

Notice and Invitation for Quotation: PA-03 (GS)

PA-03 (GS): NOTICE AND INVITATION FOR QUOTATION

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR THE PROVISION OF THE BELOW GOODS AND SERVICES

	Quotatio descripti		SUPPLY AND DELIV	/ERY OF HORTICULTURAL	. PROTECTIVE UNIFORM						
ſ	Quote no	:	400H23036	10/07/2023							
h	Closing t	ime:	11:00 AM	Closing date: Validity period:	30 days						
└- 1.	DESDO	NSIVENESS CI									
•. 1.1.	Inc wit	licate substan	tive responsiveness o stated hereunder <u>sha</u>	criteria applicable for this q <u>Il</u> result in the quotation of	uotation. Failure to comply fer being disqualified from						
1		Only those que		ne eligibility criteria stated in	the quotation document may						
2	Quotation offer must be properly received on quotation closing date and time specified on the										
3		Use of correct	tion fluid is prohibited.								
4	\boxtimes	Submission o	f PA-32: Invitation to Bi	id	•						
5				empulsory briefing session. Elarification meeting is decl	ared compulsory						
6			n Central Supplier Dat								
8		All parts of te required	ender documents subn	nitted must be fully complete	ed in ink and signed where						
9	Submission of duly completed PA-32.Grand total on Pricing schedule to be carried of to the PA32, failure to do so will results to the bid being disqualified										
10	+	Pricing Sche	edule must be duly c	ompietea.							
11											
1.2	<i>to</i> The E Failin	submit the being the service of the submit furth submit further the su	ow documents where es the right to request er clarification and/or o	further information regarding	the undermentioned criteria.) calendar days from request						
1		Submission of	(PA-11): Bidder's disc	losure.							
2		consortium / jo the firm / cons	oint venture, authorisin ortium / joint venture.	g a dedicated person(s) to s	ition by the legal entity, or sign documents on behalf of						
3	\square	Submission of Regulations 20	f (PA-16): Preference Points Claim Form in terms of the Preferential Procurem 022								
3		Submission of	(PA 40): Declaration of	of Designated Groups for Pre	ferential Procurement.						
4		Submission of	(PA-10): General Con	dition of Contract.							
6		Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).									

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

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For Internal Use

Effective date: March 2023



Notice and Invitation for Quotation: PA-03 (GS)

7		
		Submission of (PA 16): Preference Point Claim Form in terms of the Preferential Procument Regulations 2022. For EME or QSE which is at least 51% owned by black people and or women and or youth to validate their claim for points: The bidder must submit ID Copy or SANAS accredited BBBEE certificate or Sworn Affidavit or CSD or CIPC
8	\boxtimes	For EME or QSE which is at least 51% owned by people with disabilites to validate their claim for points: The bidder must submit ID Copy or medical certificate or SASSA registration or National Council for persons with physical disability in South Africa registration (NCPPDSA)
		For EME or QSE located in a specific Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area to validate their claim for points: The bidder must submit ID Copy or office Municipal rates statement or permission to occupy from local chief in case of rural areas (PTO) or lease agreement.

2. Points scoring system applicable for this bid:

⋈ 80/20 points scoring system	

Indicate the Price weighting applicable to this bid:

	Weighting percentage (must add up to 100)
Price:	80
Preference points scoring system	20
Total:	100

3. Method to be used to calculate points for specific goals

		ocurement transaction with rar ve of all applicable taxes) the s Specific Goals		Documentation to be submitted by
			out of 20	
	1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
	2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
	3.	An EME or QSE which is at least 51% owned by women	4	ID Copy or

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			CSD Report or CIPC (Company Registrations)
4.	An EME or QSE which is at least 51% owned by people with disability (Mandatory)	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPPDSA) or CIPC (Company Registration) or CSD Report
5.	An EME or QSE which is at least 51% owned by youth (Mandatory)	2	ID Copy or CSD Report Or CIPC

4. COLLECTION OF QUOTATION DOCUMENTS:

All quotations must be completed on the official forms provided with this invitation and completed in ink, preferably black. Completed forms must be delivered to the Department of Public Works and Infrastructure at the following address or email below.

