INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF ENVIRONMENTAL AFFAIRS)

BID NUMBER: E 1169 CLOSING DATE: 10-12-2010 CLOSING TIME: 11:00

DESCRIPTION Appointment of a consultant for the development of the National Social Infrastructure guidelines relating to the implementation of the National Environmental Management Act, (Act 108 of 1998, as amended)

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO DIRECTOR GENERAL: Department of Environmental Affairs.
P/Bag X447, PRETORIA 0001

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) 2nd Floor, Fedsure Forum Building
C/o Van der Walt and Pretorius street, Pretoria

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

The bid box is generally open 24 hours a day, 7 days a week.

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

THIS BID IS SUBJECT TO 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)

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>POSTAL ADDRESS</th>
<th>STREET ADDRESS</th>
<th>TELEPHONE NUMBER</th>
<th>CELLPHONE NUMBER</th>
<th>FACSIMILE NUMBER</th>
<th>VAT REGISTRATION NUMBER</th>
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HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD 2)?

YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU?

YES/NO

(IF YES ENCLOSE PROOF)SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE TOTAL NUMBER OF ITEMS OFFERED
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.


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.
NAME OF BIDDER: ................................................................. BID NO: ...E 1169

CLOSING TIME 11:00 ON 10 December 2010

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: Appointment of a consultant for the development of the National Social Infrastructure guidelines to the implementation of the National Environmental Management Act (Act 108 of 1998, as amended)

BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX

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<tr>
<th>NO</th>
<th>DESCRIPTION</th>
<th>BID PRICE</th>
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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 VAT for the project.

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

<table>
<thead>
<tr>
<th>PERSON AND POSITION</th>
<th>HOURLY RATE</th>
<th>DAILY RATE</th>
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4. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

<table>
<thead>
<tr>
<th>PHASE</th>
<th>COST</th>
<th>MAN-DAYS</th>
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5. Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

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

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.

DESCRIPTION OF EXPENSE TO BE INCURRED

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<th>DESCRIPTION</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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</table>

TOTAL: R...

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?

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 –

(INsert name and address of department/entity)

Environmental Affairs
315 Pretorius street
Pretoria
0002
(Second floor Fedsure Forum Building (Northern Tower))
Bidding Documents
Ms. I. LENSLEY
Tel: (012) 310 3558

Or for technical information –

(INsert name of contact person)

Mr. Siyabonga Zondi Tel. no. (012) 310 3169

Name of Bidder: .................................................................
DECLARATION OF INTEREST

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

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

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

* "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.

2.7 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 / shareholder / member: ..........................................................
Name of state institution to which the person is connected: ...............................................
Position occupied in the state institution: ...........................................................................

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

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

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?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?
2.11.1 If so, furnish particulars:

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

YES / NO

DECLARATION

I, the undersigned (NAME)........................................................................................................

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS
CORRECT.
I ACCEPT THAT THE STATE MAY 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 ........................................
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001

SERVICES

This preference form must form part of all bids invited. It contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDIs), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.

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 R500 000; and
   - the 90/10 system for requirements with a Rand value above R500 000.

1.2 The value of this bid is estimated to be above R500 000 and therefore the 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:
   (a) Price; and
   (b) Specific contract participation goals, as specified in the attached forms.

1.3.1 The points for this bid are allocated as follows:

1.3.1.1 PRICE

<table>
<thead>
<tr>
<th>TECHNICAL</th>
<th>POINTS</th>
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<tbody>
<tr>
<td></td>
<td>...90...</td>
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<td>60</td>
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</table>

1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS

(a) Historically Disadvantaged Individuals:
   (i) who had no franchise in national elections before the 1983 and 1993 Constitutions
   (ii) who is a female black / white
   (iii) who has a disability
   (b) Other specific goals (goals of the RDP- plus local manufacture)

   Total points for Price, HDI's and other RDP-goals must not exceed 100

Separate Preference Points Claim Forms will be used for the promotion of the specific goals for which points have been allocated in paragraph 1.3.1.2 (b) above.
1.4 Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points 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. 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.

2.6.1 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:

provided 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.

3. ESTATMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE

3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDIs, or in the case of a company, the percentage shares that are owned by individuals classified as HDIs, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

4. ADJUDICATION USING A POINT SYSTEM

4.1 The bidder obtaining the highest number of points will be awarded the contract.

4.2 Preference points shall be calculated after prices have been brought to a comparative basis.

4.3 Points scored will be rounded off to 2 decimal places.

4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

5. POINTS AWARDED FOR PRICE

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

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

\[
Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}}\right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{\min}}{P_{\min}}\right)
\]
Where

\[ Ps = \text{Points scored for price of bid under consideration} \]
\[ Pt = \text{Rand value of bid under consideration} \]
\[ P_{\text{min}} = \text{Rand value of lowest acceptable bid} \]

6. Points awarded for historically disadvantaged individuals

6.1 In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):

\[ NEP = NOP \times \frac{EP}{100} \]

Where

\( NEP = \) Points awarded for equity ownership by an HDI
\( NOP = \) The maximum number of points awarded for equity ownership by an HDI in that specific category
\( EP = \) The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

6.4 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.

6.5 A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

7. BID DECLARATION

7.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.

8. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 9.8.

<table>
<thead>
<tr>
<th>Ownership</th>
<th>Percentage owned</th>
<th>Points claimed</th>
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<tbody>
<tr>
<td>8.1</td>
<td>Equity ownership by persons who had no franchise in the national elections</td>
<td>%</td>
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<td>8.2</td>
<td>Equity ownership by Black women</td>
<td>%</td>
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<tr>
<td>8.3</td>
<td>Black women</td>
<td>%</td>
</tr>
<tr>
<td>8.4</td>
<td>White women</td>
<td>%</td>
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</tbody>
</table>
8.5 Equity ownership by disabled persons* %
*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)

9 DECLARATION WITH REGARD TO EQUITY

9.1 Name of firm

9.2 VAT registration number

9.3 Company registration number

9.4 TYPE OF FIRM

- Partnership
- One person business/sole trader
- 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 FIRM HAS BEEN IN BUSINESS?

9.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date/Position occupied in Enterprise</th>
<th>ID Number</th>
<th>Date RSA Citizenship obtained</th>
<th>* HDI Status</th>
<th>HDI Status</th>
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9.9  Consortium / Joint Venture

9.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

<table>
<thead>
<tr>
<th>Name of HDI member (to be consistent with paragraph 9.8)</th>
<th>Percentage (%) of the contract value managed or executed by the HDI member</th>
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I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I/we acknowledge that:

(i) The information furnished is true and correct.
(ii) The Equity ownership claimed is 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 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
(iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -
   (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
   (b) 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;
   (c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid, and

WITNESSES:

1. ........................................

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

SIGNATURE(S) OF BIDDER(S)

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

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

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

.........................................
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) . . ................................ . ........ in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number . . . . . . . . . . . . . . . . . . . . . . . . . . at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, viz
       - Invitation to bid
       - Tax clearance certificate
       - Pricing schedule(s)
       - Filled in task directive/proposal
       - Preference Certificates in terms of the Preferential Procurement Regulations 2001
       - Declaration of interest
       - Special Conditions of Contract;
   (ii) General Conditions of Contract; and
   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

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

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

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

   WITNESSES
   1 ..............................................
   2 ..............................................
   DATE: ..............................................
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

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

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

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE</th>
<th>PRICE (VAT INCL)</th>
<th>COMPLETION DATE</th>
<th>PREF POINTS CLAIMED FOR HDIs</th>
<th>PREF POINTS CLAIMED FOR RDP GOALS</th>
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4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ............................................. ON .............................................

NAME (PRINT) .................................................

SIGNATURE ..................................................

OFFICIAL STAMP

WITNESSES

1 ..................................................

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

DATE: ..................................................
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)? To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> 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.</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></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>
<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-----</td>
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</tr>
<tr>
<td>4.4</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4.1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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 BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids 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). Collusive bidding is a per 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.

