

**REQUEST FOR BID
SERVICES**

BID DETAILS

BID NUMBER: NEMISA/2019ACCOM/RFB003

CLOSE **Date:** FRIDAY 19 APRIL 2019
 Time:

DESCRIPTION: PROVISION OF STUDENT ACCOMMODATION AND
SHUTLE SERVICES PROPOSAL DOCUMENT

BRIEFING SESSION: Yes No
See Section A-1 Paragraph 2 on Bid Submission
Conditions and Instructions that the Bidder needs to take
note of.

DETAILS OF BIDDER

Organisation/individual:

Contact person:

Telephone/ Cell number:

E-mail address:

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by NEMISA for the provision of goods, works or services
Contractor	Organisation with whom NEMISA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
dti	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
NEMISA	National Electronic Media Institute of South Africa (SOC) Ltd
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (67 pages) of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of bidders and must not be returned with bids.

- Section A 1: Bid Submission Conditions and Instructions
- Section A 2: Terms of Reference
- Section A 3: Evaluation Process/Criteria
- Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract
(The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- Section B 2: Declaration of Interest
- Section B 3: Declaration of Bidder's past SCM practices
- Section B 4: Certificate of Independent Bid Determination
- Section B 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2011
- Section B 6: Invitation to Bid
- Section B 7: Pricing Schedule (Professional Services)
- Section B 8: CV Template Guideline/Compulsory CV template

SECTION A

(This section must not be returned as part of the bid document)

BID SUBMISSION CONDITIONS AND INSTRUCTIONS**CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF****1 FRAUD AND CORRUPTION**

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION

3

- 3.1 No briefing session will be held.

4 CLARIFICATIONS/ QUERIES

- 4.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter, facsimile or e-mail) from SCM Department by not later than Friday 12 April 2019. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The bid number should be mentioned in all correspondence.

Contact details for SCM Department:

Facsimile: 011 484 0615

Telephone: 011 484 0583

E-Mail: scm@nemisa.co.za

5 SUBMITTING BIDS

- 5.1 One (1) original document must be handed in/delivered to:

DELIVERED TO THE	21 Girton Road
NEMISA RECEPTION DESK	Parktown
SITUATED AT: Ground floor	Johannesburg
-Tender box	2193

No faxed or e-mailed bids will be accepted

Bidders should ensure that bids are delivered to NEMISA before the closing date and time to the correct physical address. If the bid is late, it will not be accepted for consideration.

*** Refer to Paragraph 5 below**

- Bids can be delivered and deposited into the tender box or handed in at reception any time during office hours (08:30 to 16:30 Mondays to Fridays) before or on the closing date.
- All bids must be submitted on the official forms (not to be re-typed).

- 5.2 Bids should be submitted in a sealed envelope, marked with:

- Bid number (NEMISA/2019ACCOM/RFB003)
- Closing date and time (FRIDAY 19 APRIL 2019 @ 11:00)
- The name and address of the Bidder.

5.3 Documents submitted on time by bidders shall not be returned.

6 LATE BIDS

6.1 Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

6.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

7 PAYMENTS

7.1 NEMISA will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the NEMISA to the Contractor.

7.1.1 The Contractor shall from time to time during the duration of the contract, invoice NEMISA for the services rendered.

7.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as NEMISA may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.

7.1.3 No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to NEMISA.

7.1.4 Payment shall be made by bank transfer into the Contractor's bank account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).

7.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

8 GENERAL CONDITIONS OF CONTRACT

8.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

TERMS OF REFERENCE (TOR)**TERMS OF REFERENCE****PROVISION OF STUDENT ACCOMMODATION AND SHUTTLE SERVICE****1 Proposal notice**

NEMISA is in the process of considering offers from interested parties with existing accommodation suitable for student housing for the period as specified in this document. Bidders are invited to submit proposals to assist NEMISA with accommodation and shuttle services needed around Parktown. The facility must accommodate the minimum number of students as specified in the special conditions regarding this offer. Interested parties must enter their concept proposals in line with the requirements within this document. Accredited bidders to submit proposals for consideration at NEMISA as detailed in the documentation herewith, as well as the General Conditions Governing this tender, are requested to complete the relevant portions of this document and submit it to the address as detailed herein.

No Briefing session will be held**CLOSING DATE:**

Friday, 19 APRIL 2019 at 11:00 No late, faxed or electronic (e-mailed) tender documents are acceptable.

All bid documents **must** be in a sealed, new envelopes with the description:

PROPOSAL FOR PROVISION OF STUDENT ACCOMMODATION AND SHUTTLE SERVICES.

As well as the closing date and time clearly marked on the outside, place in a tender box at the following address by no later than 11:00 on **Friday 19 April 2019**

Tender Box
NEMISA -Parktown
21Girton Road
Parktown
Johannesburg
2193

TENDER BOX:

Bidders to note the following when submitting their tender documents

- Bidders must ensure that submission fit into the slot. If more than one envelope is submitted it must be marked clearly e.g. 1 of 2, and 2 of 2

- The tender box will not be opened prior to the closing date and time to allow for submissions too large for the slot.
- Also, submission not inside the tender box at time of opening, will be considered non-compliant and will therefore not be taken into consideration.

NOTE:

- Neither late submission nor submission handed in any other office will be accepted.
- Bidders are requested to submit one (1) original proposal plus to (2) copies of the original proposal plus one (1) CD / USB copy.

NB. All bidders shortlisted for responsive offers will be subjected to a diligence vetting process.

Contact details:

- Any technical related enquiries arising from this request must be forwarded to: Ms Mosima Moleke -Student affairs coordinator NEMISA email: marym@nemisa.co.za
- All Procurement or Document related enquiries arising from this request must be forwarded to: SCM department Tel: (011) 484 0583 e-mail: scm@nemisa.co.za.

2 PARTICULARS TO BE FURNISHED

2.1 The bidders offer shall be considered unless it is fully completed in black ink and accompanied by enough information that makes it possible to judge whether the tendered services meet the specifications or no, If the required are not furnished in full, the offer may be regarded as being noncompliant with specifications.

