INVITATION TO BID

BID REFERENCE NUMBER: Q-082-16-17

THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER SERVICES TO THE DEPARTMENT OF ENVIRONMENT AFFAIRS BY DEVELOPING A MANAGEMENT EFFECTIVENESS TRACKING TOOL (METT) FOR SOUTH AFRICA'S RAMSAR SITES AND INCORPORATING IT INTO THE EXISTING PROTECTED AREAS METT-SA 03 AS PART OF SOUTH AFRICA'S RESPONSE TO THE RAMSAR CONVENTION'S RESOLUTIONS

Contact person:
Name: Ms Lucia Motaung
Office Telephone No: (012) 399 9588
E-Mail: LMotaung@environment.gov.za

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

<table>
<thead>
<tr>
<th>Company name</th>
<th>Supplier registration number</th>
<th>Unique reference number</th>
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<td>Main contractor</td>
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<td>Sub-contracted/ joint venture comp 1</td>
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<td>Sub-contracted/ joint venture comp 2</td>
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<td>Sub-contracted/ joint venture comp 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-contracted/ joint venture comp 3</td>
</tr>
</tbody>
</table>

CLOSING DATE: 08 July 2016 AT 11H00
YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS

QUOTATION NUMBER: Q-082-16-17  CLOSING DATE: 08-07-2016  CLOSING TIME: 11:00

DESCRIPTION: THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER SERVICES TO THE DEPARTMENT OF ENVIRONMENT AFFAIRS BY DEVELOPING A MANAGEMENT EFFECTIVENESS TRACKING TOOL (METT) FOR SOUTH AFRICA’S RAMSAR SITES AND INCORPORATING IT INTO THE EXISTING PROTECTED AREAS METT-SA 03 AS PART OF SOUTH AFRICA’S RESPONSE TO THE RAMSAR CONVENTION’S RESOLUTIONS

BID DOCUMENTS MAY BE POSTED TO:
Director- General; Department of Environmental Affairs; Private Bag X 447 PRETORIA 0001

OR
DEPOSITED IN THE BID BOX SITUATED AT: Environmental House, 473 Steve Biko, Arcadia 6, Arcadia, corner Soutpansberg and Steve Biko Road, Tshwane/Pretoria. Please enquire at reception.

Bidders should ensure that quotations are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The bid box is generally open from 07h30 to 16h30-Monday to Friday.

ALL QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

NB: TWO QUOTATION PROPOSALS MUST BE SUBMITTED, CLEARLY MARKED: ORIGINAL AND COPY

THIS QUOTATION IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER ………………………………………………………………………………………………………………………

POSTAL ADDRESS ………………………………………………………………………………………………………………………

STREET ADDRESS ………………………………………………………………………………………………………………………

TELEPHONE NUMBER CODE……………NUMBER………………………………………………………………………………..

CELLPHONE NUMBER …………………………………………………………………………………………………………………

FACSIMILE NUMBER CODE ………… .NUMBER…………………………………………………………………………………

E-MAIL ADDRESS …………………………………………………………………………………………………………………

VAT REGISTRATION NUMBER …………………………………………………………………………………………………

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)……………………………………  …………

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS):
OR………………………………….☐
A REGISTERED AUDITOR ……………………………………..☐
[TICK APPLICABLE BOX]

(A A-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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? YES or NO
[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER ……………………………………………………………………………………………………………………
DATE …………………………………………………………………………………………………………………
CAPACITY UNDER WHICH THIS BID IS SIGNED …………………………………………………………………………………………………………………

__________________________________________________________

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Environmental Affairs
Contact Person: Mr Samuel Mofokeng or Mr Renold Mokoena
Tel: (012) 399 9057 or (012) 399 9055,
Email: SMofokeng@environment.gov.za, or RMokoena@environment@gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact person:
Name: Ms Lucia Motaung
Office Telephone No: (012) 399 9588
E-Mail: LMotaung@environment.gov.za
TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER SERVICES TO THE DEPARTMENT OF ENVIRONMENT AFFAIRS BY DEVELOPING A MANAGEMENT EFFECTIVENESS TRACKING TOOL (METT) FOR SOUTH AFRICA’S RAMSAR SITES AND INCORPORATING IT INTO THE EXISTING PROTECTED AREAS METT-SA 03 AS PART OF SOUTH AFRICA’S RESPONSE TO THE RAMSAR CONVENTION’S RESOLUTIONS

**(ALL APPLICABLE TAXES INCLUDED)**

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R…………………………………………………...

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION
   │ HOUPLY RATE │ DAILY RATE │
   │            │            │
   ├──-----------------------------------------------------
   │ R------------            ──────
   │ R------------            ──────
   │ R------------            ──────
   │ R------------            ──────
   │ R------------            ──────

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT
   └───────────────────────────────────────────────────────────────────────
   │ R------------            ────── days
   │ R------------            ────── days
   │ R------------            ────── days
   │ R------------            ────── days

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

   DESCRIPTION OF EXPENSE TO BE INCURRED

   │ RATE │ QUANTITY │ AMOUNT │
   │      │          │        │
   ├──-----------------------------------------------------
   │ R………………..            │
   │ R………………..            │
   │ R………………..            │
   │ R………………..            │

TOTAL: R…………………………………………………..
5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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<td>TOTAL:</td>
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</table>

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract?  *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to the –

Department: Environmental Affairs

Contact Person: Mr Samuel Mofokeng or Mr Renold Mokoena
Tel: (012) 399 9057 or (012) 399 9055,
Email: SMofokeng@environment.gov.za, or RMokoena@environment.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact person: Ms Lucia Motaung
Office Telephone No: (012) 399 9588
E-Mail: LMotaung@environment.gov.za
1. 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

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

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

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

2.2 Identity Number: ..................................................................................................................