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

Js914w 2
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 not 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>First Name:</td>
</tr>
<tr>
<td>Surname:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Detail</th>
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</thead>
<tbody>
<tr>
<td>Physical</td>
</tr>
<tr>
<td>Postal</td>
</tr>
<tr>
<td>(Compulsory if Supplier)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Supplier Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
</tr>
<tr>
<td>Company</td>
</tr>
<tr>
<td>CC</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Trust</td>
</tr>
<tr>
<td>Other (Specify)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Number</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
## Supplier Account Details (To be Verified by the bank)

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Branch Name</td>
<td></td>
</tr>
<tr>
<td>Branch Number</td>
<td></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>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
<td>Check Account, Savings Account, Transmission Account, Bond Account, Other (Please Specify)</td>
</tr>
<tr>
<td>ID Number</td>
<td></td>
</tr>
<tr>
<td>Passport Number</td>
<td></td>
</tr>
<tr>
<td>Company Registration Number</td>
<td></td>
</tr>
<tr>
<td>*CC Registration</td>
<td>*Please include CC/CK where applicable</td>
</tr>
</tbody>
</table>

### Supplier Contact Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Area Code</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>Home Area Code</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>Fax Area Code</td>
<td>Fax Number</td>
</tr>
<tr>
<td>Cell Area Code</td>
<td>Cell Number</td>
</tr>
</tbody>
</table>

Email Address: [Contact Person:]

<table>
<thead>
<tr>
<th>Supplier Signature</th>
<th>Print Name</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Date (dd/mm/yyyy)</th>
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</table>

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

Since 1994 the government has been engaged in massive social infrastructure build programmes to improve provision of basic services. Indeed much has been achieved to address the backlogs in infrastructure delivery since 1994 but millions of people are still without access to social services. Given the considerable nature of backlogs the government has focused on meeting quantitative targets to expedite the delivery of social infrastructure. However there is a need to ensure access to basic service delivery is balanced with a need to have environmental sustainability in basic service delivery programmes. Hence there is a requirement that social infrastructure projects must be subjected to environmental impact assessment (EIA) processes before they commence. However, the EIA requirement is often seen as a burden and hindrance in expediting the delivery of social infrastructure. More often than not this perception is borne out of lack of proper planning and appreciation by developers of all legislative requirements that a development must fulfill rather than the EIA process itself. Equally the lack of coordination and integration between different government authorities that exercise function over aspects of a social infrastructure development often creates unnecessary bottlenecks in the delivery of social infrastructure projects.

It is therefore necessary to address fragmentation in the regulatory environment in order to streamline decision making process across government authorities. For this reason the Department of Environmental Affairs (DEA) has proposed to develop an appropriate mechanism that provides adequate and necessary framework to streamline authorization processes and contribute to long-term sustainability of human settlements. The DEA intends developing a social infrastructure guideline to reconcile the interface between environmental authorization and other requirements of other relevant government authorities to reinforce cooperative governance between government authorities that exercise functions that impact on environment.

PART ONE

For the purposes of this document, social infrastructure refers to infrastructure that is intended for basic service such as housing, potable water supply, sanitation services, transportation services et cetera.
1 REQUEST FOR PROPOSAL (RFP)

1.1 The objective of this RFP is to appoint a suitable independent Service Provider that can support Department of Environmental Affairs (DEA) with the development of a National Social Infrastructure Guideline document relating to the implementation of National Environmental Management Act (NEMA), 1998, as amended and related legislations.

1.2 Preference may be given to a Service Provider that is not already performing consultancy work within DEA.

2. PURPOSE, SCOPE AND EXTENT OF WORK

2.1 The role of the Service Provider/s is to assist DEA with the development of National Social Infrastructure Guideline relating to the implementation of the NEMA and EIA Regulations.

2.1.1 Therefore National Social Infrastructure Guideline must be developed within the context of EIA process; particularly with the view of understanding how EIAs impact on government’s effort to achieve its RDP goals related to expediting low-cost housing projects and the supporting infrastructure services such as water supply, sanitation, electricity, roads etc.

2.1.2 The guideline must help guide stakeholders in an EIA process understand activities that trigger EIA and potential impacts associated.

2.1.3 The guideline must outline resource based legislations that regulate such activities as well as legislative requirements of other government authorities involved in the social infrastructure value chain in order to manage the perceptions that are ascribed, often wrongly, to EIAs as being burdensome & hindrance to delivery of low-cost housing projects.

2.1.4 Hence the primary objective of the guideline is to help identify critical areas of potential impacts that are typically associated with social infrastructure activities.

2.1.5 The guideline must also help identify mitigation measures that can be employed for such impacts early on in the project planning and appraisal.

2.2 The service provider will be further responsible for the development of the National Social Infrastructure Guideline as described below:
2.2.1 The National Social Infrastructure is primarily intended to serve as an interface between NEMA EIA regulations and other legislations and authorization requirements of other authorities in order to reconcile the often fragmented statutory frameworks.

