

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	007/2020	CLOSING DATE: 16 NOVEMBER 2020	CLOSING TIME:	11:00 AM	
DESCRIPTION	Appointment of the service provider for the provision of offsite storage for PPSA Nationally over a period of three (3) years				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
PPSA Head Office; 175 Lunnon Street,					
Hillcrest Office Park					
Hillcrest, Pretoria					
0083					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Nkele Nemusimbori		CONTACT PERSON	Busisiwe Biyela	
TELEPHONE NUMBER	012 366 7014		TELEPHONE NUMBER	012 366 7032	
FACSIMILE NUMBER	Not applicable		FACSIMILE NUMBER	Not applicable	
E-MAIL ADDRESS	nkelem@pprotect.org		E-MAIL ADDRESS	BusisiweB@pprotect.org	
<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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<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 THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS</b>					

Appointment of the service provider for the provision of offsite storage for PPSA Nationally over a period of three (3) years: PPSA 007/2020

SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

## PART B TERMS AND CONDITIONS FOR BIDDING

<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. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></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>

**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: .....

**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)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery basis .....

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.

\*Delete if not applicable

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:  
.....

2.2 Identity ..... Number:

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

2.4 Company ..... Registration ..... Number:

2.5 Tax ..... Reference ..... Number:

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –  
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.  
 .....  
 .....  
 .....

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

2.11.1 If so, furnish particulars:  
 .....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Reference Number</b>	<b>Tax</b>	<b>State Employee Number / Persal Number</b>

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#### 4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

May 2011

#### SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) level certificate issued by an authorized body or person; B-BBEE Status
  - 2) affidavit as prescribed by the B-BBEE Codes of Good Practice; A sworn
  - 3) requirement prescribed in terms of the B-BBEE Act; Any other



**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
Black people	√	√
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:..... of

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

SBD 8

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution’s supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION  
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE  
FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

—

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</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.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2



## **TERMS OF REFERENCE**

**TERMS OF REFERENCE FOR THE APPOINTMENT OF THE SERVICE PROVIDER  
FOR THE PROVISION OF OFFSITE STORAGE FOR PPSA NATIONALLY OVER A  
PERIOD OF THREE (3) YEARS**

**BID NUMBER: PPSA 007/2020/21**

**COMPULSORY BREIFING SESSION AT PPSA GROUND FLOOR CONFERENCE  
ROOM: PPSA HEAD OFFICE; 175 LUNNON STREET, HILLCREST OFFICE PARK,  
HILLCREST, PRETORIA, 0083**

**NONE ATTENDANCE OF COMPUSLORY BREIFING SESSION WILL DISQUALIFY  
THE BIDDER**

**CLOSING DATE AND TIME OF BID: 16 NOVEMBER 2020 AT 11:00 AM**

**BID VALIDITY PERIOD: 120 DAYS**

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## 1. INTRODUCTION

- 1.1 Public Protector South Africa (PPSA) is a Chapter 9 institution constituted under Section 182 of the Constitution of the Republic of South Africa, in which the PPSA has the power to:
- 1.1.1 Investigate any conduct in state affairs or in the public administration in any sphere of government that is alleged or suspected to be improper or that will result in impropriety or prejudice;
  - 1.1.2 Report on that conduct; and
  - 1.1.3 Take appropriate remedial action.
- 1.2 PPSA is independent and subject only to the Constitution and the law, always impartial and must exercise its powers and perform its functions without fear, favour or prejudice. PPSA is accountable to the National Assembly and must report on its activities and performance to the National Assembly at least once a year. PPSA has the power as regulated by the national legislation to investigate any conduct in state affairs, or in the public administration in any sphere of government that is alleged or suspected to be improper or to result in any impropriety or prejudice.
- 1.3 The Public Protector South Africa is committed to ensure a safe and secure document management services in line with the provisions of the National Archives Act, 43 of 1996.
- 1.4 The PPSA has a national footprint in nine (9) provincial offices and eight (8) regional offices with the corporate organogram consists of the following departments,
- a) Executive Authority
  - b) Investigations branches
  - c) Stakeholder Management and
  - d) Corporate services
- 1.5 These offices have documents which need to be stored in a safe and secure environment and to be retrieved when the need arises. The invitation to tender covers the services necessary to provide an offsite records storage facility to PPSA. The offsite records storage facility should have the capacity to collect, securely store and deliver files to and from any site occupied by the PPSA throughout South Africa.

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- 1.6 Document Management service providers are requested to submit their proposals for all PPSA offices as per scope of work.

## **2. BACKGROUND**

- 2.1 Records Management requirements in terms of the National Archives and Records Services Act 43 of 1996 obliges PPSA to have a process in place to ensure proper creation, maintenance, use and disposal of records to achieve efficient, transparent and accountable governance.
- 2.2 Due to the nature of PPSA's work, the demand for collection and storage requirements happens throughout the year.

## **3. OBJECTIVE OF THE BID**

- 3.1 The objective of this bid is to appoint offsite storage service provider/s to provide off-site storage facilities and retrieval services for PPSA in line with the provisions of the National Archives Act 43 of 1996 for a period of three (03) years.

## **4. SCOPE OF WORK**

- 4.1 The prospective bidder is expected to provide a comprehensive and reliable off-site storage facilities and retrieval services, comprising of the following:
- 4.1.1 A secure and safe archiving facility, which is suitable for the purpose and mitigate the risks associated with records storage;
  - 4.1.2 An acceptable and effective records management system to enable the tracking and retrieval of documents;
  - 4.1.3 Retrieval services for stored records at the off-site storage facility and delivery to PPSA offices;
  - 4.1.5 Provide a timeframe plan showing delivery and collection of records within 24 hours, emergency pickups and same day pickups or delivery of records.
  - 4.1.6 Provide a detail training plan on the system and how this training will be conducted.
  - 4.1.7 The winning bidder will be expected to provide PPSA with the electronic latest indexed file to assist with the new tender process towards the end of contract.
- 4.2 The provision of storage boxes and relevant tracking labels for the records to be transferred from PPSA offices to the off-site storage;

