

## **BID NO (PIC001/2021): APPOINTMENT OF A SERVICE PROVIDER SPECIALISING IN PHYSICAL SECURITY AND CLOSE PROTECTION SERVICES FOR A PERIOD OF 3 (THREE) YEARS (WITH AN OPTION TO EXTEND FOR 2 (TWO) YEARS).**

The Public Investment Corporation (PIC) is a registered Financial Service Provider (FSP) and a public entity, wholly owned by the South African Government. PIC invests funds on behalf of public sector entities. Among the PIC's clients are the Government Employees Fund ("GEF"), Unemployment Insurance Fund ("UIF") and Compensation Fund ("CP"):

The successful bidder will be required to provide solution for the following:

**The Public Investment Corporation seeks the services of full-time Physical Security. The services will be rendered 24 hours a day for 365/366 days of the year, the services must cover the PIC's 2 (Two) major buildings which are PIC Menlyn Maine Office , PIC Disaster Recovery Site and will include Close Protection Services.**

**Closing date for the bid submission: 01 June 2021, Closing time: 11:00 AM,**

**Enquiries:** tenders4@pic.gov.za A compulsory virtual briefing session will be held on Monday 17 May 2021 (11:00 - 12:00). Service providers must be connected at 10:45 as the session will start at exactly at 11:00.

Bidders are requested to forward their email address to: tenders4@pic.gov.za with this subject line: PIC001/2021 Appointment of a service provider specialising in Physical Security and Close Protection Services

A soft copy of the RFP document will be available from the PIC website:

<https://www.pic.gov.za/pic/tenders/corporate-procurement> from Monday, 3 May 2021.

All enquiries should be directed to: tenders4@pic.gov.za

Due to the COVID-19 pandemic, all bidders who attend the compulsory briefing session will be provided with a one drive link to submit their bids. No other methods will be accepted.

THE SUCCESSFUL BIDDER IS REQUIRED TO MEET REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION	
BID REFERENCE NUMBER:	PIC001 2021
BID DESCRIPTION:	Appointment of a service provider specialising in Physical Security and Close Protection Services for a period of 3 (Three) years with an option to extend for a further 2 (Two) years.
PIC WEBSITE:	<a href="http://www.pic.gov.za">www.pic.gov.za</a>
CLOSING DATE:	01-June-2021
CLOSING TIME:	11h00
VALIDITY PERIOD:	120 days
SUBMISSION DETAILS:	Bidders are required to forward their email address to <a href="mailto:tenders4@pic.gov.za">tenders4@pic.gov.za</a> to receive a link to OneDrive for submission
SUBMISSION REQUIREMENTS	Bidders are required to submit their proposal on time, no link requests will be accepted after the closing date and time. All documents will be uploaded electronically.
BRIEFING SESSION:	A compulsory virtual briefing session will be held on 17 May 2021 at 11:00. Bidders are to register for the compulsory briefing session by 14 May 2021.
COMPANY NAME:	
CONTACT PERSON:	
CONTACT DETAILS:	
EMAIL ADDRESS:	
BIDDERS ADDRESS:	

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## 1 INTRODUCTION

The Public Investment Corporation (PIC) is an asset management company wholly owned by the government of the Republic of South Africa duly represented by the Minister of Finance. The PIC manages investments on behalf of public sector funds which include Government Employees Pension Fund (GEPF), Unemployment Insurance Fund (UIF) and Compensation Fund.

## 2 OBJECTIVE

To appoint a service provider to provide security services for the PIC head office in Menlyn Maine which is approximately 12,000 sqm in size with a headcount of approximately 400 staff members and PIC Disaster Recovery site.

## 3 SCOPE OF WORK

The appointed service provider will be required to provide services as outlines below.

