



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

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NKANGALA TVET COLLEGE REQUEST PROPOSALS FOR SUPPLY, INSTALLATION, LEASING AND DELIVERY OF PHOTOCOPIER MACHINES FOR THE PERIOD OF THREE YEARS (3)

Bidder Name

TOTAL PRICE AS PER SCHEDULE INCLUSIVE OF VAT FOR ONE MONTH

R _____

YOU ARE HEREBY INVITED TO SUBMIT PROPOSALS FOR SUPPLY, INSTALLATION, LEASING AND DELIVERY OF PHOTOCOPIER MACHINES FOR NKANGALA TVET COLLEGE FOR THE PERIOD OF THREE (03) YEARS

RFP NUMBER:	NKTVET/2025/03/01
RFP ISSUE DATE:	09 MARCH 2025
CLOSING DATE AND TIME:	03 APRIL 2025@11H00
RFP VALIDITY PERIOD	90 DAYS (COMMENCING FROM THE RFP CLOSING DATE)
DESCRIPTION:	SUPPLY, INSTALLATION, LEASING AND DELIVERY OF PHOTOCOPY MACHINES SERVICE FOR NKANGALA TVET COLLEGE
RESPONSES TO THIS RFP SHOULD BE:	PLACED IN THE TENDER BOX AT THE RECEPTION AT THE CENTRAL OFFICE, CNR HAIG & NORTHEY STREETS, WITBANK BY NO LATER THAN 03 APRIL 2025 @11H00
ENQUIRY	Ms. C. LUKHELE catherine@ntc.edu.za

1. PURPOSE

- 1.1 The purpose of this request is to invite capable service providers (hereinafter referred to as "Bidders") to submit a RFP response for Supply, Installation, Leasing and delivery of Photocopier Machines for Nkangala TVET College for period of Three (3) years.
- 1.2 The College intends to appoint the Service Provider for Supply, Installation, Leasing and delivery of photocopier machines and support for three (3) years, subject for renewal.

2. SCOPE OF WORK / AREAS OF SERVICES

- 2.2.1 Full information (general as well as technical specification, e.g. data-sheets must be provided for each device for which a tender is submitted).
- 2.2.2 The bidder must indicate how proactive will they diagnose faults before it is even noted by the College.
- 2.2.3 The bidder will provide an SLA that will be used to monitor and manage the service.
- 2.2.4 Provide letters from at least three (3) contactable and verifiable references (provide names, position and contact numbers of recently completed comparative projects). Physical verifications and interviews will be conducted with the references
- 2.2.5 The references should be of an institution where services of a similar nature and size have been provided and it should be verifiable.
- 2.2.6 The bidder must be accredited and certified reseller. Please provide references and **OEM** letter within your submission
- 2.2.7 Detailed photocopier machine management services proposal.
- 2.2.8 Company profile with company size, organisational structure, at least three contactable public references (organisation, listing contact names, addresses, telephones, fax and email addresses)
- 2.2.9 Data sheet

NB: All machines must be compatible with the College network environment as follows:

LAN: UTP CAT 5e

Ethernet communication TCP/IP (IPv4)

Fax devices: • Modem speed - 33.6kbps, Fax resolution of upto 600 x 600 dpi, compression method of JBIG, MMR, MR, MH

Must be compliant with HP/ Cisco POE Network switch environment - IEEE802.3af-up to 30 watts per port.

2.3. PHOTOCOPIER MACHINE SERVICES

The successful bidder will be required to render services to Nkangala TVET College in line with the following requirements:

- 2.3.2. The required digital multi-function machines are to be supplied, delivered, installed and maintained by means of an Operational Lease valid for a period of Thirty- Six (36) months or three (03) Years.
- 2.3.3. Provision for spare toner per machine.
- 2.3.4. Maintenance shall mean the servicing, technician or other consumables. No used parts or equipment's shall be accepted.
- 2.3.5. The bidder shall supply, deliver, install, assemble, test, handover and provide training.
- 2.3.6. Photocopier machines to be provided must be new and be latest technology. The product must be from well- established manufacturers with good track record.
- 2.3.7. Provide printing management solution that is able to generate reports.

