



HARRY GWALA DEVELOPMENT AGENCY(PTY)LTD  
2011/001221/07

Harry Gwala Farmers Market, Erf 2226  
Portion 27 of the Farm Ellerton, IXOPO 3276

Website: [www.hgda.co.za](http://www.hgda.co.za)

## INVITATION TO QUOTE

### APPOINTMENT OF A TRAINING SERVICE PROVIDERS TO PROVIDE PROFESSIONAL CELLPHONE AND MOBILE TABLET REPAIRS TRAINING COURSE FOR 12 LEARNERS

QUOTE NO: HGDA-0019-2022/2024

### **RE-ADVERTISEMENT**

### **REQUEST FOR QUOTATION**

Bids are hereby invited from suitably qualified service providers to quote for “**APPOINTMENT OF A TRAINING SERVICE PROVIDERS TO PROVIDE PROFESSIONAL CELLPHONE AND MOBILE TABLET REPAIRS TRAINING COURSE FOR 12 LEARNERS**”. The Bid will be evaluated in terms of Functionality, Price and Preferential Specific goals.

### **AVAILABILITY OF DOCUMENTS**

The Bid documents can be downloaded from the Harry Gwala Development Agency (Pty) Ltd website [www.hgda.co.za](http://www.hgda.co.za) at no cost.

### **Mandatory Returnable**

Bidders must attach the mandatory returnable documents to be considered for this bid.

- Price(s) quoted must be valid for at least ninety (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of Vat.
- The quote must be submitted on a separate page containing the letterhead of your business.
- MBD 1, MBD 4, MBD 6.1, MBD 8 and MBD 9 must be completed and submitted together with your quotation.
- Valid Tax Clearance certificate and Tax compliant status with verification pin.
- Certified copy of B-BBEE certificate or Sworn Affidavit
- Central Supplier Database summary report
- Copy of Company Registration Document.
- Certified copies of ID for Company Directors or Members.
- A certified copy of the most recent municipal accounts in which the business is registered. District municipality (Water and Sanitation) and/or Local municipality (rates, refuse and other services) or letter from traditional authority stating that you are staying in rural areas you don't pay for rates or letter from landlord stating that rates are not on your account but you are a tenant and you also running your company in his property.

**NB: No quotations will be considered from persons in the service of the state or persons who owe rates, services, and taxes to any Municipality for a period longer than 90 days.**

**Evaluation Criteria Stage:** The 80/20 preferential point system will be applied where 80 points will be allocated for price and 20 points for preferential specific goals as follows:

- Preferential Goal 1
  - Preferential Goal 2
- ❖ 80/20 Preferential Point system in terms of the 2022 Preferential system will apply and points will be awarded based on the entity's specific goals that is on ownership and RDP goals.

<b>PREFERENCE GOAL</b>	<b>80/20</b>	<b>Documents required for verification</b>
<b>GOAL 1 - Ownership – Maximum points</b>	<b>10</b>	
Business owned more than 50% by black person	3	ID copy of Director/Owner/CSD/ BBB-EE Certificate
Business owned less than 50% by black person	1	
Business owned more than 50% by black women	3	ID copy of Director/Owner and CSD
Business owned less than 50% by black women	1	
Business owned more than 50% by black youth	2	ID copy of Director/Owner and CSD
Business owned less than 50% by black youth	1	
Business owned more than 50% by disabled person	2	Attach proof from a registered doctor/physician for a bidder to obtain full points
<b>GOAL 2 – RDP – Maximum points</b>	<b>10</b>	
Business falls under the SMME category – EME and QME	3	Detailed CSD Report
Promotion of business located within Harry Gwala District Municipality	4	<ul style="list-style-type: none"> <li>- Detailed CSD Report</li> <li>- Municipal account not older than 90 days</li> <li>- Lease agreement and affidavit if you are leasing</li> <li>- Affidavit if you residing in rural area</li> </ul>
Promotion of business located within KZN province	3	<ul style="list-style-type: none"> <li>- Detailed CSD Report</li> <li>- Municipal account not older than 90 days</li> <li>- Lease agreement and affidavit if you are leasing</li> <li>- Affidavit if you residing in rural area</li> </ul>
Promotion of business located in South Africa outside KZN Province	1	

