



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 337-3208 Fax: 321-0517
Website: www.publicworks.gov.za

Dear Sir/ Madam

You are hereby invited to submit a quotation for the supply and delivery of the following goods/assets/service to the Department of Public Works.

QUOTATION NO : RFQ177A4676
QUOTATION DESCRIPTION : TRADE TEST
VALIDITY PERIOD : 30
CLOSING TIME : 11:00
CLOSING DATE : 27-01-2022

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL AMOUNT (INCL VAT)
<i>TRADE TESTING FOR THE ARTISAN DEVELOPMENT PARTICIPANTS</i> <i>PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE</i>	<i>EACH</i>	<i>3</i>		

Quotations may be emailed or hand delivered. If it is hand delivered please send the completed quotation to:

: Public Works
: Corner Vermeulen and Bosman Street
: Pretoria
Enquiries : Portia Moipolai
Tel : 012 406 1812
Quotations must be submitted to the following email address:
ndpwquotations@dpw.gov.za or quotations box

NOTE: Suppliers are to ensure that their banking details are successfully verified on CSD, The department may at any point request verification of the details.

Please stamp the RFQ with your Company Stamp. **However** a quotation on the company letterhead would be accepted. **Failure to** return the forwarded PA-Forms will result in your quotation being considered as non-responsive.

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

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF:

Project description:	ARTISAN TRADE TESTING FOR THE ARTISAN DEVELOPMENT PARTICIPANTS: ETHEKHINI METRO		
Quote no:	RFQ177A4676	Closing date:	28-01-2022
Closing time:	11H00	Validity period:	30 days

Bidders who do not comply to the below criteria may be disqualified

<input checked="" type="checkbox"/>	Bid offer must be properly received on the bid closing date and time specified on the invitation, fully completed and signed in ink.
<input checked="" type="checkbox"/>	Submission of standard bidding documents (PA-11 ; PA-29; PA-32, PA 16)
<input checked="" type="checkbox"/>	PA-16 preference points claim form in terms of the preferential procurement regulations 2017
<input checked="" type="checkbox"/>	Compliance with Pre-qualification criteria for Preferential Procurement (It is compulsory to submit the certified BBBEE Certificate or a sworn affidavit in order to be considered.)
<input checked="" type="checkbox"/>	Valid Accreditation
<input checked="" type="checkbox"/>	Proven 1 year experience/Reference Letter
<input checked="" type="checkbox"/>	Business Location within EThekwini/ Copy of utility bills or lease agreements should be provided.

Only bidders who complies with the following Pre-qualification criteria for Preferential Procurement will be considered:

<input checked="" type="checkbox"/>	A tenderer having stipulated minimum B-BBEE status level of contributor; <input checked="" type="checkbox"/> Level 1 OR <input checked="" type="checkbox"/> Level 2
-------------------------------------	---

Points scoring system applicable for this bid:

<input checked="" type="checkbox"/> 80/20 points scoring system

Price weighting applicable to this bid:

	Weighting percentage (must add up to 100 %)
Price:	100% of 80 points
Total:	100%

TAX INFORMATION

The taxes of the successful bidder must be in order at all times. Should the department find that the tax matters are not in order; 3 days may be given to the service provider to rectify the situation, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations? Written confirmation is required. Bidders who fail to meet this requirement will lead to disqualification

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".

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

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	RFQ177A4676	CLOSING DATE:	28-01-2022
		CLOSING TIME:	11:00
DESCRIPTION	ARTISAN TRADE TESTING FOR THE ARTISAN DEVELOPMENT PARTICIPANTS: ETHEKHINI METRO		

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).
 BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
 SITUATED AT (STREET ADDRESS)