3. SUBMISSION REQUIREMENTS RETURNABLE DOCUMENTS

Proposal for bidder's must comply with the following minimum requirements:

- 3.2. Tender document and initials
- 3.3. Technical specification and Pricing
- 3.4. CSD summary report not older than three months.
- 3.5. Company registration documents (CK).
- 3.6. **Original Equipment Manufacturer (OEM) letter**
- 3.7. Attach Proof of payment (NB: Interested bidders are required to pay a non-refundable fee of **R 300.00** (VAT Included)
Bank Details: Account name: Nkangala TVET College
ABSA Account number :**4087908300**
Branch code: 632005 **NB: Reference must be in the name of bidding company (Bidders who bought the tender documents previously must purchase it again)**
- 3.8. The following documents must be completed and signed where applicable and submitted as a complete set: **SBD FORMS**
4 - Declaration of Interest

4. SUMMARY OF THE MACHINES REQUIRED WITH THE PHYSICAL LOCATION.

No	SITES	ADDRESS	GPS Coordinates
1	CENTRAL OFFICE	CNR. NORTHEY & HAIG STREET EMALAHLENI 1035	25°52'39.73"S 29°12'58.72"E
2	CENTRAL OFFICE	CNR FRANS & SUSANNA STREET FRANSVILLE EMALAHLENI 1034	25°87'38.21"S 29°24'05.13"E
3	MIDDELBURG CAMPUS	1 BRUG STREET MIDDELBURG 1050	25°45'44.41"S 29°28'33.81"E
4	MIDDELBURG CAMPUS SKILLS	2 JAN HEYNES STREET MIDDELBURG 1050	25°45'49.80"S 29°28'17.09"E
5	MPONDOZANKOMO CAMPUS	SCHONLAND DRIVE ACKERVILLE 1039	25°52'37.07"S 29°10'7.63"E
6	TOP OF THE WORLD	3 VAN DER BIJL STREET EMALAHLENI 1035	25°53'10.03"S 29°12'46.57"E
7	CN MAHLANGU CAMPUS	TRAINING ROAD INDUSTRIAL SITE SIYABUSWA 0472	25° 8'21.59"S 29° 4'33.56"E
8	WATERVALBOVEN CAMPUS	1 PRESIDENT STREET WATERVABOVEN 1195	25°38'13.23"S 30°19'43.82"E
9	WITBANK CAMPUS	CNR SMURTS AND ARASS STREET EMALAHLENI 1034	25°52'20.25"S 29°12'54.14"E
10	VILLA ROMA BOUTIQUE HOTEL	5 BETHAL STREET MODELPARK EMALAHLENI 1039	25°87'38.21"S 29°24'05.13"E

Estimated total quantities required per device:

- 20 x Device Type1
- 02 x Device Type2
- 03 x Device Type3
- 04 x Device Type4

NB: *The above quantities are merely estimates to give you an idea of how many devices might needed. The final quantity might be double or even triple the quantity above, not less. You are therefore expected to only quote on a quantity of one on pricing schedule (6) below.*

5. DEVICE/S SPECIFICATIONS

	Device 1		Device 2		Device 3		Device 4	
Subject	Function	Minimum Requirement	Function	Minimum Requirement	Function	Minimum Requirement	Function	Minimum Requirement
General	Print Speed	At least 35ppm Colour	Print speed	At least 35ppm Mono	Print speed	At least 70ppm Mono	Print speed	At least 125ppm Mono
	Reduction	At least 7x (93, 82, 75, 71, 65, 50, 25%)	Reduction	At least 7x (93, 82, 75, 71, 65, 50, 25%)	Reduction	At least 7x (93, 82, 75, 71, 65, 50, 25%)	Reduction	At least 7x (93, 82, 75, 71, 65, 50, 25%)
	Finishing	Staple Punch	Finishing	Staple Punch	Finishing	Cover imposer	Input capacity paper	1st tray (std) 1,100 sheets x 2 (Tandem Tray)
Stapling up to at least 100 pages								
	Output paper capacity	At least 1500	Output capacity paper	At least 1500	Output paper capacity	3000	Output capacity paper	3000 +
							Finishing	Punch – 2 x holes and 4 x holes
								Stapling up to at least 100 pages
Sorting	Collation	3001	Output capacity paper	3002	Collation	Finisher	Collation	finisher
Image Editing	Colour conversion Centre/Border Erase	Finisher	Shift sort	Finisher	Centre/Border Erase	Standard	Centre/Border Erase	Standard