This quotation is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Attached Terms and Conditions should be signed and submitted with the official documents.

The taxes of the successful service provider must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.

•
Quotation documents may be collected during working hours on <i>insert date</i> at the following address <i>insert physical address insert postal code</i> .
A select pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at insert address on dd/mm/yyyy starting at insert time .

5. ENQUIRIES RELATED TO QUATATION DOCUMENTS MAY BE ADDRESSED TO:

DPW Project Leader:	Mae Jantjies	Telephone no:	021 402 2404
Cell no:		Fax no:	****
E-mail:	Mae.Jantjies@dpw.gov.za	· · · · · · · · · · · · · · · · · · ·	

6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is 11:am on 10/07/2023.

Telegraphic, telephonic, telex, facsimile, electronic and / or late bids will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid advertisement.

All bids must be submitted on the official forms – (not to be re-typed)

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer". Page 3 of 4 For Internal Use



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QUOTATION DOCUMENTS MAY BE DROPPED AT:		QUOTATION DOCUMENT MAY BE EMAILED TO:
GROUND FLOOR QUOTATION BOX, CUSTOMS HOUSE DEPARTMENT OF PUBLIC WORKS AND INFRUSTRUCTURE OR	OR	CPT.Quotations@dpw.gov.za
QUOTATION DOCUMENTS MAY BE POSTED TO : insert postal code		

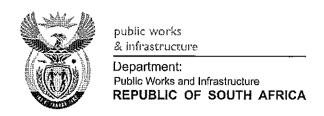


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- 8. PA36 (local content) where applicable
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SPECIAL CONDITIONS / MANDATORY BID CONDITIONS

- The forms in the Table of Contents and on the PA-03(GS): Notice and Invitation for Quotation should be properly completed and signed and returned on or before the due date and time.
- 2. **NB**: PA11: Bidder's Disclosure should be properly/duly completed, dated and signed. Bidders or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise must disclose any interest in any other related enterprise whether or not they are bidding for this contract.
- 3. The total offer on the pricing schedule must be carried over to the PA32 (Invitation to Bid) or the quote will be deemed as non-responsive and will not be evaluated further.
- 4. No late, incomplete or quotations with correctional fluid will be accepted.
- Deposit your Quotation into the Quotation box on the Ground floor, customs House Lower Heregracht, Cape Town.
- Alternatively quotations may be emailed to CPT.Quotations@dpw.gov.za
- 7. Quotations are valid after the closing date for 30 days for thresholds up to R500 000 and 84 days for thresholds up to R1 million.
- 8. The bidder must make provision for exchanges and or changes in sizes where applicable at no additional cost to the Department.

- 9. Failure to comply with product specifications and inability to meet delivery times will render the purchase order to be cancel. If the bidder is a VAT vendor /reglstered the bidder is required to explicitly state the VAT amount.
- 10. Bidders must include VAT at 15% in their bid offers if VAT Vendor.
- 11. Resolution to sign/resolution of signatures is mandatory in the event where a delegation to sign the bid document to someone other than a director or member or shareholder (where applicable).
- 12. In the event that one or more bidders are equal in all respects the award will be decided by drawing of lots.
- 13. Bidders must ensure that PA 32 is duly completed, failure to complete in full will result to elimination.

OTHER BID CONDITIONS

- 1. The Department reserves the right to negotiate the offer where it is found not to be market related.
- 2. All goods supplied must be approved by the South African Bureau of Standards (SABS) if applicable.
- 3. The Department reserves the right to request any additional information and / or samples of items quoted before mass production is undertaken at no cost to the Department if applicable.
- 4. Bidders should have an office/branch in the Western Cape
- 5. Bidders must be registered on the CSD and tax matters should remain compliant throughout the procurement process.
- 6. Due to a high volume of quotations received it is advisable to hand deliver your quotation to ensure receipt thereof.
- 7. Technical enquiries must be directed to the Project Leader as indicated on the PA-03 (GS) and PA-32.
- 8. The Department will contract with the successful bidder with an official order.
- 9. No work may commence without an official Departmental order.