**CNR MADIBA AND BOSMAN STREETS
 256 CENTRAL GOVERNMENT OFFICES;**

OR EMAILED TO:

ndpwquotations@dpw.gov.za

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			
	TCS PIN:		OR CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT
	<input type="checkbox"/> No		<input type="checkbox"/> Yes
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			<input type="checkbox"/> No
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
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		TOTAL BID PRICE (ALL APPLICABLE TAXES)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	PUBLIC WORKS	CONTACT PERSON	
CONTACT PERSON	Portia Moipolai	TELEPHONE NUMBER	
TELEPHONE NUMBER	012 406 1812	FACSIMILE NUMBER	
FACSIMILE NUMBER	086 272 8850	E-MAIL ADDRESS	
E-MAIL ADDRESS	Portia.moipolai@dpw.gov.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
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). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
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. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER 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)? <input type="checkbox"/> YES <input type="checkbox"/> NO

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".

- 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
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. AN ORIGINAL OR CERTIFIED COPY OF THE B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.

Note Well:

- a) 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 for VAT.
- b) **All delivery costs must be included in the bid price, for delivery at the prescribed destination.**
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer.**
- d) 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).
- e) 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

PA-11: DECLARATION OF INTEREST AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in full and signed by the duly authorized person shall render the tender non-responsive and will be removed from any and all further contention.

Project title:	ARTISAN TRADE TESTING FOR THE ARTISAN DEVELOPMENT PARTICIPANTS: ETHEKHINI METRO		
Bid no:		Reference no:	

- Any legal person, including persons employed by the State¹; or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:
 - The bidder is employed by the state; and/or
 - The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons 1

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, trustees, shareholder² ect

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.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise

2.7 Are you or any person connected with the bidder presently employed by the state?

YES NO

2.7.1 If so, furnish the following particulars:

Name of person / director /trustees/shareholder/ member:.....

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

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

Any other particulars:
.....

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

2.8.1 If so, furnish particulars:.....

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

2.9.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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

Full Name	Identity Number	Personal Reference Number	Tax	State Number	Employee Peral Number

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".
 For Internal Use

4. DECLARATION OF TENDERER / BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

4.1	Is the tenderer / bidder or any of its directors listed on the National Treasury's database 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 National Treasury after the audi alteram partem rule was applied).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.2	If so, furnish particulars:		
4.3	Is the tenderer / 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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.4	If so, furnish particulars:		
4.5	Was the tenderer / 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.6	If so, furnish particulars:		
4.7	Was any contract between the tenderer / bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.8	If so, furnish particulars:		

5. 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.

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".

For Internal Use

Effective date August 2017

Page 7 of 13

Version1.6

Name of Tenderer / bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8

PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

Project title:	NOTEBOOKS X14 ARTISAN TRADE TESTING FOR THE ARTISAN DEVELOPMENT PARTICIPANTS: ETHEKHINI METRO		
Bid no:		Reference no:	

INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

³ 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. 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.

Name of Bidder	Signature	Date	Position

Request for Quotation (Head Office only)

PA-40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Name of Tenderer

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED 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 / under developed area/township	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

EME¹ QSE² Non EME/QSE (tick applicable box)

#

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

Request for Quotation (Head Office only)

2. DECLARATION:

- The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:**
- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
 - 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
 - 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer hereinafter, the 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 herein;
 - 4 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;
 - 5 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;

Signed by the Tenderer

Name of representative	Signature
	Date

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

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2.

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

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

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”.

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) certificate issued by an authorized body or person; B-BBEE Status level
 - 2) prescribed by the B-BBEE Codes of Good Practice; A sworn affidavit as
 - 3) requirement prescribed in terms of the B-BBEE Act; Any other
- (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

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:

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

80/20
or
90/10

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

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”.

- 1.1. 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

- 1.1. 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

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

7. SUB-CONTRACTING

- 1.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

- 7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at 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

- 1.1. Name of company/firm:.....
- 1.2. VAT registration number:.....
- 1.3. Company registration number:.....
- 1.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

1.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

1.6. COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

- 1.7. Total number of years the company/firm has been in business:.....
- 1.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:



- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....