2.3 Position occupied in the Company (director, trustee, shareholder², member):
..................................................................................................................................................

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
..................................................................................................................................................

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 person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
2.7 Are you or any person connected with the bidder presently employed by the state?  

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: ..............................................................
Name of state institution at which you or the person connected to the bidder is employed: ..............................................................
Position occupied in the state institution: ..............................................................

Any other particulars:

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

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

2.10.1 If so, furnish particulars.

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

2.11.1 If so, furnish particulars:

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
4 DECLARATION

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

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

.............................................  ..............................................................
Signature                           Date

.............................................  ..............................................................
Position                           Name of bidder

November 2011
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, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and
(b) B-BBEE Status Level of Contribution.

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

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRICE</strong></td>
</tr>
<tr>
<td>80…………..</td>
</tr>
<tr>
<td><strong>B-BBEE STATUS LEVEL OF CONTRIBUTION</strong></td>
</tr>
<tr>
<td>20…………...</td>
</tr>
</tbody>
</table>

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. 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**

2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 “consortium or joint venture” 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;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less.

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “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;

2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM
3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20

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

\[
P_s = 80 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

- \(P_s\) = Points scored for comparative price of bid under consideration
- \(P_t\) = Comparative price of bid under consideration
- \(P_{\text{min}}\) = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (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:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
</tbody>
</table>
5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution:         =      (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING
8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm ......................................................................................................................... :

9.2 VAT registration number ...................................................................................................................... :

9.3 Company registration number .............................................................................................................. :

9.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

9.7 Total number of years the company/firm has been in business? ......................................................

9.8 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-BBEE status level of contribution indicated in paragraph 7
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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the
shareholders and directors who acted on a fraudulent basis, 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. ........................................

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

SIGNATURE(S) OF BIDDER(S)

2. ........................................

DATE:....................................

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

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

1 This Standard Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
4.4.1 If so, furnish particulars:

SBD 8

CERTIFICATION

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

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

........................................... ...........................................
Signature Date

........................................... ...........................................
Position Name of Bidder

Js365bW
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all 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 SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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 consortium⁢ 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.

⁢ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

------------------------------------------  ------------------------------------------
Signature                  Date

------------------------------------------  ------------------------------------------
Position                   Name of Bidder

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RENDER SERVICES TO THE DEPARTMENT OF ENVIRONMENT AFFAIRS BY DEVELOPING A MANAGEMENT EFFECTIVENESS TRACKING TOOL (METT) FOR SOUTH AFRICA’S RAMSAR SITES AND INCORPORATING IT INTO THE EXISTING PROTECTED AREAS METT-SA 03 AS PART OF SOUTH AFRICA’S RESPONSE TO THE RAMSAR CONVENTION’S RESOLUTIONS
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1. Purpose
2. Introduction and Background
3. Objectives of the proposal
4. Scope and extend of work
5. Expected deliverables/outcomes
6. Period/Duration of project/assignment
7. Costing/Comprehensive budget
8. Mandatory requirements
9. Special conditions of contract
10. Payment terms
11. Technical enquiries
12. Evaluation criteria
1. PURPOSE
To appoint a suitable service provider to render services to the Department of Environment Affairs by developing the Management Effectiveness Tracking Tool (METT) for South Africa's Ramsar sites as part of South Africa's response to the Ramsar Convention's resolutions and incorporating it into the existing Protected Areas METT-SA 03

2. INTRODUCTION AND BACKGROUND
2.1. The Ramsar Convention on Wetlands of International Importance (Ramsar Convention) is an intergovernmental treaty whose mission is "the conservation and wise use of all wetlands through local, regional and national actions and international cooperation, as a contribution towards achieving sustainable development throughout the world". As of July 2015, the convention had 168 nations as Contracting Parties, with 2208 designated Ramsar sites covering the surface area of over 210 million hectares. South Africa has been a Contracting Party to the Ramsar Convention since 1975.

2.2. According to the Ramsar Convention, wetlands are land areas that are saturated or flooded with water either permanently or seasonally. Which includes inland wetlands such as marshes, ponds, fens, peatlands, floodplains, rivers and lakes, and coastal wetlands such as saltmarshes, mangroves, estuaries, and seagrass beds, but also coral reefs and other marine areas no deeper than six metres at low tide, as well as human-made wetlands such as fish ponds, rice paddies, reservoirs and salt pans. In South Africa, wetlands are defined by the National Water Act (Act No 36 of 1998) as the land which is transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is periodically covered with shallow water, and which land in normal circumstances supports or would support vegetation typically adapted to life in saturated soil. By signing the Ramsar Convention South Africa committed to implementing the "three pillars" of the Convention which are: to designate suitable wetlands for the list of Wetlands of International Importance and ensure their effective management; to work towards the wise use of all their wetlands through national land-use planning, appropriate policies and legislation, management actions, and education and public awareness, and to cooperate internationally concerning transboundary wetlands, shared wetland systems, shared species, and development that may have negative impacts on wetlands ecosystems.

