



DISABILITY ECONOMIC EMPOWERMENT TRUST

DEET/CA/PA/02/2026-27

QUOTATION TITLE:

**REQUEST FOR QUOTATION FOR PROJECT ASSESSMENT SERVICES FOR THE
CONDITION ASSESSMENTS OF VARIOUS EDUCATIONAL FACILITIES IN THE EASTERN
CAPE PROVINCE**

CLOSING DATE

The completed Bid Document, sealed in an envelope and clearly endorsed
must be placed in the Tender Box situated at the entrance to the Offices of the Disability Economic
Empowerment Trust (DEET)

**CLOSING DATE : 01 OCTOBER 2026
CLOSING TIME: 12H00**

BIDDER'S INFORMATION

(Must be completed by Bidder)

Company Name	
Contact Person	
Pr Reg Number	
Cell / Tel Number	
E-mail Address	
CSD Number	

Prepared By:

The Disability Economic
Empowerment Trust (DEET)
20 Suffolk Road
Berea
East London
5200

Prepared For:

Department of Education
Steve Vukile Tshwete Complex
Zone 6
Zwelitsha
5068
Private Bag X0032, 5605



1. TERMS OF REFERENCE

ITEM	DESCRIPTION
1.1 Quotation Issue Date	23 September 2026
1.2 Quotation Closing Date	01 October 2026 @ 12:00 – No late submissions will be received and/or considered.
1.3 Quote Reference No.	DEET/CA/PA/02/2026-27
1.4 Enquiries	Any queries shall be directed in writing to the DEET and shall be addressed to the contact person/s in the addresses indicated below; <u>SCM enquiries</u> Name: Neziswa Makubalo Email: scm@ecdeet.co.za Tel: (043) 722 7333 (08h30 – 17h00 weekdays only) <u>Technical enquiries</u> Name: Qhawe Nkasana Email: qs@ecdeet.co.za Tel: (043) 722 7333 (08h30 – 17h00 weekdays only)
1.5 Compulsory Requirements	1.5.1 Registration on the Central Supplier Database (CSD) 1.5.2 Invitation to Bid (SBD 1) Fully Completed and signed 1.5.3 Declaration of Interest (SBD 4) Fully Completed and signed 1.5.4 Preference Points Claim Form in terms of the Preferential Procurement (SBD 6.1) Fully completed and signed 1.5.5 Fully Completed Fee Proposal in line with the Pricing Instruction as indicated in the bid document 1.5.6 All discounts offered to the DEET by consultant/s are capped at 15% (in terms of SCM Practice note 03 of 2022 to manage the risk associated with high discounts offered by Professional Service providers which may result in poor delivery of service or non-completion of services. 1.5.7 Completed Form of Offer, fully signed and witnessed 1.5.8 Letter of intent OR Proof of Professional Indemnity of at least R 2 million, which will be adjusted to be aligned to be twice the value of the Professional fees on appointment. The PI should be from licensed Financial Service Providers (FSP)" 1.5.9 Registration on the DEET's Panel of Professional Service Providers – All Disciplines.

