

BID ADVERTISEMENT FORM

Bid description	SOCIO-ECONOMIC IMPACT STUDY OF TOURISM ON THE NORTH WEST PROVINCE COMMUNITIES										
Bid number	NWDOT 2017/12										
Name of institution	DEPARTMENT OF TOURISM (NORTH WEST PROVINCE)										
The place where goods, works or services are required	DEPARTMENT OF TOURISM										
Closing date and time	Date	1	8	0	9	2	0	1	7	Time	11H00
Contact details	Postal address	PRIVATE BAG X 2099 MMABATHO 2735									
	Physical address	Department of Tourism, 1st floor, Garona Building, West Wing Left side, SCM Corridor, University Drive, Mmabatho									
	Tel	Admin-018 388 1478 Mike Sebogodi Admin-018 388 2706 Angie Moeketsi									
	Fax	0866095224 0867503507									
	email	sebogodim@nwpg.gov.za moeketsia@nwpg.gov.za									
	Contact person	Specification/technical Mr I Kgokong- 018 387 7880/1 Ms L Marakalla-018 387 7880/1									
Where bids can be collected	<u>Department of Tourism, 1st floor, Garona Building, West Wing Left side, SCM Corridor, University Drive, Mmabatho, Office NO:764/754/747</u>										
Where bids should be delivered	<u>Department of Tourism, 1st floor, Garona Building, West Wing Left side, SCM Corridor, University Drive, Mmabatho</u>										
Category (refer to annexure A)	Professional										
Sector	Government										
Region	North West Province										
Compulsory briefing session/site visit	Date	05 September 2017									
	Time	10h00									
	Venue	Mafikeng Hotel School at Conference Centre.									



DIRECTORATE: TOURISM PLANNING

INVITATION TO BID- CONDUCT A SOCIO – ECONOMIC IMPACT STUDY OF TOURISM ON THE NORTH WEST PROVINCE COMMUNITIES.

NWDOT 2017/12

EVALUATION CRITERIA: 80/20

You are invited to submit a bid for the service as indicated in the attached bid documents.

1. The conditions contained in the General Conditions of Contract (GCC), and the attached bid forms, as well as any other conditions accompanying this invitation, are applicable.
2. The work procedure, the bidder proposes to follow in order to obtain the required result must be clearly outlined and its terms may not conflict with those contained in the General Conditions of Contract (GCC).
3. Kindly receive attached the following bid documents for completion:
 - 3.1 SBD 1- Invitation to Bid
 - 3.2 SBD 2- Tax Clearance Requirements
 - 3.3 SBD 3.3 – Pricing Schedule
 - 3.4 SBD 4- Declaration of Interest
 - 3.5 SBD 6.1 Preferential Points
 - 3.6 SBD 8 – Declaration of Bidder's past Supply Chain Practices
 - 3.7 SBD 9 – Certificate of independent determination
 - 3.8 General conditions of contract (initialised each page)
 - 3.9 Annexure A
4. All the documents accompanying this invitation to bid must be completed in detail, be sealed in an envelope and be deposited in the bid box situated at **Department of Tourism, 1st floor, Garona Building, West Wing Left side, SCM Corridor, University Drive, Mmabatho.**
5. Bid Number : NWDOT 2017/12
6. Closing Date : 18 September 2017
7. Closing Time : 11h00

8. ACCESSING BIDDING DOCUMENTS

8.1 Bid Documents are available at the Department of Tourism, SCM office No **764/754/747**, 1st Floor West Wing, Garona Building, upon payment of **non-refundable admin fee of R100** Weekdays (Monday to Friday) starting **30 August 2017**.

8.2 Admin fee of R100 indicated on 8.1 must be deposited at a departmental account No: **4085956806**, **ABSA Bank, Cheque account, Megacity branch**. The deposit slip must as far as possible display bid number and company name.

8.3 Bid documents may also be downloaded on E-tender portal Departmental website for free.

9. Compulsory Briefing Session

A compulsory briefing will be held on **05 September 2017 at Mafikeng Hotel School, Conference center. 10H00**

10. No Telephonic, telegraphic, telex, facsimile, electronic or e-mailed bids will be considered.

11. The Department of Tourism reserves the right to accept any bid in whole or in part and does not bind itself to accept the lowest or any bid.

12. For more information please contact the following:

Department : Department of Tourism (North West)

Contact Person (admin): Ms A Moeketsi-018 388 2706 moeketsia@nwpg.gov.za

Contact Person (admin): Mr M Sebogodi- 018 388 1478 SebogodiM@nwpg.gov.za

Specs enquiries: Mr Ishmael Kgokong (018 3877880/1) ikgokong@nwpg.gov.za

Specs enquiries: Ms Lerato Marakalla (018 3877880/1) Imarakalla@nwpg.gov.za

13. BID REQUIREMENTS

a) Late bids will not be considered. Please note that bids are late if they are received at the address given in the bid document after the bid closing date and time.

b) Bids will be valid for a period of 90 days after closing date.

