



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

SPECIFICATIONS FOR THE PROCUREMENT SUPPLY AND DELIVERY OF PRESERVATION SUPPLIES FOR THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA (NARSSA).

CLOSING DATE: 30 NOVEMBER 2020

TIME: 11H00

Bid No: NLSA/NARSSA 03/2020 - 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 30 November 2020 at **11H00**.

There will be NO briefing session for this bid.

1. BACKGROUND

- 1.1 As part of the Presidential Stimulus Package, the Department of Sport, Arts and Culture (DSAC) seeks to procure equipment, material, supplies and services for the digitisation of selected archival collections at the National Archives and Records Service of South Africa (NARSSA). The Department has appointed the National Library of South Africa (NLSA) as an **implementing agency** to assist with the procurement of the said services.
- 1.2 It is in light of the above that the National Library of South Africa (NLSA) seeks to appoint a service provider to supply and deliver Preservation Supplies at the National Archives and Records Service of South Africa (NARSSA) in Pretoria.

2. DELIVERABLES

- 2.1 The NLSA seeks to appoint a service provider to supply and deliver Preservation Supplies at NARSSA in Pretoria as follows:

Description	Quantity	Delivery Address
PRESERVATION SUPPLIES – <i>(refer to attached Annexure A for detailed list and specification)</i>	<i>Refer to attached Annexure A for quantities</i>	NARSSA - 24 Hamilton Street Pretoria

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 proposal'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. Bidders must be able to supply and install the necessary supplies (where applicable) within a maximum period of 14 days after award / contract.

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 a once off supply of the required preservation supplies.

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. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.

6.7. 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.

6.9 No upfront Payment will be done by NLSA.

6.10 All delivery of the requested equipment must be made at the specified **NARSSA Offices**.

6.11 The NLSA reserves the right to amend order quantity based on operational needs.

6.12 The NLSA reserves the right to purchase and request delivery of the equipment in phases.

6.13 The Bid shall remain valid for a period of 120 days, and may be extended at the discretion of the NLSA

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 6.1, SBD 8, SBD 4, SBD 9 and SBD 7.2 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. Written confirmation document that the bidders must be able to supply and install the necessary equipment within a maximum period of 14 days after award / contract.
- 7.1.10. Copy of annual financial statements or signed management accounts confirming financial standing in order to fulfil obligations of contract

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
Preservation Supplies	Refer to attached Annexure A for detailed list and specifications.	

8. Stage Three (3): Preference Point System

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

9 PRICING

- 9.1 Bid proposals must provide a pricing schedule which clearly sets out the cost of providing the services including any applicable charges. **Refer to attached Annexure A**
- 9.2 The pricing schedule must clearly indicate the unit or item price as well as total price in the format of the table below: **Refer to attached Annexure A.**

Item	Quantity	Unit Price incl vat	Total incl vat
Provide costs per item as per attached Annexure A in this bid document.			
Delivery			
Total			R

10 ENQUIRIES

Please refer all enquiries pertaining to the technical specification to:

Assistant Director: Preservation - NARSSA

Ms. Noko Ngoepe

DSAC

(012) 441 3200

nokon@dsac.gov.za

All enquiries regarding bid documents must be directed to the SCM Office:

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

ITEM NUMBER	ITEM NAME	ITEM DESCRIPTION / DIMENSION / SPECIFICATION	QUANTITY	Yes/no
PRESERVATION SUPPLIES				
1.	Cook N Stir Paste Cooker	Special paste cooking appliance designed specifically for the preparation of paste for conservation work. (220/240v)	1	
2.	Fume Filtration Cupboard	Provides ductless extraction when working with toxic solvents. 8mm thick transparent corrosion resistant panels with hinged front flaps. Comes with a stand that is mounted on casters for mobility. Should have a pre-filter, carbon filter and HEPA filter as standard.	1	
3.	Carbon Filter	Carbon replacement filter for the Fume Filtration Cupboard	2	
4.	Buffered Blue-Grey/White Barrier Board	Conservation board for phase boxes – 1.5mm thick (short grain – 1473 x 838mm) 25/pkt	10	
5.	Dispenser pump		2	
6.	Archival Polyester Roll	12 micron inert polyester for storage of archival documents, maps and photos – (1524mm x 500m)	5	
7.	Archival Polyester Roll	50 micron inert polyester for storage of archival documents, maps and photos – (1067mm x 100m)	5	
8.	Archival Polyester Roll	75 micron inert polyester for storage of archival documents, maps and photos – (1067mm x 100m)	5	
9.	Binding Screws	Brass binding screws 5.5mm diameter– 20mm (25 in pkt)	10	
10.	Binding Screws	Brass binding screws 5.5mm diameter– 35mm (25 in pkt)	10	
11.	Binding Screws	Brass binding screws 5.5mm diameter– 50mm (25 in pkt)	10	