2.2 Offers not subject to the escalation of costs shall be preferred. Such offers should be marked clearly with the suffix: "Fixed price

2.3 " PERIOD OFFER SHALL BE VALID

Offer shall be valid for 90 days

2.3.1 The submission of an offer to NEMISA shall be regarded as being an agreement between the tenderer and NEMISA in terms of which the offer shall remain valid for acceptance by NEMISA for the period determined in the proposal invitation, during which period the bidder may not withdraw his/her offer nor weaken or diminish the tenor of the offer.

2.3.2 GENERAL

- 2.3.2.1** NEMISA has no contractual obligation to accept any RFP received. Responses received may not give rise to any contractual agreement.
- 2.3.2.2** If there is any difference or contradiction between the prices or particulars on the official proposal form and those on the tenderer's accompanying letter the prices or particulars on the proposal form shall be valid in all cases.
- 2.3.2.3** The offer should be fully completed in black ink on the proposal form and submitted in a sealed envelope that is addressed and endorsed in the manner indicated in the proposal advertisement and on the form concerned.
- 2.3.2.4** There is a specific tender box for the submission of offers, and no offer found in any other container or at any other place after closing time shall be considered.
- 2.3.2.5** Usually, offers that arrive after the advertised time for the receipt of offers shall not be accepted. This rule shall not be deviated from unless the offer was posted in time to reach NEMISA before the closing time and provided the Tender Committee has satisfied themselves that the tenderer had taken all reasonable precautions to allow for ordinary delays and could otherwise not be blamed for the fact that his / her offer was received late.
- 2.3.2.6** No telegraphic, facsimiled or e-mail submissions will be accepted. No late submission shall be accepted. No late and/or faxed and/or e-mailed bids will be accepted. The onus is on the bidder to ensure that bids are delivered by the closing date and time. NEMISA accepts no responsibility for delays in delivery for any reason whatsoever.
- 2.3.2.7** The tenderer must put his/her initials next to all changes that he/she make on the forms.
- 2.3.2.8** No corrections may be made with correction fluid, such as Tipp-Ex or a similar product. If a mistake is made, it should be struck out once in ink, and the same person who formally signs the offer must sign in full at every correction made. NEMISA reserves the right to reject an offer if any correction made on it is not made in the manner set out above.
- 2.3.2.9** NEMISA shall not be held liable for any costs incurred for the preparation of proposals to be submitted and any other costs that may arise as a result of responding to this RFP.

3 SPECIAL CONDITIONS REGARDING THE OFFER

3.1 SCOPE OF TENDER

NEMISA is inviting interested parties with existing accommodation as well as buildings / accommodation in progress (as can be seen in the artistic impressions and to be completed and ready by **01 May 2019**) suitable for student housing to submit proposals in respect of NEMISA needs for student accommodation. The accommodation provided must be in accordance with the Policy on the Minimum Norms and Standards for Student Housing at Public Institutions. Interested parties must enter their concept proposals in line with the requirements within this document. The refurbishment of these facilities is to be performed at the service provider's own cost for a return rental over the specified period. As part of ensuring black economic empowerment imperatives, the NEMISA intends to enter into a contract with successful bidder/s who also meet the following empowerment goals

- Any company whose ownership is more than 51% black owned the NEMISA will enter into a 5-year contract,
- Any company whose ownership is less than 51% black owned the NEMISA will enter into a 3-year contract.

TECHNICAL INFORMATION

3.2 Location

The facility must preferably be within 2 km or a walking distance, but no further than 20 km from the relevant Parktown campus.

3.3 Infrastructure The following basic infrastructure must be provided:

- Student rooms
- Ablution facilities
- after hours medical emergency support
- Catering for 7 days a week
- Social spaces including a large common/meeting room and a smaller common/meeting room. (Social spaces may have multipurpose functions e.g. study, meeting, TV, in-door sport.)
- Study area
- Reception/foyer area
- Guest toilet

- Grounds area with paved roads providing recreation and paved parking space as access for service vehicles Storage room for use by
- Internet connectivity / WiFi •
- Provision must be made for students with disabilities
- Secure perimeter fence and security house at entrance to premises where applicable
- Provision for an automated security system always augmented by a security guard
- Rubbish removal area with roof

3.4 SITE EVALUATION WITH SHORTLISTED BIDDERS

In terms of the evaluation process shortlisted BIDDERS may be requested to deliver a presentation of their services/proposals. This will entail inspection of BIDDERS' proposed facilities where required.

3.5 NEMISA reserves the right to appoint a bidder without conducting interviews. All shortlisted bidders will be subjected to a vetting process.

3.6 CANCELLATION OF OFFER

3.6.1 NEMISA retains its right to cancel any offer without notice or specifying reasons

3.6.2 This proposal may be cancelled and re-advertised should the committee direct so, due to inadequate responses or due to a major change in the scope or procurement procedure.

3.7 ADDITIONAL CONDITIONS

3.8 Prices must be inclusive of VAT (as from the 1st of April 2018, VAT has been changed to 15%).

3.9 Offers must remain open for a period of one hundred and twenty (120) days from date of closure and may be accepted at any time during the said period of one hundred and twenty (120) days.

3.10 The lowest or only offer would not necessarily have to be accepted by NEMISA and NEMISA, as such, reserve the right to accept any or no offer at all.

3.11 HEALTH AND SAFETY REGULATIONS

3.11.1 The successful Service Provider shall adhere to all health and safety regulations as prescribed by the local health authority. NEMISA may use the information submitted for this tender to compile a database of potential suitable residences

should there be any future requests. NEMISA will be under no obligation to guarantee utilisation of the database.

3.11.2 CONTRACT DURATION.

The envisaged contracts shall vary 12 months subject to the compliance of empowerment goals as set out in this tender document and at the discretion of NEMISA.

3.12 SCOPE:

The students are normally from rural and townships and will be selected by NEMISA for allocation of accommodation. NEMISA will enter into a contract with accredited Services Provider/s. Service Providers must adhere to DHET minimum norms and standard for providing accommodation to NEMISA students. This request provides for an offer that could meet the requirements as detailed in the Technical Section as well as a total long-term solution to the needs that may stem from the strategic plan of NEMISA. The purpose of this request for proposal is to invite suitably qualified and experienced service providers to submit formal proposals for consideration resulting in the appointment of a successful service provider/s that fully meets the requirements of NEMISA as detailed in this document.