- c) All bid prices must be quoted in South African Currency and must be VAT inclusive.
- d) All the relevant forms attached to this bid document must be completed in full and signed in ink where applicable by a duly authorised person.
- e) Bidders must register on CSD prior to submission of the bid document
- f) Compliance to approved PPPFA act.

14. REQUIRED DOCUMENTATION

14.1 The prospective bidders are required to provide the following documentation which will also be used for the **phase 2 of the evaluation on Administrative/ Departmental requirements.**

14.1.1 Certified copies of identity documents of main shareholders/ directors of the company valid for 6 months.

14.1.2 CSD registration report and a consolidated one in case of Joint Venture or subcontracting

14.1.3 References of similar projects performed must be indicated on attached annexure, A

14.2 The following documents must be attached in order to assist evaluation during second stage. (Evaluation of bid on functionality)

14.2.1 An Organizational Profile

14.2.2 Qualifications of key members who will be handling the project

14.2.3 Action/implementation plan

14.2.4 Bank rating letter/ Letter of good standing from the bank

14.2.5 Proof of residence (the department will verify)

14.3 The following documents must be attached for evaluation on preferential points 80/20

14.3.1 Original valid BBBEE certificate/ certified copy accredited by SANAS / EME certificate /sworn affidavit signed by EME representative and attested by the Commissioner of Oath.

15. Evaluation Methodology: The evaluation process will entail the following phases:

15.1 Phase 1- failure to comply with lead to immediate disqualification

15.1.1 Confirmation that the company attended compulsory briefing session. The attendance register will be used to verify.

15.1.2 Less than three years experience.

15.2 Phase 2- Evaluation on completion of administrative requirements on item **No 3** and **14.1**. For the company to pass this stage it must comply in all respect to requirements listed under, therefore failure to comply may lead to disqualification.

15.3 Phase 3- Evaluation on functionality

Bids will be evaluated on the set functionality criteria NB: Probable service providers must score a minimum of 60 points out of 100 in order to qualify for the next stage of evaluation

WEIGHTS AND VALUES FOR THE FUNCTIONALITY CRITERIA

Criterion	Guidelines for Criteria Application	Weighting	Tender rating (1-5)
Relevant qualifications	Reference documents/information for evaluation	15	
Qualifications of 3 key members who will be handling the project.	Honours Degree		3
	Masters		4
Scores per key members will be added and divided on average.	Above Masters		5
Methodology	Reference documents/information for evaluation	20	
Quality of approach/ Methodology	Implementation- detail (method of data collection.		Ratings will be agreed in the evaluation meeting
	Data analysis		
	Time frames		
Company experience in relation to research projects:	Reference documents/information for evaluation	20	
Company experience in the field of research.	3 to 5		4
(company profile-source of information)	5 and above (5)		5

Financial capacity	Bank rating letter/ Letter of good standing from the bank	15	
	Bank Rating Letter to demonstrate financial capacity of / A letter of good standing Scores for bank rating letter A-5 B-4 C-3 D&E-2 G & H-1 Average score- 3 will be allocated for letters of good standing.		
Project Knowledge	Reference documents/information for evaluation	15	
Project Knowledge Source of information, -Company profile -References from previous and current projects.	Background Knowledge of Economic Analysis Management.		Ratings will be agreed in the evaluation meeting
Companies located at Villages, Townships, Small Dorpies within North West Province (VTSD)	Certified copy of rates and taxes/ municipal letter/ proof of residence from relevant authority	15	
Companies located within VTSD areas	Company profile indicating company physical address.		5
Non VTSD companies within North West Province	Company profile indicating company physical address.		3
Non VTSD companies outside North West province /Non availability of company profile.	Company profile indicating company physical address.		1

Values

5	Meets and exceed functionality requirements
4	Above average compliance to the requirements
3	Satisfactory and should be adequate for the stated elements
2	Compliance to the requirements
1	Unacceptable and does not meets set criteria

15.4 Phase 4- Service providers that passed phase 3 will be evaluated on 80/20 point system and claim BBEE points.

Claiming of Preference Point System

15.4.1 Only service providers compliant to BBEE Act will qualify.

15.4.2 In case of Joint Venture, a consolidated Broad-Based Black Economic Empowerment (BBEE) Status Level Certificates must be provided.

15.4.3 In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

15.5 The following formula will be used to calculate the points for price: 80

$$P_s = 20 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

A maximum of 20 points will be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

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

16. Recommended service provider/s will qualify for the next stage of adjudication and may undergo through vetting process, whichever comes first.