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- 4.3 The collection and removal (delivery/transportation) of records: files and or boxes from PPSA offices to the off-site storage, on as and when required basis /necessary;
- 4.4 Destruction and disposal services in accordance with PPSA Records Management Policy and National Archives Records Services requirements;
- 4.5 Currently PPSA has an offsite storage contract which will need to be relocated of existing records and files from the current off-site storage to the new off-site facility when contract expire on 31<sup>st</sup> July 2022; the number of boxes is 1725 D1 boxes indexed per file for easy retrieval.
- 4.6 Relocation of the existing records and files from PPSA's offices nationwide to off-site storage which still to be indexed are estimated as follows:
- 4.6.1 The number of files for Head Office is **25 000** files to be sent off-site storage to be archived;
- 4.6.2 The number of files for the Cape Town is **11 300** files to be sent off-site storage to be archived;
- 4.6.3 George is **2 600** to be sent off-site storage to be archived;
- 4.6.4 The number of files for the Durban is **6 000** to be sent off-site storage to be archived;
- 4.6.5 Pietermaritzburg is **2 620** to be sent off-site storage to be archived;
- 4.6.7 The number of files for the Bloemfontein is **18 400** to be sent off-site storage to be archived;
- 4.6.8 Phuthaditjhaba **533** files to be sent off-site storage to be archived;
- 4.6.9 The number of files for the Bhisho is **13 000** to be sent off-site storage to be archived;
- 4.6.10 Mthatha is **2 000** offices to be files to be sent off-site storage to be archived;
- 4.6.11 the number of files for the Nelspruit office is **5 700** for files to be sent off-site storage to be archived;
- 4.6.12 the number of files for Northwest Offices: Mafikeng is **16 552** to be sent off-site storage to be archived;
- 4.6.13 Rustenburg **1 907** to be sent off-site storage to be archived;
- 4.6.14 Klerksdorp **3 274** files to be sent off-site for storage to be archived.
- 4.6.15 The number of files for the Kimberley is **6 520** to be sent off-site storage to be archived;
- 4.6.16 Upington **2 500** files to be sent off-site storage to be archived;
- 4.6.17 The number of files for Polokwane is **7 500** to be sent off-site storage to be archived;
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archived

4.6.18 Musina is **400** to be sent off-site f files to be sent off-site storage to be archived.

4.6.19 The number of files for Gauteng Office is **18 500** to be sent off-site f files to be sent off-site storage to be archived.

- 5.1 All information pertaining to this service at the PPSA offices shall remain and kept for PPSA use only. The bidder will be requested to sign a declaration with the PPSA which will form part of the contract.
- 5.2 The PPSA information to be gathered by the appointed service provider during the contract period must be treated as confidential. In no event may PPSA proprietary and confidential information be copied or made available in any form whatsoever to anyone other than the recipient's authorized (PPSA presentative).
- 5.3 All materials / information gathered by the appointed service provider during the contract period will remain in possession of and the property of PPSA to be used as deemed appropriate, unless the Parties enter into a written agreement with alternative terms, signed by PPSA and the Bidder in which instance, both parties shall abide by the terms of such agreement.
- 5.4 The bidder must appoint a representative to manage the contract on their behalf and such appointee shall attend meetings with PPSA representatives as and when required at the PPSA premises. This representative must be able to make a decision on matters relating to the contract.

## **6 DISPOSAL AND DESTRUCTION SERVICES**

- 6.1 A process for destruction authorization will be agreed between PPSA and the appointed bidder. The bidder shall receive a written directive instruction from the PPSA Records Management to destroy any files under PPSA's supervision. The PPSA shall be solely responsible for the consequences of the destruction of files except in cases where the bidder was negligent and likewise be solely responsible for determining the date upon which files are destroyed.

## **7 RETRIEVAL**

The PPSA shall be entitled, at its sole discretion, to require retrieval of records to take place by way of:

- 7.1 Hand delivery of the requested files to their premises;
- 7.2 To do request of the file through the disc with index report before delivery.

Note: Records stored off-site must be loaded on the disc for retrieval requests.

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## **8 SYSTEM SETUP**

- 8.1 Display system to PPSA for records stored off-site which must be available for online and retrieval requests.
- 8.2 Exception reports.

## **9 COLLECTION AND DELIVERIES**

- 9.1 The retrieval services below apply to original file/s,
  - 9.1.1 PPSA will lodge requests before close of business;
  - 9.1.2 The document should be delivered by the prospective bidder next day during normal working hours;
  - 9.1.3 PPSA might require the documents on an urgent basis which should be delivered by the bidder on the same day within 4 hours;
  - 9.1.4 The bidder will collect the files/boxes from PPSA premises upon request by PPSA in writing and both parties to agree on the time lines for collecting the files/boxes;
  - 9.1.5 The bidder to ensure delivery / collection drivers are provided with tools of trade i.e. trolleys, stair-climbing trucks and an adequate number of staff is provided for the delivery / collection;
  - 9.1.6 Custody and care of records in transit – bidder responsibility for the records while in transit and a secure tracking system in operation when records are being transported;
  - 9.1.7 The bidder to return the files or boxes to PPSA as and when required by the PPSA;
  - 9.1.8 The bidder to provide stationery supplies e.g. D1 boxes, bar codes, order forms.

## **10 SPECIAL CONDITION OF TENDER**

- 10.1 The PPSA may, at its sole discretion award an assignment or any part thereof to the bidder;
- 10.2 The PPSA may at its own discretion vary an instruction to include more assignment;
- 10.3 The bidder may not cede or assign any part of its agreement with PPSA nor subcontract

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any part of the assignment assigned to them without the prior written authorization of the PPSA;

- 10.3.1 The bidder need to note that the number of files or boxes to be submitted by all PPSA offices mentioned herein might not be fixed as some files might be destroyed or disposed or added on a need basis;
- 10.3.2 The offsite storage facility should meet the National Archives and Records Services of South Africa requirements standards for off-site records storage facility and destruction of records;
- 10.3.3 Access to the off-site storage facility should be controlled in order to protect records against unauthorized access, loss, damage, destruction, theft and breach of confidentiality;
- 10.3.4 Any damage to the records and files due to unforeseen circumstances should be reported to PPSA immediately;
- 10.3.5 Boxes in which records are stored should be replaced when there is damage due to regular handling by the service provider.

## 11. EVALUATION CRITERIA (FUNCTIONALITY)

**The bid will be evaluated in four (4) phases as outlined below:**

**11.1 Phase1 evaluation :** Bidders must **ensure that they** complete and sign documents as indicated below, and the documents must be submitted as part of the bid document by the closing date and time:

11.1.1 Signed SBD 1: Invitation to Bid

11.1.2 Signed SBD 3.1: Firm prices

11.1.3 Signed SBD 4: Declaration of interest

11.1.4 Signed SBD 8: Declaration of bidder's past supply chain management practices

11.1.5 Signed SBD 9: Certificate of independent bid determination

11.1.6 Signed SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2017

11.1.7 Original or certified **valid** BBBEE certificate

**11.2 Phase 2 evaluation:** Below is mandatory required documents which must be submitted with the bid document and only bidders that have submitted all the documents will be evaluated for functionality. Non submission of all mandatory documents may disqualify the bidder:

11.2.1 A **Letter of good standing** from the office of the **Compensation Commissioner**

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11.2.2 A certified copy of the Compensation for Occupational Injuries and Diseases Act (COIDA) **registration certificate (submit valid certificate).**

11.2.3 Have valid Certificate and accreditation from

- National Archives of South Africa inspection certificate
- Fire Clearance Certificate,
- Fire Detection Installers Association
- Compliance certificate on Occupational Health and Safety Act and
- Automatic Sprinkler Inspection Bureau.
- Information Security Management systems

11.2.4 Proof of public liability (certified copy of insurance or a letter of intention for insurance)

11.2.5 The bidder must be registered on Central Supplier Database (CSD): The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number).

