



BREED-OLIFANTS
CATCHMENT MANAGEMENT AGENCY

BREED-OLIFANTS CATCHMENT MANAGEMENT AGENCY

TERMS OF REFERENCE

TELECOMMUNICATION SERVICES (VOIP AND INTERNET SERVICES)
FOR THE BREED OLIFANTS CATCHMENT MANAGEMENT AGENCY

NAME OF THE BIDDER

.....

Total Tender Price R.....
(For the period of five years)

CNR Mountain Mill and East Lake Road, Worcester, 6850
Private Bag X3055,Worcetser, 6849

TERMS OF REFERENCE

PROJECT TITLE	TELECOMMUNICATION SERVICES (VOIP AND INTERNET SERVICES)FOR THE BREEDE OLIFANTS CATCHMENT MANAGEMENT AGENCY
BID NUMBER	RFP 2024/05

DELIVERABLES	TELECOMMUNICATION SERVICES AT BREEDE OLIFANTS CATCHMENT MANAGEMENT AGENCY
ENQUIRIES	Mr Langa Twise (023) 346 8000, ltwise@bocma.co.za

1. BACKGROUND TO THE BREEDE-OLIFANTS CATCHMENT MANAGEMENT AGENCY

The Breede-Olifants Catchment Management Agency (BOCMA) is a public entity in terms of the National Water Act, Number 36 of 1998, as amended. It is governed by the Board which is appointed by the Minister of Water and Sanitation. The Board as an Accounting Authority reports directly to the Minister of Water and Sanitation. The primary mandate of the BOCMA includes the management of its water resources in line with the National Water Act and the National Water Resource Strategy. Being a public entity, it has to comply with the Public Finance Management Act, 1999 and National Treasury Regulation, 2005 (NTR) as amended. The BOCMA has its Head Office in Worcester and a Satelite Office in George and the services are required in both offices.

The intention of this tender is to appoint a Bidder who will provide both offices with the Telecommunication services for a period of 60 Months and maintain the serives.

2. PURPOSE

The Breede Olifants Catchment Management Agency invites suitably qualified service providers to provide hosted Private Branch Exchange (PBX), Voice over Internet protocol (IP) and internet connectivity to the BOCMA offices for a period of 60 Months .

3. SCOPE AND SERVICES REQUIRED

3.1 HOSTED PBX SYSTEM

The hosted PBX system shall be provided for and owned by the service provider and securely hosted at their premises at no additional cost to the BOCMA except for the monthly subscription fee, per account, to provide the following services for a period of 60 months:

- Mobile-to-Fixed Convergence
- Mobility (calls to follow user from desk phone to mobile phone or laptop)
- Client application on mobile device, smartphones iOS or Android
- Affordable handset devices
- Inbound, outbound, and inter-site calls
- Free inter-site calls
- Internal call directory
- Call conferencing
- IVR menus (digital receptionist)
- Hunt list
- Voice mailboxes
- Extensions
- Call routing capabilities e.g. call transfer, call waiting etc.,
- Reception with integration of inter-building intercom system
- Secure pin dialling
- Technical support and reasonable system enhancements at no additional cost.
- Telephone Management System (TMS) software and support thereof shall be all inclusive at no additional cost to the BOCMA in order to manage the hosted PBX.

The Telephone Management System (TMS) software must provide all the following functionalities:

- Accessible securely via the Internet browser
- User extension profile
- Access, view and download all invoices, statements and payments and itemised billing
- Access real-time account status and usage

- Account credit restrictions, monitoring and control at an organisational or user level
- Detailed reporting that is easy to navigate and delegate to managers
- Real-time cost reporting by extension, date, time and numbers dialled
- Summary cost report by extensions and groups
- Exportable reports to Microsoft Excel software
- Call trend and data analysis in graphical formats
- Call analytics
- Queue management
- Graphical status of extensions
- Voice mail sent to handset and/or email
- Full management of the PBX system from the console
- Management of media (tones, music, digital receptionist, menu recordings)
- Customised VOIP phone provisioning
- Customised service selection e.g. barring international calls per user

NB: Kindly note that there is a need for number porting if the winning bidder is different from the current provider, and preferably a sharecall number is introduced.