17. Reasons for disqualification:-

- 17.1 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.
- 17.2 Bidders who received information not available to other bidders through fraudulent means;
- 17.3 Bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts;
- 17.4 Bidders listed on the National Treasury's Database of restricted suppliers.
- 17.5 Bidders who did not attend compulsory briefing session.

18. CONTRACTUAL REQUIREMENTS

- 18.1 The project should be completed within Five (5) months after awarding the contract.
- 18.2 There must be a common understanding of the conceptual framework and project scope with the Department of Tourism. A section titled: "interpretation of brief" that demonstrates an understanding of the scope of work to be completed must be included in the tender proposal document.

brief" that demonstrates an understanding of the scope of work to be completed must be included in the tender proposal document.

18.3 After appointment prepare and submit a project proposal detailing the methodology to be utilized and draft questionnaires.

18.4 Prepare a presentation of the project proposal for the purpose of discussion with the Chief Directorate and if needs be to Departmental Management Committee

18.5 Prepare presentations for monthly reporting to the Departmental Management Committee and Broader Stakeholders.

18.6 All documents including the final reports shall be in four (4) hard copies (font 12 Arial), two (2) disks(Compact Disk(s)) and shall be submitted to the Department in the English language.

18.7 Present final findings and report to the Departmental Management Committee and industry stakeholders.

18.8 Payments will be done after completion of phases (as indicated on the table above) and presentations to Departmental Management Committee or signed off by Programme Manager.

18.9 The appointed service provider will be required to contract unemployed graduates from the North West Province for data collection. The list will be made available to the service provider.

18.10 The appointed service provider is expected to monitor and ensure that the contracted graduates are competent to produce the expected outcome.

18.11 The remuneration or wages will be negotiated and agreed upon by the department, service provider and the contracted graduates.

18.12 The contracted service provider will issue reference letters/or certificates to the contracted graduates.

19. PROJECT MONITORING

The Department Tourism will be responsible for the over-all performance monitoring of the implementation of the project for the transfer of skills. The department of Tourism will be responsible for final approval of reports, proposal and ensuring payment of approved invoices. The day to day management of service provider's working team will remain the responsibility of the Service Provider.

PREVIOUS AND CURRENT SIMILAR PROJECTS AND CUSTOMER REFERENCES (Annexure A)

Indicate number of years in the field of research business _____

The Bidder must provide references of at least two largest contracts/assignments with government of registered entities.

I / we certify that:

I / we have successfully carried out and currently handling the following works in the categories stated:

Bidders may use their template to complete the below information as long as the information is complete it is acceptable.

Client Name	Nature of Works	Period	Client's telephone numbers and contact.

SIGNATURE OF BIDDER:

DATE:



10

Mr. L Marakalla
Chairperson: Bid Specification Committee

Date: 16/08/2017

Approved



Mr. MN Moiloanyane
Chairperson: Bid Adjudication Committee

Date: 17/8/2017.

TERMS OF REFERENCES

1. INTRODUCTION

"Responsible tourism is defined as tourism management strategy in which the tourism sector and tourists take responsibility to protect and conserve the natural environment, respect and conserve local cultures and ways of life, and contribute to stronger local economies and a better quality for local people. Responsible tourism is also about enabling local communities to enjoy a better quality of life, through increased socio-economic benefits and an improved environment (Apleni, n.d)."

United Nations World Tourism Organization (UNWTO) has identified tourism as a key sector that is able to significantly contribute to the economic development and or the socio economic challenges of communities through job creation, enterprise development, export revenues and infrastructure development (UNWTO Highlights Report, 2015). In 2015 the UNWTO report indicated that there were 1.2 billion tourists travelling around the world, accumulating a revenue generation of \$1 260 billion and \$ 1.5 trillion from secondary tourism activities such as international passenger transport and exports. Total employment worldwide was at 383 578 000. Of all these International trips, 53 million (3% share) were around the African Continent. This resulted in revenue of \$33 billion (10%) of GDP (World Travel & Tourism Council, 2015).

In South Africa, the administration of President Jacob Zuma also aligned itself to the potential of tourism as a catalyst to address the poverty challenges facing the country. The government as a result established the Ministry of Tourism as a standalone department. Again in the 2017 State of the Nation Address, the president reiterated the role of tourism to create employment in the low economic outlook.

South African Tourism Index Report for 2015 recorded 8.9 million international visitors to the country, a 6.7% decrease from 2014. Even with the decrease, the trips generated revenue of R68.1 billion from R64 billion in 2014. In terms of domestic trips 24,5 million tourists travelled around the country with a revenue generation of R23,6 billion. The impact of this is tourism contributed 32 186 new jobs and 9.3% to the GDP.

North West Province has also adopted tourism as a sector that will address the economic challenges faced by both the country and the province. The provincial government adopted a policy initiative called ACT, which gave more focus to 3 sectors and departments being Agriculture, Culture and the Arts, and Tourism to implement of economic development within the province.