PA 32: INVITATION TO BID **PART A**

YOU ARE HEREBY INVITED TO BID FOR	REQUIREMENTS	OF THE (N	IAME OF DEP	ARTMENT/PUBLI	CENTITY)	
BID NUMBER: 400H23036	CLOSING D	111	0/07/2023	CLOSIN		11:00
DESCRIPTION SUPPLY AND DE	LIVERY OF	HORTIC	ULTURAI	L PROTECTE	Æ UNIF	ORM .
THE SUCCESSFUL BIDDER WILL BE REC			N A WRITTEN	CONTRACT FOR	M (DPW04.1	GS or DPW04.2 GS).
BID RESPONSE DOCUMENTS MAY BE BOX SITUATED AT (STREET ADDRESS)	DEPOSITED IN T	THE BID				
GROUND FLOOR: PUBLIC CU	STOMES HO	DUSE PU	BLIC WO	RKS		
CPT.Quotations@dpw.gov.za DC) NOT RETU	RN TO 3	THE SEND	ER PLEASE		
OR POSTED TO:						
SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS				· · · · · · · · · · · · · · · · · · ·		
TELEPHONE NUMBER	CODE			NUMBER		
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE			NUMBER		
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER	<u> </u>					
	TCS PIN:		OR	CSD No:		
				<u> </u>		
SIGNATURE OF BIDDER			DATE		-	
CAPACITY UNDER WHICH THIS BID IS						
SIGNED (Attach proof of authority to sign this bid; e.g. resolution of						
directors, etc.)						
TOTAL NUMBER OF ITEMS OFFERED				L BID PRICE (1AL		
TOTAL NUMBER OF ITEMS OFFERED BIDDING PROCEDURE ENQUIRIES MAY I	E NIDECTED TO		·····	ICABLE TAXES) IFORMATION MA	R	TENTA:
DEPARTMENT/ PUBLIC ENTITY	TE DIVEOUED IC		CONTACT PER		DE DIKEU	
CONTACT PERSON		-	ELEPHONE N			

PART B TERMS AND CONDITIONS FOR BIDDING

FACSIMILE NUMBER

E-MAIL ADDRESS

1. BID SUBMISSION:

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.

Page 1 of 2
Any reference to words "Bid" or Bidder' herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

THIS FORM IS ALIGNED TO SBD1

For Internal Lice. Effective date: January 2023 Version: 2023/01



PA-32: Invitation to Bid

1,5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2.	TAX COMPLIANCE REQUIREMENTS
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	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.
2.3	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.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	YES NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? IE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A	☐ YES ☐ NO A TAX COMPLIANCE STATUS /
	COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. Note Well:

- In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable
- All delivery costs must be included in the bid price, for delivery at the prescribed destination.
- The price that appears on this form is the one that will be considered for acceptance as <u>a firm and final offer</u>.

 The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32). Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

¹ All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

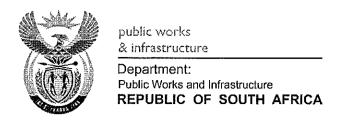


PRICING SCHEDULE



The total offer on this pricing schedule must be carried over to the PA32 (Invitation to Bid) or the quote will be deemed as non-responsive and will not be evaluated further