Annex D

SATS 1285-2011

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No. _____
 (D2) Tender description: _____
 (D3) Designated Products: _____
 (D4) Tender Authority: _____
 (D5) Tendering Entity name: _____
 (D6) Tender Exchange Rate: _____

(D12) VAT to be excluded from all calculations

EU B 9.00 GBP R 12.00

A. Exempted Imported content

Tender Item no's	Description of imported content	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost incl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											

B. Imported direct by the Tenderer

Tender Item no's	Description of imported content	Unit of measure	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost incl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by tenderer											

C. Imported by a 3rd party and supplied to the Tenderer

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost incl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party											

D. Other foreign currency payments

Type of payment	Local supplier making the payment	Overseas beneficiary	Calculation of foreign currency payments		Total value of payments
			Foreign currency value paid	Tender Rate of Exchange	
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party					

(D53) Total of imported content & foreign currency payments - (D19), (D32) & (D45) above

Signature of tenderer from Annex A

Date

This information corresponds with Annex C, C.21

Annex E

SATS 1286.2011

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	<input style="width: 95%;" type="text"/>
(E2)	Tender description:	<input style="width: 95%;" type="text"/>
(E3)	Designated products:	<input style="width: 95%;" type="text"/>
(E4)	Tender Authority:	<input style="width: 95%;" type="text"/>
(E5)	Tendering Entity name:	<input style="width: 95%;" type="text"/>

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of Items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			

(E10)	Manpower costs (Tenderer's manpower cost)	<input style="width: 95%;" type="text"/>
(E11)	Factory overheads (Rental, depreciation & amortisation, utility costs, consumables etc.)	<input style="width: 95%;" type="text"/>
(E12)	Administration overheads and markup (Marketing, insurance, financing, interest etc.)	<input style="width: 95%;" type="text"/>
(E13) Total local content		<input style="width: 95%;" type="text"/>

This total must correspond with Annex C (C24)

Signature of tenderer from Annex B

Date: _____



PA-36: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.



The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
 - 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
 - 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
 - 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
 - 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
 - 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
 - 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
 - 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
 - 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:



Description of services, works or goods Stipulated minimum threshold

CLOTH FACE MASKS X24

100%

4. Does any portion of the services, works or goods offered have any imported content?
(Tick applicable box)

YES NO

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES NO

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY



RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB:

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

3. Declaration

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity),
the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R



Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____



TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) TRADE TESTING FOR THE ARTISAN DEVELOPMENT PARTICIPANTS TRAINED IN PLUMBING

1. INTRODUCTION

These Terms of Reference are aimed at:

- Inviting the relevantly accredited training provider(s) for the implementation of the Trade test process, in **KwaZulu-Natal Province, Ethekwini Metro–(03 Learners)**.
- Defining the scope of work and the expected deliverables of the relevant training providers to ensure submission of compliant quotations towards appointment of the successful bidder.
- The Department of Higher Education and Training (DHET) Circular 11 of 2019/20 related to Covid-19 infections states that all learning environment must comply with the measures to prevent infections as outlined by the Department of Health. Any change/amendment in the Funder or Government prescripts will be adhered to in line with DPWI procedures.

2. BACKGROUND

The Department of Public Works and Infrastructure (DPWI), National Youth Service (NYS) secured funding to support the EPWP training initiative in Kwa Zulu Natal Province, currently the department has learners under Plumbing artisan development programme till 2022.

There are 03 (three) learners who are ready to prepare for trade test , be allocated serial numbers, gap training and trade testing in order to qualify as artisans

3. SCOPE OF WORK

The appointed accredited service provider will be expected to deliver as listed in the table below:

Title: Trade test preparation for Artisan Plumber		
Item	Units	Duration (in days)
Learner uploading and serial numbers	03 trainees	01
Toolkit assessment	03 trainees	
Gap training	03 trainees	15
Trade test	03 trainees	01
Re-testing	03 trainees X2	02
Personal safety gear	03 trainees	Once off
Monthly stipend	03 trainees	120 days
Artisan plumber tools	03 artisan tools	Once off

3.1 The appointed Training Provider will be required to perform the following services:

3.1.1. Pre - training deliverables:

- Avail him/herself as well as all required resources at the due diligence session. This is an ongoing evaluation process and capacity verification which will be conducted by the Department at any stage of the project.
- DHET questionnaire to confirm Covid-19 readiness to be filled before the training commences.