2.3. Under the Ramsar Convention, the two concepts of wise use and site designation are fully compatible and mutually reinforcing. Contracting Parties are expected to designate sites for the List of Wetlands of International Importance "on account of their international significance in terms of ecology, botany, zoology, limnology or hydrology", and to "formulate and implement their planning so as to promote the conservation of the wetlands included in the List, and as far as possible the wise use of wetlands in their territory.

2.4. Furthermore, Contracting Parties are expected to manage their Ramsar Sites so as to maintain the ecological character of each site and, in so doing, retain those essential ecological and hydrological functions which ultimately provide its products, functions and attributes. Ecological character is therefore an indication of the 'health' of a particular wetland and Contracting Parties are expected at the time of designation to describe the site using the approved Ramsar Information Sheet, in sufficient detail to provide a baseline for subsequent monitoring to detect any changes to these ecological and hydrological attributes. Changes to ecological character outside the natural variations may signal that uses of the sites, or externally derived impacts on the sites, are unsustainable and may lead to the degradation of natural processes and thus the ultimate breakdown of the ecological, biological and hydrological functioning of the wetland.

2.5. The Ramsar Convention has developed guidelines for developing tools for monitoring ecological character and management plans for Wetlands of International Importance. In preparing such management plans, which all Contracting Parties have been strongly urged to do, issues such as the impact of human activities
on the ecological character of the wetland, the economic and socio-economic values of the site (especially for local communities), and the cultural values associated with the site need to be considered. Contracting Parties have also been strongly encouraged to include within management plans a regime for regular and rigorous monitoring to detect changes to ecological character.

2.6. In response to the Ramsar Convention’s requirements, the Department of Environmental Affairs (DEA) developed management plans for Ramsar sites that did not have management plans. To date, there are 22 Ramsar sites in South Africa and all of them have management plans. During the development of these plans, an adaptive management process was followed. An adaptive management process is structured and iterative wherein decisions are made using the best available information, with the aim of obtaining better information through monitoring of performance. It is in this regard that DEA will be appointing a service provider to incorporate Ramsar sites into the existing Protected Areas METT-SA 03. The incorporation of Ramsar sites into the METT will assist in assessing the effectiveness of the Ramsar sites management plans in particular their ecological character.

2.7. Monitoring is defined by the Ramsar Convention as the collection of specific information for management purposes in response to hypotheses derived from assessment activities, and the use of these monitoring results for implementing management. Monitoring and reporting the conservation status of designated Ramsar Sites and other wetlands will also provide an indication of the success of the Ramsar Convention as an international treaty and its mechanisms for achieving wetland conservation and wise use.

3. **OBJECTIVES**
The project objective is to develop METT for South Africa’s Ramsar sites and incorporate it into the existing Protected Areas METT-SA 03.

4. **SCOPE AND EXTENT OF WORK**
The appointed service provider will be required to do the following:

4.1. Review and analyse the Ramsar Convention requirements for developing METT for Ramsar Sites i.e. the Ramsar Information Sheet, Criteria for designating Ramsar sites, Ramsar Convention Handbooks and Ramsar sites management plans;
4.2. Develop suitable indicators for Ramsar sites;
4.3. Incorporate the Ramsar sites and their indicators into the existing Protected Areas METT-SA 03;
4.4. Conduct two national stakeholder consultation workshops;
4.5. Present the project on 2 Working Group 1 meetings;
4.6. The service provider shall submit a project plan indicating the schedule of activities, milestones and budget containing the hours and amount to be spent on each case before work can commence. The project plan should make provision for the national stakeholder consultation workshops; and
4.7. The service provider will be expected to outline a detailed methodology and project implementation plan. Both methodology and implementation plan are subject to approval by Department of Environmental Affairs.

5. **EXPECTED DELIVERABLES / OUTPUTS**
5.1. Analysis report on the findings of the review and analysis of the documents that are stipulated in 4.1.
5.2. Protected Areas METT-SA 03 incorporating Ramsar site.

**NB:** Service provider/s are reminded that the above elaboration of what is expected is not exhaustive, it is just the minimum guide from which innovation to propose different and/or additional approaches to execute the project to yield the required results outlined above remains a responsibility of the service provider/s.
6. **PERIOD / DURATION OF PROJECT**
The project will be completed within eight (8) months from the date of signature of the Service Level Agreement by both parties. All work is to be carried out in accordance with the time schedule as agreed with the Programme Manager.

7. **COSTING / COMPREHENSIVE BUDGET**
Comprehensive budget must be provided inclusive of all disbursement costs, expenses and VAT.