	1.5.10 Duly signed Letter of Authority MUST be submitted authorising the individual to sign on behalf of the bidder if: a) If there are more than one Owner/ Director / Shareholder / Member / Trustee etc. OR b) If there is only one Director / Shareholder / Member / Trustee / Owner etc. and they are not the one completing the bid document. c) If it is consortium or joint venture, each party or company must submit letter of authority or letter of intent signed by all directors. The Letter of Authority MUST be signed by all directors of the Bidder (or a signed Board Resolution authorising the signatory will be accepted). 1.5.11 The Bidder is to ensure that the allocated resources for Project Assessments have a minimum NQF Level 6 (Diploma) Built Environment Qualification with 5 years post qualification. 1.5.14. There will be no compulsory briefing. The RFQ Document must be completed / fill in using permanent black ink pen. Failure to comply will lead to disqualification. <u>FAILURE TO SUBMIT ANY OF THE ABOVE WILL LEAD TO DISQUALIFICATION</u>
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ITEM	DESCRIPTION
1.6 Returnable Documents	1.6.1 In line with the Submission checklist
1.7 Evaluation Criteria	1.7.1 The Bid will be evaluated in Two Stages (a) Mandatory Requirements, (b) The 80/20 Evaluation System will be used for procuring items with values of R30 000 and above but not exceeding R50 000 000 inclusive of Vat (PPPFA and DEET SCM Policy) Price; and (c) Preference points claim form in terms of the preferential procurement regulations 2022.
1.9 Bid Award Criteria	1.8.1 The bid will be awarded to the highest points scorer provided that; 1.8.2 The bidder must be registered and active on CSD The successful bidder will be required to submit a Letter of Good Standing from the Compensation Commission (COIDA/FEM) within 14 days after award and before the contract can be signed 1.8.3 Provision of original or Certified copy of Active (non- expired) proof of Professional registration and letter of good standing 1.8.4 CIPC Document and certified ID documents of directors not older than six months from closing date 1.8.5 Tax Compliance Requirements: 1.8.6 Bidders must ensure compliance with their tax obligations. 1.8.7 The bidders' Tax status will be verified on the CSD prior to the bid award and where the preferred bidders is not compliant, 7 working days will be granted for remedy, failing which the bidder will be disqualified. 1.8.8 DEET reserves the right not to award the bid to the highest points scorer, after performing risk assessment and deemed to be risky to proceed with the appointment. 1.8.9 Restricted bidders by Treasury will be disqualified.

1.10 Submission of Quotation documents	Quotation documents shall be hand delivered in 1 combined pack (<i>i.e Bid document and its accompanying Annexures</i>) to the Implementing Agent (<i>DEET</i>), and shall be marked as follows: The Disability Economic Empowerment Trust (DEET) 20 Suffolk Road Berea East London 5200 All submissions are to Indicate the Following: DEET/CA/PA/02/2026-27 REQUEST FOR QUOTATION FOR PROJECT ASSESSMENT SERVICES FOR THE CONDITION ASESSEMENTS OF VARIOUS EDUCATIONAL FACILITIES IN THE EASTERN CAPE PROVINCE
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ITEM	DESCRIPTION
1.11 Pricing / Fee Proposal /Quotation	1.11.1 Quotations shall be calculated from a Budgetary rate and service providers may provide discounts for the required work 1.11.2 Quotations shall be inclusive of VAT (Where Applicable - VAT Vendors) 1.11.3 Quotations shall be valid for 90 calendar days. 1.11.4 All costs related to the service to be provided shall be included in the quotation. 1.11.5 All work stages for the project shall be quoted for. As indicated in item 1.10.3 above, all costs related to the service to be provided shall be included in the quotation. 1.11.6 The quotation shall be inclusive of all work expenses, there shall be no additional monies that will be paid by the Employer for this project. As such all work-related risks shall be factored in the bidder's quotation.
1.12 Disbursements	1.12.1 <u>The Budgeted rate is deemed to include all costs associated with the Condition Assessments as such, any Pre-approved additional costs, disbursements etc., shall be adjudicated on their individual merits.</u>
1.13 Amendments	1.13.1 Any amendments to the rates offered or description given must be signed by an authorized person (i.e. who signed the original quotation)
1.14 Scope of Works	1.14.1. DEET herewith aims to appoint Project Assessors, to carry out the Assessment of the Condition assessments, including but not limited to: Project Initiation and Planning 1) Prepare an assessment schedule, route plan and logistical arrangements. Physical Site Inspection and Assessment 1) Undertake a physical site inspection of each allocated school. 2) Inspect all relevant buildings, structures, services, external works and ancillary infrastructure. 3) Verify the existence, location, use and condition of infrastructure components. 4) Record the condition of infrastructure based on observable physical defects and performance.

