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Enquiries: email: [kjobeta@westcol.co.za](mailto: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:

<b>QUOTATION NUMBER:</b>	<b>WTC (HSP3) 46/2024</b>
<b>ADVERT DATE:</b>	<b>06 June 2024</b>
<b>CLOSING DATE AND TIME:</b>	<b>13 June 2024 at 11:00</b>
<b>DESCRIPTION OF GOODS / SERVICES:</b>	<b>QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF CONSUMABLES FOR HOSPITALITY STUDENTS AT WESTERN TVET COLLEGE, RANDFONTEIN CAMPUS.</b>
<b>ENQUIRIES:</b>	Email: <a href="mailto:LBerrington@westcol.co.za">LBerrington@westcol.co.za</a>
<p><b>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:</b></p> <p><b>RECEPTION DESK WESTERN TVET COLLEGE 42 JOHNSTONE STREET HECTORTON RANDFONTEIN (33°55'36.27" S 18°51'22.28" E)</b></p> <p><b>TENDER BOX</b></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. **Not copy of a copy.**

### **5. Proof of residence from the municipal council will not be accepted.**

6. Submit Central Supplier Database (CSD) registration or summary Report.
7. Completed and Signed Schedule of Pricing as issued in the document.
8. 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.
9. Completed and signed the below Standard Bidding Documents:
  - 8.1 SBD 1: Invitation to quotation (Part A & Part B)
  - 8.2 SBD 4. Bidder's Disclosure
  - 8.3 SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022

## **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](http://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 severely 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](http://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 <b>Report</b> (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. <b>Not a copy of a certified copy</b>		
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)		

\_\_\_\_\_  
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. SPECIFICATIONS**

**FOR THE SUPPLY AND DELIVERY OF CONSUMABLES FOR HOSPITALITY STUDENTS AT WESTERN TVET COLLEGE, RANDFONTEIN CAMPUS.**

**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

<b>The specific goals allocated points in terms of this quotation</b>	<b>Number of points allocated (80/20 system)</b>
Price	80
Local Based: West Rand District	05
Gender: Female Youth	05
Race: Black Owned	10

## PRICING SCHEDULE

**FOR THE SUPPLY AND DELIVERY OF CONSUMABLES FOR HOSPITALITY STUDENTS AT WESTERN TVET COLLEGE, RANDFONTEIN CAMPUS.**

Item and description	9-Jul	15-Jul	5-Aug	12-Aug	26-Aug	2-Sep	7-Oct	21-Oct	28-Oct	Price Excl. VAT	Price Incl. VAT
<b>Cheese</b>											
- Cheddar	3kg	1kg	7kg	3kg		5,1kg	1,2kg	1,2kg			
- Brie			2 x 125g								
- Mozzarella – standard (not grated)			600g								
- Parmesan – fresh/block		8 x 150g									
- Parmesan - powdered							200g	200g	2 x 200g		
- Feta – plain/unflavoured						2 x 400g	1 x 400g	1 x 400g	2 x 400g		
- Feta -Wheels			1 x 400g								
- Haloumi							500g	500g			
- Goats - plain		6 x 150g	3 x 150g								
<b>Cream cheese tubs:</b>											
- Smooth unflavoured			4 x 230g			15 x 230g	4 x 230g	4 x 230g	8 x 230g		
<b>Milk</b>											
- Long life full cream milk	6 x (6x1L)	6 x (6x1L)	1 x (6x1L)	3 x (6x1L)	2x (6x1L)	1 x (6x1L)	4 x (6x1L)	4 x (6x1L)	2 x (6x1L)		
- Buttermilk			8 x 500g			8 x 500g	1 x 500g	1 x 500g			
<b>Cream</b>											
- Cream - long life (Milac Gold)	12 x 1L		7 x 1L	21 x 1L	2 x 1L		7 Liters	7 Liters	10 x 1L		
- Sour cream	10 x 250ml					8 x 250ml					
- Crème fraiche							2 x 250g	2 x 250g			
<b>Yogurt</b>											
- Strawberry							4 x 1kg	4 x 1kg			
<b>Butter</b>											