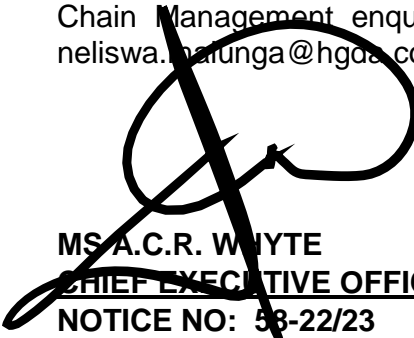
***Harry Gwala Development Agency (Pty) Ltd does not bind itself to accept the lowest or any bid and reserves the right to accept the Bid in whole or part, at the rates quoted.***

**CLOSING DATE: 22 JUNE 2023**

Bid documents must be submitted in a sealed envelope clearly marked "**APPOINTMENT OF A TRAINING SERVICE PROVIDERS TO PROVIDE PROFESSIONAL CELLPHONE AND MOBILE TABLET REPAIRS TRAINING COURSE FOR 12 LEARNERS**" and closing date, can be dropped off in the **TENDER BOX** at **Harry Gwala Development Agency Offices, Farmers Market, Erf 2226 Portion 27, Ellerton Farm, Ixopo, 3276** by no later than **22 JUNE 2023 before 12h00**.

Late or faxed bids will not be accepted and the Harry Gwala Development Agency reserves the right not to make an appointment. Failure to comply with the above conditions will invalidate your offer.

Technical Enquiries: Mrs R Meth (0827758711 or email: ronell.meth@hdga.co.za), Supply Chain Management enquiries: SCM Practitioner: Ms N Malunga (073 053 7034 or email: neliswa.malunga@hdga.co.za)



**MS A.C.R. WHYTE**  
**CHIEF EXECUTIVE OFFICER**  
**NOTICE NO: 58-22/23**



**HARRY GWALA DEVELOPMENT AGENCY(PTY) LTD**  
**2011/001221/07**

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 Portion 27 of the Farm Ellerton, IXOPO 3276  
 Website: [www.hgda.co.za](http://www.hgda.co.za)

**INVITATION TO QUOTE**  
**APPOINTMENT OF A TRAINING SERVICE PROVIDERS TO PROVIDE PROFESSIONAL**  
**CELLPHONE AND MOBILE TABLET REPAIRS TRAINING COURSE FOR 12**  
**LEARNERS**  
**QUOTE NO: HGDA-0019-2022/2024**

<b>NAME OF BIDDER:</b>	
<b>TELEPHONE/CELLPHONE NO.:</b>	
<b>FAX NO:</b>	
<b>EMAIL ADDRESS</b>	
<b>ADDRESS:</b>	
<b>QUOTE SUM (ALL INCLUSIVE) (in words):</b>	
<b>QUOTE SUM (ALL INCLUSIVE) (numerical):</b>	

## 1. PURPOSE OF THE BRIEF

The purpose is to provide training on Cellphone and Mobile Tablet Repair Course or Programme. which seeks to capacitate qualifying young entrepreneurs with start-up support to run their own local repair shops or enterprise.

## 2. BACKGROUND

The Harry Gwala Development Agency (Pty) Ltd (HGDA) and in partnership with the Moses Kotane Institute (MKI), as a means to enhance enterprise development of community skills development and ultimately leading to self-employment or work opportunities has entered into an agreement. Through this partnership, the Agency calls for applications from interested Training Service Providers to provide training on Cellphone and Mobile Tablet Repair Course or Programme, as well as providing the training packs or kits, which seeks to capacitate qualifying young entrepreneurs with start-up support to run their own local repair shops or enterprise.

The successful Training Service Provider will become part of a growing network and will be provide the relevant training and support to facilitate the growth of the local business initiative. The Training Service Provider will be afforded the opportunity to train new aspiring entrepreneurs together with HGDA and MKI on the following modules:

## 3. SCOPE OF THE PROJECT

The objective is to provide training in Cellphone and Mobile Tablet Repairs for 12 Learners.

