



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



westcol
Western College for Technical, Vocational Education and Training

Ref:(SCM)

Enquiries: email: kjobeta@westcol.co.za

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

**Procurement from R30 000.00 up to a transaction value of R 1 000 000.00 (including Vat)
(For publication on Western TVET College Website)**

Kindly furnish Western TVET College with a written quotation on the goods listed hereunder:

QUOTATION NUMBER	RE-ADVERT: WTC (OHS) 02/2024
ADVERT DATE	05 February 2024
CLOSING DATE AND TIME	12 February 2024 at 11:00
DESCRIPTION OF GOODS / SERVICES	QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED AND ACCREDITED SERVICE PROVIDERS TO RENDER PROFESSIONAL SERVICES RELATING TO (OHS) OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM AUDITING FOR KRUGERSDORP CENTRAL, KRUGERSDORP WEST AND RANDFONTEIN CAMPUSES TO ACHIEVE ACCREDITATION CERTIFICATIONS WITH THE REQUIREMENTS OF THE OHS ACT AND REGULATION INCLUDING ISO 9001 QUALITY STANDARDS SERIES AND ANY APPLICABLE LEGISLATION, STANDARDS AND BY LAWS.
ENQUIRIES:	Email: mokgadim@westcol.co.za
THE QUOTATION MUST BE SUBMITTED ON THE OFFICIAL QUOTATION DOCUMENT (INCLUDING ALL THE REQUIRED ANNEXURES) AND MUST BE DELIVERED BY HAND BEFORE THE OFFICIAL CLOSING DATE AND TIME TO:	
<p>RECEPTION DESK WESTERN TVET COLLEGE CORPORATE OFFICE 42 JOHNSTONE STREET HECTORTON RANDFONTEIN (33°55'36.27" S 18°51'22.28" E)</p> <p>TENDER BOX</p>	

NAME OF BIDDING ENTITY: _____

NAME OF BIDDING ENTITY REPRESENTATIVE: _____

PHYSICAL ADDRESS OF BIDDING ENTITY: _____

POSTAL ADDRESS OF BIDDING ENTITY: _____

CONTACT DETAILS OF BIDDING ENTITY: Tel: _____ Cell: _____

Confidential

The information is the property of Westcol TVET College and is not to be used under any circumstances

Initial.....

E-MAIL ADDRESS: _____

A. MANDATORY DOCUMENTS:

(IF NOT PROVIDED THE QUOTATION WILL BE INSTANTLY DISQUALIFIED.)

1. The bidding entity must submit a municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.
2. The director(s) of the bidding entity / Joint Venture / consortium must submit a municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.
3. The bidding entity must submit a valid signed lease agreement or rental statement which is in the name of the business and or the directors, which must stipulate who is responsible for payment of municipal services.
4. If the bidding entity operates from parents' place / director's place or any other place and is not responsible for Municipal account / Services.
 - 1.4.1 The bidder must submit the property owner's Municipal account and Sworn Affidavit of the property owner with the original stamp from the Commissioner of Oaths.
5. Submit Central Supplier Database (CSD) Registration Report.
6. Completed and Signed Schedule of Pricing as issued in the document.
7. Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.
8. Completed and signed the below Standard Bidding Documents:
 - 8.1 SBD 1: Invitation to quotation (Part A & Part B)
 - 8.2 SBD 4. Declaration of Interest.
 - 8.3 SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022
 - 8.4 SBD 8: Declaration of bidders past supply chain management practices
 - 8.5 SBD 9: Certificate of independent bid determination.

B. ESSENTIAL DOCUMENTS

1. Tax Compliance Status documents with Pin. ***(THIS WILL NOT RESULT IN A DISQUALIFICATION OF A BIDDER)***.
Each company within the Joint Venture / Consortium must submit Tax Compliance Status document with Pin.
2. Copies of director's ID not older than three (3) months, not a copy of a certified copy.

C. QUOTATION CONDITIONS:

(NON- COMPLIANCE WITH THE BELOW WILL LEAD TO BIDDER BEING NONRESPONSIVE).