### 3.1

<b>PIC Menlyn Maine</b>			
<b>Weekdays</b>	Security Officer		
	Grade	Day Shift	Night Shift
Control Room Operator	B	1	1
Other Guards	C	10	5
Site Supervisor	A/B	1	1

<b>PIC Menlyn Maine</b>	Security Officer		
<b>Weekends</b>			
	Grade	Day Shift	Night Shift
Control Room Operator	B	1	1
Other Guards	C	5	5
Site Supervisor	A/B	1	1

<b>PIC Harith</b>	Security Officer		
<b>Weekdays</b>			
	<b>Grade</b>	<b>Day Shift</b>	<b>Night Shift</b>
Other Guards	C	1	1
<b>Weekends</b>			
Other Guards	C	1	1

<b>CPO (s)</b>			
<b>Weekdays</b>			
12-hour CPO's (As and when required)			
<b>Weekends</b>			
12-hour CPO 's (As and when required)			

The services will be rendered 24 hours a day for 365/366 days of the year, and will include but is not limited to the following (Please indicate compliance/ noncompliance with ✓ under yes or no) in the table below:

No	Requirement	Yes	No	Comment
3.1.1	Physical guarding of the specified site(s).			
3.1.2	Routine patrols supported by an active guard verification point system (where required)			
3.1.3	Supervised Dog Patrol Services (where required).			

3.1.4	CCTV control room operations (where required).			
3.1.5	VIP Protection (where required)			
3.1.6	Monthly incident and statistical reports.			
3.1.7	Site lock-down after hours			
3.1.8	Physical guarding of the specified site(s).			

#### 4 PERSONNEL

*Without limitation to the matters indicated below, the security personnel deployed to PIC premises must:*

No	Requirement	Yes	No	Comment
•	A minimum of 4 female officers for day shift during weekdays and weekends the purposes of scanning female staff and visitors			
•	All guards must have a minimum of 2 years' experience for other guards			
•	Site Supervisor must have at least 5 years' experience			
•	Not younger than 18 years of age;			

•	Be presentable and in a clean uniform with a name tag while on duty;			
•	Physically healthy and medically fit for the execution of their duties;			
•	Have no criminal record;			
•	Be able to speak, read and write in English;			
•	At all times present and promote a friendly and courteous attitude towards our stakeholders; and			
	keep their working areas clean and hygienic;			
•	Not interfere with normal duties of the PIC staff;			
•	Supervisor assigned to the site must be PSiRA grade A/B with matric and firefighting certified; (Proof must attached as per par 3.2.2.11).			
•	Access to armoured vehicles (Where required)			

**a. SECURITY EQUIPMENT AND UTILITIES**

The successful bidder must ensure that all security personnel have the following equipment and utilities during the execution of their duties:

No	Requirement	Yes	No	Comment
•	Guard patrol monitoring system;			
•	Two-Way Radios with Charger;			
•	Cell phone;			
•	Batons and Mace (Pepper Spray);			
•	Handcuffs;			
•	Torches;			
•	Panic buttons (20);			
•	Visitors and Vehicles Registers; and Incident/Occurrence Logbook.			



### Close Protection Service (CPO's)

No	Requirement	Yes	No	Comment
•	Professional Close Protection Officers (CPOs) registered with the relevant regulatory authority. (Proof must be provided)			
•	Automobile(s) specially equipped for security			
•	Firearm competency.			
•	Surveillance and anti-surveillance protection that identifies and deters potential attackers prior to any attack, including the use of drones (Where necessary).			
•	CPOs trained in evasive and defensive driving.			
•	First Aid competence of CPOs.			
•	Three relevant contactable references.			
•	Minimum 10 years in implementing close personal protection services.			
•	National Footprint			

## Duties

- Monitor the entry and exit of visitors to the PIC;
- Record entry and exit of all staff and visitors after 17H00 on working days and at all times on weekends and public holidays;
- Escort visitors and contractors throughout the PIC premises;
- Escort staff members to their cars (where required);
- Ensure that no unauthorized persons enter the premises;
- Search the vehicles leaving the PIC at random;
- Remove any unruly abusive person from the premises;
- Protection of personnel, visitors and property;
- Provide armed response;
- React to alarm and attend to the site, contact SAPS when needed;
- Confront all suspicious person and determine whether they are authorized to be on the premises;
- Undertake regular patrols of the premises at approximately thirty (30) minutes;
- intervals ensuring that all exterior doors and windows of all buildings are securely locked or closed;
- Ensure that the details [name(s), vehicle registration number] and entry/exit times of every person is recorded correctly;
- Undertake regular patrols of the premises;
- Supervised dog patrol if/when required in accordance with industry rules and regulations;
- Operating metal detectors and bag scanners;
- To ensure that people and vehicles leaving the premises do not remove property of the PIC;
- React on alarms. Contact the SAPS through their control room. Confront all suspect persons and determine whether they are authorized to be on the premises;
- Electronic Active Guard Patrol Monitoring System capable of logging hours of patrol through individual scans as guards pass the point. Security Company shall log each daily round trip, including time of arrival and departure for each patrol, with the electronic time