### SPECIALISATION DETAILS:

#### IT: TECHNICAL SUPPORT: LEVEL 4 (CREDITS 163)

#### Learning Unit 3: Computing Technology Principles and Support (Section A)

Modules	Unit Standards			
	SAQA ID		NQF	Credits
<b>MODULE 3: Exit level Outcome 3:</b> Demonstrate an understanding of problem-solving techniques, and how to apply them in technical environment. <b>Exit Level Outcome 4:</b>	14917	Explain computer architecture concept.	4	7
	14921	Describe the types of computer systems and associated hardware configurations.	4	6
	14932	Describe Synchronous/Asynchronous Communication with computer.	3	6
	14922	Demonstrate knowledge of the principles of electronic logic for computing	4	9

Demonstrate an understanding of Computer Technology Principles  <b>Exit Level Outcome 5:</b> Select and use Materials and equipment safety for technological purposes	114636	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment.	3	6
	14937	Apply the principles of supporting users of local area network	4	7
<b>Total Credits:</b>				<b>41</b>

Section A focus on handling and understanding the technical part of the Cellphone/ Digital Mobiles;

1. Disassembling and Assembling of Digital Mobiles/ Cellphones components
2. Understanding the components of the Digital Mobile/ Cell phone
3. Soldering and replacing damaged components in the Mobile Device
4. Handling the Mobile Device Motherboard
5. Replacing Damaged Screens
6. Mounting portable and embedded LCD Screens in into cell phone mother board

**Learning Unit 3: Computing Technology Principles and Support (Section B)**

Modules	Unit Standards			
	SAQA ID		NQF	Credits
MODULE 3: <b>Exit Level Outcome 3:</b> Demonstrate an Understanding of problem- solving techniques, and hoe to apply them in technical environment.  <b>Exit Level Outcome 4:</b>	252210	Accommodate audience and context needs in oral/ signed communication	4	4
	14919	Interpret & Use Information from text	4	5
	10313	Use language & communication in occupational learning programmes	4	10
	14908	Write/ present/sign text for a range of communicative context	4	6
	14938	Resolve technical Mobile /computer	4	5

Demonstrate an understanding Of Computer Technology Principles <b>Exit Level Outcome 5:</b> Select and use Materials and equipment safety for technological purposes	14913	problems Explain the principles of Computer Network	4	5
<b>Total Credits:</b>				<b>35</b>

**Section B focuses on the communication of the business,**

1. Communicating with the clients
2. Collecting critical data and solving the problems, from the specification given by the client
3. Sealing the deal and understanding Service Level Agreement before doing technical job on the Mobile- Cell phone.
4. Reading and Understanding agreements and contracts.

**3.1 Training material development**

3.1.1 Provide learners with appropriate learning materials (print and distribute learning materials) for the above training areas.

3.1.2 Provide cellphone repair kits for practical training

**3.2 Delivery of training**

3.2.1 Conduct pre- and post-training assessments for all trainings

3.2.2 Deliver both accredited training on multiple-sites and virtually concurrently as indicated in the table above

**3.3 Training efficacy and evidence**

3.3.1 Submit registers for all trainings.

3.3.2 Administer post training evaluation and analysis must be part of the final report.

3.3.3 Prepare and submit training reports to HGDA following the end of each training conducted.

3.3.4 Provide a report that demonstrates the efficacy and impact of the training by attributing and linking the training results to training:

### **3.4 Experience**

- 3.4.1. Formal training and qualification/s in the subject content to be covered during the relevant training.
- 3.4.2. Experience in facilitating training for entrepreneurs/ students/ adult learners from community
- 3.4.3. Knowledge and understanding of the cellphone or mobile tablets.
- 3.4.4. Experience in optimizing organizational growth and performance of community economy.
- 3.4.5. Experience and knowledge working with Government Departments.
- 3.4.6. Registration with a relevant SETA that will issue Statement of Results (SOR) is an added advantage.
- 3.4.7. Prior experience in delivering similar trainings will be preferable.
- 3.4.8. Experience in mentoring organisations is an added advantage.
- 3.4.9. Be able to accommodate local languages in line with the targeted provinces/ Be conversant with local languages in line with the targeted provinces.