	5) Record the extent, severity and location of identified defects. 6) Take sufficient photographs to substantiate all significant assessment findings. 7) Record any inaccessible areas or components that cannot be assessed. 8) Conduct all assessments in accordance with the framework. 9) Capture assessment information on EFMS as required by the Department. 10) Ensure that the final EFMS database is complete, accurate and validated. 11) Compare physical assessment findings against existing EFMS information. 12) Ensure that all identified discrepancies are resolved before project close-out. 13) Undertake Assessment self-checks before submission of assessments. 14) Conduct detailed Assessment reviews. 15) Maintain a quality assurance register. 16) Submit quality assurance reports to the Department. 17) Determine indicative costs associated with identified infrastructure deficiencies. Project Monitoring and Reporting 1) Submit weekly progress reports. 2) Report on planned schools versus schools assessed. 3) Report on EFMS data capture progress. 4) Report on quality assurance progress. 5) Report on critical health and safety risks. 6) Report on infrastructure backlog findings. 7) Report on data cleansing and reconciliation. 8) Report on project risks and corrective actions. 9) Report on project risks and corrective actions. 10) Report on performance against the approved programme. 1.14.3 The reporting tool for this programme is the Education Facilities Management System (EFMS) and it is the responsibility of the Team Leader, under the appointed Project Manager, to ensure 100 percent compliance.
1.15 Required Staff	1.15.1 The PA is expected to Provide the following Resources who will provide Full Time Services and availability for the duration of the Assessments: • Built Environment Specialists with a minimum NQF Level 6 (Diploma) Built Environment Qualification with 5 years post qualification.

1.16 DEET's Reservation of Rights	1.16.1 The Service Providers attention is specifically drawn to the fact that a contract in respect of the services requested herein will not necessarily result from the proposals received. 1.16.2 DEET's reservation of rights: DEET reserves the right to cancel or withdraw this request for quotations without prior notice and without furnishing any reasons whatsoever. 1.16.3 DEET reserves the right to limit project allocation to bidders based on their performance on the programme. 1.16.4 DEET reserves the right not to award to the lowest bidder.
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ITEM	DESCRIPTION
1.17 Cancellation Cost	1.17.1 <u>Should the project be cancelled by the Client Department, for funding and/or other reasons, the DEET and the Client Department shall not be liable to remunerate the service provider for any potential loss of business and/or profit. The service provider shall only be remunerated for work done prior to the cancellation.</u>
1.18 Contract	1.18.1 The service provider will be expected to enter into contract with the DEET on behalf of DOE.
1.19 Bid Document and Contract	1.19.1 The Bidder is advised to get acquainted with all the contents of the bid documents as those will form the basis of the contract to be entered into. Any contents of this document that the bidder requires clarity on shall be brought forward before the bid submission date stipulated in this bid document. 1.19.2 Conditions of Contract are the CIDB Standard Professional Services Contract 3rd Edition of the CIDB Document 1015. 1.19.3 The successful Bidder will be expected to have and maintain a professional indemnity insurance of at least Two Million Rands (R2 000 000.00) (NB: adequacy or inadequacy of such an insurance will only be re-assessed prior to appointment of a successful service provider and upon conclusion of specific risk assessment)

2. FEE GUIDELINE FOR APPLICABLE PROFESSIONAL SERVICES

The Priced rate as per schedule below is inclusive of all Fee and Disbursement costs associated with the execution of the allocated Assessments. No Additional Costs will be will be claimable over and above the priced rates below.

3. BUILDING ENVIRONMENT SPECIALISTS' SERVICES –FEE CALCULATION

PRICING SCHEDULE: REQUEST FOR QUOTATION FOR PROJECT ASSESSMENT SERVICES FOR THE CONDITION ASSESSMENTS OF VARIOUS EDUCATIONAL FACILITIES IN THE EASTERN CAPE PROVINCE

Bidders may submit rates for selected CMC's based on preference, it is not a requirement to price on all provided CMCs as evaluation will be carried out per CMC. i.e. a Bidder may choose to price for Alfred Nzo east only, due to their own preference and as such will be adjudicated on that basis.

The pricing is guided by the allocated **1324 Schools for Assessment** spread across all districts; quantities are noted below for pricing purposes only.