	Image repeat Margin Adjustment	Standard	Colour conversion Centre/Border Erase	Standard	Margin Adjustment	Standard	Margin Adjustment	Standard
	Colour erase	Standard	Image repeat Margin Adjustment	Standard	Centering	Standard	Centering	Standard
	Colour background	Standard	Colour erase	Standard	Image repeat	Standard	Image repeat	Standard
	Date	Standard	Colour background	Standard	Colour conversion	Standard	Colour conversion	Standard
	Background numbering	Standard	Date	Standard	Colour erase	Standard	Colour erase	Standard
	User stamp	Standard	Background numbering	Standard	Colour background	Standard	Colour background	Standard
	Pre-set stamp	Standard	User stamp	Standard			Shift sorting	finisher
	Punch and stapling	Standard	Pre-set stamp	Standard			Centre/Border Erase	Standard
			Punch and stapling	Standard			Margin Adjustment	Standard
Document Creation					Font: PLC	Multiple fonts type and size		

MINIMUM PRINTER SPECIFICATION

	Device 1		Device 2		Device 3		Device 4	
Subject	Function	Minimum Requirement	Function	Minimum Requirement	Function	Minimum Requirement	Function	Minimum Requirement
General	Memory	At least 2GB	Memory	At least 4GB and more	Memory	At least 4GB and more	Memory	At least 4GB and more
	Hard disk	At least 32GB	Hard disk	At least 32GB and/or more	Hard disk	At least 320GB and/or more	Hard Disk	At least 500GB and more
	Printer languages Interface	PCL5e/6, PDF, Adobe Reader 1000Base-T, USB 2.0 type A/B, SD slot.	Printer languages Interface	PCL5e/6, USB 2.0 type A/B, 1000/100/10Base-T,	Printer languages Interface	PCL5e/6, USB 2.0 type A/B, 1000/100/10Base-T,	Printer languages Interface	PCL5e/6, Adobe PS3*,IPDS* USB 2.0 type A/B, 1000/100/10Base-T,
	MS Windows driver support WSD support	Windows XP/Vista/7/8/Server 2003(R2)/Server 2008(R2)/Server 2012 Standard	MS Windows driver support WSD support Resolution	Windows XP/Vista/7/8/10/Server 2003(R2)/Server 2008(R2)/Server 2012 Standard At minimum 1200 x 1200 dpi	MS Windows driver support WSD support Resolution	Windows XP/Vista/7/8/10/Server 2003(R2)/Server 2008(R2)/Server 2012 Standard At minimum 1200 x 1200 dpi	MS Windows driver support	Windows XP/Vista/7/8/10/Server 2003(R2)/Server 2008(R2)/Server 2012
							WSD support	Standard

MINIMUM SCANNER SPECIFICATION

	Device 1		Device 2		Device 3		Device 4	
Subject	Function	Minimum Requirement	Function	Minimum Requirement	Function	Minimum Requirement	Function	Minimum Requirement
General	Scan speed.	At least 120 - 220 ipm (A4, 200 dpi, B/W and Colour) simplex and duplex.	Scan speed	At least 80ipm (A4, 600 dpi, B/W and Colour) simplex and duplex	Scan speed	At least 100ipm (A4, 600 dpi, B/W and Colour) simplex and duplex	Scan speed	At least 100ppm (A4, 300 dpi, B/W and Colour) simplex and duplex
	Interface	1000Base-T, USB 2.0 type A, SD Slot.			File format	Single JPEG,		
						Single/ Multi page PDF, High compression PDF.		

10. MINIMUM ENVIRONMENTAL SPECIFICATIONS

	Device 1		Device 2		Device 3		Device 4	
Subject	Function	Minimum Requirement	Function	Minimum Requirement	Function	Minimum Requirement	Function	Minimum Requirement
A) Energy Consumption	Operating mode	At least 600 - 1000W	Warm up time	At least 17 seconds or less	Warm up time	At least 17 seconds or less	First print	At most 8 seconds or less
	Ready mode	At least 100 – 200W			Recovery time	At least 17 seconds or less	Ready mode	At most 150W or less
	Warm up time Energy saving priority	At least 18 seconds or less At most 1w or less	Recovery time	At least 17 seconds or less	Off/Sleep mode	At least 1.5W	Warm up time	At most 3 minutes or less
			Off/Sleep mode	At least 1.5W	Maximum energy use	At least 4800W or less	Off/Sleep mode	At most 0.5 W or less