2.2.2 Therefore the **purpose of the Guideline** is to provide a relevant and necessary guide to stakeholders involved in the delivery of social infrastructure on the authorization requirements.

2.2.3 The guideline must further provide common understanding of applicable listed activities; impacts (that trigger listed activities) typically associated with the sector; best practice requirements of sector, including information on acceptable mitigation and management measures; information on levels of acceptable changes, that is, 'fatal flaws' and 'red flags', and provide monitoring procedure where norms and standards exists.

2.2.4 Ultimately, the guideline must assist and guide competent authorities, applicants and interested and affected parties (I&APs) through EIA process and authorization process as a whole by outlining and/or identifying activities that impact on environment, how these can and are regulated and which authority is responsible for what in the process.

2.2.5 The scope of the guideline should further provide the necessary and adequate framework to align Social Infrastructure Guideline to authorization and permitting requirements of other authorities in order to streamline and optimize authorization process.

2.2.6 For the ease of use of the guidelines, identified impacts that are typically associated the social infrastructure activities must be categorized as follows:

2.2.6.1 **Spatial impacts** relating to: environmental attributes and sensitivity, land use planning, multiple & conflicting resource use.

2.2.6.2 **Infrastructure & Services related impacts** relating to: low-cost housing, roads, facilities, electricity, water supply and sanitation, refuse and waste disposal.

2.2.6.3 **Social impacts** relating to: employment opportunities, education and training etc.
2.3 To this end the service provider will be responsible for the entire project management and coordination covering the following areas:

2.3.1 Drafting the specifications for the format, content and layout of the guideline document; it is suggested that this must be done by benchmarking against best management practices internationally. The first deliverable is an inception report, to be compiled for comment by DEA before the project commence. The purpose of this report is to clearly define the objectives of the guideline document and the tasks to be undertaken to achieve the envisaged product thereof. The methodology to be followed should also be clearly outlined in this report.

2.3.2 Managing the overall project administration process

2.3.3 Ensuring that the document is completed within brief, both in terms of budget and time as well as ensuring quality control of all documents

2.3.4 Coordinating the internal and external independent peer review process of the draft documents

2.3.5 Arranging and attending meetings as and when required. The service provider shall be responsible for preparing invitation to meetings, recording minutes and compiling reports.

2.4 The project will entail the development of the social infrastructure guideline covering, but not limited to the following areas:

2.4.1 Introduction and policy context

- Providing background on social infrastructure in South Africa
- Purpose and objectives of the social infrastructure guideline

2.4.2 Overview of the legal framework

- Explain the legal basis for the guideline document and its legal standing

2.4.3 Overview of the social infrastructure

2.4.4 Overview of the authorization process by DEA

2.4.5 Overview of the authorisation by other government authorities that exercise function that impact on environment
Identification and description of activities that trigger EIA and associated impacts that are typically associated with social infrastructure activities. Distinction should be made between other forms of infrastructure and social infrastructure.

The application process and authorisation requirements (including pre-application consultation).

Roles and responsibilities of various stakeholder groups:
- Competent and commenting authorities
- Other organs of state that exercise function over the environment
- Applicant
- Environmental assessment practitioner
- Interested and affected parties

Public participation process

Development of templates and diagrams, where necessary benchmarking against comparable best practice management and processes elsewhere in the world.

Meetings required

The successful consultant(s) must make themselves available for regular progress meetings with the relevant Department.

Action based minutes of the project committee meetings must be taken by the consultants and forwarded to members of the steering committee within 4 days after the meeting.

The consultancy team should ensure that the Social Infrastructure Guideline developed takes cognisance of all relevant legislation and guideline documentation including but not limited to:
- The National Environmental Management Act, Act No. 107 of 1998 and amendments
- The National Environmental Management: Waste Management Act, Act No. 59 of 1008
- The National Environmental Management: Biodiversity Act, Act No. 10 of 1004
• The National Environmental Management: Protected Areas Act, Act No. 57 of 1003
• The National Environmental Management: Coastal Management Act, Act No. 24 of 1008
• The Development Facilitation Act, Act 67 of 1995
• The National Environmental Management: Air Quality Act, 1008
• The National Water Act, Act No. 73 of 1998
• The Water Services Act, Act 108 of 1997
• The Atmospheric Pollution Prevention Act, 1965
• The Occupational Health and Safety Act, 1993
• The Hazardous Substances Act, 1973
• The Physical Planning Act, act No. 125 of 1999
• The Municipal Systems Act, Act 32 of 1000

2.7 The service provider/s shall submit a preliminary budget containing the hours and amount to be spent on each case, before work can commence.