PROJECT ASSESSORS – BUILT ENVIRONMENT SPECIALISTS

Cluster Management Centres	School Classification	Rate	Quantity	% Discount (max 15%)	Total including Discount
1.ALFRED NZO EAST	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
2.ALFRED NZO WEST	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
3.AMATHOLE EAST	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
4.AMATHOLE WEST	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
5.BUFFALO CITY	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
6.CHRIS HANI EAST	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
7. CHRIS HANI WEST	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
8.JOE GQABI	Small/ Medium	R 12 000.00	1		

	Large / Mega	R 25 000.00	1		
9.NELSON MANDELA	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
10.SARAH BAARTMAN	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
11.OR TAMBO COASTAL	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
12. OR TAMBO INLAND	Small/ Medium	R 12 000.00	1		
	Large / Mega	R 25 000.00	1		
SUB-TOTAL					R
VAT @ 15%					R
TOTAL					R

FORM OF OFFER AND ACCEPTANCE

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

REQUEST FOR QUOTATION FOR PROJECT ASSESSMENT SERVICES FOR THE CONDITION ASSESSMENTS OF VARIOUS EDUCATIONAL FACILITIES IN THE EASTERN CAPE PROVINCE

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

.....
.....

Rand (in words); R.....(in
figures) **INCLUDING VAT**

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature	Date
.....	
Name	Identity number
.....	
Capacity	
for the tenderer	
(Name and	
.....	
address of	
organization)	
.....	
Name and	
signature	
witness	

NOTE: The bidder is to ensure that all pricing from the above table(s) is transferred (i.e. the total offered price) to the Form of Offer hereunder (Note: Failure to complete and sign the Form of Offer in Full by an authorized person shall invalidate the bid).

FORM OF OFFER AND ACCEPTANCE

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract: **DEET/CA/PA/02/2026-27 : REQUEST FOR QUOTATION FOR PROJECT ASSESSMENT SERVICES FOR THE CONDITION ASESSEMENTS OF VARIOUS EDUCATIONAL FACILITIES IN THE EASTERN CAPE PROVINCE**

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature Date
Name Identity number
Capacity

for the Employer
The Disability Economic Empowerment Trust (DEET)
20 Suffolk Road
Berea
East London
5200

Name and signature
of witness Date

TENDER / QUOTATION DATA

Clause number	REQUEST FOR QUOTATION FOR PROJECT ASSESSMENT SERVICES FOR THE CONDITION ASESSEMENTS OF VARIOUS EDUCATIONAL FACILITIES IN THE EASTERN CAPE PROVINCE
1	The Employer is Disability Economic Empowerment Trust (DEET) on behalf of the Eastern Cape Department of Education
2	Inspections, Tests and Analysis Access shall be provided for inspections, tests and analysis as may be required by the employer.
3	Contract period (Provisional): 04 Months
4	Central Supplier Database (CSD) on Tax Compliance No contract may be awarded to a person who has non-compliant tax status found on CSD or South African Revenue Service ("SARS") certifying the taxes of that person to be in order or thatsuitable arrangement have been made with SARS"
5	Closing of Quotation Submissions Quotation documents shall be hand delivered in 1 combined pack (<i>i.e Bid document and its accompanying Annexures</i>) to the <i>Implementing Agent (DEET)</i> , and shall be marked as follows: The Disability Economic Empowerment Trust (DEET) 20 Suffolk Road Berea East London 5200 Marked confidential Quotation and Indicate the Following: DEET/CA/PA/02/2026-27
6	Evaluation of Quotation Offers The bidders will be evaluated on specific goals (preference) point scoring and the price as per the DEET 80/20 score card. A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of aggregate points where the DEET is managing risk, i.e. where the bidder has underpriced such that, the project may be compromised by such underpricing or in spreading of work to other bidders in case where the highest points scorer has already been awarded work.

7	Acceptance of Quotation Offers Tender offers will only be accepted if: a) Central Supplier Database (CSD) on Tax Compliance no contract may be awarded to a person who has non-compliant tax status found on CSD or South African Revenue Service (“SARS”) certifying the taxes of that person to be in order or that suitable arrangement have been made with SARS” b) the tenderer has completed the Declaration of Interest and there are no conflicts of interest which may impact on the tenderer’s ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are not permitted to submit tenders or participate in the contract; c) Completed and signed ALL SBD Forms d) The FULLY completed pricing schedule provided herewith this document e) The FULLY completed in full, signed and witnessed form of offer; f) The company is registered on the DEET’s Panel of Professional Service Providers – All Disciplines. g) The valid Professional registration of the resource to be allocated by the Team Leader for this task.
8	Seek clarification Request clarification of the tender documents (if necessary) by emailing the employer at least three- working days before the Closing Date stated in the terms of reference.
9	The additional conditions of tender are: The employer is not obliged to accept the lowest bidder.
10	Notice to Unsuccessful Bidders Should the bidders not hear from DEET within 90 days from the quotation closure day i.e. submission date of the quotation they should consider their submission unsuccessful. No written notification will be issued by the Employer to unsuccessful bidders.
11	The Contract: The Quotation Document is the part of the contract document and the copy to be submitted to the successful bidder.