3.13 4.2 QUALIFIED/ VARIABLE PRICES

3.14 Attention of BIDDERS is drawn of "General Conditions Regarding Tender" which states the following: "Offers not subject to the escalation of costs shall be preferred. Such offers should be marked clearly with the suffix: "Fixed price

3.15 ADDITIONAL CONDITIONS

3.15.1 All prices must be inclusive of VAT.

3.15.2 Proposals must remain open for a period of one hundred and twenty (90 days from date of closure and may be accepted at any time during the said period of one hundred and twenty (90) days.

3.16 4.3.5 The lowest or only offer would not necessarily have to be accepted by, NEMISA reserves the right to accept any or no proposal at all.

3.17 No faxed, electronic or late documents shall be accepted.

3.18 COMPANY PROFILE

A profile containing at least the following must accompany the offer:

- Proof of accreditations, where applicable
- Client references (minimum of 3 required)
- Proof of existence of facilities
- Proof of compliance to Occupational Health and Safety Act (OHS)
- References of projects of similar nature
- Contingency plans
- Submission of documentation required, and indication of all legal requirements met.

3.19 NAME OF COMPANY

Bidders must furnish the full, registered name of the operator who is tendering on “Detail of Bidding organization”. Bidders are requested to sign their initials at the bottom-right of each page of this document. Parties participating in this offer need to declare any vested interest they may have at NEMISA. Statement provided for in the Form of Offer must be completed and signed.

4 TECHNICAL AND SERVICE DESIGN

NEMISA is looking to enter into a lease agreement with landlord/s whose building minimum capacity must accommodate 30 (beds) within the set standard. NEMISA insists on contracting directly with owners of the building/s, should you not be the owner/s of the proposed building/property, a valid accepted offer to purchase the identified proposed building shall be accepted only, if upon successful securing the contract with NEMISA, the ownership is transferred on/or before occupation of the building by our students. (Therefore, should the latter be exercised; the appointment shall be conditional to the submission of proof in complying with the above condition).

No	Description	Narration of what is required
1.	No of beds required	30 beds
2.	Geographical /location of site	a) The Residence should be within walking distance from NEMISA Parktown. b) Preference shall be given to residences within the Johannesburg precinct. c) The Residence should be within the walking distance to NEMISA in the radius of 2km but may not be more than 20 kilometres travel by public or private

Section A 2: Terms of Reference

		transport (one way to and from the campus under normal circumstances) from the campus.
3.	Infrastructure	<p>The following basic infrastructure must be provided;</p> <ul style="list-style-type: none"> • Student rooms • Ablution facilities • Laundry facilities • Social spaces including a large common / meeting and a small common / meeting room (Social spaces may have multipurpose functions e.g. study meeting, TV, indoor sport) • Study area • Storage room for utilisation by students during vacation periods • Internet connectivity • Grounds area with paved roads providing recreation and paved parking space as access for service vehicles • Provision must be made for student with disability • Rooms to be cleaned daily with clean linen • Provision for an automated security system always augmented by a security guard • Rubbish removal area with roof
4.	Compulsory documents required by NEMISA	<p>a) Approved building plans of the proposed building b)</p> <p>b) Certificate of compliance</p> <p>c) c) Occupational Certificate</p>

Section A 2: Terms of Reference

		<p>d) d) Public liability Insurance e) Zoning Certificate</p>
<p>5.</p>	<p>Rooms</p>	<p>a) Rooms to be used as bedrooms must either be single or double rooms (No more than two students in one room is allowed)</p> <p>b) Area (room sizes)</p> <ul style="list-style-type: none"> o Single room: no less than 8m² o Double room: no less than 14m² <p>Finishes</p> <ul style="list-style-type: none"> o Walls: Plastered and painted o Floors: Durable lino/tiles o Ceiling: Plastered concrete or ceiling board <p>Fittings, furniture and equipment</p> <ul style="list-style-type: none"> o Fitted/Installed by contractor (per student) o CBD joinery o Curtain rail (double rack) o Towel rail Mirror o Furniture and fittings (per student) o Bed o Mattress o Study table Desk chair o Book shelf o Curtains o Study lamp (low energy) o Pin board (mounted) o Wastepaper bin o Beside table <p>Services</p> <ul style="list-style-type: none"> o Mechanical <ul style="list-style-type: none"> i. Wall mounted heater ii. Firefighting: Hose reel & extinguisher in passage <p>Electrical</p>

Section A 2: Terms of Reference

		<ul style="list-style-type: none"> i. Lighting: 100 lux ii. 15 Amp socket (x2) • Communication iii. Network: fibre-optic and or wireless <p>Cupboards</p> <ul style="list-style-type: none"> • Built-in cupboards with sufficient hanging and shelf space for students' clothes <p>Windows:</p> <p>Bedroom windows on ground floor and other vulnerable windows must be fitted with burglar bars</p>
5.	Common Rooms	<p>The following social spaces should be provided;</p> <p>A large common/meeting room: The area (size) of the large common room should be a minimum of 1,5m² of the communal space per student. Communal spaces shall comprise of the following;</p> <ul style="list-style-type: none"> ○ Communal lounges ○ Television room/s ○ Study space ○ Computer centre ○ Game room/s ○ Meeting/seminar room/s ○ Any other appropriate spaces <p>Smaller TV/meeting room</p> <p>Finishes</p> <p>Walls: Plastered and painted</p> <p>Floors: Durable lino/tiles ceiling: Plastered concrete or ceiling board</p> <p>Fitting, furniture & equipment</p>