3.2 VOICE AND DATA LINE SERVICES

The Service Provider shall provide the following:

- Voice and data connectivity to 2x BOCMA sites as per the detailed requirements in section below.
- **98%** Monthly Uptime Connectivity SLA.
- Centralized Internet Break-out.
- Support & Maintenance call centre.
- Remote support, fault reporting.
- Quality of service setup for MS Teams Traffic for all sites and
- Services will be delivered at the following sites.
 - Corner Mountain Mill and Eastlake Road, Worcester, 6850
 - 3rd Floor, 101 York Street, George, 6529

3.3 PRODUCTS SPECIFICATIONS

The Service Provider shall provide the following products to the BOCMA:

- Monthly Subscriptions
- 1x Hosted PBX to host 100 IP extensions spread across 2x BOCMA Offices
- The number of physical handsets required must be as follows:
 - Main Site (Worcester): 75x Physical handsets (1x reception handset and 74x Normal)
 - Second Site (George): 25x Physical handsets (1x reception handset and 24x Normal)
- All necessary hardware required for telephony at all the sites (e.g. handsets, etc.)
- All hardware should be under extended warranty for the duration of the contract.
- Adequate network connectivity for voice and data for each location with the following minimum requirements:
 - Main Site (Worcester): 75x Telephone extensions with 100Mbps of voice and data connectivity.
 - Second Site (George): 25x Telephone extensions with 100Mbps of voice and data.
 - Third Site (SITA, Salt River) 10Mbps data only
- 5 Usable Public IP address
- Enterprise Router for Internet Connectivity

3.4 Mandatory Requirements – Please indicate your selection with a “X”
Each Vendor must complete the checklist below

HOSTED PBX SYSTEM

Deliverable	Comply	Not Comply
3.4.1 The solution should be a secured cloud hosted solution. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.2 The solution should be a mobile-to-fix convergence. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.3 The solution should cater for Mobility (calls to follow user from desk phone to mobile phone and laptop). Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.4 The solution should have client application on mobile devices (iOS or Android) and laptops. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.5 The solution should provide free inter-site calls (between BOCMA Offices). Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.6 The solution should provide call conferencing facility. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.7 The solution should provide IVR menus (digital receptionist). Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.8 The solution should provide a reception with integration of inter-building intercom system. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.9 The solution should provide technical support at no additional cost. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.10 The solution should provide call routing capabilities e.g., call transfer, call waiting etc. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.11 The solution should provide affordable handset devices. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.12 The solution should provide the capability of inbound, outbound, and inter- site calls. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.13 The solution should cater for internal call directory. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.14 The solution should have a hunt list. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.15 The solution should provide voice mailboxes. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.16 The solution should provide telephone extensions. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.17 The solution should provide secure pin dialing. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.18 The solution should provide technical support at no additional cost. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.19 The solution should be accessible securely via the internet browser. Substantiate by describing how you meet this requirement.		
Substantiate:		

TELEPHONE MANAGEMENT SYSTEM

Deliverable	Comply	Not Comply
3.4.20 The solution should provide user extension profile. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.21 The solution should access real-time account status and usage. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.22 The solution should provide real-time cost reporting by extension, date, time, and numbers dialed. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.23 The solution should provide exportable reports to Microsoft Excel software. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.24 The solution should provide queue management. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.25 The solution should provide customised VOIP phone provisioning. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.26 The solution should provide access, view, and download all invoices, statements and payments and itemised billing. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.27 The solution should provide account credit restrictions, monitoring, and control at an organisational or user level. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.28 The solution should allow access for detailed reporting that is easy to navigate and delegate to managers. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.29 The solution should provide a summary cost report by extensions and groups. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.30 The solution should provide graphical status of extensions. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.31 The solution should provide voice mail sent to handset and/or email. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.32 The solution should provide full management of the PBX system from the console. Substantiate by describing how you meet this requirement		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.33 The solution should provide management of media (tones, music, digital receptionist, menu recordings). Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.34 The solution should provide customised service selection e.g., barring international calls per user. Substantiate by describing how you meet this requirement.		
Substantiate:		

CALLING COSTS COMPARISON AND SLA

Deliverable	Comply	Not Comply
3.4.35 The solution should provide a detailed call costs comparison that is competitive with local telecoms market indicating the cost savings for both post-paid and pre-paid rates. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.36 The solution should provide a detailed technical and functional support plan with draft Service Level Agreement that will be proposed and costed. Substantiate by describing how you meet this requirement.		
Substantiate:		