11.2.6 Attendance of compulsory briefing session (certificate of attendance to be submitted with the bid document)

**11.3 Phase 3 evaluation will be conducted in two phases namely: Functionality A and Functionality B:** Only bidder that have submitted all required mandatory documents as outlined in phase 2 will qualify for phase 3 (**Functionality A : evaluations**). Bidders will be assessed on their capability to provide the service. Only bidders that have scored **50 points** out of **80 points** on **Functionality A** as per evaluation criteria outlined below will be further evaluated for **Functionality B**.

<b>Value</b>	<b>Description</b>
5 – Excellent	Meets and exceed the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and should be adequate for stated element
2 – Average	Compliance to the requirements
1 – Poor	

Criteria	Weight 100/100	Sub-criteria
<b>Functionality A Evaluations (80/100)</b>		
<p><b>Company experience and number of contracts</b> in providing an off-site storage facilities and document management services.</p>	30/100	<ul style="list-style-type: none"> <li data-bbox="751 268 1513 403">• Bidder with more than 5 years' experience in providing offsite storage facilities and document management services <span style="float: right;"><b>= 5</b></span></li>   <li data-bbox="751 504 1513 705">• Bidder with more than 4 to 5 years' experience in providing offsite storage facilities and document management services <span style="float: right;"><b>= 4</b></span></li>   <li data-bbox="751 728 1513 929">• Bidder with more than 3 to 4 years' experience in providing offsite storage facilities and document management services <span style="float: right;"><b>= 3</b></span></li>   <li data-bbox="751 1008 1513 1209">• Bidder with more than 2 to 3 years' experience in providing offsite storage facilities and document management services <span style="float: right;"><b>= 2</b></span></li>   <li data-bbox="751 1232 1513 1433">• Bidder with 1 – 2 years' experience in providing offsite storage facilities and document management services <span style="float: right;"><b>= 1</b></span></li> </ul>
<p><b>Company experience:</b> Number of signed reference letters on company letterhead submitted</p>	30/100	<ul style="list-style-type: none"> <li data-bbox="751 1456 1513 1713">• Bidder submitted five (5) or more signed reference letters from client where offsite storage facilities and document management services were successfully provided <span style="float: right;"><b>= 5</b></span></li>   <li data-bbox="751 1792 1513 1937">• Bidder submitted four (4) signed reference letter from client where offsite storage facilities and document management services were successfully</li> </ul>

		<p>provided</p> <p style="text-align: right;"><b>= 4</b></p> <ul style="list-style-type: none"> <li>• Bidder submitted three (3) signed reference letter from client where offsite storage facilities and document management services were successfully provided = 3</li> <li>• Bidder submitted two (2) signed reference letter from client where offsite storage facilities and document management services were successfully provided = 2</li> <li>• Bidder submitted one (1) signed reference letter from client where offsite storage facilities and document management services was successfully provided = 1</li> </ul>
<p>Bidders to submit detailed <b>roll out project plan</b> with proper timelines, milestones and the methodology on how the project will be implemented.</p> <p><b>(NB: If the bidder is awarded more than one office the implementation period must run concurrently)</b></p>	<p>20/100</p>	<ul style="list-style-type: none"> <li>• Bidders ability to implement the project in the offices allocated to them in less than two (2) months from the date of receipt of an official order = 5</li> <li>• Bidders ability to implement the project in the offices allocated to them within two (2) months from the date of receipt of an official order = 3</li> <li>• Bidders ability to implement the project in the offices allocated to them in more than (2) months from the date of receipt of an official order = 1</li> </ul>
<p><b>Functionality B (20/100)</b></p> <p>Site inspection will be conducted on all <b>bidders that scored 50 points and above out of 80 points</b>. The Evaluation team will visit the nearest one site of bidder's client to assess and confirm the</p>		

Information as outlines below. The qualified bidders will then be scored based on the verification/assessment done during the due diligence. Only bidders that have scored 65 points out of 100 points (combinations of the scores of **Functionality A + Functionality B**) will be further evaluated for **Phase 4 evaluations: Pricing and BBEE.**

<p>Site inspection: The evaluation team will visit one of the nearest bidder's client site</p>	<p>20/100</p>	<p>The following information will be verified during the due diligence:</p> <ul style="list-style-type: none"> <li>(1) Availability of System used needs to show how exceptional reports are generated and the approval route of the electronic system</li> <li>(2) A timeframe plan showing delivery and collection of records within 24 hours, emergency pickups and same day pickups or delivery of records</li> <li>(3) Bidder has strictly controlled access to records and the mechanism put in place</li> <li>(4) The security safety of the offsite storage facility: installed alarm system / CCTV cameras at the warehouse</li> <li>(5) Offsite storage facility fitted with fire detectors in storage vaults</li> </ul> <ul style="list-style-type: none"> <li>• If the bidder's client site complies with all of the above five (5) requirements = 5</li> <li>• If the bidder's client site complies with at least four (4) of the above requirements = 4</li> <li>• If the bidder's client site complies with at least three (3) of the above requirements = 3</li> <li>• If the bidder's client site complies with at least two (2) of the above requirements = 2</li> <li>• If the bidder's client site complies with at least one (1) of the above requirements = 1</li> </ul>
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		<ul style="list-style-type: none"><li>• If the bidder's client site does not comply with any one of the above requirements</li></ul>	<b>= 0</b>
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**11.4 Phase 4 evaluation:** Only bidders that qualified through the functionality evaluations (scored at least **65 points** and above on combined Functionality A + Functionality B scores) will further be evaluated for **Pricing and BBEE:** Price (80/100) and BBEE (20/100)

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## 12. PRICING AND BBEE

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to BBEE	20/100	Points will be awarded to bidders according to their BBEE status level of contributor as indicated in the BBEE accreditation certification as indicated below:
BBEE LEVELS		SCORES
Level 1		20
Level 2		18
Level 3		16
Level 4		12
Level 5		8
Level 6		6
Level 7		4
Level 8		2
Non- compliant Contributor		0

- 12.1 The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 12.2 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act no. 69 of 1984)) or an accredited verification agency will be considered for preference points.
- 12.3 Failure on the part of the bidder to comply with paragraphs 12.2 and 12.3 above will be deemed that preference points for B-BBEE status level of contribution are not claimed.
- 12.4 The points scored will be rounded off to the nearest 2 decimals.
- 12.5 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.