The performance of the province in 2015 yielded 773 464 (8.7% market share) international tourists with a revenue generation of R2 billion. 1.8 million Domestic tourists travelled to the North West in 2015.

2. Overall Objective

This study will seek to measure the socio-economic Impact of tourism on the community of the North West Province. The study should highlight the level of impact of tourism in cities with high tourism activity, but also give emphasis to highlight the impact within Villages, Townships, and Small Dorpies.

2.1. Specific Objectives

- i. To measure direct and indirect jobs created/supported including VTSD areas
- ii. To assess the level of businesses emanating from tourism activity (Primary & secondary enterprises)
- iii. To measure the level of the multiplier effect of tourism
- iv. To measure the Gross value added (GVA) of districts and province
- v. To quantify how much impact does tourism generate for households in the area?
- vi. To determine negative and positive impact of Tourism in the North West Province.

2.2. Indicators for Measuring Impact

This is to provide a set of measures for monitoring the effects of tourism and to measure progress towards achieving the intended impacts of South African tourism strategies and policies.

Economic

- Contribution to provincial & district GVA
- Direct jobs
- Indirect Jobs
- Direct business venture
- Indirect business ventures (multipliers)
- Infrastructure Development

Social

- Households benefiting through tourism
- Empowerment / Capacity Building
- Local community participation

2.3. Timelines for the Research Project

The research project is expected to be brought to completion in five months from the date of commission.


Phases	Payment Percentages	Timelines
Phase 1: Conceptualization/ Inception report & Questionnaires	15%	20 October 2017
Phase 2: Data collection.	35%	12 December 2017
Phase 3: Data Capturing & Analysis	20%	12 January 2018
Phase 4: Report writing, Presentation	30%	28 February 2018

2.4. Expected Outputs/ Deliverables

- i. Final research report with recommendations.

2.5. Required Expertise and Competencies

- i. All employee and researchers' information within the bid document must be indicated in detail including qualifications
- ii. The bidder must have minimum of 3 years' experience in conducting research projects and/or **have suitable knowledge and understanding of the subject matter and related aspects**
- iii. A background in economic analysis will be an added advantage.



Mr. L Marakalla
Chairperson: Bid Specification Committee

Date: 16/08/2017

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE **DEPARTMENT OF TOURISM**

BID NUMBER: NWDOT 2017/12 **CLOSING DATES:** 18/09/2017 **CLOSING TIME:** 11:00

DESCRIPTION: TO CONDUCT SOCIO – ECONOMIC IMPACT STUDY OF TOURISM ON THE NORTH WEST PROVINCE COMMUNITIES

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

BID DOCUMENTS MUST BE DEPOSITED AT:

Department of Tourism

Garona Building,

1st Floor, West Wing

Mmabatho

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.....

CELL PHONE NUMBER

FACSIMILE NUMBER CODE NUMBER.....

VAT REGISTRATION NUMBER

HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD 2)? YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)
YES/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 OFFERED BY YOU?

YES/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:

Administrative

Department: Department of Tourism

Contact Person: Ms A Moeketsi/ Mike Sebogodi

Tel: 018 388 2706/1478

Fax: 086 750 3507/0867503507

E-mail address: moeketsia@nwpg.gov.za/ Sebogodim@nwpg.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Ms L Marakalla

Tel: 018 387 7880/1

E-mail address: lmarakalla@nwptb.gov.za

Contact Person: Mr I Kgokong

Tel: 018 387 7880/1

E-mail address: ikgokong@nwpg.gov.za

TAX CLEARANCE REQUIREMENTS

It is a condition of bidding that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations –

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of one (1) year from date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the **original** and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 " Application for Tax Clearance Certificate" form are available from any SARS branch nationally or on the website www.sars.gov.za .
6. Application for the Tax Clearance Certificate may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS eFilers through the website www.sars.gov.za

PRICING SCHEDULE

19

(Professional Services)

NAME OF BIDDER: BID NO.: **NWDOT 2017/12**CLOSING TIME **11:00** ON **18/09/2017**OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

- a. The project should be completed in four (4) phases within four (4) months after awarding the contract.

Phases	Unit price
Phase 1: Conceptualization/ Inception report & Questionnaires	
Phase 2: Data collection	
Phase 3: Data Capturing & Analysis	
Phase 4: Report writing, Presentation	
Total bid price	

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 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.

[illegible]

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

May 2011

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 The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. 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

- 2.1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **"consortium or joint venture"** 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;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes a juristic person;
- 2.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a sworn affidavit confirming their annual total revenue of R 10 Million or less and level of percentage of black beneficiaries to claim points as prescribed by regulation 6 and 7 of the PPR of 2017.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status levels verification certificate or a certified copy thereof, substantiating their B-BBEE rating accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number :

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider

- ☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....

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

SBD 8

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