VOICE AND DATA LINE SERVICES

Deliverable	Comply	Not Comply
3.4.37 The solution should provide connectivity to all BOCMA sites accessing network shared services and internet services. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.38 The solution should be available at all times with a system uptime of 98%. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.39 The solution should provide centralized Internet Break-out, with hosted managed firewall. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.40 The voice and data connectivity will be delivered as the project plan to support the following.: <ul style="list-style-type: none"> • There must be 100 extensions spread across 2x offices (Worcester and George) • All necessary hardware required for data and telephony services at all the sites. This includes telephony handsets, Firewalls. • All hardware will have under extended warranty covering the duration of the contract. • Adequate network connectivity for voice and data for each location. Substantiate by describing how you meet this requirement. 		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.41 The solution should provide support & maintenance call centre. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.42 The solution should provide remote support, fault reporting. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.43 The solution should provide quality of service to ensure voice quality, redundancy and seamless fail-over. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.44 The solution should provide Monthly stress testing of failover connection. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
3.4.45 The solution should provide Quality of service setup for MS Teams Traffic for all sites (On either the Firewall or the Internet link). Substantiate by describing how you meet this requirement.		
Substantiate:		

ADMINISTRATIVE/COMPLIANCE REQUIREMENTS:

Deliverable	Comply	Not Comply
3.4.46 The bidder must have ICASA licence and technical certification in <ul style="list-style-type: none"> ✓ VOIP and Telephony, ✓ Networking or equivalent and ✓ certified project manager on PMBOK, PRINCE II or equivalent. Certified certificates must be attached. Substantiate by describing how you meet this requirement.		
Substantiate:		

Deliverable	Comply	Not Comply
<p>3.4.47 Project Planning based on scope of work: The bidder is required to submit a comprehensive project management plan detailing their methodology and approach, including a quality management plan, project milestones, phases, resource allocation, estimated timelines, and a risk management strategy addressing potential changes in scope, quality, schedule, and costs.</p> <p>Substantiate by describing how you meet this requirement.</p>		
<p>Substantiate:</p>		

Deliverable	Comply	Not Comply
<p>3.4.48 The service provider is required to submit a comprehensive plan for technical and business support, along with a preliminary service level agreement. This submission should include clear performance objectives, metrics for uptime/downtime and response times, escalation procedures, and explicit penalty and exit clauses. Additionally, the plan should detail the process for skills development and transfer to BOCMA's ICT personnel.</p> <p>Substantiate by describing how you meet this requirement.</p>		
<p>Substantiate:</p>		

4 EVALUATION CRITERIA AND METHODOLOGY

4.1 Phase 1: *Administrative mandatory requirements*

The information contained in the Table below is mandatory and will be used in assessing the responsiveness of bidders. Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

DESCRIPTION	MINIMUM PROOF REQUIRED	TICK SUPPLIED	
		YES	No
Tax Compliance Status	CSD Tax Compliance Proof of CSD registration number		
SBD1	Completed, signed and submitted		
SBD 3.3	Completed, signed and submitted		
SBD 4	Completed, signed and submitted		
SBD 6.1	Completed, signed and submitted		
SBD 8	Completed, signed and submitted		
SBD 9	Completed, signed and submitted		
Company registration certificate CIPRO / CIPC	Company registration documents / certificate from CIPRO / CIPC		
Company profile	Detailed company profile		

N.B: Failure of bidders to meet all the above mandatory requirements will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

Phase 2: Technical Evaluation

The evaluation of the technical part of the proposal will be on the basis of the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal will be given a technical score.

The proposals will receive further consideration if they score at least 70% minimum points out of the 100% for functionality

Phase 3: Pricing and Specific goals evaluation

The value of this tender is not expected to exceed R50 000 000 therefore:
The following 80/20 preferential point system will be used for the evaluation of the proposals:

Pricing : 80 points

Specific Goals : 20 points

Specific goals :

	80/20 Preference point system
Enterprise is 51% or more Black Woman Owned	10
Enterprise owned by people with disability or Youth	5
Enterprise is 51 % or more Black owned	5
Maximum points	20

Please provide proof for specific goals.

Failure to submit proof for specific goals will not disqualify you but you will not score any points for specific goals.