8. **SPECIAL CONDITIONS OF CONTRACT**
8.1. The performance measures for the delivery of the (specify the type of work you expect from the service provider/s) will be closely monitored by DEA.
8.2. The Service Provider/s will submit monthly progress reports to the Programme Manager, within 4 days after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time will result in penalties.
8.3. The Programme manager shall do the ongoing management of the Service Level Agreement.
8.4. The Service Provider must guarantee the presence of the senior managers in charge of fieldwork throughout the duration of the contract. Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior manager has to leave the project, a period of at least a month is required in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.
8.5. All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
8.6. Please take note that DEA is not bound to select any of the firms submitting proposals. DEA reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
8.7. Bidders must score a minimum of 75% for stage 1 (functionality / technical) of the evaluation to qualify for stage 2 (price and B-BBEE) of the evaluation.
8.8. The proposal should include, amongst other, the following:
   i. A proposed plan of action;
   ii. A list of references;
   iii. Ability to ensure continuing of staff on the project.
8.9. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.
8.10. Certified copies of the Tax Clearance Certificate will not be acceptable.
8.11. In bids where Consortia / Joint Ventures / Sub-contractors are involved, such must be clearly indicated and each party must submit a separate Tax Clearance Certificate before the Adjudication Committee. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.
8.12. The Curriculum Vitae of the staff who will be available for the duration of the work must be attached.
8.13. The bid proposals should be submitted with all required information containing technical information.
8.14. DEA Entity Maintenance form included in the bid documents must be completed and returned with the bid proposals.
8.15. Bidders must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or the Department of Public Service and Administration (DPSA).
8.16. A breakdown of the hourly tariff inclusive of value-added tax for services rendered. Expenditure incurred without the prior approval of the Programme Manager will not be reimbursed.
8.17. DEA will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.
8.18. Travelling costs and time spent or incurred between home and office of consultants and DEA office will not be for the account of DEA.
8.19. Skills transfer to four DEA officials and forty (40) Ramsar sites Management Authorities
8.20. Intellectual property rights will belong to DEA.

8.21. Bidders must submit two identical proposals for each bid clearly marked “original” and “copy”.

8.22. Progress reports soft copy must be submitted every 3 months.

8.23. Before any work can commence the service level agreement must be signed by both parties (DEA and the successful bidder) as well as the issue of an official order and should there be any dispute regarding the finalisation of the agreement, DEA reserves the right to cancel the contract with no cost implications for the Department.

8.24. The evaluation of Bids can only be done on the basis of information required by the department.

8.25. Bidders failing to meet all the mandatory requirements will automatically be disqualified.

8.26. Suppliers/Service Providers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by verification agencies accredited by SANAS or registered auditors approved by IRBA together with their bids, to substantiate their B-BBEE rating claims, failing which the B-BBEE preference points claimed will be forfeited.

8.27. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score zero (0) points out of 20/10 for B-BBEE.

8.28. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

8.29. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

8.30. Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

8.31. A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.

8.32. A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal of higher B-BBEE status level, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.

8.33. Prospective suppliers and/or public entities interested in pursuing opportunities with the Department and within the South African Government, should be registered on the National Treasury Central Supplier Database. This self-registration application represents an expression of interest from the supplier to conduct business with the Department and the South African government.

8.34. Prospective suppliers and/or public entities must provide the department with their CSD registration number and unique reference number on submission of their bid proposals including those of sub-contractors and/or joint venture companies.
8.35 Prospective bidders must submit their bid proposals in **two envelopes**:

a) One envelope with the technical proposal including the following:

- A valid and original Tax Clearance Certificate issued by SARS.
- Entity registration Certificate (CK1)
- A response to the terms of reference.
- A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
- Profile of the company and description of similar work undertaken,
- Numbers, names and CVs of consultants assigned to the project, including their roles and responsibilities,
- Agreement between service providers in the case of a joint venture/Consortium
- Letter of authority to sign documents on behalf of the company/joint venture/Consortium

b) The other envelope with the financial proposal (pricing schedule (SBD3.3) or other spread sheets with all cost related items, cost breakdown) (original)

8.36 The following information must be endorsed on each envelope:

- Bid number:
- Closing date:
- Name of the Bidder:
- Technical Proposal or Financial Proposal

8.37 **No financials should be included in the technical proposal (envelope)**, Failure to comply with these conditions may result in a bid being disqualified.

9. **PAYMENT TERMS**

DEA undertakes to pay-out in full within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

10. **TECHNICAL ENQUIRIES**

Should you require any further information in this regard, please do not hesitate to contact:

Name: Ms Lucia Motaung
Office telephone no. 012 399 9588
Mobile: 083 760 3127
E-Mail: lmotaung@environment.gov.za
11. EVALUATION CRITERIA

All bid proposals submitted will be evaluated in accordance with the 80/20 principle and the evaluation criteria should be as follows:

Values: 0 = Non-compliance, 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Stage 1 evaluation criteria: The bidder must score a minimum of 75% during Stage 1 (functionality / technical) of the evaluation to qualify for Stage 2 of the evaluation where only points for price and B-BBEE will be considered.

(Kindly note the criterion differs from project to project and must be measurable and should include the scope of work.)