### **3.5 TSP's Contracting and service rendering**

- 3.5.1 Application and application content should bid for the training modules that they are qualified and accredited to provide. The TSPs application should clearly indicate the accredited training to be provided with evidence of previous work by listing the previous work performed and references
- 3.5.2 Process of learner registration and certification The training should be completed by the stipulated time periods. The bid application should clearly outline the process to be followed in learner registration, issue of SOR and certification in view of the short timeframe that the training should be provided.

### **3.6 Timelines**

The TSP will be expected to commence work on this assignment immediately following appointment. The training should be completed by periods stipulated in the table above.

### **3.6 Application Process**

- TSPs should specify which training they are qualified and capable to provide.
- TSP should provide a breakdown of professional fees / cost structure for services to be rendered.
- Only submissions that meet the technical specifications in all aspects as stipulated in these terms of reference will be considered.



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

The evaluation criteria will be two stages in terms of Preferential Procurement Act. The first stage will be on functionality and final stage will be on price. Tenderer who scores less than 60% on functionality will be deemed non-responsive and will be disqualified. Only Tenderers who scores 60% or above will qualify for stage two evaluation

CRITERIA	WEIGHT
Program accreditation certificate/ letters with relevant unit standards or partnership agreement with accredited service provider	20
Curriculum Vitae of all Facilitators, Assessors and Moderators together with their qualifications (1 for each incumbent)	30
Implementation plan of the training, detailing assessment procedure as well as the total time that will be required to implement and complete this program	20
Company experience: proven experience in the field that the provider is applying for. Bidder must attach proof of experience where similar services were provided	20
Language flexibility: Sotho, Pedi, Xhosa and Zulu ( <i>the trainer should be able to explain and deliver content in local languages</i> ) – <i>proficiency on CV</i>	10
Total Functionality	100

#### 5. **FEATURES REQUIRING SPECIAL ATTENTION**

All Annexure to these Terms of Reference that require completion by the bidder must be completed in full and returned with the bid. Failure to do so may disqualify the bid.

#### 6. **TERMS AND CONDITIONS OF THE PROPOSAL**

Appointment will be made in terms of the Harry Gwala Development Agency's Procurement Policy.

#### 7. **NON-APPOINTMENT**

The Harry Gwala Development Agency reserves the right not to make an appointment should it find that bidding parties do not meet the specified criteria.

#### 8. **COMPLETION**

Projects will not be paid for unless the required services have been correctly delivered.

#### 9. **COURTESY**

In dealings with the municipal entity internal structures, the bidder is required to deal with discussions and disputes with deliberate courtesy and understanding, in close liaison with the Harry Gwala Development Agency.

Prior to the commencement of works, the successful bidder shall arrange through the office of the Chief Executive Officer to be introduced to the appropriate Harry Gwala Development Agency structures and to be briefed upon any sensitivities that need to be observed.

## 10. GENERAL

Tender offers will only be accepted on condition that:

- a) The tender offer is signed by a person authorized to sign on behalf of the Tenderer
- b) A Tenderer who submitted tenders as joint venture has included an acceptable Joint Venture Agreement with his tender.
- c) Valid BBBEE certificate or a sworn affidavit
- d) The Tenderer or any of its principals, directors or managers is not employed by the state or any municipality and municipal entity.
- e) Quotation/ proposal must be on a company letterhead
- f) Bids submitted are to hold good for a period of 90 (ninety) days and must be inclusive of VAT,
- g) The enclosed forms MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your Bid.
- h) NB: No Bid will be considered from persons in the service of the state**
- i) Proof of company registration
- j) A valid tax clearance certificate is included with this tender or tax compliance status with the pin.
- k) In case of a bidder owning a property, they must provide a municipal statement confirming status of municipal accounts not older than 3 months (Bidders must not be in arrears for more than 90 days)
- l) In case of a bidder leasing the property, they must attach a lease agreement & letter from landlord stating that rent is up to date. The letter must not be older than 3 months.
- m) In case of the bidder operating in an area that doesn't pay rates, they must attach a sworn affidavit stating that rates are not paid in that area. The affidavit must not be older than 3 months.
- n) If the bidder is staying with parents, spouse or any family relative in an area where rates are paid (an affidavit from the bidder or signed letter from the property owner stating that the bidder is not responsible for municipal accounts must be attached). Affidavit or letter must not be older than 3 months
- o) The Tenderer or any of its principles is not listed on the register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with public sector.
- p) The tenderer has not abused the Employers' Supply Chain Management System or has failed to perform on any previous contract and has been given a written notice to this effect; and
- q) The Employer is satisfied that the Tenderer or any of his principles has not influenced the tender offer and acceptance by the following criteria:
  - Having offered, or promised or given a bribe or other gift remuneration to any person in connection with the obtaining or execution of this Contract.
  - Having acted in fraudulent or corrupt manner in obtaining or executing of this contract.
  - Having approached an officer or employee of the Employer or the Employers' Agent with the objective of influencing the award of a Contract in the Tenders' favour
  - Having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from Tendering for this Contract or as to the amount of the Tender to be submitted by either party; and
  - Having disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed Tender.