- Attend a compulsory logistics meeting to be coordinated by DPWI, after signing of the contract/SLA, in preparation for implementation.
- Verify with DHET/QCTO to ensure validity of the selected programmes before commencement ensure compliance with the relevant SETA/ETQA/Covid-19 requirements for the implementation.
- Ensure that, all relevant/required staff, infrastructure, consumables and equipment for achievement of the objective, are in place as per the relevant SETA/ETQA/Covid-19 prescripts. All consumables should remain with the learners at the completion of training.
- Secure the accessible and suitable SETA/ETQA/Covid-19 compliant facilities for the gap training, for all the learners participating in the programme. Therefore the training provider should provide the facilities within the projects locality.

NB: The provider may agree with stakeholders to utilise free/unpaid project's/Government facilities, equipment, consumables etc., if suitable and sufficient. However, no claim should be submitted to DPWI by provider in such cases. The claim will only be paid for provision of such facilities by the provider and a DPWI verification report confirming that the provider has secured a suitable private/paid venue, should accompany such claims.

3.1.2. Training deliverables:

- Conduct a one day pre/diagnostic assessment to ensure all learners knowledge, skill and understanding which is assumed to be in place, is reasonable to support the achievement of the programme. The results thereof should be reported to EPWP before commencing with trade test date application. NB: identified gaps may vary from each participant.

- Upload & register learners' details on the ETQA database as per the set SETA requirements.
- Provide Gap training to ensure that all the learners successfully complete the Logbook as per the agreement and ETQA prescripts;
- Assess all learners' portfolios of evidence (POE), re-assess where necessary, moderate and upload learners' achievements in line with the SETA/ETQA prescripts, to ensure that all successful learners receive certificate of attendance and credits/statements of results or competency certificates.
- Provide remedial support as required in line with the ETQA prescripts to assist the not yet competent learners to successfully complete the programme.
- Monitor, evaluate and mentor continuously to ensure that, all learners are supported to enhance 100% completion rate at the end of the programme.
- Produce progress reports at the end of each activity e.g. Gap assessment, etc. in line with the ETQA standards/ prescripts.
- Ensure ETQA's involvement for quality assurance and verification of learners' POEs at applicable levels of the programme in order to facilitate successful completion of the programme in accordance with the set timeframes.
- Liaise with the relevant ETQA for certification/credit awards /results of the successful learners, upon completion of the programme.

3.1.3. Reporting and communication

The contracted training provider / trade test centre provider should:

- Provide progress reports including close out report, as per agreed timelines to the DPWI Project Manager.
- Communicate any training related matters/challenges to the DPWI/EPWP Manager allocated to him/her, and elevate such matters if unresolved to Head Office level, unless otherwise deemed fit.
- Keep and protect any learner's data and information as confidential and may not divulge any such data and/or information to the third party without prior written consent of the Department.
- Any dispute will be handled in terms of the applicable DPWI prescripts which will be outlined and signed during contracting of the successful provider.

4. EVALUATION CRITERIA OF APPLICATIONS

In order to appoint an appropriate and efficient training provider who will ensure successful delivery and completion of this project, the following criteria should be met by the Training Provider:

4.1. Administrative responsiveness/compliance

The training providers must attach documents listed below, any omission of the required documents, may render the company non-compliant.

- Accreditation documents
- Proven 1 (one) year relevant experience by the company/ Reference letter by a contactable reference proving previous work conducted.