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Weight/Value</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>FUNCTIONALITY (To be determine by project managers in line with scope of work)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Bidder understands the objectives of the project and the method to be employed.</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Capability (profiles and comprehensive CVs of key staff and persons to be assigned to the project). Experience in the fields of wetlands, biodiversity conservation, and protected areas management, as well as relevant expertise in monitoring and evaluation</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>A detailed proposed plan of action to achieve the project objectives with clear timeframe, activities, milestones and budget</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Proven track record and knowledge on METT related issues</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>
### STAGE 2

#### B. PRICE

<table>
<thead>
<tr>
<th></th>
<th>90 or 80</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

#### C. B-BBEE Status Level Contributor

<table>
<thead>
<tr>
<th></th>
<th>Number of points (90/10)</th>
<th>Number of points (80/20)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>20</td>
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<tr>
<td>2</td>
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<td>2</td>
<td>4</td>
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<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

NB: A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score 0 out of a maximum of 20 points for B-BBEE.

In evaluating the technical information contained in the bid, the evaluation committee will be guided by the following:

- **Bidder’s understanding of the brief** – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidders’ own roles and functions in this regard.
- **Capability and experience** – The bid provides a clear indication that the bidder’s team comprises people with the necessary experience, skills, qualifications and knowledge required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.
- **Track Record** – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of general project management and management of related projects.
INVITATION FOR PROSPECTIVE SERVICE PROVIDERS TO REGISTER ON THE DEPARTMENTAL DATABASE OF SUPPLIERS FOR GOODS AND SERVICES. THE AIM OF THIS DATABASE IS TO INCLUDE AS MANY AS POSSIBLE SMALL BUSINESSES AND HISTORICALLY DISADVANTAGED INDIVIDUALS IN THE PUBLIC SECTOR PROCUREMENT PROCESS.

NB: Applications without the required documentation will not be accepted for registration

IMPORTANT NOTES

- **Business Opportunities** – Please note that Registration on the Department of Environmental Affairs Supplier Database does not guarantee business opportunities. All procurement will be subject to the procurement and tender policy of the Department and applicable legislation.

- **Mandatory fields** – Certain fields and documentation are mandatory to certain business types. Please ensure that all fields which are mandatory to your business type have been completed failure to which the application won't be processed. If a field is not applicable to your business type clearly mark it as N/A. (Not Applicable)

- **Required documentation** – Please refer to the Document Requirement Checklist to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached, Failure to which the application won’t be processed.

- **Completion of Questions** – Please answer all questions, as incomplete forms will not be processed. Clearly Mark with an X, to state Yes, No or N/A to the questions asked.

- **Certified Documents** – Please ensure that a Commissioner of Oaths has certified your Company Registration Document, Tax Clearance Certificate and other required documents.

- **Processing of Registration Forms** – Your completed Registration Form will be processed, and, once verified, will be captured as an approved supplier on the department’s database. Suppliers will be notified in writing whether the application was approved or not.

- **Amendments** – Please notify the department immediately of any changes to the verified information submitted.

- **Completion of forms** – Forms that are not legible or incomplete will not be processed on the database.

- **Verification** – Verification of the information supplied will be performed against third party sources such as SARS, DTI, CIDB, etc. The Department of Environmental Affairs reserves the right to request additional information or documentation regarding this Registration form and request to conduct vetting and an audit when necessary.

- **Queries** – Should you have any queries or if you require assistance in completing the registration form, please contact the department’s Supply Chain Management (SCM) on the contacts appended below.

- **Payment(s)** – Payment(s) will be made within 30 days from receipt of an original invoice received at Supply Chain Management practitioners. Furthermore, the Department will not be liable for any late payments as a result of change of banking details by the supplier without formal prior notification to the Department.

- Suppliers are advised to contact the Department of Environmental Affairs regarding the outcome of the registration thirty (30) days after submitting the registration form.

**NB:** Supplier MUST not render any service without departmental order number or letter confirming that the service may be rendered
1. DETAILS OF APPLICANT

1.1 NAME OF COMPANY

(Compulsory)

Telephone: _____________________
Cellphone: _____________________
Fax nr.: _____________________
e-mail address: _____________________

1.2 INCOME TAX REGISTRATION NUMBER


1.3 VAT REGISTRATION NUMBER


1.4 COMPANY REGISTRATION NUMBER (copy of registration to be attached)


Please √ the relevant box

1. Public Company (Ltd)
2. Private Company (Pty) Ltd
3. Close Corporation (CC)
4. Joint Venture
5. Consortium
6. Sole Proprietor
7. Foreign Company
8. Partnership
9. Trust
10. Section 21 Company
11. Government/Parastatal
12. Other (Specify)

1.5 POSTAL ADDRESS (Compulsory)


Code

STREET ADDRESS (Compulsory)


Code

1.6 ANNUAL TURNOVER per annum  R  _____________________
2. GENERAL DEFINITIONS

2.1 “Acceptable bid” means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.

2.2 “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, works or services.

2.3 “Comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

2.4 “Consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

2.5 “Contract” means the agreement that results from the acceptance of a bid by an organ of state.

2.6 “Specific contract participation goals” means the goals as stipulated in the Preferential Procurement Regulations 2001. In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.

2.7 “Control” means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

2.8 “Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

2.9 “Equity Ownership” means the percentage ownership and control, exercised by individuals within an enterprise.

2.10 “Historically Disadvantaged Individual (HDI)” means a South African citizen

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution); and/or

(2) who is a female; and/or

(3) who has a disability:
providing that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

2.11 “Management” means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
2.12 “Owned” means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

2.13 “Person” includes reference to a juristic person.