12.7 However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest for functionality.

12.8 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

**13. DELIVERY ADDRESS: BIDDERS ARE ALLOWED TO BID FOR ONE OR MORE SITES**

Office		Office Physical address	Estimated number of files
1	Head Office	189 Lunnon Road Hillcrest Office Park Hatfield 0083	25 000
2	Cape Town (PR)	4 <sup>th</sup> Floor 51 Wale str/Bree str Cape Town	11 300
3	George (RO)	1 <sup>st</sup> Floor South Wing Bataleur Park Cnr Cathedral & Cradock Str George, 6259	2 600
4	Durban (PO)	22ND Floor Suite 2114 Commercial City Building Durban	6 000
5	Pietermaritzburg (RO)	Assupol Building, 1 <sup>st</sup> Floor 221 Pietermaritzburg	2 620
6	Bloemfontein (PO)	169A Engen House Nelson Mandela Drive Bloemfontein	18 400
7	Phuthaditjhaba(RO)	Mampoi Street Shop No 1 Naledi Mall	533
8	Bisho (PO)	Unathi House Independent Avenue, Bisho Behind Pick 'n Pay	13 000
9	Mthatha	No. 6 Knorf Street Fortgate Mthatha	2 000
10	Nelspruit (PO)	Pinnacle Building Suite 101 1 Parking Street, Nelspruit	5 700
11	Mafikeng (PO)	Public Protector' Chambers Cnr Martin & Robinson Street Mafikeng	16 522

12	Rustenburg (RO)	Suit No 12 Old SARS Building 135 Klopper Street	1 907
13	Klerksdorp (RO)	8 <sup>th</sup> Floor, P C Pelsers BLD Cnr. Anderson & Voortrekker Road Klerksdorp, 2571	3 724
14	Kimberley (PR)	48 Sydney Street Dean Snyder Building E-Wing 2 Kimberley 8301	6 520
15	Upington (RO)	Umbra Building 55-59 Mark Street Upington 8800	2 500
16	Polokwane (PO)	18 Landros Mare Street Polokwane 0700	7 500
17	Musina (RO)	Vijays Centre 1 Hans Van Der Merwe Ave. Musina Extension 1, 0900	400
18	Johannesburg (PO)	26 Ameshoff Street Second Floor Mine Workers Provident Fund Building, Braamfontein	18 500

## PRICING SCHEDULE

OFF-SITE STORAGE FACILITIES BID: PUBLIC PROTECTOR SOUTH AFRICA **BIDDERS ARE ALLOWED TO BID FOR ONE OR MORE SITES**

## 13.1 HEAD OFFICE

## 13.1.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	25000 files	R	R
Initial registration/ indexing	25000 files	R	R
Barcoding and labelling	25000 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			R

## 13.1.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				R

<b>VAT included in the above</b>	
<b>Total three (3) years storage cost</b>	

### 13.1.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1 Rate per incident plus travel cost	Year 2 Rate per incident plus travel cost	Year 3 Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

## 13.2 CAPE TOWN

### 13.2.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	11300 files	R	R
Initial registration/ indexing	11300 files	R	R
Barcoding and labelling	11300 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

### 13.2.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

### 13.2.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1	Year 2	Year 3
	Rate per incident plus travel cost	Rate per incident plus travel cost	Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

### 13.3 GEORGE

#### 13.3.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	2600 files	R	R
Initial registration/ indexing	2600 files	R	R
Barcoding and labelling	2600 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

## 13.3.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

## 13.3.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1 Rate per incident plus travel cost	Year 2 Rate per incident plus travel cost	Year 3 Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

## 13.4 DURBAN

## 13.4.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	6000 files	R	R
Initial registration/ indexing	6000 files	R	R
Barcoding and labelling	6000 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

## 13.4.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

### 13.4.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1	Year 2	Year 3
	Rate per incident plus travel cost	Rate per incident plus travel cost	Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

### 13.5 PIETERMARITZBURG

#### 13.5.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	2620 files	R	R
Initial registration/ indexing	2620 files	R	R
Barcoding and labelling	2620 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

## 13.5.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

## 13.5.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1 Rate per incident plus travel cost	Year 2 Rate per incident plus travel cost	Year 3 Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

## 13.6 BLOEMFONTEIN

## 13.6.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	18400 files	R	R
Initial registration/ indexing	18400 files	R	R
Barcoding and labelling	18400 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			R

## 13.6.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				R
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

## 13.6.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1	Year 2	Year 3
	Rate per incident plus travel cost	Rate per incident plus travel cost	Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

## 13.7 PHUTHADITJABA

## 13.7.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	533 files	R	R
Initial registration/ indexing	533 files	R	R
Barcoding and labelling	533 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			R

## 13.7.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

## 13.7.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1	Year 2	Year 3
	Rate per incident plus travel cost	Rate per incident plus travel cost	Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

## 13.8 BISHO

## 13.8.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	13000 files	R	R
Initial registration/ indexing	13000 files	R	R
Barcoding and labelling	13000 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			R

## 13.8.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				R
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

### 13.8.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1 Rate per incident plus travel cost	Year 2 Rate per incident plus travel cost	Year 3 Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

### 13.9 NELSPRUIT

#### 13.9.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	5700 files	R	R
Initial registration/ indexing	5700 files	R	R
Barcoding and labelling	5700 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			R

**13.9.2 Storage costs**

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

**13.9.3 Retrieval cost**

Retrieval cost	Bidder Name		
	Year 1 Rate per incident plus travel cost	Year 2 Rate per incident plus travel cost	Year 3 Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

### 13.10 MTHATHA

#### 13.10.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	2000 files	R	R
Initial registration/ indexing	2000 files	R	R
Barcoding and labelling	2000 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

#### 13.10.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

### 13.10.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1	Year 2	Year 3
	Rate per incident plus travel cost	Rate per incident plus travel cost	Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

### 13.11 MAFIKENG

#### 13.11.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	16 522 files	R	R
Initial registration/ indexing	16522 files	R	R
Barcoding and labelling	16522 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

## 13.11.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

## 13.11.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1 Rate per incident plus travel cost	Year 2 Rate per incident plus travel cost	Year 3 Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

## 13.12 RUSTENBURG

## 13.12.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	1907 files	R	R
Initial registration/ indexing	1907 files	R	R
Barcoding and labelling	1907 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

## 13.12.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

### 13.12.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1	Year 2	Year 3
	Rate per incident plus travel cost	Rate per incident plus travel cost	Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

### 13.13 KLERKSDORP

#### 13.13.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	3724 files	R	R
Initial registration/ indexing	3724 files	R	R
Barcoding and labelling	3724 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

