



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND PROVIDE THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA) WITH THE MANAGED PRINTING SOLUTION SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLOSING DATE: 23 NOVEMBER 2020

TIME: 11H00

Bid No: NLSA.PRINTING 11/2020-2021

NB. Note that Saturday will be treated as the normal working day. Should you want to deliver Bid documents, please note that the NLSA opens at **08:00** and closes at **17:00**. Upon the submission of the Bid documents, bidders are requested to sign the register at the Reception.

BID DOCUMENTS ARE AVAILABLE ON:

- NLSA website (www.nlsa.ac.za)

NB. Completed Bid Documents must be deposited in the Tender Box at the NLSA, 75 Thabo Sehume Street, Pretoria CBD before the closing date and time of 23 November 2020 at **11H00**.

There will be a non-compulsory briefing session via ZOOM on 04 November 2020 at 10H00.

Join Zoom Meeting

<https://zoom.us/j/95179800919?pwd=OVk4UTFhcXhVbmdTak9tTUhUaDZBdz09>

Meeting ID: 951 7980 0919

Passcode: 664962

1. BACKGROUND

1.1 National Library of South Africa, hereafter referred to as NLSA, is a world class African National Library and Information Hub. The NLSA is responsible for collecting, recording, preserving and making available the national documentary heritage of South Africa. The NLSA promotes awareness, appreciation and access to published documents, nationally and internationally and in doing so contributes to the development and prosperity of South Africa. The NLSA has Campuses in Pretoria and Cape Town.

1.2 NLSA seeks to appoint a service provider to assist the NLSA with the supply, installation and configuration of managed printing services solution at the NLSA's Pretoria and Cape Town Campuses services for a period of thirty-six (36) months.

2. SCOPE OF WORK

2.1 The NLSA seeks to appoint a service provider to assist the NLSA with the supply, installation and configuration of managed printing services solution at the NLSA's Pretoria and Cape Town Campuses services for a period of thirty-six (36) months.

Required Service(s)	Campus	Quantity
a) A4/A3 colour MFP (print / copy / scan / email) <ul style="list-style-type: none">• Print/copy speed of 60 pages per minute in mono and colour• Support monthly volume of up to 41,000 pages• 4 x 500 sheet paper tray (A6 – A3)• Cabinet / Stand• Finisher (Puncher and Stapler)	Pretoria	8
	Cape Town	5
b) A4/A3 mono MFP (print / copy / fax / scan / email) <ul style="list-style-type: none">• Print/copy speed not less than 45 pages per minute• Support monthly volume of up to 15,000 pages• 2 x 500 sheet paper tray (A6 – A3)• Cabinet / Stand• Finisher (Puncher and Stapler)	Pretoria	1
c) Copier Control Unit – <ul style="list-style-type: none">• It should operate by locking the photocopier out until a valid card is inserted.• It should then display the information contained on the card on the screen to activate the photocopier. As each copy is taken, the display updates to show the number of copies left on the card.• Will accept a combination of rechargeable and disposable cards• Offers an account and debit card facility• PIN option for additional security• Own bracket supplied for mounting to the photocopier• Can be used as a control and revaluing unit• Optional printer available	Pretoria	1
	Cape Town	1

• Full audit trail available		
d) Printing Software		
e) Reporting		
f) Support including repairs and maintenance		
g) Fax Kit	Pretoria	1
	Cape Town	1

- 2.2 Bidders must submit proposals in respect of all the services categories as indicated on the table above.
- 2.3 The appointed service provider shall be responsible for repairs and maintenance of the solution in accordance to the agreed service level agreement (SLA).
- 2.4 In the case that a piece of an equipment cannot be repaired within the agreed SLA, the service provider shall provide a loan equipment of the same specification for the duration of the relevant repairs and return and installation of the original piece of equipment.
- 2.5 The service provider shall be responsible to provide the required consumables (toner cartridges) in accordance to the agreed SLA (excluding paper).
- 2.6 The scope of the required services shall be limited to the NLSA and will cover the supply and installation of the proposed services.
- 2.7 All equipment must have full warranty offered by the original equipment manufacturer (OEM).
- 2.8 The warranty of the equipment must be for at least three years.
- 2.9 The service provider shall supply equipment that will not reach its end-of-life during the agreement period.
- 2.10 During the course of the project, the successful bidder shall provide a dedicated project manager to liaise with the NLSA.
- 2.11 The bidder must submit a valid proof of accreditation from their proposed solution's OEM.
- 2.12 Where the bidder will be sub-leasing the solution, a valid proof of sub-leasing agreement must be submitted.
- 2.13 The maximum turnaround time for repairs should be 36 hours.