logging system. Logging system shall be fully and properly operational as service commences;

- CCTV Control Room Operation. Security Officers to work with the CCTV system must have the relevant CCTV skills, knowledge and expertise to monitor and analyse the CCTV Surveillance System. Proof of training may be requested;
- Security personnel must have matric (grade 12) and PSIRA Grade B or security qualification (NQF 4) and a minimum of two (2) years within security environment;
- CCTV operator personnel should have received CCTV OPERATOR SKILLS TRAINING provided by a SASSETA Accredited Provider;
- CCTV operator personnel should have certified ISASA Dynamic CCTV Body Language and Observation Skills;
- Ensure criminal incidents and other transgressions are detected and reported for further investigation;
- Advise on the positioning of CCTV cameras and screen sequencing to increase the likelihood of detecting security and crime incidents;
- Maintain a secure system for providing data in accordance with the regulations set up by the PIC and ensure the security of the control room and equipment is maintained at all times;and
- Effective communication between the company's control room and the PIC security control room must be enforced to ensure smooth operations. Records to this effect must be made in the occurrence books kept at both control rooms. Such records will be checked on a regular basis.

**Appointed security company shall be required to sign an SLA with PIC.**

## **5. CONTRACT TERM**

The contract will be for an initial three years with an option to renew for a further two years.

## **6. VALIDITY PERIOD**

Bids must remain valid and available for (120) days calculating from the closing date as advertised for the bid, for acceptance, or non-acceptance by PIC. The bidder undertakes not to withdraw, or

alter, the Bid during this period. Should no response be received within validity period, bidders should consider the bid unsuccessful.

## **7. PRICING SCHEDULE**



## **8. QUERIES AND CLARIFICATIONS**

Any additional information required which is not clarified in the specifications must be addressed in writing to ([tenders4@pic.gov.za](mailto:tenders4@pic.gov.za)) by. All correspondence must state the bid reference number.

## **9. EVALUATION CRITERIA**

The evaluation criteria will be based on the following three phases:

- Phase 1: Administrative requirements
- Phase 2: Functionality Evaluation (minimum threshold= 70/100)
- Phase 3: Price and BEE Evaluations (80/20 points)

## **10. PHASE 1: ADMINISTRATIVE REQUIREMENTS**

All bid responses that do not meet the administrative requirements will be disqualified and will not be considered for further evaluation on the Functional Requirements. The Mandatory Administrative Requirements are stated below, bidders that meet all administrative requirements will proceed to the next stage.

Requirement	Appendix Number	Tick if included ✓
A valid and original Tax Clearance Certificate/Valid Tax Pin Number.		
BBBEE status level certificate –Accredited by SANAS (If no BEE certificate is submitted/or BEE certificate submitted is not valid, no points will be allocated for BEE). EME's and QSE's –affidavit CSD? PSIRA registration?		
Requirement	Appendix Number	Tick if included ✓
Signed and completed declaration of interest document		
Signed and completed SBD 1 – Invitation to Bid document		
Audited or independently reviewed financial statements (Management account) not older than 18 months.		