- Business location within the area of e-Thekwini business district/ Copy of utility bills or lease agreements should be provided.
- The training provider must have a valid accreditation by the relevant ETQA for the Training and Trade testing of: **Civil Engineering Studies Plumbing Artisan.**
- Copies of the condensed CVs of the suitably qualified and registered personnel to be used for assessment and training of **03** learners' i.e. from Qualification Title: Plumber Artisan
 - Sufficient and relevantly qualified facilitator(s) with minimum experience of 1 year.
 - Sufficient and registered assessors with a minimum experience of 1 year.
 - Sufficient and registered moderators with a minimum experience of 1 year.
- Covid-19 compliant PPE and consumables reflected in the pricing structure.

4.2. Pricing

- All Quotations must be submitted in the prescribed pricing structure attached. Providers should submit quotations in line with their applicable VAT statuses using the pricing structures attached.
- All quotations received will be evaluated for price in line with the Preferential Procurement Policy Framework Act (PPPFA).

5. CONDITIONS OF SERVICE (AFTER APPOINTMENT):

- The appointed Training Provider will sign the contract/SLA with DPWI for a duration of 04 (four) months for the successful completion of the trade testing. There shall be no work implemented after expiry of the contract duration , such work will not be paid by the Department.

- A compulsory Logistics meeting with the appointed provider and all stakeholders will be coordinate by DPWI before trade testing process . This is to clarify, agree and finalise all implementation issues.
- The project plan with the schedule indicating clear time lines, relevant ETD personnel per activity and deliverables will be agreed upon & approved by DPWI before commencement of the training.
- No advance payment will be made for execution of this project. All payments will be made based on satisfactory services rendered, as stipulated below.
- The appointed service Provider will sign the General Conditions of Contracting (GCC- 2010) the contract Form (DPW- 04.2) and other delivery agreements and annexures

6.1. Submission of quotations

The quotations should be submitted by providers as follows:

- All quotes must be signed by the company owner/delegate.
- Quotes must be submitted in the prescribed pricing structure template attached. Providers should familiarise themselves with the explanatory notes per item of the pricing structure to ensure that the quotes are accurately compiled and submitted.
- Providers must ensure that the rates are market related.
- All the one day activities should be quoted on a once off basis (not daily rate) e.g. overheads, moderation, certification etc.
- Providers should submit quotations in line with their applicable VAT statuses using the pricing structures template attached.
- Quotations must be submitted as per the set supply chain management timelìnès, any quotations received after the deadline will not be considered by DPWI.

1st invoice: This invoice is payable upon securing an ETQA/SETA compliant Trade testing centre for the duration of the Trade test preparation component, accompanied by:

- The DPWI approved implementation plan;
- Individual learners' assessment reports;
- The Training Provider's moderation report; and
- Learners' certificates of attendance with clear indication of tasks completed.
- DPWI signed due diligence report endorsing the secured Trade test centre , proof of payment for Trade test Centre where applicable;
- Proof of learners' registration on the ETQA database;
- Learner's certified and recognised copies of South African ID document;
- Attendance registers signed by each learner and EPWP training official;
- Monitoring report signed by EPWP training official;
- Proof of relevant Consumables i.e. learning material, equipment and Covid-19 related.

2nd invoice: Payable for the successful completion of summative assessment and internal moderation by the provider in line with the relevant SETA/ETQA Regulations, accompanied by:

- Individual learners' summative assessment reports;
- Trade test bookings
- The Training Provider's moderation report; and
- Learners' certificates of attendance with clear indication of modules/unit standards completed.
- Valid statement of results from the relevant ETQA for re testing.

3rd invoice: Payable upon the certification of learners accompanied by:

- Valid proof of award of credits by the relevant ETQA or
- Valid statement of results from the relevant ETQA for re testing.

Invoice for Equipment and consumables: Payable per learner as per the approved quotation upon supply of adequate and relevant consumables including text books, Covid-19 related and equipment during theory training as per the relevant SETA/ETQA prescripts. All consumables should remain with the project/learners at the completion of training, whilst equipments should be provided on a lease-basis as per the duration of the applicable activities of the course for the theoretical training.