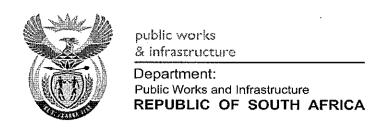
DESCRIPTION (SUPPLY & DELIVERY)	QUANTITY	UNIT PRICE (per one item / each) EXCLUDING VAT	TOTAL UNIT PRICE FOR THE FULL QUANTITY REQUIRED EXCLUDING VAT
EXAMPLE: (Quantity multiplied by the unit price to get total unit price excluding VAT)			
BLACK PENS	6	R2.00 Each EXCLUDING VAT	R12.00 EXCLUDING VAT
FACILITY MANAGEMENT (HORTICULTURE)			
SUPPLY AND DELIVER OF PROTECTIVE UNIFORMS			
Two piece conti-suite complete (Size: 28)	5 sets	R	R
Two piece conti-suite complete (Size: 32)	5 sets	R	R
Two piece conti-suite complete (Size: 34)	15 sets	R	R
Two piece conti-suite complete (Size: 36)	25 sets	R	R
Two piece conti-suite complete (Size: 38)	20 sets	R	R
Two piece conti-suite complete (Size: 40)	12 sets	R	R
Two piece conti-suite complete (Size: 42)	20 sets	R	R
Two piece conti-suite complete (Size: 44)	4 sets	R	Ř
Two piece conti-suite complete (Size: 46)	2 sets	R	R
Two piece conti-suite complete (Size: 48)	3 sets	R	R
Two piece conti-suite complete (Size: 50)	4 sets	R	R
Golf t-shirts , Unisex (Size: Small)	8	R	R
Golf t-shirts , Unisex (Size: Medium)	74	R	R
Golf t-shirts , Unisex (Size: Large)	98	R	R
Golf t-shirts , Unisex (Size: X Large)	28	R	R
Golf t-shirts , Unisex (Size: XX Large)	4	R	R
Golf t-shirts , Unisex (Size: XXX Large)	8	R	R
Safety boots Men and Women (Size: 3)	1 pair	R	R
Safety boots Men and Women (Size: 5)	2 pairs	R	R
Safety boots Men and Women (Size: 6)	9 pairs	R	R
Safety boots Men and Women (Size: 7)	27 pairs	R	R
Safety boots Men and Women (Size: 8)	17 pairs	R	R
Safety boots Men and Women (Size: 9)	29 pairs	R	R
Safety boots Men and Women (Size: 10)	11 pairs	R	R
Safety boots Men and Women (Size: 11)	7 pairs	R	R
Safety boots Men and Women (Size: 12)	2 pairs	R	R



PRICING SCHEDULE

Specialized "Health & Safety" Boots or shoes (Size: 4)	2 pairs	R	R
Specialized "Health & Safety" Boots or shoes (Size: 5)	1 pair	R	R
Specialized "Health & Safety" Boots or shoes (Size: 6)	2 pairs	R	R
Specialized "Health & Safety" Boots or shoes (Size: 7)	2 pairs	R	R
Specialized "Health & Safety" Boots or shoes (Size: 8)	3 pairs	R	R
Chainsaw trousers (Size: 32)	1	R	R
Chainsaw trousers (Size: 34)	1	R	R
Chainsaw trousers (Size: 36)	7	R	R
Chainsaw trousers (Size: 38)	3	R	R
Chainsaw trousers (Size: 40)	3	R	R
Chainsaw trousers (Size: 42)	3	R	R
Chainsaw trousers (Size: 48)	1	R	R
Chainsaw trousers (Size: 50)	1	R	R
Embroidered NDPWI Logo (top left side) on conti-suit	330	R	R
jackets and golf t-shirts.			
	1		
· · · · · · · · · · · · · · · · · · ·	 		
-			
VAT 15% (If VAT Vendor)			R
TOTAL OFFER (TO BE CARRIED OVER TO THE PA32)			R

NB: FAILURE TO TRANSFER TOTAL OFFER FROM PRICING SCHEDULE TO PA 32 WILL RESULT TO ELIMINATION



SPECIFICATIONS FOR PROTECTIVE CLOTHING

1. DESCRIPTION OF SERVICES

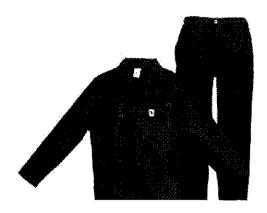
- Supply and delivery of Male & Female protective Clothing:
- Measure and fit personnel with the correct size
- All tops/golf t-shirt/jackets must be embroidered with NDPWI Logo (top left side).