1. All suppliers of good & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ www.csd.gov.za.
2. As per National Treasury Instruction No.4 A of 2016/2017 National Treasury Supplier Database, organs of state must ensure that suppliers awarded business with the State are registered on the CSD prior to award letter/purchase order/signed contract being issued.
3. Quotations by joint ventures are to be accompanied by the Document Formation of the joint venture, duly registered and authenticated by a Notary Public or other official deputized to witness sworn statements. This document must define precisely the conditions under which the joint venture will function, the period for which it will function, the persons authorized to represent and obligate it, the address for correspondence, the participation of several firms forming the joint venture and any information necessary to permit a full appraisal of its functioning, including a clause to the effect that the members of the joint venture are jointly and severally bound.
4. No electronic signature will be accepted in the bidding document. The bidder's signature must always be signed by hand in black ink.

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5. No quotation(s) delivered after the official closing date and time will be accepted.
6. Telefax or e-mailed quotations will not be accepted.
7. All quotations must be submitted on the official and original forms and must not be re-typed. Quotations must only be submitted on the bid documents as provided by Western TVET College.
8. Quotations must be completed in black ink and handwritten.
9. The use of tipp-ex is not allowed on the quotation documents.
10. Pricing schedule to be completed in full and signed failure to do so will lead to disqualification.
11. Quotations completed in pencil will be regarded as invalid quotations.
12. No page(s) must be removed from the original quotation document.
13. Requirements for sealing, addressing, delivery, opening and assessment of quotations are stated in the quotation document.
14. In the event of a mistake having been made on the pricing schedule, it shall be crossed out in ink and be accompanied by initials at each and every alteration. The Western TVET College reserves the right to reject the bid if corrections are not made in accordance with the above.
15. The lowest or any quotation will not necessarily be accepted, and Westcol reserves the right to accept a quotation in whole or in part.
16. The Western TVET College reserves the right to appoint and not to appoint.
17. The validity period for this quotation is sixty (60) days.
18. All quotation prices must be inclusive of 15% VAT for all registered VAT vendors.
19. All bid prices must be in RSA currency and inclusive of VAT.
20. In the instance of a term quotation (period longer than one year), please indicate the estimated annual price increase and the intervals of such increases, failure to indicate the escalation will lead to a disqualification.
21. Quotations will be opened immediately after the closing date and time in a venue to be indicated.
22. No bids will be accepted from persons in the service of state as it is defined in the Public Finance Management Act and Regulations.
23. All information must be furnished. In the event that certain information is not applicable to a bidder, then such section must be clearly marked "N/A".
24. Quotation documents may be downloaded from e-quotation portal at www.westcol.co.za

PLEASE TICK CHECKLIST TO VERIFY WHETHER ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.

No	Description	Yes	No
1.	Central Supplier Database Report (attached) (from page one to last page in consecutive order)		
2	Tax Compliance Status documents with Pin. (attached)		
3.	Certified Copies of ID's for company/entity directors. Not a copy of a certified copy		
4.	The bidding entity must submit Municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.		
5.	The director(s) of the bidding entity / Joint Venture / consortium must submit Municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.		
6.	The bidding entity must submit a valid signed lease agreement or rental statement which is in the name of the business and or the directors. Further, the municipal account of the responsible person must be attached.		
7.	Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the quotation documents.		
8.	Completed and Signed Schedule of Pricing as issued in the document.		
9.	Completed and signed below Standard Bidding Documents		
9.1	SBD 1- Invitation to bid (completed and signed) (Part A & Part B)		
9.2	SBD4- Declaration of interest. (Completed and signed)		
9.3	SBD 6.1. - Preference points claim form in terms of the preferential procurement regulations 2022 (completed and signed)		
9.4	SBD 8: Declaration of bidder's past Supply Chain management practices (Completed and signed)		
9.5	SBD 9: Certificate of Independent Bid Determination. (Completed and signed)		

Signature of person authorized to sign a quotation

Date

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Initial.....