			Maximum energy use TEC (Energy Star)	At least 4800W or less At least 6475W/h	TEC (Energy Star)	At least 6475W/h	Maximum energy use	At most 1200W or less
B) Emission design and recycling	Noise (Sound power) Operating Noise (Sound power) standby	At least 40 – 50 dB (full) At least 20 dB	TVOC emission Dust emission Noise (Sound power) Operating	At least 120 mg/h and less At least 4 mg/h and less At least 60 dB (mainframe) and At least 75dB (full) or less	TVOC emission Dust emission Noise (Sound power) Operating	At least 120 mg/h and less At least 4 mg/h and less At least 60 dB (mainframe) and At least 75dB (full) or less	TVOC emission	At least 5 mg/h and less
			Noise (Sound power) standby	At least 45dB or less	Noise (Sound power) standby	At least 45dB or less	Dust emission	At least 7 mg/h and less
							Noise (Sound power) Operating	At most 67dB (mainframe) and At most 75dB (full) or less

MINIMUM SECURITY SPECIFICATION

	Device 1		Device 2		Device 3		Device 4	
Subject	Function	Minimum Requirement	Function	Minimum Requirement	Function	Minimum Requirement	Function	Minimum Requirement
Others	Copy data security unit (copy)	Standard						

6. PRICING SCHEDULE (PER DEVICE, EACH)

Device Type 1 (Monochrome)	Rental amount per month include (delivery, Installation, commissioning and maintenance)	R
	Cost per page	R
Sub Total (Excluding VAT)		R

NB: Rental amount and cost per page must be fixed for 36 months

Device Type 2 (Colour)	Rental amount per month include (delivery, Installation, commissioning and maintenance)	R
	Cost per page	R
Sub Total (Excluding VAT)		R

NB: Rental amount and cost per page must be fixed for 36 months

Device Type 3 (Colour)	Rental amount per month include (delivery, Installation, commissioning and maintenance)	R
	Cost per page	R
Sub Total (Excluding VAT)		R

NB: Rental amount and cost per page must be fixed for 36 months

Device Type 4 (Monochrome)	Rental amount per month include (delivery, Installation, commissioning and maintenance)	R
	Cost per page	R
Sub Total (Excluding VAT)		R

NB: Rental amount and cost per page must be fixed for 36 months

TOTAL (total of all the types combine 1,2,3 and 4 per month)	R
VAT@ 15%	R
GRANT TOTAL	R

7. SPECIAL CONDITIONS

The following are the special conditions applicable to this request for proposals:

- 7.2. The bidder shall indicate the period for supply, deliver, install, assemble, test, handover and provide training of users in the bid document (implementation plan).
- 7.3. A 10% penalty fee of the overall amount will be charged for failing to attend to incidents within the prescribed period. The response time will be charged for failing to replace specified parts on the next business day.
- 7.4. Response time shall be non-negotiable (four (4) hours response time and eight (8) hours resolution or workaround time should be before permanent solution is provided).

8. BASIC TERMS AND CONDITIONS

- 8.2. To ensure that the bid is not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents.
- 8.3. Bid documents must be sealed and externally marked with: **Photocopier Machine Services**, bid no: **NKTVET 2025/03/01** and placed in Bid Box at Central Office, not later than the closing date and time as advertised, at which hour the bids will be opened in public in the staff room, Ground Floor, at the mentioned address.
- 8.4. Nkangala TVET College reserves the right not to consider any bid not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part.

9. NOTICE TO BIDDERS

NB: Very Important Notice on Disqualification

9.1. A bid not complying with the peremptory stated hereunder will be regarded as not being an “Acceptable bid”, and as such will be rejected. (“Acceptable bid” means any bid which, in all respects, complies with conditions of bid and specifications as set out in the bid documents.

A Bid will be disqualified:

- 9.2. If any pages have been removed from the bid document, and have therefore not been submitted, or copy of the original bid document has been submitted.
- 9.3. If the bidder or director is restricted to do business with government, and/or the director is a state employee.
- 9.4. If the bidder is not tax compliant, based on tax laws of South Africa. If the bidder has been submitted either in the wrong bid box or after relevant closing date and time.
- 9.5. If the bidder did not submit documents as per clause 2.3 (compulsory returnable documents).
- 9.6. A bidder scores less than 70 percent on functionality as per clause 11.3. (Functionality).