2.8 Short-listed companies may be invited to give a presentation as and when required.

3. TIMING OF ASSIGNMENT

All work is to be carried out in accordance with the time schedule as agreed with the Project Manager.

4. PERFORMANCE MEASURES

The performance measures for the delivery of the social infrastructure guideline will be closely monitored by DEA (Annexure A)

5. REPORTING
The Service Provider/s will provide progress reports to the Project Manager as per performance measures in (Annexure A).

6. **MONITORING PROGRESS ON ASSIGNMENTS**

The Project Manager shall oversee the ongoing management of the service agreement.

7. **CONTINUITY AND PROFILE OF SENIOR STAFF ON THE PROJECT**

The Service Provider/s must guarantee the presence of a senior in charge of fieldwork throughout the duration of the contract. If the senior 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 appropriate experience and expertise) appointed to be able to transfer skills and knowledge.

8. **CONDITIONS OF BIDS**

8.1 Bids will be subject to Supply Chain Management conditions as follows:

8.1.1 The Preferential Procurement Policy Framework Act, Act No. 05 of 2000 and the Broad Base Black Economic Empowerment Act, 53 of 2003 will apply to this bid.

8.2 Bids will be subject to Supply Chain Management conditions as follows:

The Preferential Procurement Policy Framework Act, Act No. 05 of 2000 and the Broad Base Black Economic Empowerment Act, 53 of 2003 will apply to this bid. In accordance with this Act, submission will be adjudicated on two stages: firstly, on functionality which must be done in terms of the evaluation criteria indicated in section 14 and the minimum threshold referred to in paragraph 9.3 below. A bid must be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation and secondly, only the qualifying bids evaluated in terms of the 90/10 preference point system, the 90 points will be for price only and the 10 points are used for HDI ownership and/or for achieving the prescribed RDP goal.
8.3 The proposal should include, amongst other, the following:

8.3.1 A proposed plan of action;
8.3.2 A list of references;
8.3.3 Ability to ensure continuity of staff on the project; and

9. SPECIAL CONDITIONS

9.1 The Curriculum Vitae of the staff who will be available for the duration of the work must be provided; **NOTE:** Failure to submit the CV’s will invalidate your bid proposal.

9.2 The bid proposals should be submitted with all required information containing technical information as well as price information.

9.3 Only bidders who score at least 40 (points) for the technical information will be preferred.

9.4 Supplier/s who claims any preference points for HDI is/are requested to submit certified copies of shares certificate or a certified list of the Board of Directors or Trustees, as may be applicable. **NOTE:** Failure to adhere to this condition will invalidate points claimed.

Preferences will be given to BEE companies or companies/firms with strong BEE partnerships, in order to address South Africa’s socio-economic disparities in line with the Broad Base Black Economic Empowerment legislation.

A service level agreement shall be signed with the preferred bidder. The successful bidder may not alter its (buy out HDI points) BEE status during the contract period. DEA reserve the right to terminate the contract should the successful bidder no longer meet the BEE requirement.

DEA reserves the right to invite short listed suppliers/companies to present their bid proposals for final decision.

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).
Suppliers are required to fill the information below:

<table>
<thead>
<tr>
<th>% Management by HDI groups.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of consultants from HDI groups working on the project.</td>
<td></td>
</tr>
</tbody>
</table>

### 10. ADDITIONAL INFORMATION ON BID PROPOSAL

10.1 The supplier / service provider should provide details of staff training and highlight training and development policies and procedures, with specific reference to affirmative action policies and initiatives.

10.2 A breakdown of the hourly tariff inclusive of value-added tax for services rendered must be provided. Expenditure incurred without the prior approval of the Project Manager will not be reimbursed.

10.3 In so far possible, a comprehensive budget, showing the charge out rates of all the staff to be involved in investigations and also including all other costs factors such as traveling must be provided.

