



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: | WTC (EA) 24/2024 |
| ADVERT DATE: | 15 April 2024 |
| CLOSING DATE AND TIME: | 22 April 2024 at 11:00 |
| DESCRIPTION OF GOODS / SERVICES: | QUOTATIONS ARE HEREBY INVITED FROM REGISTERED, EXPERIENCED, AND QUALIFIED EXTERNAL AUDITORS TO RENDER AUDITING SERVICES FOR CAPITAL INFRASTRUCTURE AND EFFICIENCY GRANT (CIEG) PROJECTS FOR WESTERN TVET COLLEGE FOR A PERIOD OF TWELVE (12) MONTHS. |
| | Email: aralli@westcol.co.za |
| <p>THE QUOTATION MUST BE SUBMITTED ON THE OFFICIAL QUTATION DOCUMENT (INCLUDING ALL THE REQUIRED ANNEXURES) AND MUST BE DELIVERED BY HAND BEFORE THE OFFICIAL CLOSING DATE AND TIME TO:</p> <p>RECEPTION DESK WESTERN TVET COLLEGE 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: _____

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 6.2 Declaration certificate for local production and content for designated sectors
 - 8.5 SBD 8: Declaration of bidders past supply chain management practices
 - 8.6 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.
 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. All pages must be initialed
 14. Requirements for sealing, addressing, delivery, opening and assessment of quotations are stated in the quotation document.
 15. 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.
 16. The lowest or any quotation will not necessarily be accepted, and Western TVET College reserves the right to accept a quotation in whole or in part.
 17. The Western TVET College reserves the right to appoint and not to appoint.
 18. The validity period for this quotation is sixty (60) days.
 19. All quotation prices must be inclusive of 15% VAT for all registered VAT vendors.
 20. All bid prices must be in RSA currency and inclusive of VAT.
 21. 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.
 22. Quotations will be opened immediately after the closing date and time in a venue to be indicated.
 23. No bids will be accepted from persons in the service of state as it is defined in the Public Finance Management Act and Regulations.
 24. 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".
 25. 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) | | |

Signature of person authorized to sign a quotation

Date

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.

1. TERMS OF REFERENCE

TO RENDER AUDITING SERVICES FOR CAPITAL INFRASTRUCTURE AND EFFICIENCY GRANT (CIEG) PROJECTS FOR WESTERN TVET COLLEGE FOR A PERIOD OF TWELVE (12) MONTHS.

Terms of reference

The objectives of the audit to test and confirm as per audit agreed procedures letter.

- The CIEG funding has indeed been applied for repairs and maintenance and not for any operational costs (validity)
- If quality of work has been delivered
- If reasonable rates have been charged by the Contractors for the work paid for
- If the projects were crucial and of important nature to the College, linked to maintenance plans of the College.
- If a Principal Agent or other Consultants have been appointed to facilitate the projects, to determine if the professional fees payable in this regard are market related.

Detailed Agreed-Upon Audit procedures:

- Sample a minimum of 5 CIEG projects completed by the Institution for each Bi-Annual audit.
- Obtain a detailed CIEG expenditure report from Financial System for the audit period under review.
- Obtain a listing of completed CIEG projects for the audit period under review, which must include the total value of expenditure incurred and paid for
- Based on the listing obtained, select a minimum of 5 projects based on total costs incurred (from highest reported expenditure in descending order)
- Trace all reported expenditure per listing, per project, back to the detailed expenditure report obtained from the College financial system.
- Randomly select minimum 5 transactions per project
- Perform a detailed audit check on the payments selected.

Conclude on the following audit assertions relating to:

- Occurrence
- Existence
- Accuracy
- Validity
- Completeness
- Valuation

Summary and Conclusion:

In total a maximum of 25 payment transactions (or less depending on the quantum of CIEG projects completed) will be applicable for each audit cycle.

Your firm must provide a conclusive AUP report indicating if the projects and transactions selected for the audit period under review, did fulfil the objectives as stated above.

The firm must raise any findings with college management and obtain management responses, clearing indicating the following:

- Audit finding
- Potential impact
- Root cause
- Management response
- Auditors conclusion
- Photos where relevant of work concluded in relation to the sample selections must also be included.

2. POINTS FOR SPECIFIC GOALS

All quotations received will be evaluated on an 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:

Preferential Procurement Policy Framework Act

- 80 Points for Price
- 20 Points for specific goals

| The specific goals allocated points in terms of this quotation | Number of points allocated (80/20 system) |
|--|---|
| Price | 80 |
| Local Based: Gauteng | 05 |
| Gender: Female Youth | 05 |
| Race: Black Owned | 10 |

FUNCTIONALITY EVALUATION CRITERIA

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 26 out of 44 points will lead to non-compliance and non-responsiveness.