NB: Any other due outstanding claims must be submitted to DPWI within 3 months after completion of training. Unless otherwise agreed between the parties. Failure to submit within the set timeframes may result to the forfeiture of the due outstanding claims.

All unutilised funds should be reported at the close out report to be provided during contracting.

7. COMMUNICATION AND RECORDS

- Written project progress reports shall be submitted by the Training/Trade test centre to DPWI as per the signed contract.
- EPWP Training officials will monitor and report progress made by both learners and the service provider.
- The contracted provider should ensure active participation and quality assurance by the relevant ETQA throughout the process.
- A consolidated final close out report shall be submitted by the training provider at the end of the project.

PRICING STRUCTURE: TRADE TEST DURBAN PLUMBING

TRAINING PROVIDER'S BUSINESS NAME:				
PROJECT NAME: TRADE TESTING OF ARTISAN TRAINEES		PROVINCE: Kwa-Zulu Natal		
NUMBER TO BE TESTED: 03 TRAINEES				
COURSE TITLE: CIVIL ENGINEERING: PLUMBING		QUALIFICATION ID:		
TRADE: PLUMBING		ETQA:		
TRAINING COSTS				
	(A)	B	C	(D)
ITEMS AND EXPLANATORY NOTES	COST PER PERSON PER DAY	DURATION	TOTAL NO. TO BE TRAINED	TOTAL COST FOR ALL LEARNERS = (A x B x C)
1	Trade Test readiness: Assessment tests to be coordinated, administered and facilitated to ensure that all 03 trainees are subjected to an accredited assessment process required for trade test application , report of such to be generated and communicated to the Department			R
2	Gap Training: theoretical and on the site gap training to be facilitated and monitored according to the reports received from the accredited Trade test centre. (Once off rate per learner). Calculate costs per person per day (A) x days (B) x total to be trained (C) = Total costs (D).	60 days (02months)	3	R
3	Trade Test preparation : For 30% of the 04 months course duration). Calculate the costs per person per day x duration x total to be trained = Total costs (D).	60 days (02 month)	3	
4	Trade Test Assessment and moderation : For all required assessments as per QCTO OR SETA prescripts. (Once off rate per learner). Calculate costs per person per day (A) x days (B) x total to be trained (C) = Total costs (D).	1 day	3	R
5	Re-Test Assessment and moderation : For all required assessments as per QCTO OR SETA prescripts. (Once off rate per learner). Calculate costs per person per day (A) x 3 staggered days (B) x total to be trained (C) = Total costs (D).	1 day	3	
6	Last attempt Test Assessment and moderation : For all required assessments as per QCTO OR SETA prescripts. (Once off rate per learner). Calculate costs per person per day (A) x days (B) x total to be trained (C) = Total costs (D).	1 day	3	