*Confidential*

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

*Initial.....*

- Salted			12 x 500g	30 x 500g	34 x 500g	13 x 500g	9 x 500g	9 x 500g	6 x 500g		
- Portioned							2 x (32 x 8g)	2 x (32 x 8g)			
Cordon Blue Margarine Bricks	40 x 500g		10 x 500g	3 x 500g	6 x 500g	15 x 500g					
<b>Eggs</b>											
- Fresh Extra large	6 x 30				5 x 30						
- Fresh large		2 x 30	11 x 30	3 x 30		8 x 30	6 x 30	6 x 30	4 x 30		
<b>MEAT</b>											
<b>Beef:</b>											
- Sirloin		15 x 500g		30 x 400g							
- Topside mince				30 x 500g							
- Sausages							30 x 80g	30 x 80g			
<b>Processed meat</b>											
Parma ham			2 x 250g								
Sandwich ham - sliced						3,4kg					
<b>Lamb:</b>											
- Leg of lamb (de-boned for roasting)		15 x 500g									
<b>Pork:</b>											
<b>- Bacon:</b>											
- Streaky/rind less			400g	1,6kg	1,8kg	1,2kg	1,5kg	1,5kg			
- Gammon							2 x 3kg	2 x 3kg			
- Leg of pork (de-boned for roasting)		15 x 500g									
<b>Chicken</b>											
- Breast –(bone-in)	5kg			30 breasts		8 breasts	14 breasts	14 breasts	28 Breasts		
- MInce					3,75kg		1,7kg	1,7kg	3,4kg		
- Whole fresh – medium 1,3kg – 1,6 kg					28 chickens						

<b>Duck</b>											
Fresh whole duck					2 ducks						
Fresh breast			2 breasts								
<b>FISH</b>											
<b>Fresh -Whole uncleaned</b>											
Hake – baby hake					30 x B/hake						
Sole – East Coast large					30 x Sole						
<b>Frozen</b>											
Hake fillets	30 x 800g										
Smoked Haddock fillets	40 x 450g										
Smoked Scottish Salmon			1 x 500g				700g	700g	1,4kg		
<b>SEAFOOD</b>											
Crayfish tails					15 tails						
Mussels half shell (local)					5kg		4,5kg	4,5kg	9kg		
Shrimps			400g								
Prawns black tiger					4kg		2,3kg	2,3kg	4,6kg		
Scallops					2kg						
<b>DRY PRODUCTS</b>											
<b>Barley</b>											
Bicarbonate of Soda		2 x 500g	1 x 500g	1 x 500g			1 x 500g	1 x 500g			
Baking powder							1 x 500g	1 x 500g			
Cream of tartar							100g	100g	2 x 100g		
Cocoa				4 x 250g		1 x 250g	1 x 50g	1 x 50g	2 x 250g		
Gelatine Powder/ Granular							3 x 50g	3 x 50g	6 x 50g		
<b>Cake decorations:</b>											
<b>Chocolate disks:</b>											
Milk				1kg			250g	250g			
dark	5kg			1kg			1kg	1kg	2kg		

<b>Dried beans:</b>											
- Sauce (superior) (Original free from MSG and yeast)				2 x 500ml	1 x 500ml		1 x 500ml	1 x 500ml	2 x 500ml		
<b>Flour</b>											
- Cake flour	2 x 10kg			2 x 10kg	2 x 10kg	2 x 10kg					
- Cake flour				1 x 5kg	2 x 5kg	1 x 5kg	1 x 5kg	1 x 5kg	2 x 5kg		
- Cake flour							2 x 2,5kg	2 x 2,5kg			
- Corn flour/maizena			2 x 500g				1 x 500g	1 x 500g	2 x 500g		
Cream Crackers - biscuits						6 x 200g					
Instant dry yeast (purple) Anchor					30 x 10g		7 x 10g	7 x 10g	14 x 10g		
<b>Jam / Preserve</b>											
Apricot: smooth		3 x 450g		2 x 450g			2 x 450g	2 x 450g			
Strawberry							1 x 450g	1 x 450g			
<b>Nuts &amp; seeds</b>											
<b>Almonds:</b>											
- Flakes				300g							
Hazelnuts				300g							
Pecan nuts				300g							
Pistachio							100g	100g			
Brazilian nuts				300g							
Cashew nuts				300g			200g	200g	400g		
Pine nuts						300g	100g	100g	200g		
<b>Rice</b>											
- Wild rice				1kg							
- Jasmin				1kg							
- Sushi					3 x 1kg		1kg	1kg	2kg		
- Basmati				1kg							
- Long grained e.g. Tastic				2kg							
<b>Sugar</b>											