**13.13.2 Storage costs**

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

**13.13.3 Retrieval cost**

Retrieval cost	Bidder Name		
	Year 1 Rate per incident plus travel cost	Year 2 Rate per incident plus travel cost	Year 3 Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

## 13.14 KIMBERLEY

## 13.14.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	6520 files	R	R
Initial registration/ indexing	6520 files	R	R
Barcoding and labelling	6520 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

## 13.14.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

### 13.14.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1	Year 2	Year 3
	Rate per incident plus travel cost	Rate per incident plus travel cost	Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

### 13.15 UPINGTON

#### 13.15.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	2500 files	R	R
Initial registration/ indexing	2500 files	R	R
Barcoding and labelling	2500 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			R

**13.15.2 Storage costs**

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

**13.15.3 Retrieval cost**

Retrieval cost	Bidder Name		
	Year 1 Rate per incident plus travel cost	Year 2 Rate per incident plus travel cost	Year 3 Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

## 13.16 POLOKWANE

## 13.16.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	7500 files	R	R
Initial registration/ indexing	7500 files	R	R
Barcoding and labelling	7500 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

## 13.16.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

### 13.16.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1	Year 2	Year 3
	Rate per incident plus travel cost	Rate per incident plus travel cost	Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

### 13.17 MUSINA

#### 13.17.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	400 files	R	R
Initial registration/ indexing	400 files	R	R
Barcoding and labelling	400 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			R

## 13.17.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

## 13.17.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1 Rate per incident plus travel cost	Year 2 Rate per incident plus travel cost	Year 3 Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

## 13.18 GAUTENG

## 13.18.1 Initial costs

Description	Bidder Name		
	Quantity	Unit VAT Inclusive	Total
	Initial cost		
Initial transportation costs from PPSA office <b>(once off cost)</b>	11300 files	R	R
Initial registration/ indexing	11300 files	R	R
Barcoding and labelling	11300 files	R	R
Any other cost (bidder to indicate)		R	R
<b>Total</b>			<b>R</b>

## 13.18.2 Storage costs

Description	Bidder Name			
	Quantity	Unit cost per box	Monthly rental	Annual cost
Year 1: Storage cost				
Year 2: Storage cost				
Year 3: Storage cost				
<b>Total storage cost including VAT</b>				<b>R</b>
<b>VAT included in the above</b>				
<b>Total three (3) years storage cost</b>				

## 13.18.3 Retrieval cost

Retrieval cost	Bidder Name		
	Year 1 Rate per incident plus travel cost	Year 2 Rate per incident plus travel cost	Year 3 Rate per incident plus travel cost
Unit cost for retrieval of a file	R	R	R
Unit cost for retrieval of a box	R	R	R
<b>Unit cost per box</b>			
Provision of D1 Boxes	R	R	R

**Total Cost over 3 years (Including 15% VAT and escalations) in words:**

.....

**NB:** The Bidder warrants by signing below that the pricing quoted above is free of any errors or omissions and that he/she is able to deliver the contract on the prices quoted.

**BIDDERS TO TRANSFER THE TOTAL ESTIMATED PROJECT COST TO SBD 3.1**

## **PART B: CONDITIONS OF BID**

## 14. Company profile

14.1 Bidders must furnish the following information clearly indicated per annexure regarding their company as part of the bid. Where not applicable, it must clearly be indicated as such:

14.1.1 Personnel complement, divided into -

14.1.1.1 Management personnel;

14.1.1.2 Supervisors; and

14.1.1.3 Workers. Full time: ..... Part time: .....

14.1.2 Composition in terms of shareholding

14.1.3 Address of Head Office.

14.1.4 Addresses of regional offices/branches

14.1.5 Bidders to indicate date from when the company commenced its operations.

14.1.6 Bidders to provide the details of completed contracts for the provision of off-site storage facilities and the rendering of document management services including the signed reference letters / contracts which were successfully completed within the past five (5) years, e.g. names of clients, contract period and value, and the names and telephone numbers of the persons with who contact can be made for reference purposes.

14.1.7 Bidders to indicate their company financial position i.e. annual turnover.

14.1.8 Bidders to submit the names, postal address and telephone number(s) of banker(s) and the name of the contact person where financial enquiries may be answered.

14.1.9 Bidders to submit the name, address and telephone number of auditor(s) and the name of the contact person where financial enquiries may be answered.

14.1.10 Bidders to indicate the name, identity numbers and street addresses of all partners must be indicated where persons, who are a partnership or a company / Joint Ventures / Consortium comprising a partnership, tender.

## 15. Other bid requirements

- 15.1 The PPSA reserves the right to disqualify any bidder which does not comply with any one or more of the required information as indicated below:
- 15.1.1 If the bidder/s submit their bids without all the data and information requested.
  - 15.1.2 Proposal that did not submit mandatory documents stipulated in the RFP document;
  - 15.1.3 Proposal that fails to comply with the specification.
  - 15.1.4 Proposal that contains any information that is found to be incorrect or misleading in anyway or Bidders who submit information that is fraudulent, factually untrue or inaccurate information.
  - 15.1.5 Bidders who submit incomplete information and documentation according to the requirements of this RFP document;
  - 15.1.6 Bidders who receive information not available to other potential bidders through fraudulent means;
  - 15.1.7 Bidders must take into consideration that it is the responsibility and accountability for the provision of off-site storage facilities and rendering of document management services will remain with the successful Bidder/s.
  - 15.1.8 Bidders to submit their delivery methodology indicating how the entire contract will be handled over the three (3) year period.

## 16. PPSA reserve the rights:

- 16.1.1 Not to award or cancel this bid at any time
- 16.1.2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
- 16.1.3 To award in part or in full.
- 16.1.4 To award this bid to one or more bidders.
- 16.1.5 To negotiate prices of items that are contracted and should these items be available at a competitive price than the contracted price, PPSA will request the current bidder to reduce their price to be inline failing which; these will be purchase out of contract.
- 16.1.5 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders have been notified of their status as such.
- 16.1.6 To carry out explanatory meetings in order to verify the nature and quality of the services bided for, whether before or after adjudication of the bid at bidder's corporate offices and / or at client

sites if so required.

16.1.7 To award the contract to a Bidder whose bid was not the lowest in price.

16.1.8 To award the bid to a Bidder who is not the highest scoring Bidder.

16.1.9 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.

16.1.10 The PPSA is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the PPSA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the PPSA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

16.1.11 The PPSA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the PPSA.

16.1.12 The PPSA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response.

16.1.13 The bidder hereby gives consent to the PPSA to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members

16.2 No attempt may be made, whether directly or indirectly, to canvass any member of PPSA employees before the award of the contract.

16.3 Any enquiries must be referred, in writing, to the specified persons.

## **17. Undertakings by the Bidder**

17.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the PPSA on the terms and conditions and in accordance with the specifications stipulated in this RFP document.