WESTERN TVET COLLEGE

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION

Western TVET College requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

Central Supplier database MAAA	
Tax Compliance Status (TSC) Pin	
DESCRIPTION OF SERVICE	<p align="center"><u>TERMS OF REFERENCE</u></p> <p>To render professional services relating to (OHS) occupational health and safety management system auditing for Krugersdorp West, Krugersdorp Central and Randfontein campuses to achieve accreditation certifications with the requirements of the OHS act and regulation including iso 9001 quality standards series and any legislation, standards and by laws.</p> <p>Overview The nature as well as the delivery of Audits of Occupational Health and Safety (OHS Audits) vary and as a result, employers must determine the reason for the OHS audit as well as what they hope to find when choosing an audit. The purpose of an OHS audit is to identify both strengths and weaknesses in the OHS program of a workplace. Areas such as accountability, policies, hazard identifications, and control, training, and numerous other factors must be considered. This is done by assessing how well the OHS Programme complies with legislation, regulations, guidelines, and other well-established best practices.</p> <p>The OHS auditor shall:</p> <ul style="list-style-type: none"> • Identify areas where improvement is needed to protect workers from both injury and illness. • Ensure legislative compliance with the Occupational Health and Safety Act, and other legislation. • Benchmark OHS practices, and • Determine the rewards and penalties which are administered by regulatory and certification bodies. <p>Therefore, the audit on occupational health and safety must be conducted in a systematic and constructive manner.</p> <ul style="list-style-type: none"> • Preparation for audit Before an audit can be conducted, it is necessary for some basic information to be collected such as the audit programme manager's information and the information of the auditee, thus the employer being audited. In addition, notes must be made to indicate previous audit along with the findings of such. The reason for the audit must also be provided. Should there be a certain number of people involved with the audit, their details must also be captured.

CONTEXT OF THE OHS AUDIT

To understand what the context of the **OHS Audit**, the auditor must consider the following factors:

- Business goals as well as objectives
- Relevant external as well as internal issues
- The needs as well as expectations of interested parties, and
- Information security and confidentiality requirements of the **OHS program**.

OBJECTIVES OF THE OHS AUDIT

The OHS Safety auditor must establish the objectives for the audit. Any individual audit objectives provided must be consistent with the context of the employer being audited.

The following factors must be taken into consideration and done:

- The extent of the OHS programme which must be audited.
- The capacity of the OHS programme to assist the organization to meet relevant regulatory requirements.
- The effectiveness of the OHS programme in producing intended results.
- Opportunities for improvement in the OHS programme, and
- The sustainability of the OHS programme pertaining to overall strategic context as well as business objectives of the employer being audited.

SCOPE OF THE OHS AUDIT

The scope of the **OHS Audit** must be consistent with the context of the employer being audited. To define the scope of the audit, the following factors must be included:

- The location where the audit will take place.
- The function that the audit will serve.
- Activities to be audited.
- Processes which must be audited, and
- The timeframe of the audit.

CRITERIA FOR THE OHS AUDIT

Should an individual audit be conducted, the criteria thereof must be defined and used as reference against which compliance will be determined. Criteria need to include the following:

- Relevant policies.
- Processes and standard operating procedures.
- Performance objectives along with Key Performance Indicators (KPI).
- Statutory as well as any other relevant requirements.
- Management system requirements such as ISO standards, and
- Internal codes of conduct.

The service provider must be accredited by South African National Accreditation System (SANAS) or any other relevant quality accreditation body that is a member of International Accreditation Forum (IAF).

Following successful auditing, the service provider shall be expected to provide campuses with support in closing the gaps and to provide certificate of compliance within one (1) month of completion of the audit.

Commented [MM1]: This sentence was amended to suit the requirements and the end product of the specification