Completed and signed Company Information document and submission of all the required documentation as stipulated in the company profile document		
Acceptance of the conditions as stipulated in the bid document		
Only Questions sent to <a href="mailto:tenders4@pic.gov.za">tenders4@pic.gov.za</a> will be attended to.		
Proposal to be submitted electronically to <a href="#">a link that will be provider after the compulsory briefing session.</a>		
Kindly enclose your Central Supplier Database (CSD) Registration Document.		
Requirement	Appendix Number	Tick if included ✓
<p>If a bidder is a Joint Venture or Consortium, the bidder must submit a consolidated B-BBEE scorecard as if they were a group structure.</p> <p>Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s). Copy</p>		

of Joint Venture/ Consortium/ Subcontracting agreement duly signed by all parties (if applicable).		
Bidder has numbered proposal e.g. functional & Pricing proposal		

## **11. TECHNICAL / FUNCTIONAL SCORING CRITERIA**

Bidder who do not obtain a minimum of 80% functionality will not go through to the proceeding phase. Presentations and site visits may be required and will be communicated to shortlisted bidders.

	Criteria	Weight
1	<b><u>Company Experience</u></b>  Bidders must provide company profile and demonstrate company experience in executing the work required (Normal physical security and CPO) refer to the scope above. (Minimum 10 years' experience).	45
2	<b><u>Key Personnel</u></b>  Qualifications, certifications, experience and CV's of nominated team including the Account Manager.	20
3	<b><u>Approach and Methodology</u></b>  Bidders must provide their approach and methodology to be followed for Physical Security and Close Protection Officer Services.  The approach and Methodology for each Service mentioned above should be separated (split).	20

4	<p><b><u>References</u></b></p> <p>Reference letter or list from the client confirming Physical Security and Closed Protection Officer Services rendered.</p> <p>The reference letter or list should include the following; name of the entity, contact person, designation of contact, contact number, contract value and contract period.</p>	15
		100

**PIC will conduct a compulsory site visit to all shortlisted security companies.**

## **12. PRICE & BEE**

All bids that achieve the minimum qualifying score of 80% for Functionality (acceptable bids) will be evaluated further in terms of the preference point system below.

CRITERIA	POINTS
Price	80
B-BBEE	20
<b>TOTAL</b>	<b>100 points</b>

In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes

80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

B-BBEE Status Level of Contributor	Number of points /20
1	20
2	18
3	14
4	12



5	8
6	6
7	4
8	2
Non- compliant Contributor	0

Points scored will be rounded off to the nearest two decimal places.

- a) The Bidder who scored the highest point will be awarded the bid.
- b) In the event where two or more Bidder scored equal points, the successful bidder must be the one scoring the highest preference points for BBEE.
- c) However, when functionality is part of the evaluation process and two or more Bidder have scored equal points including equal preference points for BBEE, the successful bidder must be the one scoring the highest for functionality.
- d) Should two or more Bidder be equal in all respects; the award shall be decided by the drawing of lots.

### **13. TERMS AND CONDITIONS**

- a. The PIC may amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date.
- b. PIC may negotiate with all or some of the shortlisted bidders.
- c. PIC may request any relevant information and/ or documents to verify or clarify information supplied in the bid response.
- d. The PIC reserves the right not to accept the lowest priced bid or any bid in part or in whole.
- e. Submission must be on PDF and emailed to [tenders4@pic.gov.za](mailto:tenders4@pic.gov.za) and quote the reference of this RFP. Should you not receive feedback within 90 business days after the closing date, you must consider your quotation unsuccessful.

#### **f. Reasons for Rejection**

PIC may disregard any submission if that bidder, or any of its directors:

- a) Have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
- b) Have committed proven fraud or any other improper conduct in relation to such system.

- c) Have failed to perform on any previous contract and the proof thereof exists.
- d) Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

**g. Cancellation of a Bid**

PIC may prior to the award of a bid, cancel a bid if

- a) Due to changed circumstances, there is no longer a need for the goods or services requested.
- b) Funds are no longer available to cover the total envisaged expenditure.
- c) No acceptable bids are received.

**h. Service Level Agreement (SLA)**

The SLA will set out the administration processes, service levels and timelines. The award of a tender shall always be subject to successful negotiation and conclusion of an SLA / contract. There will be no binding agreement between the parties if a contract has not been concluded

18

			<input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b></p>			

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT.</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDER MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDER ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 BIDDER MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## 15. LIST OF SHAREHOLDERS

**[Note to the bidder:** the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information

Name	ID No	SA Citizen	Race	Gender	Shareholding %

### Black Shareholders/ Members as per the B-BBEE Certificate

Name	Identity	Race	Gender	Shareholding %

## 16. DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>):

.....