17.2 The bidder shall prepare for a possible presentation should PPSA require such and the bidder shall be notified before the actual presentation date. Such presentation may include a practical demonstration of services as called for in this RFP.

17.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the PPSA during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.

17.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the

work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 17.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with PPSA, as the principal(s) liable for the due fulfilment of such contract.
- 17.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become PPSA property unless otherwise stated by the bidder/s at the time of submission.

## **18. Previous experience**

18.1 Bidders must submit written and signed reference letter/s from current or previous client/s where the off-site storage facilities and the rendering of document management services were successfully provided. Provide signed reference letters that indicates the following:

- 18.1.1 Value of the project,
- 18.1.2 Contract period and
- 18.1.3 The industry/sector where the contract was carried out.
- 18.1.4 The size of the building where the services were provided.

18.2 Due diligence may be conducted to verify all information that has been provided on the shortlisted bidders.

## **19. Contract requirements**

### **19.1 Contract period**

The start date of the project implementation will be confirmed with the successful bidder upon contract negotiations. The initiative is based on deliverables. The provision of off-site storage facilities and the rendering of document management services for a period is three (3) years subject to annual review of service provider's performance.

### **19.2 General terms and conditions of contract**

Bidders must complete the attached the General Terms and Conditions of the contract.

## **20. Price basis**

- 20.1 Bidders shall take into account that PPSA's total requirements will be allocated to one bidder.
- 20.2 Bidders shall quote prices in South African Rand and Value Added Tax shall be included.
- 20.2.1 For PPSA to be in a position to facilitate the evaluation of bids and the administration of the contract it is required that bidders must provide pricing including escalation for a period of three (3) years.
- 20.3 Bidders shall quote on the basis indicated in the Pricing Schedule.
- 20.4 Prices tendered for must be inclusive of all required deliverables as per specification.
- 20.5 PPSA requires an all-inclusive and fully transparent cost structure.
- 20.6 Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
- 20.7 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the duration of the contract.
- 20.8 Bidders must warrant to PPSA and indicate that the pricing quoted is free of any errors or omissions and that the Bidder is able to deliver the contract on the prices quoted.

## **21. Payment terms**

- 21.1 The standard 30 day payment period will apply on the payment of all invoices from receipt of valid invoice.

## **22. Tax clearance certificate**

- 22.1 Government is committed to reducing supply chain related fraud and ensuring that persons conducting business with the State are not afforded any scope to abuse the supply chain management system.
- 22.2 It is therefore essential to ensure that persons conducting business with the State are tax compliant when participating in tenders or other bidding processes. On 18 April 2016, the South African Revenue Service (SARS) introduced an enhanced TCS system aimed at improving compliance and making it easier for taxpayers to manage their tax affairs.
- 22.3 Implementation of the tax compliance status system
  - 22.3.1 In order to comply with the new TCS system and the condition of bids that a successful bidder's tax matters must be in order, Accounting Officers and accounting authorities of all PFMA complaint institutions must:
    - 22.3.1.1 Designated officials, preferably from Supply Chain Management Unit, whose function will be to verify the tax compliance status of a bidder on the South African Revenue

Services' Tax compliance status system housed on eFiling.

- 22.3.1.2 Utilise the SBD1 issued by National Treasury when inviting bids,
- 22.3.1.3 As a bid condition, accounting officer or accounting authorities must request bidders to register on Government's Central Supplier Database and to include in their bid their Master Registration Number (Supplier Number) in order to enable the institution to verify the supplier's tax status on the Central Supplier Database.
- 22.4 The CSD and tax compliance status PIN are the approved methods to be used to prove tax compliance as the South African Revenue Services (SARS) no longer issues Tax Clearance Certificates but has made provision online, via e-Filing, for bidders to print their own Tax Clearance Certificates which they can submit with their bids or price quotations.
- 22.5 Accounting Officers are therefore required to accept printed or copies of Tax Clearance Certificates submitted by bidders and verify their authenticity on e-Filing. The verification result will be filed for audit purposes.
- 22.6 Where a bidder does not submit a tax compliance status PIN but provides a Central Supplier Database (CSD) number, the accounting officer and accounting authority must utilise the CSD number via its website [www.csd.gov.za](http://www.csd.gov.za) to access the supplier records and to verify the bidder's tax compliance status. A printed screen view at the time of verification should then be attached to the supplier's records for audit purposes.

## **23. Counter Conditions**

Bidder's attention is drawn to the fact that amendments to any of this condition of bid by bidders may result in the invalidation of the bids.

## **24. Fronting**

- 24.1 The PPSA support the Broad Black Based Economic Empowerment and recognizes that the real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Based on the above (PPSA) condemns any form of fronting.
- 24.2 The PPSA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry /investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the

bid/contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years. The matter may be reported to the National Prosecuting Authority (NPA) for criminal investigation and charges in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

## **25. Promotion of Emerging Black owned bidders**

25.1 It is the PPSA's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

## **26. Supplier Performance Management**

- 26.1. Supplier Performance Management is viewed by the PPSA as a critical component in ensuring value for money acquisition and good supplier relations between the PPSA and all its suppliers.
- 26.2. The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the PPSA, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to PPSA's business.
- 26.3. Successful bidders will be required to comply with the above-mentioned conditions, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of these conditions.

## **27. Supplier Development**

27.1. The PPSA promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or designated group which are at least 51% owned by:

27.1.1 black people

27.1.2 black people who are youth

27.1.3 black people who are women

27.1.4 black people that formed a cooperative (primary, secondary or tertiary cooperative) or

27.1.5 black people living in rural areas or underdeveloped area or township.

## **28. Screening**

28.1 Acceptance of this bid may be subject to the condition that the successful bidder must be cleared by the appropriate authorities to render the service within the organ of the state.

## **29. PPSA requires bidder(s) to declare**

In the Bidder's Technical response, Bidder(s) are required to declare the following:

29.1 Confirm that the bidder(s) is to: –

29.1.1 Act honestly, fairly, and with due skill, care and diligence, in the interests of PPSA;

29.1.2 Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;

29.1.3 Act with circumspection and treat PPSA fairly in a situation of conflicting interests;

29.1.4 Comply with all applicable statutory or common law requirements applicable to the conduct of business;

29.1.5 Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with PPSA;

29.1.6 Avoidance of fraudulent and misleading advertising, canvassing and marketing;

29.1.7 To conduct their business activities with transparency and consistently uphold the interests and needs of PPSA as a client before any other consideration; and

29.1.8 To ensure that any information acquired by the bidder(s) from PPSA will not be used or disclosed unless the written consent of the client has been obtained to do so.