POINTS FOR SPECIFIC GOALS	<p>All quotations received will be evaluated on the 80/20-point scoring basis. The 80 points will be for Price, 20 points for specific goals to promote transformation and economic development in accordance with the table below:</p> <p>Preferential Procurement Policy Framework Act</p> <ul style="list-style-type: none"> • 80 Points for Price • 20 Points for specific goals <table border="1" data-bbox="324 535 1031 714"> <thead> <tr> <th>The specific goals allocated points in terms of this quotation</th> <th>Number of points allocated (80/20 system)</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>80</td> </tr> <tr> <td>Local Based: West Rand District</td> <td>10</td> </tr> <tr> <td>Gender: Female Youth</td> <td>05</td> </tr> <tr> <td>Race: Black</td> <td>05</td> </tr> </tbody> </table>	The specific goals allocated points in terms of this quotation	Number of points allocated (80/20 system)	Price	80	Local Based: West Rand District	10	Gender: Female Youth	05	Race: Black	05		
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Price	80												
Local Based: West Rand District	10												
Gender: Female Youth	05												
Race: Black	05												
FUNCTIONALITY EVALUATION CRITERIA	<p>The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each tenderer to successfully execute the contract according to specifications. Failure to score a minimum of 45 out 65 points will lead to non-compliance and non-responsiveness.</p> <p>These criteria shall only determine whether a tender will further be evaluated and will not influence the points scored on Price. If any criterion is rated zero points, the tenderer will be rejected, even if the required 45 out of 65 points are achieved.</p> <p>For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned and shall only determine whether a tender will further be evaluated.</p> <table border="1" data-bbox="251 1050 1055 1698"> <thead> <tr> <th>No.</th> <th>Criteria</th> <th>Weight</th> <th>Minimum Score</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td> <ul style="list-style-type: none"> • A certified copy of ISO 9001:2015 Quality Management System Certificate from a SANAS accredited Certification Body • A certified copy of ISO 45001:2015 Occupational Health and safety Management System Certificate from a SANAS accredited Certification Body </td> <td>10</td> <td>20</td> </tr> <tr> <td>2.1</td> <td> <p>Company Experience. Service providers must submit a contactable list of projects where they have completed a full audit cycle, in ISO 9001:2015 Quality Management System certification services and ISO 14001:2015 Occupational Health Management certification services. Projects must have been conducted between the period 2018 and 2023.</p> <ul style="list-style-type: none"> • 1 to 3 corresponding reference letters =10 points • 4 to 5 corresponding reference letters = 15points • 6 or more corresponding reference letters = 20points • Non-submission will lead to zero scoring. </td> <td>20</td> <td>10</td> </tr> </tbody> </table>	No.	Criteria	Weight	Minimum Score	1.	<ul style="list-style-type: none"> • A certified copy of ISO 9001:2015 Quality Management System Certificate from a SANAS accredited Certification Body • A certified copy of ISO 45001:2015 Occupational Health and safety Management System Certificate from a SANAS accredited Certification Body 	10	20	2.1	<p>Company Experience. Service providers must submit a contactable list of projects where they have completed a full audit cycle, in ISO 9001:2015 Quality Management System certification services and ISO 14001:2015 Occupational Health Management certification services. Projects must have been conducted between the period 2018 and 2023.</p> <ul style="list-style-type: none"> • 1 to 3 corresponding reference letters =10 points • 4 to 5 corresponding reference letters = 15points • 6 or more corresponding reference letters = 20points • Non-submission will lead to zero scoring. 	20	10
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		NB: Contactable reference letters corresponding to data provided in MBD 6.1 from previous clients reflecting successful completion of the audit.		
	2.	Qualifications, experience, and expertise of the proposed team. CV and Proof of Registration with Professional Board must be attached.	15	10
		Lead Auditor 1– 3 years' experience – 5 points 4 – 5 years' experience – 10 points 6 – and more years' experience – 15 points		
		Minimum of two (2) Senior Auditors	10	05
		1 -3 years = 5 points 4 - 5 years = 7 points 6 years and above = 10 points		
		CV and Proof of Registration with Professional Board must be attached.		

PART A

INVITATION TO BID

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF WESTOL TVET COLLEGE					
BID NUMBER:	WTC (OHS) 02/2024	CLOSING DATE:	12 FEBRUARY 2024	CLOSING TIME:	11:00
DESCRIPTION	QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED AND ACCREDITED SERVICE PROVIDERS TO RENDER PROFESSIONAL SERVICES RELATING TO (OHS) OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM AUDITING FOR KRUGERSDORP CENTRAL, KRUGERSDORP WEST AND RANDFONTEIN CAMPUSES TO ACHIEVE ACCREDITATION CERTIFICATIONS WITH THE REQUIREMENTS OF THE OHS ACT AND REGULATION INCLUDING ISO 9001 QUALITY STANDARDS SERIES AND ANY APPLICABLE LEGISLATION, STANDARDS AND BY LAWS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

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

WESTERN TVET COLLEGE				
42 JOHNSTONE STREET, 1760				
HECTORTON, HOMELAKE				
RANDFONTEIN				
1760				
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				

TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]		
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE			
SIGNATURE OF BIDDER	DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL CLARIFICATION QUERIES MAY BE DIRECTED TO:			
DEPARTMENT/ DIVISION	Supply Chain Management Unit	CONTACT PERSON	Mokgadi Machaka		
CONTACT PERSON	Kefilwe Jobeta / Cheryl Steady	TELEPHONE NUMBER	011 692 4004 /1041		
TELEPHONE NUMBER	011 692 4004 /1022 / 1013	FACSIMILE NUMBER	011 692 3404		
FACSIMILE NUMBER	011 692 3404	E-MAIL ADDRESS	mokgadim@westcol.co.za		
E-MAIL ADDRESS	kjobeta@westcol.co.za / cheryl@westcol.co.za				

**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, 2017 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT(GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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."