10.4 The way in which a joint venture (if the bidders are a joint venture between a BEE firm and a non BEE firm) will split the work between the firms must be provided. The detail must be such that DEA can audit the actual work allocation during the delivery to enforce the transfer of skills between the two firms (*The percentage involvement of each company in the joint venture should also be indicated*). Please note that all members of the joint venture should sign the contract and are jointly liable for the entire assignment.

10.5 DEA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bids.
10.6 Please take note that DEA is not bound to select any of the firms submitting proposals. DEA reserves the right to not award any of the bids, to not award the contract to the lowest priced bidder as well as to renegotiate the bid of the preferred applicant.

10.7 Traveling costs and time spent or incurred between home and office of consultants and DEA head office will not be for the account of DEA.

11. FURTHER INFORMATION

Should you require any further information in this regard, contact Mr Siyabonga Zondi
Tel: 012 - 310 3169
Fax: 012 – 310 3688
E-mail: szondi@environment.gov.za

12. INFORMATION REQUIRED

Bid Evaluation can only be done on the basis of information, which DEA requested. The comprehensiveness of the bid can therefore be decisive in the awarding thereof.

13. PAYMENT TERMS

DEA undertakes to pay out in full within 30 (thirty) days of all valid claims for work done to its satisfaction being received. A substantiated claim must be submitted to DEA. No payment will be made where there was outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

14. EVALUATION CRITERIA
14.1 All bid proposals submitted will be evaluated in accordance with the 90/10 principle and the evaluation criteria.

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Description</th>
<th>Total</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>A.</td>
<td>PRICE</td>
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<td>B.</td>
<td>INFORMATION</td>
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<td>60</td>
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</tr>
<tr>
<td>1.</td>
<td>Bidder understanding of the brief and the methodology to be employed</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Capability (profiles of key team members to handle the project/submit names and CVs)</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>A proposed plan of action to achieve the objectives</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The experience in the fields of EIAs, communication both verbal and written and computer literacy. Experience in social infrastructure planning and development and in environmental authorization processes in social infrastructure activities.</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>The experience and educational background of the personnel proposed to provide the service. Assessment of the condensed Curricula Vitae of personnel involved on the projects.</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td><strong>Demonstrated firm's management control</strong> <em>(Participation of black people in companies where they are executive board members, Executive Directors, Senior Top Management)</em></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td><strong>Skills Development</strong> <em>(Skilling of black employees either in your company or in the community-submit evidence)</em></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Employment Equity <em>(Participation of black people that are employed in companies at junior, middle or senior management level)</em></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td><strong>Demonstrated firm's ability on Socio-Economic Development or provide evidence of the past social responsibility project undertaken by the company in the community</strong> <em>(Assistance provided in facilitating the improvement of living standards of black people living in rural or underdeveloped areas, black unemployed people, black people with disabilities in order to reduce poverty and increase sustainability-Submit proof)</em></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Enterprise Development <em>(Assistance provided in facilitating the entry of QSE, EME and black owned or black women owned enterprises into mainstream economy-Submit proof)</em></td>
<td></td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Preferential Procurement <em>(buying of goods and services from BEE compliant companies, QSE, EMS and black owned or black women owned enterprises)</em></td>
<td></td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>EQUITY OWNERSHIP</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Historically Disadvantage Individuals <em>(HDI's)</em></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Women Equity Ownership</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Disability</td>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
NB: This format is subject to alteration to accommodate Broad Base Black Economic Empowerment Act, 53 of 2003.

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 – The bid provides a clear indication that the bidder's team comprises of people with the necessary experience, skills, qualifications, knowledge and skills 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 related projects.

- Quality of the Bid – The bid is structured, laid-out, formatted and organized in such a way that the evaluation committee is easily able to access the bid in accordance with the evaluation criteria and are provided with an insight into the quality of deliverables that may be expected from the bidder if successful.

- Affirmative action – The bid clearly describes the bidder's contribution to ensuring the transformation of this project (be specific) management services sector through affirmative action programmes and provides insight into the success, or otherwise, of these programmes.