7	Stipend payment: Stipend must be paid according to daily gazetted F/PWP the Minimum wage required G(Once off rate per learner). Calculate costs per person per day (A) x days (B) x total to be trained (C) = Total costs (D).	R 95.44	180 days (4 months)	3	R	
8	Certification: all 03 trainees should be paid a monthly stipend for all days attended and signed for the duration of trade test process (Once off rate per learner). Calculate costs per person per day (A) x days (B) x total to be trained (C) = Total costs (D).	R	1 day	3	R	
9	Artisan tool boxes : Industry required standard artisan plumber toolboxes should be purchased per learner that has qualified by obtaining a passed trade test or has passed more than 70% of tasks required to obtain a trade certificate.	R	Insert a once off rate at column D, for all 3 trainees			
10	Overheads Costs (required construction industry PPE such as overalls, gloves etc, transport for staff, administrative costs, consumables and equipment): Calculate costs per person per day (A) x total to be tested (C) = Total costs (D).	R	DON'T FILL HERE	3	R	
Subtotal 1	Subtotal for trade testing costs (Add amounts at item 1, 2, 3, 4, 5, 6, 7,8,9& 10 above).	DO NOT FILL HERE				R
COVID-19 PPE (PERSONAL PROTECTIVE EQUIPMENT)						
ITEMS AND EXPLANATORY NOTES						
11	Cloth facial masks (woven, 3 layered with the inner layer non-woven), 2 coloured, washable, proper snugly fit. Calculate 2 pairs per learner per month for the course duration- theory and workplace. Remains with learners at the end of the training. Calculate costs per person per month (A) x days (B) x quantity (C) = Total costs (D).	R	04 months	2 masks per learner per 04 MONTHS	R	
12	Hand liquid Soap (One 750ml soap per week placed in the toilet. For 24 weeks. Calculate cost per quantity (C) = Total costs (D).	DON'T FILL HERE		1 (One x 4 litres liquid soap sufficient for 04 months months duration).	R	
Subtotal 2	Subtotal for COVID-19 PPE (Add amounts at item 11& 12 & above).	DO NOT FILL HERE				R
VAT	VAT (For VAT vendors only): 15% of items above .	DO NOT FILL HERE				R

GRAND TOTAL	GRAND TOTAL (Add amounts for subtotal 1 & 2 plus VAT (For VAT vendors only) = Overall cost at column D.	DO NOT FILL HERE	R
The training centre must be within e-Thekwini business districts, therefore no additional transport and accommodation costs .			
PROVIDER SIGNATURE:		DATE	



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Plumbers Tools List 2021

Wrenches

- Pipe wrench size 350 mm
- Ratchet ranch handler 8 to 29 mm
- Basin wrench 16.1 cm
- Adjustable pipe wrench Size 300mm & 200 mm
- Allen wrench key set Sizes 1.3 mm and 1.5mm

Pipe Work

- 1X Hacksaw size 305 mm
- 1X Coping Saw 165 mm or 170 mm
- 1X Tube and plastic pipe cutter 6-35MM (that is designed to cut the steel, aluminium, copper, PVC and polypropylene)
- 1X Plumber's torch size 101 mm X 200 mm
- Pliers 03 piece (Diagonal cutting plier 6" inch and Long nose Plier 6" inch and Linesman or Combination plier 8"inch.

Clearing clogs

- Hand Plunger/bluster 150mm
- Drain Snake Pipe drain unblock w crank 20mm/10m DEXTER

Plumbing Essentials

- 1X Pipe expander 10-22MM, Pipe bore : 10-12-14-16-18-20 and 22MM, Matrix with blocking key and hinge
- 1X electrical crimping tool topline Model TP4915
- Toolbox 5- Tray metal
- Water pump plier insulated 10 Inch
- 3X Combination spanner sizes 13mm, 17 mm and 19mm
- 1X Semi round file second cut 200mm (rough)
- Screw driver flat & star Pro 11 piece precision slotted
- 1X Chisel 1.6mm
- 1X Club hammer 1.8 kg
- 1X Ball peen hammer 200g
- 1X Spring bends 20mm
- 1X Vice grip 250 mm
- 1X Concrete finishing steel trowel 350x120 mm
- 1X Rubber grout float 225 X 100 mm
- 1X Fish line & chalk line 30 M
- 1X Stationery knife 18 MM
- 1X builder Metal scissors 250 mm snip
- 1x multi meter voltage tester LCD screen, battery operated, 1993X5CM 700-1000Voltage
- 1X Electronic hand drill +- 10 MM, 550 watts
- 1 X Angle grinder 650 watts
- 1X Silicon gun 450mm x250 mm
- 1X Steel brush for grinder 75 mm 14mm thread
- Hole saw

- Trowel pointing size 175 mm
 - Trowel plaster size 280 mm
 - Measuring Tape 10.0 m
 - Straight edge aluminium box type 18x64 mm x 2.0m
-
- **Personal safety**
 - 1X pair of Plumber Gloves rubber coated knitwrist