2. SPECIFICATIONS

2-piece work suit (Conti suit) x 110

- Fabric: 100% cotton
- Triple needle stitching on all seams
- Aluminum zips
- Orange and silver reflective bands on the top's arms and bottom's legs
- 1 square breast pocket and 2 square bottom pockets on tops
- Hemmed cuffs on the top
- 2 side patch pockets and on square back pocket on bottoms
- · Half-elasticated waist band
- Colour : Navy blue



Unisex golfer t-shirts x 220

- Detailed curved contrast side and sleeve inserts
- Contrast over-locked top stitching
- Concealed zipper pocket, top left side
- Double top stitched hem and knitted collar
- Moisture management system
- Short sleeves.
- Colour: Orange and Navy



Safety boots - Men & Ladies x 105 pairs

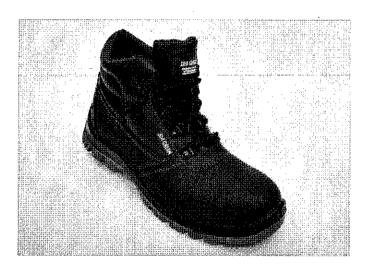
- Steel toe cap to withstand 200 joules
- Durable leather upper
- Oils and acid resistant sole with anti-static and anti-slip properties
- Reinforced shank
- Colour: black



Code: VL-KRM

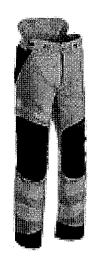
Specialized "Health & Safety " Boots or Shoes x 10 pairs

- The boot must be safe to where in the workplace in gardening field,
- Oils and acid resistant sole with anti-static and anti-slip properties,
- Colour: black.
- Anti-static,
- Anti-slip,
- Anti-bacterial insole,
- Unisex,
- Occupational lightweight shoe.



Waist Trousers, technical (chainsaw trouser): x 20

- Fabric: 4 way stretch material for comfort and ergonomics.
- Extended back for comfort.
- Reinforcement on critical areas, such as femoral artery, crotch and seat.
- Ventilation zippers on back of legs.
- Pre-bent knees.
- Light weight 6 layer sprocket clogging pads (saw protection).
- Class: Class 1 (20m/sec).
- Colour: 3/4 High visibility Orange and 3/4 Charcoal or Black on Back and front.





3. <u>Summary of Sizes</u>

Size	28	32	34	36	38	40	42	44	46	48	50	TOTAL	
Work suits (Conti suit) quantity	5	5	15	25	20	12	20	4	·2	3	4	110	
Size	S	M	L	XL	XXL	XXXL							
Unisex Golfer t-shirt quantity	8	74	98	28	4	8						220	
Size	3	5	6	7	8	9	10	11	12				
Safety boot Men & Women quantity	1	2	9	27	17	29	11	7	2			105	
Size	4	5	6	. 7	8				<u> </u>				
Specialized "Health & Safety" Boots or Shoes quantity	2	1	2	2	3							10	
Size	32	34	36	38	40	42	48	50					
Waist Trousers, technical (chainsaw trouser)	1	1	7	3	3	3	1	1				20	

3. GENERAL CONDITIONS

- **3.1** Samples of all items to be provided for fitting before embroidery 7 days after receiving the purchase order.
- 3.2 NDPW insignia embroidered on ALL garments.
- **3.3** ALL GARMENTS AND BOOTS/ SHOES PRODUCTS ISSUED ON CONDITION OF EXCHANGE.
- 3.4 Delivery must be within 14 days upon receiving the purchase order.