ITEM NUMBER	ITEM NAME	ITEM DESCRIPTION / DIMENSION / SPECIFICATION	QUANTITY	Yes/no
12.	Acid Free Davey Board	High quality bookbinding board for rare bindings – 1.7mm (660 x 965 mm) 22/pkt	3	
13.	Acid Free Davey Board	High quality bookbinding board for rare bindings - 1.9mm (660 x 965 mm) 20/pkt	3	
14.	Acid Free Davey Board	High quality bookbinding board for rare bindings – 2.5mm (660 x 965 mm) 15/pkt	3	
15.	Schimanek Heavy Duty Board Chopper plus Spare Blade	Free-standing manually operated chopper for board and paper. Have a foot clamp and a cutting length of 1200mm. 1000mm Cast Iron table.	1	
16.	Light Box (A2)	With opal Perspex flush screen and with carry handle.	2	
17.	Area Bonded Fibre	Tear resistant heat lamination repair tissue. (1040mm x 100m) roll	3	
18.	Archibond 9gsm Tissue	Tissue used for repairs by heat lamination (900mm x 100m roll)	3	
19.	Archibond Heat St Tissue	Thinner tissue for heat lamination repair of paper documents (900mm x 100m roll)	3	
20.	Blotting Paper	Non-buffered blotting paper for drying damp paper records -300gsm (1220 x 860 mm) 50/pkt	5	
21.	Replacement Carbon Filter	For the Cold Suction Table	5	
22.	Wheat Starch	Purified food grade uncooked wheat starch powder. Used as conservation paste for book and paper conservation (2kg packets)	10	
23.	Belgian Rice Starch	Lighter starch paste powder made from rice. (2kg packets)	5 pkts	
24.	Acid Free Foam Board	Conservation board for conservation faming of rare paper based artefacts – 5mm thick. (813 x 1016 mm) 25/pkt	10 pkts	

ITEM NUMBER	ITEM NAME	ITEM DESCRIPTION / DIMENSION / SPECIFICATION	QUANTITY	Yes/no
25.	Stainless Steel Works Tray	Heavy duty 304 grade (22 gauge) stainless steel tray for conservation safety (279 x 229 mm)	10	
26.	Unbuffered Interleaving Sheets	Acid-free unsized long fibred paper for protecting prints, for backing and for making lightweight folders. (610 x 914mm) 500pkt	2	
27.	Perma/Dur Buffered Bristol Board	Acid-free archival board for special folders. 0.25m (83 x1016mm) 100/pkt	3	
28.	Repair Paper	Machine-made paper or repair of records - 55gsm (710 x 480mm) 250/pkt	3	
29.	Silver Safe Photo Paper	Photo conservation paper used for interleaving photo prints and works of art on paper - 40gsm (1270mm x 227m) roll	2	
30.	Sekishu Kozogami Tsuru	Conservation tissue for paper based records - 22gsm (720 x 20mm) 5/pkt	10	
31.	Mulberry Paper	Hand-made conservation paper – 42gsm (640 x 850 mm) 5/ pkt	10	
32.	Sekishu Natural	Hand-made conservation paper - 30gsm (990 610 mm) 5/ptk	10	
33.	Kitakata	Hand-made conservation paper – 36gsm (510 x 410 mm) 10/pkt	10	
34.	Mulberry Paper (Roll)	Machine made conservation paper – 52gsm (900mm x 9.1m) roll	10	
35.	Kizukishi	Conservation paper – 11gsm (940 x 640 mm) 5/pkt	10	
36.	Tosa Tengujo	Handmade conservation paper (790 x 540m) 5/pkt	10	
37.	Hosokawa Ohban	Hand-made conservation paper – 23gsm (940x 640mm) 5/pkt	10	
38.	Multisorb Blotting Paper	Absorbent paper for pressing and drying paper during conservation repair of paper. Comes in pack of 100 sheets. 300gsm (750x680mm)	10	