3. SUBMISSION FORMAT

- 3.1 The proposal should be submitted in the following format:
- 3.1.1 The proposal must provide an executive summary not exceeding three pages detailing solution's offering, the approach and the value proposition.

3.1.2 Bidders must indicate in their proposals the relevant experience and exposure as well as the capacity of the Bidder in relation to the requested service categories (refer section 2.1 above). The information must include a description of the proposed solution, knowledge, and relevant experience as well as accreditation certifications or other professional credentials that clearly demonstrate that the bidder is qualified to perform the required work. Bidder must submit résumés of their proposed project participants.

3.1.3 Bidders are to include at least three (3) contactable reference letters for similar work undertaken.

4. NLSA'S RIGHTS

4.1 The NLSA is entitled to amend any Bid conditions, Bid validity period, Bid terms of reference, or extend the Bid's closing date, all before the Bid closing date. All Bidders, to whom the Bid documents have been issued and where the NLSA have record of such Bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the NLSA's website under the relevant Bid information. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their Bid response to ensure that they are kept updated on any amendments in this regard.

5. DURATION OF THE PROJECT

5.1 The duration of the project is thirty-six (36) months from the date of appointment and contracting.

6. CONDITIONS OF BID

6.1 The NLSA reserves the right not to accept the lowest proposal.

6.2 The NLSA reserves the right to appoint one or more Bidder.

6.3 The NLSA reserves the right not to award the contract.

6.4 The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.

6.5 The General Conditions of Contract will be applicable to this Bid.

- 6.6 Bidders must obtain at least 70 points in the technical evaluation to qualify to the next evaluation stage.
- 6.7 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 6.8 Bidders to ensure that the personnel assigned to the engagement per the Bid proposal are the same that will be responsible to perform work should the Bidder be successful. Should the respective personnel not be available, the Bidder will be required to replace with another individual with the same or greater experience, qualifications and exposure.
- 6.9 The NLSA reserves the right to conduct site visits at Bidder's corporate offices and/or at client sites if so required.
- 6.10 The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.
- 6.11 The NLSA reserve the right to reduce equipment requirements during the period of the agreement. This may be informed by operational requirements.
- 6.12 Bid validity shall be for a period of 120 days, and may be extended at the discretion of the NLSA.
- 6.13 The NLSA shall not make any advance payments for services to be rendered.

7. EVALUATION CRITERIA

7.1 Evaluation Stage One (1): Mandatory - Pre evaluation

- 7.1.1 Certified ID copies, of shareholders / directors / members not older than 6 months.
- 7.1.2 CSD registration summary report.
- 7.1.3 CIPC company registration documents must be submitted with the Bid.
- 7.1.4 One (1) original copy and four (4) copies of the Bid document; and
- 7.1.5 Fully completed SBD1, SBD 3.1, SBD 3.2, SBD 4, SBD 6.1, SBD 7.2 SBD 8, and SBD 9 forms.
- 7.1.6 CV's of Director and its respective personnel should be included.
- 7.1.7 Company profile of the Bidders should be submitted.
- 7.1.8 Minimum of three (3) contactable reference letters should be provided for similar work done.
- 7.1.9 The bidder must submit a valid proof of accreditation from their proposed solution's OEM.

7.1.10 Where the bidder will be sub-leasing the solution, a valid proof of sub-leasing agreement must be submitted.

NB: Failure to submit the documents listed above shall result in the disqualification of your Bid.