- Skills transfer – The bid clearly describes the bidder's contribution to ensuring the transformation of this work (be specific) e.g. environmental management services sector through, among others, mentorship, bursary, on-the-job-training and/or other initiatives that successfully transfer skills to historically disadvantaged individuals.
The Clause below relates to Empowerment and BEE Strategy

4.10.1 Involvement of Target Groups
The Department has stated as a specific Project Goal, the maximisation of participation of Target Groups in the Project. The objective is to ensure that these Target Groups will be optimally, actively and equally involved, in the entire life-cycle opportunities of the Project, at all levels i.e. ownership, management and service delivery. The Department deliberately wants to encourage the optimal participation of Black Women, Disabled Persons and Target Group Enterprises. Accordingly, the Department has set target for companies that are more than 50% (fifty percent) black-owned and companies that are more than 40% (thirty percent) black women-owned.
# SCHEDULE OF WORK AND DELIVERABLES

<table>
<thead>
<tr>
<th>Key Performance Area</th>
<th>Key Performance Indicator</th>
<th>Targets for 2011-2012</th>
<th>Key Activities</th>
<th>Time-frames for deliverables</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management of the development of national social infrastructure guideline</td>
<td>Development of national social infrastructure guideline</td>
<td>Complete development of national social infrastructure guideline</td>
<td>Project inception meeting with DEA</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prepare workshops</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Workshop to apprise government authorities and industry stakeholders about the project</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prepare draft guideline document</td>
<td>2 months</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Circulate draft guideline document to government authorities and industry stakeholders</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Workshop to discuss draft document with government authorities and industry stakeholders</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Consolidate comments into draft guideline document</td>
<td>1 month</td>
<td></td>
</tr>
<tr>
<td>Activity Description</td>
<td>Duration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulate draft document to government authorities and industry stakeholders for final comments</td>
<td>1 month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consolidate comments into draft guideline</td>
<td>1 month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit draft guideline document to DEA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEA to publish draft guideline in the Government Gazette for public comments in terms of EIA Regulations</td>
<td>1 month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consolidate public comments</td>
<td>2 month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit final guideline document to DEA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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: This form must be accompanied by an original valid tax clearance certificate during registration, application form to register for tax at SARS is also attached for your conveniences.

DETAILS OF APPLICANT

1. NAME OF COMPANY

<table>
<thead>
<tr>
<th>Company Name</th>
<th></th>
</tr>
</thead>
</table>

2. INCOME TAX REGISTRATION NUMBER

<table>
<thead>
<tr>
<th>Tax Registration Number</th>
<th>Telephone</th>
<th>Cellphone</th>
<th>Fax nr.</th>
</tr>
</thead>
</table>

3. VAT REGISTRATION NUMBER

<table>
<thead>
<tr>
<th>VAT Registration Number</th>
</tr>
</thead>
</table>

4. COMPANY REGISTRATION NUMBER (copy of registration to be attached)

<table>
<thead>
<tr>
<th>Company Registration Number</th>
</tr>
</thead>
</table>

5. POSTAL ADDRESS

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
<th>Code</th>
</tr>
</thead>
</table>

STREET ADDRESS
6. ANNUAL TURNOVER per annum

INSTRUCTIONS AND DEFINITIONS

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.

2.6.1 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:

provided 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.

"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.

7.1 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>&quot;HDI Status&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No franchise prior to elections</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>W</td>
</tr>
</tbody>
</table>
EQUITY OWNERSHIP CLAIMED IN TERMS OF THE ABOVE:

% owned

- Equity Ownership by persons who had no franchise in the national elections prior to 1994: _____ %
- Equity Ownership by white women: ___________________________ %
- Equity Ownership by african women: ___________________________ %
- Equity Ownership by disabled persons: _________________________ %

☐ Is the company 50.1% or more black owned? (Black enterprise, which means the majority of shares, is owned by blacks)

☐ Or is the company 25.1% or more black owned? (Black empowered, which means the traditionally white owned company has empowered blacks in terms of shares in their company)

Please indicate the number of employees ______

What is the current employment equity in terms of levels? Please attach prove.