2.14 “Rand value” means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.

2.15 “Small, Medium and Micro Enterprises (SMMEs) bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).

2.16 “Sub-contracting” means the primary contractor’s assigning or leasing or 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.

2.17 “Trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

2.18 “Trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

2.19 “Trade Name” The trade names that the company owns or distributes, which you wish to be registered for as a supplier to the Department. Applicants should indicate this on page 5 of the application.

3. SHAREHOLDING STATUS AND GROUPING DETAILS
3.1 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and Ownership, as relevant.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position occupied in Enterprise</th>
<th>ID Number</th>
<th>Date RSA Citizenship obtained</th>
<th>*HDI Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Women</td>
</tr>
<tr>
<td></td>
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<td>Disabled</td>
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<td></td>
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<td></td>
<td>W</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

...
3.2 Contact Details

**Main Contact person in your organization:**

| Name: |  
| Company Position: |  
| Cellphone number: |  
| Fax number: |  
| Email address: |  

**Contact person responsible for sales in your organization:**

| Name: |  
| Company Position: |  
| Cellphone number: |  
| Fax number: |  
| Email address: |  

**Points awarded for B-BBEE Status Level of Contribution**

In terms of Regulation 5 (2) and 6 (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:

<table>
<thead>
<tr>
<th>B-BBEE Status Level Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMES with B-BBEE Status Level Certificates. Bidders other than EMES must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
4. BUSINESS ACTIVITIES

4.1 LIST OF COMMODITY: PLEASE TICK WITH AN “X” ON THE RELEVANT OR APPROPRIATE COMMODITY

- ABET TRAINING
- ABITRATION, MITIGATION SERVICES
- AIR POLLUTION EQUIPMENT
- APPLICATION DEVELOPERS
- AUDIO RECORDING EQUIPMENT
- CHEMICAL ANALYSES IN SANAS ACCREDITED LABORATORIES (MICROBIOLOGICAL, ORGANIC AND IGORNAGIC)
- CLEARING OF ALIEN PLANTS
- COACHING FOR SMS
- COMMUNICATION SPECIALIST (WRITING AND PRODUCING INFORMATION)
- CONTRACT MANAGEMENT TRAINING
- DANGEROUS ANIMAL AWARENESS TRAINING
- DESIGNERS OF POSTERS AND PROMOTIONAL PLASTICS
- DIVERSITY TRAINING
- ENVIRONMENTAL AWARENESS
- ENVIRONMENTALLY FRIENDLY CLEANING MATERIAL
- ETIQUETTE TRAINING
- ENVIRONMENTAL FRIENDLY AND RECYCLABLE PROMOTIONAL ITEMS
- EXTERNAL COMMUNICATIONS (TOUCH SCREEN INFORMATION KIOSK, CUSTOMER SERVICE FEEDBACK DEVICE)
- EXTERNAL COMMUNICATIONS (MEDIA MONITORING, MEDIA ANALYSIS, MEDIA TRAINING, MEDIA BRIEFING)
- FACILITATORS OF PEOPLE AND PARKS TOOLKIT TRAINING
- FIELD SAFETY AND SURVIVAL TRAINING
- FIRE FIGHTING TRAINING
- FIRST AID TRAINING
- FITNESS TRAINING
- FURNITURE REMOVAL SERVICES
- GEOSPATIAL DATA INFORMATION DEVICES
- HEALTHY AND SAFETY TRAINING
- HEALTH AND WELLNESS PROFESSIONALS
- HERBICIDE APPLICATOR TRAINING
- ICT HARDWARE/CONSULTING SERVICES
- INSTALLATION AND ELECTRICITY MAINTENANCE (REGISTERED WITH RELEVANT ELECTRICITY BOARD)
- JOURNAL SUBSCRIPTIONS
- LAND SURVEYORS
- LANGUAGE INTERPRETERS (TRANSLATORS, TRANSCRIPTION ETC)
- LEGISLATION DRAFTERS
- LITIGATION PROTOCOL
- MARQUEES
- MEDIATION / FACILITATION / ARBITRATION / ADMINISTRATION AND CASE MANAGEMENT
- MINING GUIDELINES DRAFTERS
- MINING/SHIPPING TRAINING
- MOTIVATIONAL SPEAKERS
- NAME TAGS/DOOR NAMES
- PERSONAL FINANCES TRAINING
- PLOTTER CONSUMABLES AND MAINTENANCE
- PRINTING, LAYOUT AND DESIGN (ATTACH PREVIOUS WORK DONE AND REFERENCES)
- PROFESSIONAL GEO SPATIAL INFORMATION
O PROFESSIONAL GIS SERVICES
O PROFESSIONAL SERVICES GIS DATABASE DEVELOPMENT
O PROFESSIONAL SERVICES SUPPORT SERVICES
O PROFESSIONAL SURVEYORS
O PROJECT PLANNING FACILITATION SERVICES USING THE LOGICAL FRAMEWORK APPROACH (LFA) OR OBJECTIVES-ORIENTED PROJECT PLANNING (ZOPP) METHODOLOGY
O PROMOTIONAL ITEMS (GIFTS, BAGS, T-SHIRTS ETC) ATTACH PREVIOUS WORK
O PROTECTIVE CLOTHING
O PROVISION OF TRAINING IN THE USE OF (LFA) AND (ZOPP)
O REMOTE PILOT LICENCE TRAINING
O SERVICE PROVIDERS TO CONDUCT A CO-MANAGEMENT FEASIBILITY STUDY
O SMALL BUSINESS DEVELOPMENT MENTORS
O SME/ENTREPRENEURIAL DEVELOPMENT TRAINING COURSES
O SOIL SURVEYORS/ WETLAND DELINEATIONS
O SOUND PROOFING
O SYSTEM ANALYTS
O SYSTEM ARCHITECTS
O SYSTEM ENGINEERS
O TECHNICAL ADVISORS
O TRACING AGENCIES
O TRAINING AND SUPPLY OF ROPES (ROPE WORK, CLIMBING, ABSEILING ROPE ASCENT)
O TRANSLATIONS AND TRANSCRIPTIONS
O TRANSPORT RENTAL
O UNMANNED AERIAL VEHICLE (UAV)
O WFW CONTRACTOR DEVELOPMENT TRAINING
O WINDOW TINTING AND SAND BLASTING
O OTHER