10. SPECIAL CONDITION OF THE CONTRACT

10.1. CANCELLATION OF CONTRACT

- a) This contract may be terminated on written notice of thirty (30) days by either party.
- b) The Nkangala TVET College reserves the right, in the case of non-performance to terminate the agreement in terms of the same conditions as those mentioned in subparagraph (a) above.

10.2. STANDARD CONTRACT

A detailed contract will be signed by the award contractor and the Nkangala TVET College. A standard concept contract is attached to this document for Tenderers perusal.

10.3. DAMAGE AND TERMINATION

The College shall, in the following cases, have the right summarily and without recourse to law and without prejudice to the right of the College on hold the Contractor responsible for any damage suffered by the College as a result of breach of contract or neglect by the Contractor and to terminate the contract without any compensation to the Contractor, namely:

- 10.3.1. In the event of any breach of or failure by the Contractor to comply with any of the terms of this Contract.
- 10.3.2. In the event of an order being made for the sequestration of the Contractor’s estate, whether provisional or final, or in the event of an application being made for such order, or in the event of the Contractor making application for the surrender of his estate, or if the Contractor shall enter into, make or execute any deed or arrangements or other composition or arrangement with, or assignment for the benefit of his creditors, or purport so to do or if the Contractor being a company shall pass a resolution, or if the Court shall make an order, for the liquidation of such company.
- 10.3.3. In the event of the Contractor, or any person employed by him, paying or offering to pay any sum of money by way of commission or gratuity to any personnel or person in the employ of the College or giving or offering or endeavouring to give such personnel or other person any gift or consideration.

10.4. POWERS OF THE COLLEGE IN THE EVENT OF SERVICES BEING DEFECTIVE

In the event of the services rendered being defective in quality, it is agreed that either –

The Chief Executive Officer shall have the power to make good the deficiency in any manner he may deem fit and any excess costs to be incurred over the contract price, together with all charges and expenses attending the purchase, shall be recoverable from the Contractor; or

10.5. FAILURE TO DELIVER

In the event of the Contractor failing to render the services in terms of this Contract at the time and in the manner determined by the Contract it is agreed that the Contractor will pay to the College a sum not exceeding the actual damage suffered by the College.

The Chief Executive Officer shall determine the manner in which and the time when such payment of excess cost or damages shall be made and the decision of the Chief Executive Officer shall be final and binding in every case.

Notwithstanding the above, the Contractor shall not be held liable to the enforcement of the penalties stated in the contract for non-supply should such failure be due to VIS MAJOR, enemies of the Republic of South Africa, strikes, fires, dangers and accidents at sea and navigation, of whatever nature and kind.

10.6. CESSION, SUB-LEASE OR ASSIGNATION

The Contractor undertakes not to cede, sub-lease or assign this contract or any part or interest therein unless the College grants permission in writing and then only on such conditions as the College may approve.

10.7. ACCEPTANCE

10.7.1. The written acceptance of this tender shall constitute a contract binding on both parties.

10.7.2. This tender shall remain open for acceptance for a period of ninety (90) days from the date on which tenders are due (closing date of tenders) and during this period the tenderer shall not withdraw his tender or impair or derogate from its effect.

10.7.3. The College does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any portion thereof.

10.8. PRICE

Any price quoted shall be the total price and shall include cost of delivery.

10.9. PAYMENT

Payment will be made at the end of the month following the month in which the service rendered. The College may deduct any amount due to it by the Contractor under any of the provisions of this contract from any amount due to the contractor.

10.10. NO RIGHT TO CESSION

It is hereby specially undertaken and agreed that the Contractor shall not have the right to cede or assign any right and claim to any monies due or to become due under this agreement without the consent of the College first having been obtained. All monies payable in terms of this agreement shall be paid to the Contractor personally and to no other person.

10.11. VARIATIONS BY TENDERER

If the tenderer wishes to make any departures from or modifications to the Conditions of act or Specifications, or to qualify his tender in any way, he shall set out his proposals clearly on the prescribed form, which forms part of this agreement.

The College reserves the right to subdivide the contract and to accept tenders for any one or more items.