The following documents will be used as verification documents

- 1. BEE Certificate / Affidavit**
- 2. Certified Identity Document**
- 3. Letter from the Doctor confirming Disability**

5. Functionality evaluation: Phase 2

The evaluation criteria for measuring functionality, and the weighting attached to each criterion is listed in the table below:

No.	Functionality	Criteria/ Guide	Max Weight	Score Claimed	
1	Company Experience		25		
	<p>The bidder must provide a minimum of five (05) contactable reference letters where they have supply and install MetroEthernet/Fibre/Internet and VoIP in the past three (3) years. (BOCMA reserves the right to contact any of the references).</p> <p><i>Note: The reference/s letter must be on the company letterhead, have a description, be signed, and have contact details for the referrer.</i></p> <p>Appointment Letters and Purchase Orders will not be accepted.</p>	No reference letters			0
		One reference letter			5
		Two reference letters			10
		Three reference letters			15
		Four reference letters			20
		Five or more reference letters			25
2	Service Licence		25		
	<p>The bidder must provide valid ICASA ISP license with their company name clearly stated on the document. If not, the valid partnership letter should be provided with ICASA ISP license.</p>	No ICASA ISP Licence			0
		Valid ICASA ISP Licence			25

3	Network Diagram			10	
	Details network diagramm and document SLA guarantees 98% uptime all document should attached(Service provider to provide network diagram document as evidence)				
		Not Comply:Service provider does not comply and has not attached any documents as per the item requirement	0		
		Comply: Service provider met the requirements and supplied required documents	10		
4	Detailed project plan and it should show that the project will be implemented within 3 weeks (Service Provider to submit project plan that reflects start date and end date)	Service provider has submitted project plan	10	10	
		Service provider did not submit project plan	0		
5	Financial Stability			10	
	Latest Three Year Audited Financial Statements (Any statements from 2021 onwards) and Letter from Financial Institution or any supporting evidence proving financial stability of company	Latest Three Year Audited Financial Statements	10		
		One to Two years Audited Financial statements	5		
• 0 point - (No response or information)		0			

6	The bidder must submit a Company profile/ownership/experience and detailed information of the project manager, account manager (the document can be a CV).	Bidder submitted the information Company profile, ownership and experience	10	10	
		Bidder did not submit the required information or there are missing information/ not submitted all the required information	0		
7	The bidder must provide a document of 24/7 Call Centre support with escalation (The document can be an SLA Document).	Document proving that the service provider has 24/7 Call centre support	10	10	
		Service provider did not produce the evidence to prove 24/7 call centre support	0		
	<p>All documents in support of the various sections above must be submitted in order to claim the maximum . Missing or incomplete documentation will result in a zero score for the relevant section.</p>			100	
	TOTAL				

6 Price evaluation

6.1 Relative competitiveness of the proposed price

7 Cost proposal content

7.1 The cost proposal will be used in the evaluation of the RFP and will be used as a basis for the negotiated agreement. Each cost proposal should contain the following as a minimum:

- (a) Describe how BOCMA will be charged for the service required by providing a price structure. All charges must be specified and priced separately.
- (b) Describe how BOCMA will benefit from cost saving by accepting the service Provider's pricing structure, including discounts, waivers, etc.
- (c) Provide various types of service providers or options, discounts and additional information that will allow cost savings towards BOCMA

8 Specific goals evaluation

8.1 In terms of the Preferential Procurement Regulations 2022, a maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender. Points scored for specific goals will be added to points scored for price and the total will be rounded off to the nearest two decimal places.

9 Disclaimer

9.1 BOCMA reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any proposal.

9.2 BOCMA reserves the right to:

- (a) Award contract to a service provider
- (b) Reject all bids
- (c) Decline to consider any bids that do not conform to any aspect of the bidding requirements
- (d) Cancel this tender or any part thereof at any time.

For enquiries contact : Ms Noxolo Mafanya/ Langa Twise

Telephone number: (023) 346 – 8000

Email: nmafanya@bocma.co.za/ ltwise@bocma.co.za

SPECIFIC CONDITIONS

Respondents should complete all the returnable SCHEDULEs/SBD forms listed below.

RETURNABLE SCHEDULES

(All ANNEXUREs must be completed and returned by the Supplier(s) when submitting the bid.)