Section A 2: Terms of Reference

		<ul style="list-style-type: none"> ○ TV shelf/bracket ○ Curtain track (double) ○ AV equipment cupboard (theft proofed) ○ Tub/easy chairs ○ Plastic stacking chairs ○ Curtains ○ Rubbish bin (large)
6.	Student Study Area	<p>Room use: Student study area</p> <p>b) Area/Size: 0.1m² per student</p> <p>c) Finishes</p> <ul style="list-style-type: none"> ○ Walls: Plastered and painted ○ Doors: Durable lino/tiles ○ Ceiling: Plastered concrete or ceiling board <p>d) Fittings, furniture & equipment</p> <ul style="list-style-type: none"> ○ Curtain track (double) ○ Whiteboard ○ Study tables ○ Desk chairs e) Services ○ Wall mounted heater ○ Firefighting: Hose reel & extinguisher in passage ○ Smoke detector <p>e) Lighting: 500 lux 15 Amp socket (x4) Network: fibre-optic (x2) and or wireless</p>
7.	Catering	<p>Service providers to provide dinner, bed and breakfast for all students 7 days a week</p> <ul style="list-style-type: none"> ○
8.	Ablution	<p>The following basic ablution facilities must be provided;</p> <ul style="list-style-type: none"> ○ Wash basin: 1 basin per 4 students

Section A 2: Terms of Reference

		<ul style="list-style-type: none"> ○ Shower cubicles: 1 shower cubicle per 7 student residents ○ Lavatories: 1 lavatory per 5 student residents ○ Shower and lavatory cubicles must be designed in such a way that individual privacy is provided (No communal showers or toilets are allowed) <p>a) Use: Ablution facilities</p> <p>b) Area: Size driven by the ratios below</p> <p>c) Finishes:</p> <ul style="list-style-type: none"> ○ Walls: Tiles to ceiling ○ Floors: Non-slippery tiles ○ Ceiling: Plastered concrete or ceiling board <p>d) Fittings, furniture & equipment</p> <ul style="list-style-type: none"> ○ Shower rail (2 per shower) ○ Wash basin (1/4 students) ○ shower cubicle (1/7 students) ○ Robe hook per cubicle (1/cubicle) ○ Mirror 300x400 (1/wash basin) ○ Soap dish (1/cubicle) ○ Shower curtains or blinds <p>e) Services</p> <ul style="list-style-type: none"> ○ Lighting: 200 lux ii. 15 Amp socket ○ Lights on time-delay motion sensor switch ○ Fall from door to showers ○ Ablution per passage ○ Paraplegic toilet/shower in ablution at the entry wing ○ Shower cubicle to have dry/wet zone
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Section A 2: Terms of Reference

		<p>f) The service provider will be responsible for the provision of toilet paper and servicing of sanitary bins. These costs must be included in the pricing schedule.</p>
<p>9.</p>	<p>Laundry (Students to do their own laundry)</p>	<p>a) Room use: Laundry services 1/40 students</p> <p>b) Finishes. Walls: Plastered and painted Floors: Durable lino/tiles Ceiling: Plastered concrete or ceiling board</p> <p>c) Fittings, furniture & equipment</p> <ul style="list-style-type: none"> ○ Fixed ironing board ○ Shelving 300 x 1500 ○ Industrial tumble dryer 1/25 students ○ Industrial washing machine 1/25 students v. Clothes horse d) <p>Services</p> <ul style="list-style-type: none"> ○ Lighting: 200 lux ○ 15 Amp socket (x 2 double) ○ Lights on time-delay motion sensor switch ○ Floor tiles lay to fall with floor drain ○ Dryer Direct Expel through outer wall ○ Preferably one external wall preferable ○ . Sufficient power points for washing machines, tumble dryers & students' iron. Outdoor clothes hanging lines must be available ix. Washing machines and tumble dryers must not be coin-operated. The cost of laundry facilities must be in included in the overall price.

Section A 2: Terms of Reference

10.	Provision for students with disabilities	Provision for students with disabilities the residence must make provision for easy access and movement of students with disabilities, especially in food preparation areas and bathrooms. The positioning of all announcement features such as intercoms, telephones, counter loops and induction loop systems for those with hearing impairments, door handles, gates and warning signals to ensure universal barrier-free access to all pathways. Entrances and doorways.
11.	Security requirements	building used to accommodate students, each student rooms as well as the building itself must be secured. The following security features should be available; <ul style="list-style-type: none"> a) Premises must be properly secured, through either walls or steel palisade fencing b) Lockable gates c) Access control system, including guard house at the entrance/s d) Good external lighting e) 24hour security guards f) Burglar bars at windows accessible from the ground floor
12.	Health and safety	Potential service providers shall comply with all the legislative requirements (national, regional and municipal) regulating health and safety at all times. Additional requirements pertinent to the provision of student housing are listed below and certificate

Section A 2: Terms of Reference

		<p>of compliance should be obtained from the relevant authority on an annual basis with regard to the following services.</p> <ul style="list-style-type: none"> a) Fire safety, prevention and detection mechanisms and procedures b) Electricity and gas installations c) Security staff, mechanisms and procedures d) Each student room as well as the building must be secure e) All ablution Areas should be cleaned at least once daily using cleaning industry standard chemicals and products. f) Monthly hygiene audits of food preparation facilities should be carried out in addition to annual municipal hygiene inspection. g) Shower doors or curtains must be fitted to shower cubicles to ensure privacy h) Adequate fire alarm system to be fitted i) Statutory safety signage to be fitted throughout j) A certificate of compliance with occupational health and safety regulations and an evacuation diagram must be displayed on notice boards.
<p>12.</p>	<p>Cleaning Requirements</p>	<p>a) All ablutions areas must be cleaned at least once daily using cleaning industry standard chemicals and products</p>

Section A 2: Terms of Reference

		<p>b) An adequate number of cleaning staff must be provided</p> <p>c) Common areas must be cleaned daily</p> <p>d) Refuse bins must be provided and be emptied, cleaned on regular basis.</p>
13.	Transport / Shuttle services	<p>Transport requirements and accommodation be more than 20 kilometres from the campus, the service provider must provide secure transport running at regular intervals between campus and the residence from early morning to late at night. The cost of transport should be included in the pricing.</p>

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED**EVALUATION PROCESS****INTRODUCTION**

To ensure that all respondents are afforded the opportunity to compete on an equal footing and also to enable NEMISA to evaluate the bids received on an equal basis, a pre-described process of evaluating bids will be followed.