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 26 out of 44 points are achieved.

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.

| No. | Criteria | Weight | Minimum Score |
|-----|---|--------|---------------|
| 1. | <p>Company Experience. The service providers experienced and track record in relation to the auditing of CIEG projects.</p> <ul style="list-style-type: none"> • 2 to 3 reference letters = 10 points | 20 | 10 |

| | | | |
|--------------|--|----|----|
| | <ul style="list-style-type: none"> • 4 to 5 to reference letters = 12 points • 6 or more reference letters 20 points • Non-submission will lead to zero scoring. <p>NB: Contactable reference letters corresponding to data provided in MBD 6.1. 5 from previous clients.</p> | | |
| 2. | Expertise of Chartered accountants registered with South African Institute of Chartered Accountants (SAICA) including registration with the Independent regulatory Board for Auditors (IRBA) (Please mark the CV according to the role). | | |
| 2.1 | <p>Bidders must submit detailed CVs with certified copies of the required professional qualifications and ID copy not older than 03 months.</p> <p>a). Project Manager (CA/B Tech/B Com of relevant Qualifications)</p> <ul style="list-style-type: none"> • 03 to 04 years' experience and qualifications– 8 points • 05 to 06 years' experience and qualifications – 10 points • 07 or more years' experience and qualifications – 12 points • Non-submission will lead to zero scoring. <p>NB: CVs and certified qualifications, attached.</p> | 12 | 08 |
| 2.2 | <p>b). Auditors (CA/B Tech/B Com of relevant Qualifications). Minimum two (2) Auditors</p> <ul style="list-style-type: none"> • 01 to 02 years' experience and qualifications – 08 points • 03 to 04 years' experience and qualifications – 10 points • 05 or more years' experience and qualifications – 12 points <p>NB: CVs and certified qualifications, attached.</p> | 12 | 08 |
| TOTAL | | 44 | 26 |

- All information and particulars necessary to properly evaluate this quotation must be furnished on submission.
- Incomplete particulars and documents required to substantiate the service provider's claims or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard.

PART A

INVITATION TO BID

SBD 1

| | | | | | |
|---|---|---------------|----------------------|---------------|--------------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF WESTOL TVET COLLEGE | | | | | |
| BID NUMBER: | WTC (EA) 32/2024 | CLOSING DATE: | 22 APRIL 2024 | CLOSING TIME: | 11:00 |
| DESCRIPTION | QUOTATIONS ARE HEREBY INVITED FROM REGISTERED, EXPERIENCED, AND QUALIFIED EXTERNAL AUDITORS TO RENDER AUDITING SERVICES FOR CAPITAL INFRASTRUCTURE AND EFFICIENCY GRANT (CIEG) PROJECTS FOR WESTERN TVET COLLEGE A PERIOD OF TWELVE (12) MONTHS. | | | | |
| 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 | | | | | |
| 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 | Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | | |
|---|--|--|---|
| [TICK APPLICABLE BOX] | | | |
| [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 | Razak Alli |
| CONTACT PERSON | Kefilwe Jobeta | TELEPHONE NUMBER | 011 692 4004 / 1008 |
| TELEPHONE NUMBER | 011 692 4004 /1080 | FACSIMILE NUMBER | 011 692 3404 |
| FACSIMILE NUMBER | 011 692 3404 | E-MAIL ADDRESS | aralli@westcol.co.za |
| E-MAIL ADDRESS | kjobeta@westcol.co.za / | | |

PART B TERMS AND CONDITIONS FOR BIDDING

| |
|---|
| 1. BID SUBMISSION: |
| <p>1.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2 ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>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.</p> <p>1.4 THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p> |
| 2. TAX COMPLIANCE REQUIREMENTS |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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.”</p> |
| 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS |
| <p>3.1 IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2 DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.6 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p> |

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

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members /partners or any person having a controlling interest¹ in the enterprise, employed by the state?
YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors /trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of institution |
|-----------|-----------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

2.2.1 If so, furnish particulars:

.....

2.3 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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/shaving the deciding vote or power to influence or to direct the course and decisions of the enterprise

2.3.1 If so, furnish particulars:

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

3 DECLARATION

I, the undersigned, (name).....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 not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

² 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Date

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 request 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, considering, 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 Gazzetted 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: Gauteng | X | 05 | X | |
| Gender: Female Youth | X | 05 | X | |
| Race: Black Owned | X | 10 | 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-BBE 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 |
|------|--------------------------------------|--|--------------------------------|-----|-------|----------|---|--------------------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |

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 |
|-----------|--|----------------------------------|---------------------|
| | | | |
| | | | |
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| | | | |

8. AUTHORITY FOR SIGNATORY

Please note that 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 sign 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: | |
| | |
| | |
| | |
| | |