LIST OF RETURNABLE DOCUMENTS

List of returnable documents are for ensuring that everything the employer requires a tenderer to submit with his tender is included in, or returned with, his tender submission. Tick below if returnable document is attached or completed properly.

ITEM	LIST OF RETURNABLE DOCUMENTS	TICK IF ATTACHED
1.	Central Supplier Database (CSD) Report	
2.	Proof of Professional Registration, Valid Letter of Good Standing with Professional Body and CVs	
3.	Invitation to Bid (SBD1)	
4.	Bidders Disclosure (SBD4)	
5.	Preference Points Claim Form in terms of the Preferential Procurement (SBD 6.1)	
6.	Fully Completed Fee & Disbursement Pricing Schedule	
7.	Fully Completed Form of Offer	
8.	Professional Indemnity – Minimum of R2 000 000.00	
9.	Authority to Sign a Bid Document if there is more than one director.	
10	Sub-Consultant agreement and letter of intent from bidders who do not have the full Professional team in-house.	

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS
CORRECT AND UP TO DATE
(To be completed by bidder)**

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

.....

WHO REPRESENTS (state name of bidder)?

.....

**I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH
RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT
THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF
SUBMITTING THIS BID.**

**AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE
FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE
CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS
BID.**

.....

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

TAX CLEARANCE

IMPORTANT NOTES:

1. The following is an abstract from the Preferential Procurement Regulations, 2017 promulgated with the Preferential Policy Framework Act No 5 of 2000:

"CSD Tax Compliance

No contract may be awarded to a person who has non-compliant tax status found on CSD or South African Revenue Service ("SARS") certifying the taxes of that person to be in order or that suitable arrangement have been made with SARS"

Failure to comply with CSD tax compliance will inevitably invalidate the quotation.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DISABILITY ECONOMIC EMPOWERMENT TRUST(DEET))

BID NUMBER:	DEET/CA/PA/02/2026-27	CLOSING DATE:	01 October 2026	CLOSING TIME:	12:00
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DESCRIPTION	REQUEST FOR QUOTATION FOR PROJECT ASSESSMENT SERVICES FOR THE CONDITION ASESSEMENTS OF VARIOUS EDUCATIONAL FACILITIES IN THE EASTERN CAPE PROVINCE
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

DISABILITY ECONOMIC EMPOWERMENT TRUST

20 SUFFOLK ROAD

BEREA

EAST LONDON, 5200

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Neziswa Makubalo	CONTACT PERSON	Qhawe Nkasana
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E-MAIL ADDRESS	scm@ecdeet.co.za	E-MAIL ADDRESS	qs@ecdeet.co.za
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SUPPLIER INFORMATION

NAME OF BIDDER	
----------------	--

POSTAL ADDRESS	
----------------	--

STREET ADDRESS	
----------------	--

TELEPHONE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

CELLPHONE NUMBER	
------------------	--

FACSIMILE NUMBER	CODE		NUMBER	
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E-MAIL ADDRESS	
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VAT REGISTRATION NUMBER	
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SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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SBD 6.1 REQUIREMENT MUST BE COMPLIED TO CLAIM POINTS ON SPECIFIC GOALS

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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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, 2022, 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:

.....

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?
YES/NO

- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....

- 2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract?
YES/NO

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE
APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
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).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (d) Price; and
- (e) Specific Goals.

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

The maximum points for this are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Women	6
Youth	6
People with Disabilities	4
Enterprises Located In the Eastern Cape Province	4
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:

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

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{max} = 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)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Enterprises located in the Eastern Cape Province	2	4		

Source Documents to be submitted with the Bid or RFQ

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:

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