AIM OF EVALUATION

The aim of this exercise is to evaluate all bids received based on Functionality as a criterion in accordance with

- Evaluation criteria as set out hereunder to ensure conformity with NEMISA's bid requirements.
- To assist respondents, a synopsis of the evaluation form which will be utilized by NEMISA's evaluation team indicating the evaluation criteria, weights, applicable values and/or minimum qualifying score for functionality will be made available to all attendees at the compulsory information session as an aid to prepare for such evaluation.

METHODOLOGY

The evaluation of bids will be divided into two (2) phases:

Phase 1:

Pre-qualification check the pre-qualification check requires verification of compliance with:

- PPPFA requirements as described in the bid document;
- Mandatory documentation – whether all required documentation and/or certification have been included. Note: No points are allocated to this phase; however, bids that do not meet the prequalification requirements will not advance to the next phase of the evaluation process.

Phase 2**Stage 2:** Evaluation of Physical Inspection of the premises

Bidders that had complied with all the stages above shall be physically inspected and evaluated for validation of full compliance as per functionality criteria and points/weights listed in this document. Note: No bid will be considered further for Price and B-BBEE unless the minimum qualifying **70**-point score/percentage has been achieved.

Stage 3: Evaluation in terms of the 80/20 preference point system Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the 80/20 preference point system.

Step 1 will be the calculation of points for price where the lowest bid will score points 80 for price, while bids with higher prices will score lower points for price on a pro-rata basis. The following formula will be utilized (as per Government Gazette) to calculate the points for price in respect of tenders equal to or above R 30 000.00 and up to a Rand value of R 50 million, inclusive of all applicable taxes:

$$P_s = 80 (1 - P_t - P_{\min} P_{\min})$$

Where: P_s = Points scored for comparative price of proposal or offer under consideration;

P_t = Comparative price of proposal or offer under consideration;

and P_{\min} = Comparative price of lowest acceptable proposal or offer.

Step 2 will be the calculation of points for the B-BBEE status level of contribution where 20 points will be awarded to a bidder for attaining the B-BBEE status level of 1, and lower points will be awarded to bidders with lower B-BBEE status levels as per table below::

Evaluation of bids based on Functionality and the B-BBEE Preference point system as criteria: This phase of the evaluation is conducted in two (2) stages – first functionality will be assessed and then in accordance with 80/20 preference point system.

Stage 1: Evaluation of functionality

The evaluation criteria for functionality will take into account quality, reliability, viability and durability of all equipment as well as the Bidder's technical capacity and ability to execute and maintain a contract Note: No bid will be considered further unless the minimum qualifying score/percentage of **70** points/percent for functionality has been achieved.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2

Non-Compliant contributor	0
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Note: Non-compliant contributors or failure to provide certification substantiating the BBBEE status level of contribution will result in the Bidder being awarded zero (0) points for the preference point system.

CALCULATING THE FINAL SCORE

- The points scored for price (step 1) will be added to the points scored for B-BBEE status level of contribution (step 2) to obtain the Bidder's total points scored out of 100.
- NEMISA may request additional information, clarification or verification in respect of any information contained in or omitted from a Service Provider's tender. This information will be requested in writing;
- NEMISA may conduct a due diligence on any Service Provider, which may include interviewing customer references or other activities to verify a Service Provider's information or other capabilities (Including visiting the Service Provider's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Service Providers will be obliged to provide NEMISA with all necessary access and assistance.
- NEMISA may shortlist Service Providers and may request presentations from short-listed Service Providers;
- NEMISA may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender;
- NEMISA will evaluate the Tenders with reference to NEMISA set and approved evaluation criteria guided by the procurement policy as indicated. NEMISA reserve the right to appoint a specialist/consultant to assist in performing such evaluations. NEMISA reserves the right to appoint a Service Provider per building or a Service Provider for any number or all the buildings.

PHASE 1:

PRE-QUALIFICATION / MANDATORY REQUIREMENTS

- NEMISA has defined minimum pre-qualification/mandatory criteria listed in the table below that must be met by the Service Provider for NEMISA to accept an offer for evaluation.
- The pre-qualification evaluation will be carried out NEMISA to determine which Tenderer’s responses are compliant or non-compliant with the proposal specifications/requirements issued by NEMISA as part of the proposal process.
- Where there is failure to comply with the pre-qualification criteria NEMISA is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the proposal will be disqualified.
- No points allocated for mandatory requirements. Service Providers not meeting these mandatory requirements will be disqualified from the bidding process.

PRE-CHECKING OF DOCUMENTS (REQUIREMENTS):

Item	I/We have attached to this document	Tick if submitted		Office use
1	a) Approved building plans of the proposed building. b) Certificate of compliance c) c) Occupational Certificate d) d) Public liability Insurance e) Zoning Certificate			
2	A comprehensive company/service provider profile that outlines legal name and trading name of the business, the physical business address, period of existence, numbers of staff and their respective levels of experience, and previous clients.			
3	An original valid Tax Clearance Certificate must be submitted together with the formal proposal/			
4	The minimum number of beds required for a proposed building 50 student beds. Any proposal with less than 30 student beds per building shall not be considered			

Section A 3: Evaluation Process/ Criteria

5	A valid BBBEE certificate issued by SANAS or similar approved verification agency, or acceptable valid affidavit must be attached to the proposal/bid			
6	Compliance to the above scope and specification, and DHET minimum norms and standards for student accommodation (THE POLICY ON THE MINIMUM NORMS AND STANDARDS FOR STUDENT HOUSING AT PUBLIC UNIVERSITIES)			
7	(THE POLICY ON THE MINIMUM NORMS AND STANDARDS FOR STUDENT HOUSING AT PUBLIC UNIVERSITIES)			
8	<ul style="list-style-type: none"> • Proof of ownership of the building, alternatively a valid accepted offer to purchase the proposed building and confirmation transfer of ownership shall take place before occupation of building by NEMISA students 			
Please sign that the contents of this Appendix have been verified				
Name:				
Signature:				

1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions will be eliminated from further consideration.

Failure to comply with or submit any one of the following items, will render a bid non-responsive and will not be evaluated further.

Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest		
Part 4	Completed and signed Declaration of Bidder's past Supply Chain Management practices		
Part 5	Completed and signed Certificate of Independent Bid Determination		
Part 7	Completed and signed Invitation to Bid		

Section A 3: Evaluation Process/ Criteria

Part 8	Completed Pricing Schedule in the prescribed format		
Part 12	Proof of registration on the CSD		
Part ??	Registration certificates (e.g. for professional bodies)		

1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY

1.2.1 The evaluation criteria and weights for functionality as indicated in the table in below, will apply.

Evaluation process: phase 2

PHASE 2: FUNCTIONALITY AND BBEE PREFERENCE POINT CRITERIA:

Stage 1: Functionality

Prequalification functionality criteria. In this phase bidders are expected to obtain minimum of 70 /100 points to proceed to the next phase of evaluation. Failure to obtain the prescribed 70 points will automatically disqualify the bid offer from proceeding to the next phase.

Functionality criteria will be tabled for each requested service,

NEMISA – Parktown

NO	CRITERIA	ANALYSIS/ EVALUATION	POINTS ALLOCATED	MAXIMUM PONTs TO OBTAIN
1.	Location/ Geographical area			10
	Proposed distance to and from Campus to residence	Within 2km or walking distance	10	
		Between 2 to 5 km	7	
		Between 7 to 10km	5	
		Between 10 to 20km	3	
2.	Availability of minimum beds required -Proof provided	30 and above	5	5
		20 and above	3	
		10 and above	2	
3.	Building, layout, structure design and equipment	?????		6
4	Room			6

Section A 3: Evaluation Process/ Criteria

	Room size		2	
	Furniture		2	
	Study area		2	
5	Ablution			6
	Wash basin per student ratio		2	
	Shower cubicles		2	
	Lavatories per student ratio		2	
	Privacy /space		2	

6	Multipurpose area/ social area			8
	Large common room/ multipurpose facilities		2	
	Television		2	
	Chair for each resident		2	
	Small common room		2	
7	INTERNET ACCESS			4
	Internet access to be available per cable or Wi-Fi (service provider to provide category six network cable)			

Section A 3: Evaluation Process/ Criteria

8	Laundry facilities			6
	Washing machine 1 per 25 students		2	
	Tumble dryer 1 per 25 students		2	
	Clothes lines		2	
9	STORAGE SPACE			2
	Storage space to be used by students during vacations		2	
10	PROVISION FOR STUDENTS WITH DISABILITIES			10
	Ablution facilities for people with disabilities		5	
	Rooms with special facilities for people with disabilities		3	
	Universal access: access in all areas for people with disabilities		2	
11	HEALTH AND SAFETY, FIRE FIGHTING EQUIPMENT AND SIGNAGE			17

Section A 3: Evaluation Process/ Criteria

	Fire fighting equipment: hose reels and extinguishers		2	
	Fire safety doors at fire escapes		1	
	Fire safety signage		1	
	Fire alarms		2	
	Lockable gates		2	
	Guard house entrance		1	
	Sufficient lighting		2	
	24-hour security on sight		2	
	Burglar bars at windows accessible from ground floor		2	
	CCTV monitoring		1	
	Biometric access control		1	

Section A 3: Evaluation Process/ Criteria

12	REFERENCE LETTERS			3
13	CATERING			8
	Dinner and breakfast for weekdays (Monday to Friday) days		4	
	Dinner and breakfast for weekends (Saturday to Sunday) and public holidays		4	
14	COMPLIANCE CERTIFICATES			5
15	SHUTTLE SERVICES			4
TOTAL SCORE				100

Pricing table

PROVIDE DETAILED BREAKDOWN OF PRICING PER STUDENT PER MONTH PER YEAR (INCLUSIVE OF VAT) IN THE PRICING TABLES BELOW

Catering ,Accommodation and shuttle

ITEM	NOTES	PAYABLE BY SERVICE PROVIDER IN RANDS (R)		TOTAL COST PAYABLE BY NEMISA IN RANDS (R)
Basic cost per food				
Water				
Electricity				
Property rates sewage				

Section A 3: Evaluation Process/ Criteria

refuse removal and other municipal cost				
Maintance				
Cleaning				
Servicing of Ablutions (including sanitary bins and toilet paper)				
Laundry				
Security				
Wi-fi (internet connectivity)				
After -hour medical service support				
Other				
Total cost (All inclusive of VAT)				

1.2.2 The score for functionality shall be calculated as follows:

- Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.
- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.

1.3 DETERMINATION OF SCORE FOR PRESENTATIONS

1.3.1 NEMISA will not call for presentations.

1.4 ELIMINATION OF PROPOSALS ON GROUNDS OF FUNCTIONALITY

1.4.1 Bids that score less than **70%** of the marks available for functionality will be eliminated from further consideration. Marks will therefore not be awarded for their cost proposals or for preference.

1.5 PRICE AND B-BBEE STATUS LEVEL POINTS

Section A 3: Evaluation Process/ Criteria

- 1.5.1 All remaining bids will be evaluated as follows:
- 1.5.2 The 80/20 preference point system will be applied. Points for price and B-BBEE status level certificate will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2017.
- 1.5.3 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.
- 1.5.4 The point scored for the B-BBEE status level certificate for each acceptable bid will now be added to the price point.
- 1.5.5 The Evaluation Committee may recommend that the contract be awarded to the bidder obtaining the highest aggregate
- 1.6 ADJUDICATION OF BID**
- 1.6.1 The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid on justifiable grounds or no award at all.

CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I/we hereby undertake to render services described in the attached bidding documents to NEMISA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number NEMISA/2019ACCOM/RFB003 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in terms of reference/task directive/proposal
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest
 - Declaration of bidder's past SCM practices
 - Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)
3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.

Section A 4: Contract Form

- 5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

- 6. I confirm that I am duly authorised to sign this contract.

NAME
(PRINT) _____
CAPACITY _____
SIGNATURE _____
NAME OF FIRM _____
DATE _____

WITNESSES	
1	_____
2	_____
DATE:	_____

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

3. I confirm that I am duly authorised to sign this contract.

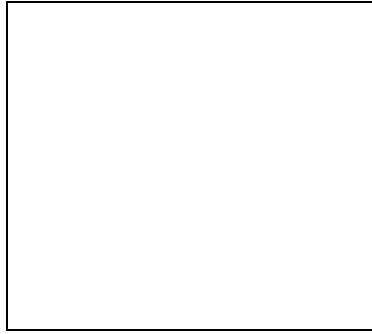
SIGNED AT ON

NAME (PRINT)

SIGNATURE

Section A 4: Contract Form

OFFICIAL
STAMP



WITNESSES

1 _____

2 _____

DATE: _____

SECTION B

This section must be completed and returned or supplied with bids as prescribed.