It must be stated clearly in the tender whether value added tax (VAT) is included or not.

10.12. ANNEXURES TO FORM PART OF CONTRACT

The Tenderer agrees that, on the acceptance of the tender by the College, all the Annexures shall be incorporated in and shall be deemed to form part of the Contract.

10.13. TERMINATION

The contract will terminate upon completion of all the duties specified in the contract; provided that the College may terminate the contract with 7 (seven) days' notice to the contractor should the performance of the contractor in the execution of its duties in terms of this contract be unsatisfactory in the opinion of the Chief Executive Officer of the College whose decision shall be final and binding on both parties.

11. CONDITIONS FOR SELECTION/SHORT-LISTING

11.1. Bids submitted will be adjudicated by Nkangala TVET College using 80/20 functionality scoring system that awards points in line with the guidelines of the Supply Chain Management covering the Following items.

11.2. Functionality will be evaluated as follows: Minimum points/score for functionality is 70 percent and any bidder that scores below 70 percent will be disqualified for further evaluation.

CRITERIA	WEIGHT
<p>1. Company Experience on supply, installation, leasing and delivery of photocopier machine, Proof required (signed and stamp reference letter supported by service level agreement (SLA) or appointment letter) NB: They must be on the company letterhead and have contact details not older than 15 years</p> <p>1.1 References: signed and stamp reference letter supported by service level agreement (SLA) or appointment letter from Public Sector or State Agencies</p> <ul style="list-style-type: none"> ▪ 07 References or more = 70 ▪ 06 References = 60 ▪ 05 References = 50 ▪ 04 References = 40 ▪ 03 References = 30 ▪ 02 References = 20 ▪ 01 Reference = 10 	<p>70</p>
<p>Qualified technicians – service providers must attach certified copy of certificates for technician for repairs and maintenance</p> <ul style="list-style-type: none"> • 3 Certified technicians (CV's and related qualifications) = 30 • 2 Certified technicians (CV's and related qualifications) = 20 • 1 Certified technician (CV's and related qualifications) = 10 	<p>30</p>
<p>Total</p>	<p>100</p>

FORMULA:

Allocated points X Total weight

100 = PERCENTAGE

Stage 2: Price and BBBEE Preference Points

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework act.

Price	80 points
Preference (BBBEE)	20 points
Total	100 points

FORFULA:

Allocated points X 100 = PERCENTAGE
Total weight

3.2 Stage 2: Price and BBBEE Preference Points

Nkangala TVET College encourages black economic empowerment through providing opportunities to historically disadvantaged individuals, by unfair discrimination on the basis of race, gender and disability including the implementation of programmers of the Reconstruction and Development Programmers published in Government Gazette No. 16085 dated 23 November 1994

POINTS AWARDED FOR SPECIFIC GOALS

Table 1: Allocation of points for B-BBEE status level of contributor and Specific goals for the tender, evaluation and points claimed are indicated per the table below.

(Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

The specific goals allocated points in terms of this tender.	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)
B-BBEE Status level of Contributor	5	10
1	5	10
2	4	9
3	3	8
4	2	7
5	1	6
6	1	4
7	1	2
8	1	1
Non-Compliant Contributor	0	0
SPECIFIC GOALS	5	10
Youth	5	10
People living with Disabilities	5	10
Women	4	7
Historically Disadvantaged persons	3	6

20.2. B-BBEE Certificates

NB: If your disability status on the CSD is “Yes”, you must provide proof of evidence from registered medical practitioner in order for points to be allocated accordingly.

12. SBD4 BIDDER’S DISCLOSURE

12.1. 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.

12.2. Bidder's declaration

12.2.1. 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**

12.2.2. 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	State

SBD4

12.3. Do you, or any person connected with the bidder, have a relationship the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise with any person who is employed by the procuring institution? **YES/NO**

12.3.1. If so, furnish particulars:.....

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

12.4.1. If so, furnish particulars:

12.5. 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:

- 12.5.1. I have read and I understand the contents of this disclosure;
- 12.5.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 12.5.3. 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 consortium¹ will not be construed as collusive bidding.
- 12.5.4. 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.
- 12.5.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 12.5.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 12.5.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

13. SBD 3.1

PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY	** (ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)?
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery basis

*YES/NO

*Delivery: Firm/not firm

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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