RETURNABLE SCHEDULE 1: Invitation to Bid (SBD 1)
RETURNABLE SCHEDULE 2: Pricing Schedule (SBD 3.3)
RETURNABLE SCHEDULE 3: Declaration of Interest (SBD 4)
RETURNABLE SCHEDULE 4: Preference Points Claim Form (SBD 6.1)
RETURNABLE SCHEDULE 5: Contract Form (SBD 7.2)
RETURNABLE SCHEDULE 6: Supplier(s)'s Past Supply Chain Management Practices (SBD 8)
RETURNABLE SCHEDULE 7: Certificate of Independent Bid Determination (SBD 9)

TERMS AND GENERAL CONDITIONS

- (a) All submissions must be received by the Breede-Olifants Catchment Management Agency no later **03 October 2024 @ 15:00** Respondents must submit their proposals before the closing date and time. No late submissions will be considered;
- (b) All submissions and subsequent information received will become the property of the Breede-Olifants Catchment Management Agency and will not be returned;
- (c) Failure to complete all supplementary information will result in submissions being deemed null and void and shall be considered "non-responsive" and therefore not considered;
- (d) Telegraphic, telexed, faxed or e-mailed submissions will not be accepted;

- (e) Service Providers should submit 5 Copies of proposals, one copy should be an original and clearly marked **Original** and the remaining can be the copies of the Original.

“RFP 2024/05–“ TELECOMMUNICATION SERVICES (VOIP AND INTERNET SERVICES) FOR THE BREEDE OLIFANTS CATCHMENT MANAGEMENT AGENCY” at the Tender Box of BOCMA at Cnr Mountain Mill and East Lake road; Worcester; 6850.

Proposals may also be posted to: **Attention: Acting: CHIEF EXECUTIVE OFFICER ;RFP 2024/05 Proposal for TELECOMMUNICATION SERVICES (VOIP AND INTERNET SERVICES) FOR THE BREEDE OLIFANTS CATCHMENT MANAGEMENT AGENCY ;Private Bag X3055,Worcester ,6850.**

- (f) Respondents or their representatives (including the courier services) must ensure that they register their submissions in the Lodging Sheet at the Reception Desk of the above-mentioned Breede-Olifants CMA Office, wherein they will indicate the name of the person delivering the submission, the number of copies submitted, the time and date of submission and sign the document.
- (g) All enquiries and submissions regarding this Request for Tender (RFP) must be directed to: - Ms Noxolo Mafanya at Supply Chain Management Unit Number: 023 – 346- 8000; Email: nmafanya@bocma.co.za and all Technical related enquiries should be directed to Mr Langa Twaise . Email:ltwaise@bocma.co.za.
- (h) The contact persons reflected above shall be the only point of contact for this contract. Failure to observe this requirement might lead to immediate disqualification of the respondent;
- (i) The Breede-Olifants CMA reserves the right not to accept any submission.

- (j) Bidders must comply with Regulation 13(c) of the Public Service Regulations, 2016 which states that “an employee in the public service shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in ANNEXURE 2 and 3 of the PFMA”
- (k) Submission of a Request for Proposal and its subsequent receipt by the Breede-Olifants CMA does not represent a commitment on the part of the Breede-Olifants CMA to proceed further with any Respondent or any project;
- (l) No costs incurred by the Respondents in the preparation of their submission will be reimbursed;
- (m) Public Liability - Breede-Olifants CMA shall not be liable in respect of any claims, damages, accidents, etc. to persons, properties, vehicle rights, etc. that may arise from the carrying out of this contract.
- (n) Tender prices must remain valid for a period of 120 days (calculated from closing date of the bid).

DISQUALIFICATION

- a) It must be stressed that any queries relating to this request must be addressed only to nmafanya@bocma.co.za, who are identified as contact persons for this

contract; Ms Noxolo Mafanya at Supply Chain Management Unit Contact Number: 023 – 346 8000. The queries must be in writing addressed to the above-mentioned officials. The queries must be sent to the above-mentioned officials before **25 September 2024**

- b) Respondents are not to communicate in any manner or form whatsoever with members of Breede-Olifants Catchment Management Agency's personnel about the RFP until the preferred Supplier(s) has been selected and the procurement process completed;
- c) Respondents are advised that should there be any contact with Breede-Olifants Catchment Management Agency's staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification;
- d) Misrepresentation of information presented to the Breede-Olifants Catchment Management Agency, be it on capability statement or empowerment credentials will also lead to disqualification of the respondent.