SPECIAL CONDITIONS OF BID AND CONTRACT
Return as Part 1

	SPECIAL CONDITIONS
1	GENERAL
1.1	The Bidder must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the NEMISA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	NEMISA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of NEMISA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
3	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	NEMISA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	NEMISA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of NEMISA is the CEO.
4.5	NEMISA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.
5	ACCESS TO INFORMATION

¹ See GLOSSARY.

Section B 1: Special Conditions of Bid and Contract

5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the NEMISA SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	NEMISA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The NEMISA may disregard the bid of any bidder if that bidder, or any of its directors: <ul style="list-style-type: none"> <input type="checkbox"/> Have abused the SCM system of the NEMISA. <input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system. <input type="checkbox"/> Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, NEMISA must be given immediate written notice to this effect. NEMISA reserves the right to implement remedies as provided for in the GCC.

Section B 1: Special Conditions of Bid and Contract

12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of NEMISA.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to NEMISA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to NEMISA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.
16	FORMAT OF BIDS
16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

Section B 1: Special Conditions of Bid and Contract

16.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
16.3	Part 1: Special Conditions of Bid and Contract
16.3.1	Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1). Bids submitted without a completed Special Conditions of Bid form will be deemed to be non-responsive.
16.4	Part 2: SARS Tax Clearance Certificate(s)
16.4.1	Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za . Bidders may also submit a printed TCS together with the bid. In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number. Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided. Bids submitted without any one of the above particulars, will be deemed to be non-responsive.
16.5	Part 3: Declaration of Interest
16.5.1	Each party to the bid must complete and return the "Declaration of Interest" (Section B-2). Bids submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.
16.6	Part 4: Declaration of Bidder's past Supply Chain Management practices
16.6.1	Each party to the bid must complete and return the "Declaration of bidder's past Supply Chain Management practices" (Section B-3). Bids submitted without a completed and signed Declaration of bidder's past Supply Chain Management practices will be deemed non-responsive.
16.7	Part 5: Certificate of Independent Bid Determination
16.7.1	Each party to the bid must complete and sign the Certificate (Section B-4).

Section B 1: Special Conditions of Bid and Contract

	Bids submitted without a completed and signed Certificate of Independent Bid Determination will be deemed non-responsive.
16.8	Part 6: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017
16.8.1	Bidders must complete, sign and return the full "Preference Points Claim Form" (Section B-5) document. In addition, a valid BEE certificate must be submitted. Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.
16.9	Part 7: Invitation to Bid
16.9.1	Bidders must complete, sign and return the full "Invitation to Bid" (Section B-6) document. Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.
16.10	Part 8: Pricing Schedule
16.10.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.
16.10.2	All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission (Section B-7). Bids submitted without a price or with an incomplete price, will be deemed to be non-responsive.
16.10.3	Rates for the first year of the contract must be firm and must be indicated in the formats prescribed. <u>All normal operating costs and out of pocket expenses such as photocopies, telephone calls, printing, travel, etc. must be covered in the rates quoted.</u>
16.10.4	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.
16.10.5	Fees: <input type="checkbox"/> The budgeted days/ hours and applicable rates of all team members as per the pricing schedule. <input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.
16.11	Part 9: Technical approach
16.11.1	Bidders must submit a description of the methodology and approach that will be used to perform the work as set out in the Terms of Reference. This methodology and approach

Section B 1: Special Conditions of Bid and Contract

	must demonstrate the Bidder’s understanding of the requirement and also of the environment.
16.11.2	Bidders must, at least cover the under-mentioned in their technical approach and return as part of their submission:
	<input type="checkbox"/> Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems. <input type="checkbox"/> Describe how the work will be managed. Provide an organisation chart clearly indicating: <ul style="list-style-type: none"> ▪ The lines of reporting and supervision within the Bidder’s team. ▪ The lines of reporting between the Bidder and the NEMISA and other stakeholders, if applicable. <input type="checkbox"/> Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.
16.11.3	Provide a project plan of activities. In addition to providing details of the estimated number of work days for each activity, Bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.
16.11.4	Please note that Part 9 should be no longer than 20 single-sided A4 pages in Arial 11 (font size).
16.12	Part 10: Team details
16.12.1	In this part that must be returned as part of the submission, Bidders must provide details of the team named in the previous part.
16.12.2	For each team member there must be: <ul style="list-style-type: none"> <input type="checkbox"/> A complete curriculum vitae confirming suitability for the position. A format is provided as a guideline only for the compilation of the CVs.
16.13	Part 11: Experience in this field
16.13.1	Bidders should provide in this part, and return as part the submission, at least the following information. <ul style="list-style-type: none"> <input type="checkbox"/> Details of contracts for similar work within the last 5 years. <input type="checkbox"/> Contact details of a maximum of 3 organisations for which work was done.
16.14	Part 12: Registration on the CSD

Section B 1: Special Conditions of Bid and Contract

16.14.1	<p>In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database.</p> <p>Bids submitted without the required proof, will be deemed to be non-responsive.</p>
16.15	<p>Part 13: Registration Certificates</p>
16.15.1	<p>Insert any requirements for registration with professional bodies</p> <p>Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.</p>

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

**DECLARATION OF INTEREST
Return as Part 3**

1. Any legal person, including persons employed by the State², 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 bid, 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 –
 - 1.1. The bidder is employed by the State; and/or
 - 1.2. The bidder is a Management Board member of NEMISA and/or
 - 1.3. 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, etc³): _____
 - 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
 - 2.7. Are you or any person connected with the bidder presently employed by the State? **YES / NO**

² "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;
- (e) Parliament.

³ "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

Section B 2: Declaration of Interest

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 attach 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.)

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

.....

.....

.....

2.8. Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months?

YES / NO

2.8.1. If so, furnish the following 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

Section B 2: Declaration of Interest

2.9.1. If so, furnish the following particulars.

.....