In the event of any of the above, the Harry Gwala Development Agency may, in addition to using any other legal remedies, repudiate the Tender offer and acceptance and declare the Contract invalid should it have been concluded already.

- h) The Harry Gwala Development Agency's Supply Chain Management Policy shall apply;
- i) The Municipal Entity does not bind itself to accept the lowest or any Bid and reserves the right to accept the Bid as whole or in part, at the rates quoted

**FAILURE TO COMPLY WITH THE ABOVE CONDITIONS IN ALL RESPECTS WILL RESULT IN THE TENDER BEING DEEMED NON-RESPONSIVE. IF THE PRICE OFFERED IS NOT MARKET RELATED, THE HARRY GWALA DEVELOPMENT AGENCY MAY NOT AWARD THE CONTRACT TO THAT TENDERER AND MAY NEGOTIATE FOR MARKET RELATED PRICE WITH THE TENDERER, FAILING WHICH, NEGOTIATE WITH THE NEXT PREFERRED TENDERER OR TENDER MAY BE CANCELLED.**

## **11. DOCUMENTATION**

The proposal document submitted must include all the information deemed necessary to evaluate your submission on the bases stipulated in this document. **The additional forms appended to this document must also be included in the submission.**

This document may be detached and re-bound to ensure neatness and to also avoid the risk of accidentally losing of loose sheets. In the process of doing that, please be careful not to lose any of the pages of this document because should that be the case, your proposal may be regarded as incomplete

**KEY PERSONNEL**

Bidder's shall enter in the table below information in respect of the key personnel who will be engaged on the project. Abbreviated Curriculum Vitae which specifically address the questions posed in the Point Scoring Check for Functionality, including the relevant certificates, to support the stated information must be included in the TENDER together with this form.

<b>Designation</b>	<b>Name</b>	<b>Qualification</b>	<b>Relevant Experience</b>	<b>Name of the Professional body &amp; Registration Number</b>

**RELEVANT EXPERIENCE**

The Bidder shall enter in the spaces provided below a list of relevant recent experience.

Employer (Name, Tel. No. or Fax No.)	Details of Project (Attach ref letters)	Value of Work (fees)	Year

**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE HARRY GWALA DEVELOPMENT AGENCY</b>				
<b>BID NUMBER:</b>	HGDA-0019-2022/2024	<b>CLOSING DATE:</b>	22 JUNE 2023	<b>CLOSING TIME:</b> 12H00
<b>DESCRIPTION</b>	<b><u>APPOINTMENT OF A TRAINING SERVICE PROVIDERS TO PROVIDE PROFESSIONAL CELLPHONE AND MOBILE TABLET REPAIRS TRAINING COURSE FOR 12 LEARNERS</u></b>			
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7). BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS</b>				