5. PROVINCES WHERE GOODS / SERVICE CAN BE PROVIDED: (Mark with X) (Mandatory)

Western Cape
Eastern Cape
Free State
Northern Cape
Kwa-Zulu Natal

Gauteng
North West
Limpopo
Mpumalanga

6. INDICATE WHETHER THE FOLLOWING MANDATORY DOCUMENTS ARE ATTACHED/SUBMITTED: (Mandatory)

<table>
<thead>
<tr>
<th>General:</th>
<th>(Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Original Valid Tax Clearance Certificate</td>
<td></td>
</tr>
<tr>
<td>2  Company Registration certificate (CIPC)</td>
<td></td>
</tr>
<tr>
<td>3  BAS Entity Form (Attach bank letter and/or bank statement)</td>
<td></td>
</tr>
<tr>
<td>4  Original Valid BEE Rating Certificate (Not compulsory)</td>
<td></td>
</tr>
<tr>
<td>5  Company Owners and Share certificates, certified ID’s and agreements</td>
<td></td>
</tr>
<tr>
<td>6  Completed list of Commodities</td>
<td></td>
</tr>
</tbody>
</table>

Documentary proof or all of the above are required to ensure successful registration on the Supplier Database. Please indicate which of the following documents are attached. In the event of a document not being required please tick the N/A box.
NB: Suppliers who does not attach the above compulsory documents will be automatically rejected.

Declaration:

By completing this application form, the Firm declares that:

- It agrees to conform to the requirements of the Supplier Register as set out in this document.
- The Firm agrees to abide by the Procurement Policy.
- All the information supplied in this application is true and correct.
- The firm will, without protest, submit itself to procedures instituted by the department of Environmental Affairs.
- The Firm will, if requested to do so, supply further information and documentary evidence for scrutiny.
- The Firm will update their registration particulars whenever a significant change in their details occur and, in any event, at intervals of two years.

Duly authorized to sign on behalf of: ______________________________________________________________

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name</th>
<th>Capacity</th>
<th>Date</th>
</tr>
</thead>
</table>

9. ENQUIRIES
Department of Environmental Affairs
Private Bag X447
Pretoria
0001
Database Administrators
Mr. S Ngomane     Mr. AC Maluleke     NW Mamojele
(012) 399 9070    Tel (012) 399 9059    Tel: (012) 399 9073
sngomane@environment.gov.za     Amaluleke@environment.gov.za     nmamojele@environment.gov.za

Suppliers operating in Western Cape, Northern Cape, Eastern Cape and Kwa-Zulu Natal provinces may hand deliver or mail applications to the following address:

Postal Address: Physical Address:
Department of Environmental Affairs, Department of Environmental Affairs,
Private Bag X4390 14 Loop Street,
Cape Town Cape Town
8000 8001

Database Administrators
Ms Andiswa Charlie Ms Shimone Hercules
(021) 819 2514 Tel: (021) 819 2517
acharlie@environment.gov.za    shercules@environment.gov.za

Fax (021) 405 9494 Fax:    (021) 405 9494
acharlie@environment.gov.za    shercules@environment.gov.za

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NB:

1. It remains the responsibility of the registered supplier/service provider to inform the Department immediately in writing of any change of address, banking details, telephone and facsimile numbers and, in particular, of any changes in respect of the equity ownership by historically disadvantaged individuals (HDI Status) and the small/medium/micro enterprise (SMME) status of the business.

2. Should a contract be awarded to a business as a result of incorrect particulars on the HDI/SMME status of that business, the Department shall have the right to, in addition to any other remedy that it may have in terms of the Preferential Procurement Regulations (2001), cancel the contract and to claim damages.

3. The Department reserves the right to enter into term contracts with any supplier (whether registered or not) for any category of goods or services if the frequency of procurement in the particular category warrants a term contract.

4. The Department will require the supplier upon request for a quotation, to complete the Standard Bidding Documents (SBD 9 and SBD 4) respectively to comply with National Treasury Practice notes.