.....

.....

2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the 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 the following particulars.

.....

.....

.....

2.11. Do you or any of the directors/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 the following particulars.

.....

.....

.....

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

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ Pearsal Number

Section B 2: Declaration of Interest

--	--	--	--

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

Section B 3: Declaration of bidder's past SCM practices

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Return as Part 4

- 1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 2 The bid of any bidder may be disregarded if that bidder, or any of its directors have:
 - a. abused the NEMISA'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.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	Is the bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/ authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The database of Restricted Suppliers now resides on the National Treasury's website (www.reatury.gov.za) and can be accessed by clicking on its link at the bottom of the homepage.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website, (www.treasury.gov.za) by clicking on its link at the bottom of the homepage.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	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"/>
3.3.1	If so, furnish particulars:		
3.4	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"/>
3.4.1	If so, furnish particulars:		

Section B 3: Declaration of bidder's past SCM practices

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION
Return as Part 5

I, the undersigned, in submitting the accompanying bid:

NEMISA/2019ACCOM/RFB003 - REQUEST FOR QUOTATION FOR THE APPOINTMENT OF AN ORGANISATIONAL DEVELOPMENT SPECIALIST
(Bid Number and Description)

in response to the invitation for the bid made by:

NEMISA
(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:
 - has been requested to submit a bid in response to this bid invitation;
 - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 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 consortium⁴ 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:

⁴ 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.

Section B 4: Certificate of Independent Bid Determination

- prices;
 - geographical area where product or service will be rendered (market allocation)
 - methods, factors or formulas used to calculate prices;
 - the intention or decision to submit or not to submit, a bid;
 - the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 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.
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

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

Return as Part 6

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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 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
PRICE	80
B-BBEE Status Level of Contributor	20
Total points for Price and B-BBEE must not exceed	100

- 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) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
 - (i) **“QSE”** means a qualifying small business 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;
 - (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

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 6.1 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 the Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 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

OR

- Any EME
- Any QSE

8. DECLARATION WITH REGARD TO COMPANY/ FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

Section B 5: Preference Points Claim Form into the Preferential Procurement Regulations 2011

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

(Tick applicable box)

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

(Tick applicable box)

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

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

- (e) applied; and forward the matter for criminal prosecution.

WITNESSES

1.
.....

.....
.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
.....

2.
.....

ADDRESS:
.....
.....
.....

**INVITATION TO BID
Return as Part 7**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENT OF NEMISA

BID NO	NEMISA/2019ACCOM/RFB003	CLOSING DATE	FRIDAY 19 APRIL 2019	CLOSING TIME	11:00
REQUEST FOR QUOTATION FOR THE APPOINTMENT OF AN ORGANISATIONAL DEVELOPMENT SPECIALIST					

**All Bidders must furnish the following particulars and include it in their submission
(Failure to do so may result in your bid being disqualified)**

Name of Bidder:

Postal address:

Street address:

:

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

VAT Registration No:

TAX COMPLIANCE REQUIREMENTS (Tick applicable box)

Printed TCS SARS PIN CSD No

PROOF OF B-BBEE STATUS LEVEL SUBMITTED? YES NO
(Tick applicable box)

B-BBEE Status Level Verification Certificate B-BBEE Status Level Sworn Affidavit

WHO WAS THE CERTIFICATE ISSUED BY? (Tick applicable box)

An Accounting Officer as contemplated in the Close Corporation Act (CCA)?

A verification Agency accredited by the South African National Accreditation System (SANAS)?

A registered Auditor?

NOTE: A B-BBEE Status Level Certificate/ Sworn Affidavit (For EMEs or QSEs) must be submitted in order to qualify for preference points for B-BBEE

Contact details of Bidder's representative:

Name and Surname _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

Confirmation

Are you the accredited representative in South Africa for the services offered by you? **YES / NO**

Declaration

I/ We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/ We confirm the availability of the proposed team members. I/ We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of Bidder: _____

Date: _____

Are you duly authorised to commit the Bidder? **YES / NO**

Capacity under which this bid is signed _____

TOTAL BID PRICE (INCLUSIVE OF VAT) R (Not Applicable)

PRICING SCHEDULE
Services
Return as Part 8

NAME OF RESPONDENT: _____ OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF QUOTATION

PAR NO	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY			
1	The accompanying information must be used for the formulation of proposals.				
2	Respondents are required to indicate a ceiling price based on the total estimated time/fees for completion of all phases and including all expenses for the project. Check if this is right format for the service		Amount excluding VAT	R	
			VAT @ 14%	R	
			Total including VAT	R	
3	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE, PERSONS WHO WILL BE INVOLVED IN THE PHASE, RATES APPLICABLE AND PERSON-DAYS TO BE SPENT (A BREAKDOWN MUST BE GIVEN FOR EACH PHASE).				
3.1	Phase 1: Description				
3.1.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
	_____	R	R		R
	_____	R	R		R
	_____	R	R		R
				Amount for phase excluding VAT	R
				VAT @ 14%	R

Section B 8: Pricing Schedule

3.2 Phase 2: Description

3.2.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 14%	R
				Total per phase including VAT	R

3.3 Phase 3: Description

3.3.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 14%	R
				Total per phase including VAT	R

Section B 8: Pricing Schedule

3.4 Phase 2: Description

3.4.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 14%	R
				Total per phase including VAT	R

3.5 Phase 3: Description

3.5.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 14%	R
				Total per phase including VAT	R

CV TEMPLATE GUIDELINE/COMPULSORY CV TEMPLATE

Proposed role in the project:

.....

1. Family name

.....

2. First name:

.....

3. Date of birth:

.....

4. Nationality

.....

5. Education

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained

6. Membership of professional bodies

.....
.....

7. Other skills (e.g. computer literacy, etc.)

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

8. Present position:

.....

9. Years within the organisation:

.....

10. Key qualifications (relevant to the project)

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

11. Professional experience

Date (From – To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date	
-------------	--

Section B 7: Declaration Certificate for Local Production and content for Designated Sectors (SBD 6.2)

(From – To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

12. Other relevant information (e.g. Publications)

.....

13. References

.....