White							2 x 2,5kg	2 x 2,5kg	2 x 2,5kg		
White				1 x 5kg	1 x 5kg	2 x 5kg	1 x 5kg	1 x 5kg			
White	1 x 10kg		1 x 10kg	1 x 10kg							
White sugar sticks/sachets(portions)		1 x 5kg									
Brown sugar sticks/sachets(portions)		1 x 5kg									
Brown Sugar		5kg									
Castor sugar			15 x 500g	1 x 500g			8 x 500g	8 x 500g	14 x 500g		
Icing sugar					10 x 500g	20 x 500g					
<b>Wheat</b>											
- Quinoa						2,4kg	2 x 500g	2 x 500g	4 x 500g		
<b><u>HERBS &amp; SPICES</u></b>											
<b>Pepper</b>											
- White pepper	2 x 58g										
- Black pepper - ground			2 x 50g			1 x 50g					
<b>Salt</b>											
- Garlic salt								2 x 60g	2 x 60g		
<b>Dried spice</b>											
Veggie sprinkle				2 x 200g							
Garlic salt									2 x 60g		
Paprika						1 x 55g					
<b>Nutmeg:</b>											
- Ground	2 x 55g		2 x 55g				1 x 55g	1 x 55g			
<b>Cinnamon:</b>											
- Ground			3 x 40g		4 x 40g	2 x 40g	1 x 40g	1 x 40g			
Cayenne pepper						1 x 40g					
Cayenne pepper					1 x 40g	1 x 40g					
<b>Chilli:</b>											
- Flakes		3 x 38g									
Curry powder - medium	2 x 100g										

Cumin							1 x 100g	1 x 100g			
Soup Powder White Onion	12 x 50g										
Stock Cubes - Chicken	2 x (24x10g)				2 x (24x10g)		1 x (24x10g)	1 x (24x10g)	2 x (24x10g)		
Stock Cubes - Beef					2 x (24x10g)						
Stock - Fish					2 x 8 sachets		1 x (8x25g)	1 x (8x25g)	2 x (8x25g)		
Stock Vegetable			1 x 150g				1 x 150g	1 x 150g			
Nori Seaweed Sushi Sheets					4 x 20		2 x 20	2 x 20	4 x 20		
Vanilla pods				15 pods							
<b>Mustard:</b>											
- Powder – Hot English					1 x 100g		1 x 100g	1 x 100g			
- Powder - Mild											
- Prepared mustard – Dijon	2 x 135g			2 x 135g			1 x 135g	1 x 135g			
Wasabi Paste					2 x 45g		2 x 45g	2 x 45g	4 x 45g		
Capers (seeds in brine)							1 x 100g	1 x 100g	2 x 100g		
<b>Dried herbs</b>											
Bay leaves	2 x 9,5g			2 x 9,5g							
Peppermint							1 x 18g	1 x 18g			
<b>LIQUID PRODUCTS</b>											
<b>Essence:</b>											
Caramel		2 x 100ml									
Vanilla	2 x 500ml					1 x 500ml					
<b>Liquid colourants:</b>											
Red						15 x 40ml					
<b>Liquid sugar products</b>											

Golden syrup	2 x 500g										
Honey			6 x 500g						6 x 500g		
Liquid glucose				1,5kg							
<b>Oil</b>											
- Sunflower	5 x 2L		3 x 2L		3 x 2L	1 x 2L					
- Sunflower					2 x 5L						
- Canola							1 x 750ml	1 x 750ml			
- Extra Virgin, cold pressed olive oil (SA brand)		4 x 750ml		4 x 750ml		1 x 750ml	3 x 750ml	3 x 750ml	4 x 750ml		
Spray and Cook Original	10 x 300ml										
<b>Vinegar</b>											
- White grape vinegar					1 x 750ml		1 x 750ml	1 x 750ml			
- Red wine vinegar							1 x 250ml	1 x 250ml	2 x 250ml		
- White Balsamic vinegar		2 x 750ml									
- Rice vinegar					1 x 200ml		1 x 200ml	1 x 200ml	2 x 200ml		
Lemon Juice				1 x 500ml		1 x 500ml	1 x 250ml	1 x 250ml			
<b>Sauce</b>											
Tomato sauce – preservative and additive free	3 x 700ml		1 x 700ml								
Tomato puree				2 x 410g							
Mayonaise		4 x 750g	1 x 750g			2 x 750g					
<b><u>BAKERY</u></b>											
<b>Bread</b>											
White bread sliced						5 loaves	4 loaves	4 loaves			
Brown bread sliced							3 loaves	3 loaves			
Whole wheat bread sliced						5 loaves					