ITEM NUMBER	ITEM NAME	ITEM DESCRIPTION / DIMENSION / SPECIFICATION	QUANTITY	Yes/no
39.	Wet Strength Repair Tissue-	Tissue designed for wet repairs in paintings and paper 12.3gsm (1016mm x 250m roll)	3	
40.	Spider Tissue	Conservation tissue with neutral pH for paper conservation repairs (965mm x 20m) roll	5	
41.	Okwara Large Sheets	Machine-made conservation paper - 60gsm (1830 x 910mm) 5/pkt	10	
42.	Kaji Natural	Hand-made conservation paper -11gsm (980 x 640 mm) 5/pkt	10	
43.	Paste and Water Brushes	White Pig Hair brush for specialised conservation applications (140mm) – German Make	4	
44.	Paste and Water Brushes	White Goat Hair brush for specialised conservation applications (140mm) – German Make	4	
45.	Rotary Cutter Refill Blades	Refill blades for Rotary Cutter.	20	
46.	Rotary Cutter	Cutting knife with roller blade for cutting paper, material etc.	10	
47.	Unbuffered 100% 4 ply Rag Mounting Board	Board for mounting and matting of photographs, documents etc -1.5mm (813mm x 1016mm) 25 boards/pkt	10	
48.	Buffered Conservation Quality Blotting Paper	Absorbent blotting paper for drying wet documents 813 x 1016 mm) 50/pkt	5	
49.	Unbuffered 100% 2 ply Rag Mounting Board	Board for mounting and matting of photographs, documents etc -0.5mm (813mm x 1016mm) 25 boards/pkt	5	
50.	2 Ply Archival Conservation Mounting Board (Soft White)	For display mounting of paper-based artefacts for exhibition. Made of purified high alpha cellulose and is buffered with 3% Calcium Carbonate. (0.75mm x 813 x 1016mm) – 25/pkt	5	

ITEM NUMBER	ITEM NAME	ITEM DESCRIPTION / DIMENSION / SPECIFICATION	QUANTITY	Yes/no
51.	4 Ply Archival Conservation Mounting Board (Antique White)	For display mounting of paper-based artefacts for exhibition. Made of purified high alpha cellulose and is buffered with 3% Calcium Carbonate. (1.5mm x 813 x 1016mm) - 25/pkt	5	
52.	4 Ply Archival Conservation Mounting Board (Soft White)	For display mounting of paper-based artefacts for exhibition. Made of purified high alpha cellulose and is buffered with 3% Calcium Carbonate. (1.5mm x 1524 x 1016mm) – 25/pkt	5	
53.	2 Ply Archival Conservation Mounting Board (Antique White)	For display mounting of paper-based artefacts for exhibition. Made of purified high alpha cellulose and is buffered with 3% Calcium Carbonate. (1.5 mm x 1524 x 1016mm) – 25/pkt	5	
54.	2 Ply Archival Conservation Mounting Board (Pure White)	For display mounting of paper-based artefacts for exhibition. Made of purified high alpha cellulose and is buffered with 3% Calcium Carbonate. (0.75mm x 813 x 1016mm) – 25/pkt	5	
55.	Perma/Dur Heavy Duty Folder Stock	Archival card for making special heavy duty folders - 0.5mm (762 x 1016mm) 50/pkt	5	
56.	Perma/Dur Folder Stock	Archival card for making folders – 0.25mm (813 x 1016mm) 100/pkt	3	
57.	Select Analyst	Laboratory water purification machine that can produce up to 8litres of high purity water per hour. Operating pressure – 2-6 bar (30-90pi); Operating temp- 1-40C. (408W x 548D x 630Hmm)	1	
58.	Select Analyst Wall Mount Kit	Kit to mount the Select Analyst onto the laboratory wall.	1	
59.	Conservators' Wax	A blend of Highly refined microcrystalline waxes of fossil origin used as protection against moisture, heat and fingerprints. (125ml cans)	5	
60.	Flat Surface pH Probe	Accessory for the pH Metre for measuring pH on flat objects such as paper.	1	