7.2 Evaluation Stage Two (2): Technical Evaluation

Requirement	Technical Specification	Yes/No
A4/A3 colour MFP (print / copy / scan / email): <ul style="list-style-type: none"> 8x - Pretoria 5x – Cape Town 	<ul style="list-style-type: none"> Print/copy speed of 60 pages per minute in mono and colour Support monthly volume of up to 41,000 pages 4 x 500 sheet paper tray (A6 – A3) Cabinet / Stand Finisher (Puncher and Stapler) 	
A4/A3 mono MFP (print / copy / fax / scan/email) <ul style="list-style-type: none"> 1x - Pretoria 	<ul style="list-style-type: none"> Print/copy speed not less than 45 pages per minute Support monthly volume of up to 15,000 pages 2 x 500 sheet paper tray (A6 – A3) Cabinet / Stand Finisher (Puncher and Stapler) 	
h) Copier Control Unit: <ul style="list-style-type: none"> 1x - Pretoria 1x – Cape Town 	<ul style="list-style-type: none"> It should operate by locking the photocopier out until a valid card is inserted. It should then display the information contained on the card on the screen to activate the photocopier. As each copy is taken, the display updates to show the number of copies left on the card. Will accept a combination of rechargeable and disposable cards Offers an account and debit card facility PIN option for additional security Own bracket supplied for mounting to the photocopier Can be used as a control and revaluing unit Optional printer available Full audit trail available 	
Fax Kit <ul style="list-style-type: none"> 1x - Pretoria 1x – Cape Town 		
Printing Software	<ul style="list-style-type: none"> The service should include the installation and configuration of Print Management Software. The Print Management Software should have the capability of defining the quota for each user The Print Management Software should help the NLSA's ICT Unit to consolidate the tracking of equipment/devices and cost management. It should also help to forecast future demand and supply. Optimised and streamlined printing environment: All-in-One solution for full control and management of 	

	<p>all printers and MFP functions, including copying, printing, emailing, faxing and scanning.</p> <ul style="list-style-type: none"> • Print jobs should FOLLOW the user to their choice of output device. • Users must identify themselves at the printer before print jobs are released and printed. • Should integrate with the organisation's existing identification (ID) technology to increase security and convenience. Active Directory integration. • Full accounting and cost recovery: Tracks and accounts for every page printed. • On-screen user authentication and function control via the MFP front panel • Remote, web-based administration interface for simplified IT support. • Reduce costs by restricting users' access to printers and MFPs to enforce money saving policies, such as black-and-white vs. color, duplex vs. simplex. • Automatically re-directs print jobs to the appropriate output device based on user conditions, such as paper size and tray re-mapping. • Software administration tool should generate reports and graphs any number of ways, including cost, usage, comparison and statistical, digital sending and deleted print jobs, as well as export information to third-party report writers via e-mail. • Software should have further capability. For instance: <ul style="list-style-type: none"> a. Who can email? b. How many pages they can print? c. Who can print colour? d. When they can print (Specific times)? e. Different applications they can print? f. Authentication with active directory/LDAP • Service Management Reporting Process <ul style="list-style-type: none"> f. NLSA requires a named Service Manager to be allocated to the account g. The metrics (not limited to) must be measured and reported monthly by the supplier in the form of a monthly service management report. <ul style="list-style-type: none"> • The supplier is to attach a format detailing the reporting process which should cover: <ul style="list-style-type: none"> a. SLA measurement, actual vs target b. Total number of faults raised c. Number of faults fixed in the reporting period d. Number of faults added in the reporting period e. List of future planned outages. f. Actions status and update • Help Desk response times for hardware failures and 	
--	--	--

	consumable replenishment	
Warranty:	<ul style="list-style-type: none"> Three (3) years original equipment manufacturer (OEM) warranty 	
Reporting	Monthly electronically generated billing report broken down by division, team, by usage of hardware, and by type of printing e.g black-and-white or colour	
Support	Suppliers must have a dedicated Help Desk team for remote support and service	