4 FAILURE TO COMPLY WITH CONDITIONS & DELAYED EXECUTION

- 4.1 The department without prejudice to its other rights shall be entitled to cancel an offer:
 - (a) If the service provider fails to deliver any or all of the services within the period(s) specified in the specifications, or within any extension thereof granted by the department;
 - (b) If the service provider fails to perform any other obligation(s) under the contract; or
 - (c) If the supplier, in the judgement of the department, has engaged in corrupt or fraudulent practices in competing for or in executing the service.

5. OTHER

Inquiries can be directed as follows:

Administration/SCM Enquiries:

Erica Ventura

Tel: (021) 402 2078

Email: Erica.venture@dpw.gov.za

Nonqaba Mdingi

Tel: (021) 402 2037

Email: Nongaba.mdingi@dpw.gov.za

Technical Enquiries

Mr. MAE Jantjies

Email: mae.jantjies@dpw.gov.za

Mobile: 079 872 8631

Mr. S.D Maesela

Mobile: 076 424 3077

Email: Sekome.maesela@dpw.gov.za

Ms. E Bessick

Email: Elizabeth.bessick@dpw,gov.za

Mobile: 082 852 5263

Horticulture Office Tel. number(s)

Tel no: (021) 402 2402 Tel no: (021) 402 2404 Tel no: (021) 402 2406 Tel no: (021) 402 2407



PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest (1) in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution
·		
-		
		,

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



2.2	Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?
	YES / NO
2.2.1	If so, furnish particulars:
2.3	Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
	YES / NO
2.3.1	If so, furnish particulars:
3 D	ECLARATION
	I, the undersigned, (name)
2 1	I have road and Lunderstand the contents of this disclosure:

- I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3,3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer". Page 2 of 3 For External Use Effective date 5 July 2022 Version: 2022/03

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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

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

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

Signature	Date
Position	 Name of bidder

This form has been aligned with SBD4

For External Use

Effective date 5 July 2022



PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2	Preference	Points	System	to be	applied

(Tick whichever is applicable).

- ☑ The applicable preference point system for this tender is the 80/20 preference point system.
 ☑ The applicable preference point system for this tender is the 90/10 preference point system.
 ☑ Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender shall be awarded for:
- 1.3.1 Price; and
- 1.3.2 Specific Goals
- 1.4 The maximum points for this tender are allocated as follows:

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	⊠ 80/20 □ 90/10
PRICE	
SPECIFIC GOALS	
Total points for Price and Specific Goals	

1.5 Breakdown Allocation of Specific Goals Points

1.5.1 For Procurement transactions with rand value greater than R2 000.00 and up to R1 Million (Inclusive of all applicable taxes), the specific goals as listed in table 1 below are applicable.

All Acquisitions

Table 1

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by black people	10	ID Copy Or
			SANAS Accredited BBBEE Certificate or sworn affidavit where applicable
			Or
			CSD Report
			Or
		•	CIPC (company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work	2	Office Municipal Rates Statement
	to be done or services to be rendered in that area		Or
			Permission To Occupy from local chief in case of rural areas (PTO)
:			Or
			Lease Agreement
3.	An EME or QSE which is at least 51% owned by women	4	ID Copy
,	owned by women		Or
			CSD Report
			Or
			CIPC (company registration)

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
4.	An EME or QSE which is at least 51% owned by people with disability	2	Medical Certificate Or South African Social Security Agency (SASSA) registration Or National Council for Persons with Physical Disability in South Africa registration (NCPPDSA) Or CSD Report Or CIPC (company registration)
5.	An EME or QSE which is at least 51% owned by youth .		ID Copy Or CSD Report Or CIPC (company registration)