ITEM NUMBER	ITEM NAME	ITEM DESCRIPTION / DIMENSION / SPECIFICATION	QUANTITY	Yes/no
61.	pH Metre	For measuring pH levels of archival collections. Accuracy of +/- 0.2; automatic temperature compensation -5 to +80°C; multifunction display.	1	
62.	Calibration Certificate	Accessory for pH Metre	1	
63.	RS232 Data Logging Software	Accessory for pH Metre. Required for inputting data into computer.	1	
64.	Mizubake Water Brush	Deer Hair Bristle brush for moistening material during conservation treatment of paper artefacts. (146 x 4.7 x 30 mm) Japanese	4	
65.	Nazebake Hard Smoothing Brush	Hemp Palm Tree bristle brush used for smoothing and pressing when pasting paper together. (146 x 11 x 70 mm) - Japanese	4	
66.	Noribake Paste Brush	Dense Goat Hair bristles for paste application. (146 x 11 x 35 mm) - Japanese	4	
67.	Tsukemawashi Joining Brush	A thinner paste brush made of white goat hair for specialised conservation applications (146 x 4.7 x 25 mm)	6	
68.	Kurumata Spray (1000cc capacity)	Chrome plated; with pumping mechanism for pressurising to produce a very fine mist for a variety of conservation applications.	2	
69.	Kurumata Spray (450cc capacity)	Chrome plated; with pumping mechanism for pressurising to produce a very fine mist for a variety of conservation applications.	6	
70.	Natural Beeswax	Used for bookbinding to protect and strengthen sewing thread. Also used for coating and in preservation lining adhesives. (300g)	5	
71.	Bleached Beeswax	Used for bookbinding to protect and strengthen sewing thread. Also used for coating and in preservation lining adhesives. (1kg)	2	

ITEM NUMBER	ITEM NAME	ITEM DESCRIPTION / DIMENSION / SPECIFICATION	QUANTITY	Yes/no
72.	Evacon R	A water soluble non-plasticized ethylene-vinyl acetate copolymer emulsion used for laminating paper, board. (1kg)	5	
73.	Bondina Support Fabric (100gsm)	Non-woven, chemically inert, 100% polyester for supporting documents during conservation treatment. – 800mm x 10m	5	
74.	Bondina Support Fabric (71gsm)	Non-woven, chemically inert, 100% polyester for supporting documents during conservation treatment. – 1041mm x 25m	3	
75.	Hollytex Lining Material (71gsm)	Non-woven fabric with high tensile strength for supporting, lining, leafcasting, interleaving documents – 25m	2	
76.	Hollytex Lining Material (34gsm)	Non-woven fabric with high tensile strength for supporting, lining, leafcasting, interleaving documents – 25m	2	
77.	TC Vacuum Probe	Used for localised cleaning of stains on manuscripts, maps, documents, etc.	2	
78.	Perspex	20mm, 10mm- Comes in large sheets that can be cut into smaller sheets.	4	
79.	Pressing Boards	To be cut into the following sizes: A4, A3, A2, A1, A0 (10 of each)	30	
80.	Book Trolleys	To transport records from strong rooms	35	
81.	Film Trolleys	To transport films from strong rooms	10	
82.	Thermohygrometer	Fluke 971 Handheld thermohygrometer for monitoring temperature and humidity changes in strong rooms	5	
83.	Backpack vacuum cleaners for cleaning Strong rooms and records	Preferred brand and model: Makita DVC 261 ZX11. For cleaning records and shelves	5	

ITEM NUMBER	ITEM NAME	ITEM DESCRIPTION / DIMENSION / SPECIFICATION	QUANTITY	Yes/no
84.	Fellowes Star Comb Spiral Binder Machine	The Fellowes Star Plus 150 is a compact basic binder which can be stored vertically when not in use. The angled comb rake of 15 degrees makes loading punched sheets much easier. Dimensions450mm(L) x 280mm(W) x 90mm(H)Shipping Weight6.0 shipping Dimensions520mm(L) x 300mm(W) x 370mm(H)	1	
85.	GBC CombBind Manual Spiral Binding Machine	GBC CombBind 200 creates comb bound documents.it is ideal for regular binding.	1	

-----**END**-----

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 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

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 presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

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

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

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

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**

of the company have any interest in any other related companies whether or not they are bidding for this contract?

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.

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 ATON.....

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.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature	Date
.....
Position	Name of Bidder

NB: PLEASE DOWNLOAD GENERAL CONDITIONS OF THE CONTRACT FROM TREASURY WEBSITE AND NLSA WEBSITE, SUBMIT ALONG WITH THE TENDER DOCUMENT