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.

<sup>1</sup> "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.

"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**

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.
- 2.7.2.1 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 **YES/NO**

by the state/PIC 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 they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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

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

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

## DECLARATION

I, \_\_\_\_\_ THE \_\_\_\_\_ UNDERSIGNED  
(NAME).....

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

I ACCEPT THAT THE PIC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
DECLARATION  
PROVE TO BE FALSE.

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

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

## 17. COMPANY INFORMATION

Please complete the following questionnaire:

**1. Company Name:**

**2. Other Trading Names:**

**3. Type of Organization: (Public Company ('Limited'), Private Company ('(Pty) Ltd'), Close Corporations ('cc'))**

**4. Physical and Postal Address of the Company:**

<b>Postal Code:</b>	<b>Postal Code:</b>

**5. Contact Details**

<b>Contact Name</b>	
<b>Contact Number</b>	
<b>Cell Number</b>	
<b>Email Address</b>	

<b>Alternative Contact</b>	
<b>Email Address</b>	
<b>Contact Number</b>	

## 6. Company Information

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

## 7. Banking Details

Banker:	
Auditor:	
Year of Establishment:	
Registration number of entity:	
Sector:	

**\*A letter from your bank with a bank stamp or cancelled cheque must be submitted.**

## 8. Tax Registration Details:

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

## 9. List of Shareholders:

**\*ID Documents of the Board of directors/members, owners, shareholders or executive committee must be submitted.**

**\* CIPC Documents must be attached.**

**10. B-BBEE (Broad-based Black Economic Empowerment) Status Details:**

*Please tick the relevant box(es):*

<b>BEE Status Level</b>	Indicate EME/QSE/Generic Status	Expiry Date of BBBEE Certificate/ Sworn Affidavit

## 18. DECLARATION

Bidder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorized
- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the PIC  
PIC will upon detecting that:
  - The BBBEE status level of contribution has been claimed or obtained on a fraudulent basis.
  - Any of the conditions have not been fulfilled act against the bidder.

I understand that:

PIC may:

- Disqualify the bidder from the bidding process.
- Recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct;
- Cancel the contract and claim any damages which has suffered as a result of having less favorable arrangements due to cancellation;
- Restrict the bidder, its shareholders and directors or only shareholders and directors who acted on fraudulent basis, from obtaining business from any organ or state for a period not exceeding 10 years after audi alteram partem (hear the other side) rule has been applied; and
- Forward the matter for criminal prosecution



Thus signed and accepted on this \_\_\_\_\_<sup>st / nd / rd / th</sup> day of \_\_\_\_\_ ,  
20\_\_\_\_ at \_\_\_\_\_:

Who warrants his / her authority hereto

For and on behalf of:

\_\_\_\_\_

## 19. DEFINITIONS AND ABBREVIATIONS

- 1.1 **B-BBEE** means black broad-based economic empowerment
- 1.2 **Bid** means a written offer in a prescribed or stipulated form in response to an invitation by PIC for the provision of goods and services, through price quotations, advertised competitive tendering processes or proposals;
- 1.3 **BBBEE Act** means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 1.4 **Consortium or joint venture** means an association of persons for the purpose of combining their expertise, property, capital, skill and knowledge in an activity for the execution of a contract;
- 1.5 **Contract** means the agreement that results from the written acceptance of a bid by the PIC and successful negotiation and signature of same by both parties delegated authorities;
- 1.6 **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 service and the technical capacity and ability of a bidder;
- 1.7 **Ownership** means the percentage ownership and control, exercised by individuals within an enterprise;
- 1.8 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2017);
- 1.9 **SANAS** means the South African National Accreditation System;
- 1.10 **POPIA** means the Protection of Personal Information Act, 2013 (Act No 4 of 2013);
- 1.11 **Validity Period** means the time period for which price quotation for the provision of goods and services shall remain valid, in this case, being a period of 180 (one hundred and twenty) days;