1.5.2 For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 2 below are applicable:

All Acquisitions

Table 2

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	10	ID Copy Or

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
-			SANAS Accredited BBBEE Certificate or sworn affidavit where applicable
			Or
			CSD Report
;			Or
			CIPC (company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work	2	Office Municipal Rates Statement
	to be done or services to be rendered in that area		Or
			Permission To Occupy from local chief in case of rural areas (PTO)
		:	Or
			Lease Agreement
3.	An EME or QSE or any entity which is at least 51% owned by women	4	ID Copy
			Or
			CSD Report
		:	Or
- · · · · ·			CIPC (company registration)
4.	An EME or QSE or any entity which is at least 51% owned by people with	2	Medical Certificate
	disability		0r
			South African Social Security Agency (SASSA) registration
			0r
			National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
			Or
			CSD Report

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
			Or
			CIPC (company registration)
5.	An EME or QSE or any entity which is at least 51% owned by youth.	2	ID Copy
	,		Or
;			CSD Report
			Or
			CIPC (company registration)

1.5.3 For procurement transactions with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 3 below are applicable

All Acquisitions

Table 3

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	4	ID Copy Or SANAS Accredited BBBEE Certificate or sworn affidavit where applicable Or CSD Report Or CIPC (company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	Office Municipal Rates Statement Or

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
			Permission To Occupy from local chief in case of rural areas (PTO)
			Or
			Lease Agreement
3.	An EME or QSE or any entity which is at least 51% owned by women	2	ID Copy
			Or
			CSD Report
			Or
			CIPC (company registration)
4.	An EME or QSE or any entity which is at least 51% owned by people with	2	Medical Certificate
	disability		Or
			South African Social Security Agency (SASSA) registration
			Or
,			National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
	OR		
	An EME or QSE or any entity which is		ID Copy
	at least 51% owned by youth .		Or
			CSD Report
			0r
			CIPC (company registration)

- 1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.
- 1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts:
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$
 or $Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$

Where

Pmin =

Ps = Points scored for price of tender under consideration

Price of lowest acceptable tender

Pt = Price of tender under consideration

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$
 or $Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

20	22		
	he specific goals allocated oints in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.	An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	10	
2. d	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be one or services to be rendered in that area	2	
3.	An EME or QSE or any entity which is at least 51% owned by women	4	
4.	An EME or QSE or any entity which is at least 51% owned by people with disability	2	
5.	An EME or QSE or any entity which is at least 51% owned by youth.*	2	
gr gc	nly one specific goal is policable between specific pal number 4 and specific pal number 5 under 90/10 reference Point System)		

Note: * in respect of the 90/10 point system a selection of either disability or youth may be made with an allocation of 2 points for either of them.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3.	Name of company/firm
4.4.	Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety
Close corporation
Public Company
Personal Liability Company
(Pty) Limited
Non-Profit Company
State Owned Company
[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

	-
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	



PA-40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

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ame of Tenderer						EME' 🗌 QSE' [\Box EME _1 \Box QSE 2 \Box Non EME/QSE (tick applicable box)	licable box)
1. LIST ALL PROP	LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS	R SHAREHOLD		BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.	S, CITIZENSHIP	AND DESIGNATE	D GROUPS.	
Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	□ Yes □ No		☐ Yes ☐ No
2.		%	No □ Yes	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		□ Yes □ No
6.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No
4,		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No
5.		%	☐ Yes ☐ No	☐ Yes ☐ No	□ Yes □ No	☐ Yes ☐ No		☐ Yes ☐ No
6.		%	☐ Yes ☐ No	□ Yes □ No	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No
7.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		□ Yes □ No
8.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No
9.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No
10.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No
11.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	□ Yes □ No		☐ Yes ☐ No
12.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	□R □ UD □T □ U	□ Yes □ No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number State date of South African citizenship obtained (not applicable to persons born in South Africa) #

¹ EME: Exempted Micro Enterprise ² QSE: Qualifying Small Business Enterprise

PA-40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT



Tender no:

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

The information and particulars contained in this Affidavit are true and correct in all respects;

Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential and that the above form was completed according to the definitions and information contained in said documents;

The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer

The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;

Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter; S

Signed by the Tenderer

Date
Signature
Name of representative