7.3 Evaluation Stage Three: Functionality Evaluation

EVALUATION CRITERIA	SCORE	WEIGHT
1. Knowledge and experience Proven track record of similar successfully completed for the supply and configuration of managed printing solution valued at R 1 Million within the last 3 years.	30 = Five and above years' experience 20 = Four years' experience 10 = Three years' experience 5 = One to two years' experience 0 = no information provided	30
2. Project Delivery Methodology Project Plan that clearly outlines the following aspects: <ul style="list-style-type: none"> Proposed delivery methodology Time frames Project team Risk Management Plan outlining contingency plans Maintenance Plan 	30=Detailed Project plan with 5 requirements addressed 20=Project plan with 4 requirements addressed 15=Project plan with 3 requirements addressed 10=Project plan with 2 requirements addressed 0=Project plan with 1 requirement addressed	30
3. Experience of Supervisor / Team Leader Team Leader Experience (designated Manager) in configuration and installation of managed printing solution. Provide detailed CV of the Supervisor / team leader indicating: <ul style="list-style-type: none"> experience in similar projects with clear work description employer period of employment Contactable References 	10=Five and above years' experience 5 =Four years' experience 3=Three years' experience 1=One to two years' experience 0=no information provided	10

<p>4. Contactable References</p> <p>The Bidder must provide three (3) contactable reference/recommendation letters in the following format;</p> <ul style="list-style-type: none"> • The letters on client's letterhead; • Description of the work done; • Completion of projects within time frame. 	<p>30 = 3 Contactable references 20 = 2 Contactable references 10 = 1 Contactable references</p>	<p>30</p>
<p>Maximum points</p>		<p>100</p>
<p>Minimum points required to proceed to next evaluation stage</p>		<p>70%</p>

7.4 Bidders are expected to obtain a minimum of **seventy (70) points** out of one hundred points available to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the Bid offer from proceeding to the next evaluation stage.

7.5 Evaluation Stage Four (4): Preference Point System

7.5.1. The 80/20 preference point system shall be applicable to this Bid, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents the B-BBEE level status. Points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below.

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliance contributor	0

8. PRICING

- 8.1. Bid proposals must provide a pricing schedule which clearly sets out the cost of providing the services including any applicable charges.
- 8.2. The pricing schedule must clearly indicate the fixed monthly lease rates as well as the variable cost per printer.

NB: For evaluation purpose, an assumption should be made that each printer will print a volume of 10000 pages per month and use one (1) toner each per month.

Item	Fixed monthly lease rate	Variable monthly cost	Total Cost Year 1	Total Cost Year 2	Total Cost Year 3
A4/A3 colour MFP (print / copy / scan / email)					
A4/A3 mono MFP (print / copy / fax / scan/email)					
Copier Control Unit					
Fax Kit					
Software					
Three (3) Years OEM Warranty					
Once-off installation Cost					
Purchase prices of respective equipment at the end of lease term (optional)* - to provide per type of equipment					

- 8.3. All assumptions made in drawing up the proposal, including all cost factors such as travelling, must be detailed and included on the price.
- 8.4. Bidders must give a rate per month for each service provided in each of service category and indicate if the prices are firm or non-firm. For non-firm prices provide reasons.

*The pricing schedule must include an optional pricing for the purchase of equipment at the end of the three (3) year contract.

9 ENQUIRIES

- 9.1 For any Bid related enquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference bidsabove500@nlsa.ac.za

Please refer all enquiries pertaining to the technical terms of reference to:

ICT Department

Mr. David Segalabutla
Mr. Takalani Nemusimbori

NLSA

(012) 401 9780
(012) 401 9732

Takalani.Nemusimbori@nlsa.ac.za
David.Segalabutla@nlsa.ac.za

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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES
NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES
 NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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

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

DESCRIPTION.....
...

The successful bidder will be required to fill in and sign a written Contract Form (SBD7).

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

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

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

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

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

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

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

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER CODE.....NUMBER.....
CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

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

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

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR.....
A REGISTERED AUDITOR

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department:

Contact Person:

Tel:

Fax:

E-mail address:.....

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person:

Tel:

Fax:

E-mail address:.....

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

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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.....
Closing Time 11:00	Closing date.....

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

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

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "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

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

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.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....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

NON-FIRM PRICES SUBJECT TO ESCALATION

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.

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

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

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

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

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=		

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

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

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

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

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

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

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

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

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

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Persal Number

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together

with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:

1)	certificate issued by an authorized body or person;	B-BBEE Status level
2)	prescribed by the B-BBEE Codes of Good Practice;	A sworn affidavit as
3)	prescribed in terms of the B-BBEE Act;	Any other requirement
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

I confirm that I am duly authorised to sign this contract.

SIGNED AT ON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESS

1

2

DATE:

1. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