French loaves			6 loaves	4 loaves			4 loaves	4 loaves	8 loaves		
Ciabatta			4 loaves								
English Muffins						30 muffins					
Rye Bread sliced						5 loaves					
Seed loaf sliced						5 loaves					
<b>DRIED/CANDIED/CANNED/BOTTLED FRUITS</b>											
Raisons											
- seedless							100g	100g			
Candied citrus peel							2 x 75g	2 x 75g			
Glazed cherries:											
- red							125g	125g			
Canned pie apples						30 tins	6 tins	6 tins			
<b>DRIED/CANNED/BOTTLED</b>											
Whole peeled Italian style canned tomato		10 x 400g									
Pickled Ginger					2 x 150g		1 x 150g	1 x 150g	2 x 150g		
<b>Black Calamata olives:</b>											
- unpitted		4 x 180g	1 x 180g			3 x 180g					
<b>Green Olives:</b>											
- pitted			1 x 180g								
Peppadew: Mild piquante peppers whole						1 x 400g					
Gherkins – sweet/ dill					3 x 340g						
- in brine						4 x 170g					
<b>FROZEN</b>											
Frozen peas		3 x 500g									
Frozen Blueberries			6kg				1 x 350g	1 x 350g			

ALCOHOL / BEVERAGES											
Dry white wine					1 x 750ml		1 x 750ml	1 x 750ml	2 x 750ml		
Beer	6 x 750ml										
Soda water					4 x 2L		5 x 1L	5 x 1L	6 x 2L		
Ginger ale							6 x 1L	6 x 1L	12 x 1L		
Cordials:											
Cola Tonic							2 x 750ml	2 x 750ml	4 x 750ml		
Rupert Rothschilds Classique						3 x 750ml					
Nedeburg baronne Cabernet Sauvignon						3 x 750ml					
Leopard Leap Chardonnay						4 x 750ml					
KWV Classic merlot						4 x 750ml					
Montpellier Chenin Blanc						3 x 750ml					
Robertsons Winery Sweet Sparkling						5 x 750ml					
Krone Night Nectar						4 x 750ml					
JC Le Roux Le Domain						4 x 750ml					
Vodka						1 x 750ml					
Tequila						1 x 750ml					
White Rum						1 x 750ml					
Gin						1 x 750ml					
FTS Passion Fruit Liqueur						1 x 750ml					
Pineapple Juice						2 x 1L					
Orange Juice						2 x 1L	2 x 1L	2 x 1L			
Lime Juice						1 x 500ml	1 Liter	1 Liter			
Lemon Juice						1 x 500ml					



- White button			2 x 250g	10 x 250g	6 x 250g		10 x 250g	10 x 250g	4 x 250g		
- Porchini				10 x 250g							
- Oyster			4 x 150g								
- Shitaki			4 x 150g								
Aubergine (Eggplant)		6kg				2,5kg	1kg	1kg	2kg		
Baby Marrows		4 x 400g	1 x 400g			6 x 400g	3 x 400g	3 x 400g	6 x 400g		
Butternut	12kg					2,5kg			2kg		
<b>Carrots:</b>											
- Large	10kg	3kg	2kg	10kg			1kg	1kg	2kg		
<b>Onions:</b>											
- White	10kg	1,5kg	2kg	5,5kg			300g	300g			
- Red	2kg					500g	500g	500g	1kg		
- Spring onions			2 x 100g	10 x 100g							
- Sharlottes					2kg		2 x 500g	2 x 500g	4 x 500g		
Leeks	4 x 300g						150g	150g			
Spinach		8 bunches									
Mixed Leaves Lettuce	5 x 180g		2 x 180g	10 x 180g		4 x 180g	5 x 180g	5 x 180g	10 x 180g		
<b>FRESH HERBS</b>											
Coriander			1 x 20g				4 x 20g	4 x 20g	4 x 20g		
Basil			8 x 20g			4 x 20g	1 x 20g	1 x 20g	2 x 20g		
Chives	3 x 20g				4 x 20g				4 x 20g		
Watercress							5 x 20g	5 x 20g			
Spearmint							21 x 20g	21 x 20g	4 x 20g		
Peppermint						4 x 20g					
Parsley – curly	8 x 30g				7 x 20g						
Italian flat leave			1 x 20g				9 x 20g	9 x 20g	6 x 20g		
Rosemary							2 x 20g	2 x 20g			
Rocket			6 x 20g								