*Indicate YES or NO

8 SMME STATUS / BUSINESS ACTIVITIES

☐ Office stationery, computer consumables and cleaning material
☐ Printing, layout, design, publications, portfolios and banners
☐ Office furniture, audiovisual equipment, office equipment and labour saving devices
☐ Communication specialist (writing and producing of information)
☐ TV, radio and exhibits production
☐ Entertainers i.e. dancers, musicians, poets, craftsperson etc
Building maintenance: electrical, plumbing, office partitioning, painting, replacement of carpets, pest control etc

Cleaning service (e.g. steam cleaning of carpets, curtains etc)

Tracing

Panel beating

Event organizers: Conferences and accommodation

Training and workshops (Project management, customer service, computer training, finance & budgeting, performance management, strategic planning, organizational development and team building, change management, competency test, management development programme, negotiation skills, presentation skills, professional coaching services)

Suppliers of aircraft and Helicopters

Professional services specializing in the following categories:

- Financial auditing, Forensic Auditing,
- Feasibility studies, project implementation, determination of norms and standard for the Expanded Public Works Programme (EPWP), development of training programme related to the environment and culture sector of the (EPWP),
- Service providers who specializes in Waste Management, cleaner production and air quality, geotechnical investigation, archaeological survey, land survey, flood line investigation, environmental impact assessment, quantity survey, environmental engineering,
- Environmental reporting, geographic information systems and environmental journalists, research compilation and publication of various environmental impact management related to guidelines and public information material, integrated environmental planning, alternative dispute resolution, environmental law, legislation drafting, facilitation, integrated environmental management, sustainable development indicators and research,
- Environmental impact inspectors for Antarctica and Islands, environmental compliance, monitoring and auditing systems and software development, environmental crime risk and impact assessors, environmental crime liability assessors, environmental management authorization (e.g. landfill permitting),
- Project management and community participation management skills related to community base Natural Resources and land degradation/desertification, researchers related to listing of species and ecosystems researchers in cultural heritage researchers, institutional and legal expert on Biodiversity and Heritage,
- Economic impact assessment, Human Resource analysis of needs in Tourism sector,
- Environmental education specialist, researchers in environmental education, environmental law, environmental management, skills development, needs analysis, providers in capacity building, training and education facilitators, project managers, developers of resource material, designers of posters and promotional plastics

9 THE FOLLOWING SHOULD BE ATTACHED IN THE CASE OF CONSULTANTS:

- CV’s OF KEY STAFF
- REFERENCES
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Commodity Name)</td>
<td>(Description of supply / service)</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>COMPANY PROFILE</td>
<td></td>
</tr>
<tr>
<td>TRACK RECORD</td>
<td></td>
</tr>
<tr>
<td>HOURLY/DAILY RATE</td>
<td></td>
</tr>
<tr>
<td>IN THE CASE OF SUPPLIER OF FURNITURE &amp; STATIONERY, CATALOGUE MUST BE SUPPLIED</td>
<td></td>
</tr>
</tbody>
</table>

10 GENERAL

Payment of suppliers through electronic banking transfer is compulsory (banking details will be requested for payment). The person/company should be able to deliver to the departmental street address.

11 ENQUIRIES

Department of Environmental Affairs
Private Bag X447
Pretoria
0001
Mr T Matheane
(012) 310-3133
Fax (012) 320-3328
tmatheane@deat.gov.za

Database Administrator
Ms V Tshivhase
Tel (012) 310 3072
Fax (012) 320 3328
vtshivhase@deat.gov.za

"Commodities" Applicants should indicate in the column above, the categories of supplies / services which they would like to be registered for, as well as the specific items under the categories, for instance:
NB:

1. It shall be the responsibility of the registered supplier/service provider to inform the Department immediately in writing of any change of address, 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. 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.

2. 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.

SIGNATURE OF AUTHORISED PERSON

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>
</tbody>
</table>
4.1.1 If so, furnish particulars:

4.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?
To access this Register enter the National Treasury’s website, www.treasury.gov.za click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2.1 If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.3 Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.1 If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform or comply with the contract?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4.1 If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</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
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 not 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>First Name:</td>
</tr>
<tr>
<td>Surname:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment 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>

<table>
<thead>
<tr>
<th>Supplier Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Company</td>
</tr>
<tr>
<td>Trust</td>
</tr>
<tr>
<td>CC</td>
</tr>
<tr>
<td>Other (Specify)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Number</th>
</tr>
</thead>
</table>
## Supplier Account Details (To be Verified by the bank)

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

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

| ID Number |  |
| Passport Number |  |
| Company Registration Number |  /  /  /  |
| *CC Registration |  |
| *Please include CC/CK where applicable |  |

**Supplier Contact Details**

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

| Email Address |  |
| Contact Person: |  |

| Supplier Signature |  |
| Print Name |  |

| Date (dd/mm/yyyy) |  |

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