Portion 27 of the Farm Ellerton – IXOPO – 3276

SUPPLIER INFORMATION				
<b>NAME OF BIDDER</b>				
<b>POSTAL ADDRESS</b>				
<b>STREET ADDRESS</b>				
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>	
<b>CELLPHONE NUMBER</b>				
<b>FACSIMILE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>	
<b>E-MAIL ADDRESS</b>				
<b>VAT REGISTRATION NUMBER</b>				
<b>TAX COMPLIANCE STATUS</b>	<b>TCS PIN:</b>		<b>OR</b>	<b>CSD No:</b>
<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>				
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ENCLOSE PROOF]</b>		<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES, ANSWER PART B:3]</b>
<b>TOTAL NUMBER OF ITEMS OFFERED</b>			<b>TOTAL BID PRICE</b>	R
<b>SIGNATURE OF BIDDER</b>	.....		<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
<b>DEPARTMENT</b>	Budget and Treasury Office		<b>CONTACT PERSON</b>	Ronell Meth
<b>CONTACT PERSON</b>	Ms N Malunga		<b>TELEPHONE NUMBER</b>	082 775 8711
<b>TELEPHONE NUMBER</b>	073 053 7034		<b>FACSIMILE NUMBER</b>	N/A
<b>FACSIMILE NUMBER</b>	N/A		<b>E-MAIL ADDRESS</b>	Ronell.Meth@hgda.co.za
<b>E-MAIL ADDRESS</b>	Neliswa.Malunga@hgda.co.za			

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>5. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR <span style="color: red;">ONLINE</span></b></p> <p>1.3. THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE 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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/></span>          YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/></span>  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/></span>          YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/></span>          YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/></span>          YES <input type="checkbox"/> NO</p> <p><b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS WILL RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**


SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

**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**

DESCRIPTION	QUANTITY	AMOUNT
		
	<b>SUB-TOTAL</b>	
	<b>VAT (15%)</b>	
	<b>TOTAL</b>	

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.

**CONDITIONS OF TENDER**

- Price(s) quoted must be valid for at least ninety (90) days from date of offer for evaluation purposes.
- Price(s) quoted must be firm and include VAT



- Tenderers original valid tax clearance certificate must be attached.
- Tender original or certified B-BBEE Certificate must be attached to the document
- Tender documents signed by a person who does not have authority to sign will be disqualified.
- Tenderers who did not complete the compulsory questionnaire, who abuse the employer's supply chain management system will not be conceded
- Non-collusion affidavit to be executed by bidder and submitted with the bid.

**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>).....

3.4 Company Registration Number: .....

3.5 Tax Reference Number.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholder's members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.  
.....  
.....  
.....

<sup>1</sup>MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ..... **YES / NO**

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? .....

**YES / NO**

3.10.1 If yes, furnish particulars.

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who May be involved with the evaluation and or adjudication of this bid?

**YES / NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company’s directors, trustees, managers, Principle shareholders or stakeholders in service of the state?

**YES / NO**

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company's director's trustees, managers, principle shareholders or stakeholders in service of the state?  
**YES / NO**

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.  
**YES / NO**

3.14.1 If yes, furnish particulars:

.....  
.....

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

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

**4. DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 4 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 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

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

**1. GENERAL CONDITIONS**

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

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

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

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

- The applicable preference point system for this tender is the **80/20** preference point system.

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

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>GOAL 1 - Ownership – Maximum points</b>	<b>10</b>	
Business owned more than 50% by black person	3	
Business owned less than 50% by black person	1	
Business owned more than 50% by black women	3	
Business owned less than 50% by black women	1	
Business owned more than 50% by black youth	2	
Business owned less than 50% by black youth	1	
Business owned more than 50% by disabled person	2	
<b>GOAL 2 – RDP – Maximum points</b>	<b>10</b>	
Business falls under the SMME category – EME	3	
Promotion of business located within Harry Gwala District	4	
Promotion of business located within KZN province	3	
Promotion of business located in South Africa outside KZN Province	1	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>	
<b>SURNAME AND NAME</b>	.....
<b>DATE:</b>	.....

**MBD 8**

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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? (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><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<input type="checkbox"/>	<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><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	<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 of law outside 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:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other 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"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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**

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

**4** This MBD 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 (MBD 9) must be completed and submitted with the bid:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> 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 Municipality / Municipal Entity)

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 consortium<sup>3</sup> 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.

**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