5. SIGNATURE OF AUTHORIZED PERSON

PRINT NAME: ______________________
DATE: ______________________

SBD 8

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICE

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
   a. Abused the institution’s supply chain management system;
   b. Committed fraud or any other improper conduct in relation to such system; or
   c. Failed to perform on any previous contract.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the 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.)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
To access this Register enter the National Treasury’s website, [www.treasury.gov.za](http://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) 326 5445.

<table>
<thead>
<tr>
<th>4.2.1</th>
<th>If so, furnish particulars:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4.3</th>
<th>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes □                          No □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.3.1</th>
<th>If so, furnish particulars:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4.4</th>
<th>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes □                          No □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.4.1</th>
<th>If so, furnish particulars:</th>
</tr>
</thead>
</table>

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

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

…………………………………   ………………………………….
Signature      Date

…………………………………   ………………………………….
Position      Name of Bidder
CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all quotations¹ 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 quotation of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.

   b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when quotations are considered, reasonable steps are taken to prevent any form of quotation-rigging.

5 In order to give effect to the above, the attached Certificate of Quotation Determination (SBD 9) must be completed and submitted with the quotation:

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 QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying quotation:
______________________________________________________________

in response to the invitation for the quotation 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 quotation 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 quotation, on behalf of the bidder;
4. Each person whose signature appears on the accompanying quotation has been authorized by the bidder to determine the terms of, and to sign the quotation, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying quotation, 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 quotation in response to this quotation invitation;
   (b) could potentially submit a quotation in response to this quotation 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 quotation;
   (e) the submission of a quotation which does not meet the specifications and conditions of the quotation; or
   (f) bidding with the intention not to win the quotation.

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 quotation invitation relates.

9. The terms of the accompanying quotation 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 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

................................................................. .................................................................
Signature Date

................................................................. .................................................................
Position Name of Bidder
DECLARATION OF INTEREST

1. 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 where-

- the bidder is employed by the state; and/or

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

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

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

2.2 Identity Number: ..................................................................................................................

2.3 Position occupied in the Company (director, trustee, shareholder²): .......................................

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .................................................................
Name of state institution at which you or the person connected to the bidder is employed: .................................................................
Position occupied in the state institution: .................................................................

Any other particulars:
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

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

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

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

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

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

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

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

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

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

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?

2.11.1 If so, furnish particulars:

………………………………………………………………
………………………………………………………………
………………………………………………………………

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Tax Reference Number</th>
<th>State Employee Number / Personal Number</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

4 DECLARATION

I, THE UNDERSIGNED (NAME)……………………………………………………………………………………

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

…………………………………. ………………………………………………
Signature                           Date

…………………………………. ………………………………………………
Position                           Name of bidder

May 2011

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The Director General

I/we hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service," and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens.

I/we understand that bank details provided should be exactly as per record held by the banks.

I/we understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

<table>
<thead>
<tr>
<th>Company / Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Name</td>
</tr>
<tr>
<td>Trading Name</td>
</tr>
<tr>
<td>Tax Number</td>
</tr>
<tr>
<td>VAT Number</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Initials:</td>
</tr>
<tr>
<td>Full Names</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>Persal Number</td>
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<table>
<thead>
<tr>
<th>Address Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>(Compulsory if Supplier)</td>
</tr>
<tr>
<td>Physical</td>
</tr>
<tr>
<td>Postal</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Supplier information</td>
</tr>
<tr>
<td>Update Supplier information</td>
</tr>
</tbody>
</table>

Supplier Type:  
Individual  
Company  
Department  
Trust  
Partnership  
Other (Specify)  

Department Number
<table>
<thead>
<tr>
<th>Supplier Account Details (To be verified by the bank, please attach bank letter or 3 months bank statement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).</td>
</tr>
<tr>
<td>Account Name:</td>
</tr>
<tr>
<td>Account Number:</td>
</tr>
<tr>
<td>Branch Name:</td>
</tr>
<tr>
<td>Branch Number:</td>
</tr>
</tbody>
</table>

**Bank screen info**

- **ABSA-CIF screen**
- **FNB**: Hogans system on the CIS4/CUPR
- **STD**: Bank-Look-up-screen
- **Nedbank**: Banking Platform under the Client Details Tab

<table>
<thead>
<tr>
<th>Account Type</th>
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</thead>
<tbody>
<tr>
<td>Cheque Account</td>
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<tr>
<td>Savings Account</td>
</tr>
<tr>
<td>Transmission Account</td>
</tr>
<tr>
<td>Bond Account</td>
</tr>
<tr>
<td>Other (Please Specify)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ID Number</th>
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</thead>
<tbody>
<tr>
<td>Passport Number</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CC Registration</td>
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</tbody>
</table>

*Please include CC/CK where applicable*

**Supplier Contact Details**

<table>
<thead>
<tr>
<th>Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Code</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>Extension</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Code</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>Extension</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Code</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Code</td>
</tr>
<tr>
<td>Fax Number</td>
</tr>
<tr>
<td>Cell Code</td>
</tr>
<tr>
<td>Cell Number</td>
</tr>
</tbody>
</table>

Email Address:__________________________

| Contact Person: |

__________

Supplier Signature

__________

Print Name

/ / /   

Date (dd/mm/yyyy)

**NB: All relevant fields must be completed**