**RETURNABLE SCHEDULE 1: INVITATION TO BID AND THE TERMS AND
CONDITIONS OF BIDDING (SBD 1)**

**PART A
INVITATION TO BID**

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

BID NUMBER:	RFP 2024/05	CLOSING DATE:	03 October 2024	CLOSING TIME:	15:00
DESCRIPTION	REQUEST FOR PROPOSAL (RFP): TELECOMMUNICATION SERVICES (VOIP AND INTERNET SERVICES) FOR THE BREEDE OLIFANTS CATCHMENT MANAGEMENT AGENCY				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Breede-Olifants Catchment Management Agency
Cnr Mountain Mill & East Lake Roads
Worcester
6850 There must be 100 extensions spread across 2x offices (Worcester and George)

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO **TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON	Noxolo Mafanya	CONTACT PERSON	Langa Twaise
TELEPHONE NUMBER	023 346 8000	TELEPHONE NUMBER	023 346 8000
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	nmafanya@bocma.co.za	E-MAIL ADDRESS	ltwaise@bocma.co.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

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

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

RETURNABLE SCHEDULE 2 – PRICE SCHEDULE

BIDDER: _____

It is understood that internal audits are based on hourly rates and that budgets should be **compiled based on the estimated hours as indicated below**. **Financial proposals will be compared based on estimated amounts and estimated hours. An assessment will be made if the hours proposed below will be sufficient enough to cover the detailed scope of work. Firms are required to submit a table of hourly rates as per the table below. Rates should be inclusive of overheads and VAT (but exclusive of disbursements and related VAT). If a particular category does not exist for the firm, it can be omitted. The rates below are indicative .**

	Price
Total Price year 1	
Total price year 2	
Total Price year 3	
Total Price year 4	
Total Price year 5	
<p>Total for the period of 5 years (ALL PRICING SHOULD INCLUDE VAT)This is a total Bid Price</p> <p>NB:Service providers may not change this pricing after closing date</p>	

The table is for indicative rates only and will not be used in the Pricing Schedule

Pricing Instructions:

By signing the Price Schedule, a bidder warrants that:

- 2.1.1 the relevant quotation is correct;
- 2.1.2 the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document;
- 2.1.3 the rate(s) and price(s) cover all the Supplier(s)'s obligations under a resulting contract, including all disbursements;
- 2.1.4 any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the Supplier(s)'s risk.
- 2.1.5 Bidders must show VAT payable separately on the Price Schedule.

SIGNED at _____(place) on the _____ day of _____(month),

20_____

Signature

Date

Print name: _____

On behalf of the Supplier(s) (duly authorized)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO. RFP 2024/05:
CLOSING TIME 15:00	CLOSING DATE:.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	R.....
	R.....
	R.....
	R.....
	R.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	R..... days
	R..... days
	R..... days
	R..... days

p.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid
.....
- 7. Estimated man-days for completion of project
.....
- 8. Are the rates quoted firm for the full period of contract? *YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –
(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

RETURNABLE SCHEDULE 3: DECLARATION OF INTEREST (SBD 4)

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.

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

- 1.1 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:
.....

1.1.1 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;
 - l provincial legislature;
- (d) national Assembly or the national Council of provinces; or
 - l 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**

1.1.1 If so, furnish particulars.
.....
.....
.....

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

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:
.....
.....
.....

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

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

1 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

3 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

RETURNABLE SCHEDULE 4: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

SBD 6.1

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).

- a) 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
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise 51% or more Black woman owned	N/A	10	N/A	
Enterprise owned by people with Disability or Youth	N/A	5	N/A	
Enterprise 51% Black Owned	N/A	5	N/A	
Maximum Points		20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- 1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

- 2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

- 3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

- 4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

- 5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

RETURNABLE SCHEDULE 6: DECLARATION OF SUPPLIER(S)'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

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

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

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

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

RETURNABLE SCHEDULE 7: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

- 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(s) of goods and services if the Supplier(s) 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

SBD 9 :- 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.

4. 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.

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Signature

Date

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Position

Name of Bidder