Thyme				5 x 20g							
Micro herbs		3 x 30g	2 x 30g			2 x 30g					
Edible flowers		3 x 25g	2 x 25g			2 x 25g					
<b>FRUIT</b>											
Apple:											
- Granny Smith	3 x 1,5kg	2 x 1,5kg	30 apples				8 loose	8 loose			
Oranges	4 x 3,5kg	6kg	34 loose				14 loose	14 loose			
Naartjies			15 naartjies								
Lemons		1kg			4 x 1,5kg		1,5kg	1,5kg	2 x 1,5kg		
Limes							10 loose	10 loose			
Bananas							8 x				
Strawberries			4 x 250g				5 x 250g	5 x 250g	10 x 250g		
Grapes – seedless black						500g					
Seedless white						500g					
Pineapple							1 x	1 x			
Watermellon							1,5kg	1,5kg			
Pommegranate seeds (rubies)							200g	200g			
Paw paw/papaya							2 x	2 x			
<b>OTHER</b>											
Vanilla Ice Cream		5 x 2L					3 x 2L	3 x 2L			
Custard Powder		2 x 500g					150g	150g			
Sparkling Wine - rose		2 x 750ml									
Rupert Rothschild Merlot		2 x 750ml									
Rupert Rothschild Cabernet Sauvignon		2 x 750ml									
Delheim Sauvignon Blanc		2 x 750ml									
Grapetizer - red		6 x 750ml									
Grapetiser - white		6 x 750ml									

Condensed Milk				10 x tins			5 tins	5 tins	10 tins		
Bread Crumbs					1kg						
Apple Juice					2x 1L						
Maple Syrup					1kg						
Margarine (spreadable)						2 x 1kg					
Oats							650g	650g			
Bouquet garni							2 x	2 x			
Mint Jelly							1 x 155g	1 x 155g			
Cranberry Juice							4 x 1L	4 x 1L			
Sparkling water							3 x 1L	3 x 1L			
Angostura Aromatic Bitters							1 x 200ml	1 x 200ml	2 x 200ml		
Ice							6 x 2kg	6 x 2kg	12 x 2kg		
<b>GRAND TOTAL:</b>											

\_\_\_\_\_  
Signature of person authorized to sign a quotation

\_\_\_\_\_  
Date

## PART A

## INVITATION TO BID

SBD 1

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF WESTOL TVET COLLEGE</b>					
BID NUMBER:	<b>WTC (HSP3) 46/2024</b>	CLOSING DATE:	<b>13 JUNE 2024</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF CONSUMABLES FOR HOSPITALITY STUDENTS AT WESTERN TVET COLLEGE, RANDFONTEIN CAMPUS.</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

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

<b>WESTERN TVET COLLEGE</b>					
42 JOHNSTONE STREET, 1760					
<b>HECTORTON</b>					
<b>RANDFONTEIN</b>					
1760					
<b>SUPPLIER INFORMATION</b>					
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]			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
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			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL CLARIFICATION QUERIES MAY BE DIRECTED TO:</b>	
DEPARTMENT/ DIVISION	Supply Chain Management Unit	CONTACT PERSON	Lynette Berrington
CONTACT PERSON	Kefilwe Jobeta	TELEPHONE NUMBER	011 692 4004 / 2057
TELEPHONE NUMBER	011 692 4004 /1080	FACSIMILE NUMBER	011 692 3404
FACSIMILE NUMBER	011 692 3404	E-MAIL ADDRESS	<a href="mailto:LBerrington@westcol.co.za">LBerrington@westcol.co.za</a>
E-MAIL ADDRESS	<a href="mailto:kjobeta@westcol.co.za">kjobeta@westcol.co.za</a>		

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2 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>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1 IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2 DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.6 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b></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 interest<sup>1</sup> 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**

<sup>1</sup> 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 consortium<sup>2</sup> 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.

<sup>2</sup> 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

.....  
Bidding Entity

## 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:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to 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: West Rand District	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 <sup>2</sup> )

**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 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

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