## **30. Conflict of interest, corruption and fraud**

30.1 PPSA reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of PPSA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- 30.1.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- 30.1.2 Seeks any assistance, other than assistance officially provided by PPSA, from any employee, advisor or other representative of PPSA in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to PPSA;
- 30.1.3 Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of PPSA's officers, directors, employees, advisors or other representatives;
- 30.1.4 Makes or offers any gift, gratuity, anything of any value or other inducement, to any PPSA's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to PPSA;
- 30.1.5 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to PPSA;
- 30.1.6 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to PPSA;
- 30.1.7 Has in the past engaged in any matter referred to above; or
- 30.1.8 Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

### **31. Misrepresentation**

- 31.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that PPSA relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 31.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by PPSA against the bidder notwithstanding the conclusion of the Service Level Agreement between PPSA and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded

between the parties, the Service Level Agreement will prevail.

### **32. Preparation costs**

32.1 The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing PPSA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

### **33. Indemnity**

33.1 If a bidder breaches the conditions of this bid and, as a result of that breach, PPSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds PPSA harmless from any and all such costs which PPSA may incur and for any damages or losses PPSA may suffer.

### **34. Precedence**

34.1 This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

### **35. Limitation of liability**

35.1 A bidder participates in this bid process entirely at its own risk and cost. PPSA shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

### **36. Tender defaulters and restricted suppliers**

36.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. PPSA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been listed as defaulted with National Treasury by another government institution.

### **37. Governing Law**

37.1 South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

### **38. Responsibility for sub-contractors and bidder's personnel**

38.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that PPSA allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and PPSA will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

### **39. Confidentiality**

39.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with PPSA's examination and evaluation of a Tender.

39.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by PPSA remain proprietary to PPSA and must be promptly returned to PPSA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

39.3 Throughout this bid process and thereafter, bidder(s) must secure PPSA's written approval prior to the release of any information that pertains to (a) the potential work or activities to which this bid relates; or (b) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

### **40. Proposal documents**

40.1 No bids submitted by Facsimile, telegram, email will be considered. It is the bidder's sole responsibility to ensure that the complete bid has been received by the Closing Date and Time. Giving the bid to a courier prior to the Closing Date without actual receipt by PPSA before the Closing Date and Time will not excuse the late delivery of a bid.

40.2 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that

documents are placed / deposited into the bid box. **The PPSA will not be held responsible for any delays where bid documents are handed to the PPSA Receptionist.**

40.3. Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the PPSA's policy not to consider late bids for tender evaluation.**

40.4 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.

40.4.1 Proposals must be compiled in the following manner:

40.4.1.1 One (1) original proposal (marked 'original') must be submitted and should not be retyped and one electronic copies (on CD)

40.4.1.2 Two (2) copies of the proposal (marked 'copy') must be submitted;

40.4.1.3 All Annexures, company profiles, CV's, etc., shall form part of the '**ORIGINAL**' as well as the '**COPY**' proposals.

40.4.2 All proposals must be delivered **sealed**. The following information shall appear on the outside of the sealed proposal be placed in the bid box at the Main Reception area at, 189 Lunnon Street, Hillcrest Office Park, Hillcrest, Pretoria:

40.4.3 Name of bidder;

40.4.4 Description of proposal;

40.4.5 Bid / tender number;

40.4.6 Closing date and time;

40.4.7 The name and address of the Bidder must be written on the front or back side of the proposal/envelope.

40.5 Bids submitted by bidders which are, or are comprised companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.

40.6 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by PPSA in regard to anything arising from the fact that pages of a bid are missing or duplicated.

#### **41. Consultation prior to submission of the bid documents**

Bidders shall consult, **in writing**, with the PPSA's officials indicated below should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. PPSA undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Location	Contact Details
Nkele Nemusimbori / Busisiwe Biyela	Public Protector South Africa 189 Lunnon Street Hillcrest Office Park Pretoria	Tel: 012 366 7014 / 7032 Email: <a href="mailto:nkelen@pprotect.org">nkelen@pprotect.org</a>  <a href="mailto:busisweb@pprotect.org">busisweb@pprotect.org</a>

## 42. Clarifications and communication

- 42.1 Bidders are encouraged to submit clarification questions in writing to Public Protector South Africa (PPSA) officials mentioned above not later than **11H00 on the 31 October 2020**. No further questions will be entertained after this period.
- 42.2 The PPSA will respond in writing to queries and distribute to all bidders who attended the briefing session after receipt of questions.
- 42.3 The PPSA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the PPSA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.
- 42.4 Oral communication or instruction by PPSA or its representative shall have no standing in this bid unless and until they have been confirmed in writing.
- 42.5 PPSA accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this bid.
- 42.6 Whilst all due care has been taken in connection with the preparation of this bid, PPSA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. PPSA, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.
- 42.7 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by PPSA (other than minor clerical matters), the Bidder(s) must promptly notify PPSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford PPSA an opportunity to consider what corrective action is necessary (if any).
- 42.8 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by PPSA will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 42.9 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the

purpose of developing a proposal in response to this Bid.

**43. BIDDER DECLARATION**

The bidder hereby declares the following:

We confirm that \_\_\_\_\_ (Bidder's Name) will:

- a. Provision of off-site storage facilities and the rendering of document management services to all PPSA offices on request.
- b. Act honestly, fairly, and with due skill, care and diligence, in the interests of the PPSA;
- c. Employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- d. Act with circumspection and treat PPSA fairly in a situation of conflicting interests;
- e. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- f. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with PPSA;
- g. Avoid fraudulent and misleading advertising, canvassing and marketing;
- h. Conduct business activities with transparency and consistently uphold the interests and needs of PPSA as a client before any other consideration; and
- i. Ensure that any information acquired by the bidder(s) from PPSA will not be used or disclosed unless the written consent of the client has been obtained to do so.

Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Signatory:

\_\_\_\_\_ Designation \_\_\_\_\_

FOR AND ON BEHALF OF

\_\_\_\_\_

**CONTENTS OF THIS DOCUMENT IS NOTED: .....  
SERVICE PROVIDERS INITIALS / SIGNATURE Important: Failure to complete/sign/initial this document in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!**

# VERIFICATION DOCUMENT

Required documentation to be attached to the cover pages as indicated below.

To assist bidders to check that all required documents are included in the file.