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1 IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
 - 3.2 DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
 - 3.4 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
 - 3.5 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
 - 3.6 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.**

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:

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority 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.

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

- 3.1 Full Name of bidder or his or her representative:.....
- 3.2 Identity Number:
- 3.3 Position occupied in the Company (director, trustee, hareholder²):.....
- 3.4 Company Registration Number:
- 3.5 Tax Reference Number:.....
- 3.6 VAT Registration Number:
- 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 3.8 Are you presently in the service of the state? **YES / NO**
- 3.8.1 If yes, furnish particulars.

¹“State” means –

- (a) a member of –
 - (i) any municipality or municipal entity;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of Western TVET College;
- (c) an official of any Western TVET College;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

3.9 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

3.9.1 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:
.....
.....
.....

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

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

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

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

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

3.10.1 If so, furnish particulars:
.....
.....
.....

3.11 Do you, or any person connected with the bidder, have **YES / NO**
 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?

3.11.1 If so, furnish particulars.

3.12 Are you, or any person connected with the bidder, **YES/NO**
 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?

3.12.1 If so, furnish particulars.

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

3.13.1 If so, furnish particulars:

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

WESTERN TVET COLLEGE

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 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 The maximum points for this tender are allocated as follows:

	POIN
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).
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of person for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contact”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of the bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to] support such primary contractor in the execution of part of a project in terms of the contract
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9 (1) of the Broad-Based Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis: **80/20** or **90/10**

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

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest 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 in the table below.

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)
Price	X	80	X	
Local Based: West Rand District	X	10	X	
Gender: Female Youth	X	05	X	
Race: Black	X	05	X	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm.....

4.2 VAT registration number.....

4.3 Company registration number.....

4.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited
- [TICK APPLICABLE BOX]

4.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

4.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers,
e.g. transporter, etc.
- [TICK APPLICABLE BOX]

4.7 MUNICIPAL INFORMATION

Municipality where business is situated.....

Registered Account Number:

Stand Number.....

4.8 Total number of years the company/firm has been in business.....

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

- i) The information provided is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process.
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

5. Previous experience

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work).

Description	Value (R, Vat excluded)	Year(s) executed	Reference		
			Name	Organization	Tel no

6. Staffing Profile

Provide information on key staff you intend utilizing on this contract, should it be awarded to you

Name	Position in your organization	Qualifications	Experience

7. Infrastructure and resources available to execute this contract

7.1 Physical facilities

Description	Address	Area (m ²)

7.2 Plant and equipment

Description: Plant and equipment owned (or to be rented)	Number of units

7.3 List of shareholders by Name, Position, Identity number, Citizenship, HDI status and ownership as relevant.

Name	Date/Position Occupied in Enterprise	ID Number (please attach certified copies of ID's)	Date RSA Citizenship obtained.	HDI	Women	Disabled	Youth (person not older than 35 years of age)	% of business/ enterprise owned

7.4 List of shareholders by Name, percentage (%) of business/enterprise owned, residential address.

Full Name	Identity (ID) number (Please find attached certified copies of ID's)	% of business / enterprise owned	Residential Address

8. AUTHORITY FOR SIGNATORY

Please note that the sole proprietors or "one person business" are not required to submit an official and duly signed authority of signatory.

Signatories for close corporations and companies shall confirm their authority by signing on behalf of the company/firm **by attaching to this page** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

Printed on company letterhead:

"By resolution of the board of directors passed on _____ 20_____

Mr _____

has been duly authorized to sign all documents in connection with the bid

for Tender _____

_____ No _____

_____ and any Contract, which may arise there from on behalf of

SIGNED ON BEHALF OF THE COMPANY _____

IN HIS CAPACITY AS _____ CAPACITY AS _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

AS WITNESSES: 1 _____

2 _____

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

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

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

WESTOL TVET COLLEGE

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by Westcol in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the institution's supply chain management system or committed any improper conduct in relation to such system;
 - b. committed fraud or any other improper conduct in relation to such system;
 - c. willfully neglected, reneged on or failed to comply with any government or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;

- (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder