RECOMMENDED. / ~~NOT RECOMMENDED.~~



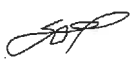
18/06/2026

MR S. MBIZA

DATE

CHAIRPERSON: BID SPECIFICATION COMMITTEE

APPROVE / ~~NOT APPROVED~~



18/06/2026

MR. E.D.Q. VENN

DATE

HEAD OF DEPARTMENT

19. FINAL SUMMARY

Table 3: FINAL SUMMARY & FORM OF OFFER

FINAL SUMMARY & FORM OF OFFER				
SCMU11-26/27-002: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER ONE HUNDRED (100) LAPTOPS, TEN (10) IPAD PRO, AND 100 LAPTOP BACKPACKS, ASSET-TRACKING SOFTWARE LICENSES FOR 100 LAPTOPS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS.				
NO.	ITEM	QTY	AMOUNT	TOTAL
A	Note4 (Professional laptop)	80	R	
B	Tablet2 (Advanced tablet - multi-touch input)	10	R	
C	Note_Tab1 (Highly portable touch- or pen-based laptop)	18	R	
D	Note5 (Advanced laptop)	2	R	
E	DevMgmt (Asset Tracking)	100	R	
F	Laptop Backpacks	100	R	
G	NEXT BUSINESS DAY ONSITE AND ACCIDENTAL DAMAGE PROTECTION WARRANTY FOR 100 LAPTOPS FOR A PERIOD OF FIVE (5) YEARS.		R	
H	ACCIDENTAL DAMAGE PROTECTION WARRANTY AND ICARE PLUS PROTECTION PLAN FOR 10 IPAD PRO M5 FOR THREE (3) YEARS		R	
TOTAL = CARRIED FROM FINANCIAL PROPOSAL			R	

SIGNED BY/ON BEHALF OF THE BIDDER

NAME

SIGNATURE

DATE

COMPANY STAMP

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE HUMAN SETTLEMENTS					
BID NUMBER:	SCMU11-26/27-002	CLOSING DATE:	24 JULY 2026	CLOSING TIME:	11:00
DESCRIPTION	SCMU11-26/27-002: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER ONE HUNDRED (100) LAPTOPS, TEN (10) IPADS PRO, AND (100) LAPTOP BACKPACKS, ASSET TRACKING SOFTWARE LICENSES FOR (100) LAPTOPS FOR THE DEPARTMENT OF HUMAN SETTLEMENTS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF HUMAN SETTLEMENTS					
31-33 PHILLIP FRAME ROAD, STEVE TSHWETE BUILDING, GROUND FLOOR					
WAVERLY PARK					
EAST LONDON					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. L DUKASHE		CONTACT PERSON	Mr. M THAKATHA	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	LoyisoD@ecdhs.gov.za		E-MAIL ADDRESS	MasibuleleT@ecdhs.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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		
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.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:

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

DATE:



Application for a Tax Clearance Certificate

Purpose

Select the applicable optionTenders } Good standing

If "Good standing", please state the purpose of this application

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)

Trading name (if applicable)

ID/Passport no

Company/Close Corp. registered no

Income Tax ref no

PAYE ref no

VAT registration no

SDL ref no

Customs code

UIF ref no

Telephone no

Fax no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax no

E-mail address

Physical address

BIDDER'S DISCLOSURE

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 interest¹ 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.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ 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

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:

.....
.....

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:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 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

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

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.

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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

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.

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

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

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 80/20 preference point system.

b) Either the 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.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 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.

- 1.6 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).

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:

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest 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:

80/20

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Woman owned Organization	8	
Youth	4	
People with Disability	2	
Locality:EC	5	
Military Veterans	1	
TOTAL	20	

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 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:

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