ID	RETURNABLE DOCUMENTS	YES
1.	Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)	
1.	Invitation to bid (SBD1)	
2.	Special Bid Conditions	
3.	Specification	
4.	General Conditions of Contract	
5.	Valid Tax Clearance Certificate (SBD 2)	
6.	Pricing Schedule Firm Price (SBD 3.1)	
7.	Detailed Pricing Schedule	
8.	Declaration of Interest (SBD 4)	
9.	Preferential Points Claim Form (SBD 6.1)	
10.	Declaration Certificate for Local Production Content (SBD 6.2)	<b>Not applicable</b>
11.	Declaration of bidders past SCM Practices (SBD 8)	
12.	Certificate of Independent bid determination (SBD 9)	
13.	BBBEE Documents (Only If Bidders want to claim preferential points of 20 %,( Status Level Verification Certificate)	
14.	<b>Copy of Board Resolutions, duly certified</b>	
15.	Company Registration Documents	
16.	Signed JV / Consortium Agreement	<b>If applicable</b>
17.	Company Profile (Not more than 3 pages)	
18.	Complex Group Structure (if applicable)	
19.	Employment Equity Approved Plan	
20.	List of shareholders on company letterhead	
21.	Share Certificates	
22.	Identity Documents of Shareholders	
23.	List of directors on company letterhead	
24.	List of beneficiaries in the case of a Trust (full names, not initials)	
25.	Latest audited Financial Statements	
<b>26.</b>	<b>Mandatory documents</b>	
<b>26.1</b>	<b>A Letter of good standing from the office of the Compensation Commissioner</b>	
<b>26.2</b>	<b>A certified copy of the Compensation for Occupational Injuries and Diseases Act (COIDA) registration certificate (submit valid certificate).</b>	

26.3	<p>Have valid Certificate and accreditation from</p> <ul style="list-style-type: none"> <li>• National Archives of South Africa inspection certificate</li> <li>• Fire Clearance Certificate,</li> <li>• Fire Detection Installers Association</li> <li>• Compliance certificate on Occupational Health and Safety Act and</li> <li>• Automatic Sprinkler Inspection Bureau.</li> <li>• Information Security Management systems</li> </ul>	
26.4	<p>Proof of public liability (certified copy of insurance or a letter of intention for insurance)</p>	
26.5	<p>The bidder must be registered on Central Supplier Database (CSD): The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number).</p>	
26.6	<p>Attendance of compulsory briefing session (certificate of attendance to be submitted with the bid document)</p>	

# Invitation to bid (SBD1)

Attach the required documents to and immediately after this cover page and return with proposal documentation

# Specification and conditions of bid

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

# General Conditions of Contract

Attach the required documents to and immediately after this cover page and return with proposal documentation

# Tax Clearance certificate

1. Bidders to attach a valid tax clearance certificate / SARS pin to and immediately after this page.
2. If bidding company is a JV or Consortium then valid Tax Clearance Certificate for all the parties must be submitted with the proposal.

# Pricing Schedule Firm Price (SBD 3.3)

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

# Declaration of Interest (SBD 4)

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

# Preferential Points Claim Form (SBD 6.1)

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

# Declaration Certificate for Local Production Content (SBD 6.2)

## Not Applicable

Attach the required documents to and immediately after this cover page and return with proposal documentation

# Declaration of bidders past SCM Practices (SBD 8)

Attach the required documents to and immediately after this cover page and return with proposal documentation

# Certificate of Independent bid determination (SBD 9)

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

# BBBEE accreditation certificate

If Bidders want to claim preferential points , then bidders must submit one of the following documents applicable to their companies

- Bidders other than EME's that want to claim preferential points should submit original and valid BBBEE status Level Verification Certificate or certified copies thereof together with their bids, from verification agencies accredited by SANAS or registered auditors approved by Independent Regulatory Board of Auditors (IRBA).
- EME's that want to claim preferential points should submit certificate issued by Accounting Officer (as contemplated in the Closed Corporation Act (CCA)) or Registered Auditor or Verification Agencies accredited by SANAS.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as a legal entity, provided that the entity submits their BBBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecards as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

## Company registration

Attach company registration documents to and immediately after this cover page and return with proposal documentation.



# Joint venture / Consortium agreement

Is the bidding entity a JV or Consortium Yes / No

If Yes:

1. Attach agreements **signed** by all parties thereto immediately after this cover page and return with proposal

# Company Profile (Not more than 3 pages)

## PTY's (Circle the correct answer)

- |     |                     |                                 |         |
|-----|---------------------|---------------------------------|---------|
| i)  | No                  | Is your company a Pty?          | Yes/    |
| ii) | the past 12 months? | Has the company been trading in | Yes/ No |

If the answer to both the above is a yes, then attach (previous financial year) audited financial statements **signed** by auditors or registered accountants to and immediately after this cover page and return with proposal.

If the answer to (ii) is NO, then attach a signed confirmation letter from the auditor.

## Close Corporations (Circle the correct answer)

- |      |              |                                    |          |
|------|--------------|------------------------------------|----------|
| iii) | Corporation? | Is your company a Close            | Yes / No |
| iv)  | months?      | Has it been trading in the past 12 | Yes/ No  |

If yes to both the above, attach (previous financial year) financial statements signed by the members to and immediately after this cover page and return with proposal.

If the answer to (iv) is NO, then attach a signed confirmation letter from the auditor.

# Complex Group Structure

Does your company have other companies as shareholders Yes/No  
**If yes**, bidders are requested to submit the following:

1. Total breakdown of the shareholding in those companies/organization
2. Diagram of the group structure

# Employment Equity approved plan:

1. Please attach employment equity plans submitted to and approved by the Department of Labour
2. Enterprises employing less than fifty (50) people are exempted from this requirement.

# Shareholders:

Bidders to submit the list of shareholders on the company letterhead as follows:

First Name	Middle Name (where applicable)	Surnames	Percentage (%)	Gender	Race

**N.B. Share certificates must be submitted.**

# Identity documents:

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

**Note: Please note that Listed companies are exempted from this requirement**

# Directors:

Bidders to submit the list of Directors on the company letterhead as follows:

<b>First Name</b>	<b>Middle Name (where applicable)</b>	<b>Surnames</b>	<b>Percentage (%)</b>	<b>Gender</b>

# Trust beneficiaries:

Bidders to provide definition of the trust/share scheme and submit the list of trust beneficiaries as follows:

First Name	Middle Name (where applicable)	Surnames	Percentage(%)	Gender	Race

**A Letter of good standing** from the office of the **Compensation Commissioner**

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

A certified copy of the Compensation for Occupational Injuries and Diseases Act (COIDA) **registration certificate (submit valid certificate).**

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

Have valid Certificate and accreditation from

- National Archives of South Africa inspection certificate
- Fire Clearance Certificate,
- Fire Detection Installers Association
- Compliance certificate on Occupational Health and Safety Act and
- Automatic Sprinkler Inspection Bureau.
- Information Security Management systems

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

Proof of public liability (certified copy of insurance or a letter of intention for insurance)

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

The bidder must be registered on Central Supplier Database (CSD): The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number).

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

Attendance of compulsory briefing session (certificate of attendance to be submitted with the bid document)

**Attach the required documents to and immediately after this cover page and return with proposal documentation**