



PUBLIC INVESTMENT
CORPORATION

BID NO (PIC005/2020): APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO SUPPLY COMPUTER HARDWARE INCLUDING MAINTENANCE AND SUPPORT OF IT EQUIPMENT FOR A PERIOD OF 5 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 ("GEPF"), Unemployment Insurance Fund ("UIF") and Compensation Fund ("CP").

Public Investment Corporation (PIC) invites bidders to submit proposals to be appointed as the bidder for the purchase, maintenance and support of IT Equipment i.e. Laptops, Desktops, monitors, accessories and peripherals. The services will be required on an ad hoc basis over a period of 5 years and the successful bidder will be responsible for the purchase, maintenance and support of the required IT equipment. Bid documentation will be available on the PIC website: www.pic.gov.za. The Documents will be published on: tenders/corporate/Advertised/PIC005/2020.

Closing date for the bid submission: 26 August 2020, Closing time: 11:00 AM Proposals must be submitted electronically to tenders@pic.gov.za. Reference number: PIC005/2020 must be indicated in all correspondence.

Enquiries: tenders@pic.gov.za

**BID NO (PIC005/2020): APPOINTMENT OF A SUITABLY
QUALIFIED SERVICE PROVIDER TO SUPPLY COMPUTER
HARDWARE AND TO PROVIDE MAINTENANCE AND
SUPPORT OF IT EQUIPMENT FOR A PERIOD OF 5 YEARS**

Bid Number : PIC 005/2020
Closing Date : 26 August 2020
Closing Time : 11:00 am

PROPOSALS TO BE SUBMITTED

ELECTRONICALLY TO: Tenders@pic.gov.za.

Bid number (PIC005/2020) must be indicated in
all communications.

* Validity period of bid: 180 days

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1 DEFINITIONS AND ABBREVIATIONS

B-BBEE means black broad-based economic empowerment

B-BBEE status level of contributor means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of good practice on Black Economic Empowerment, issues in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

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

Broad Based Black Economic Empowerment Act means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

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

Contract means the agreement that results for the acceptance of a bid by PIC

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

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

Ownership means the percentage ownership and control, exercised by individuals within an enterprise.

Validity Period: Time it will take to finalise the adjudication process from the closing date to the adjudication of the bid.

PPPFA means the Preferential Procurement Policy Framework Act

SANAS means South African National Accreditation System

IRBA means Independent Regulatory Board for Auditors

2 INTRODUCTION

The Public Investment Corporation (SOC) Limited is a registered Financial Service Provider (FSP) and is a public entity that is wholly owned by the South Africa Government. The Corporation invests funds on behalf of public sector entities. The PIC's clients in respect of the unlisted investments are the Government Employees Pension Fund ("GEPF"), Unemployment Insurance Fund ("UIF") and Compensation Fund ("CP").

3 OBJECTIVE

This document is a Request for Proposal ("RFP"), in which Public Investment Corporation (PIC) invites bidders to submit proposals to be appointed as the bidder for the purchase, maintenance and support of IT Equipment i.e. Laptops, Desktops, monitors, accessories and peripherals. The services will be required on an adhoc basis over a period of 5 years and the successful bidder will be responsible for the purchase, maintenance and support of the required IT equipment.

4 SCOPE OF WORK

The bidder is required to provide at minimum the following (excluding accessories and peripherals):

Estimated Minimum Quantities	Year 1	Year 2	Year 3	Year 4	Year 5
Laptops	20	25	25	25	25
Desktops	50	20	20	20	20
Monitors	20	20	20	20	20

Note:

**The bidder to take note that due to anticipated growth the volume will increase during the course of the Agreement.*

** Although the estimated minimum quantities are reflected in this bid, no guarantee is given or implied regarding the total quantities that will be procured.*

Peripherals :

Quantity	Comply	Not Comply	Comment
Keyboards			
Batteries			
RAM			
Laptop & Desktop Screens			
Motherboard			
CPUs			
HDDs/SSDs			

Accessories

Quantity	Comply	Not Comply	Comment
Bags			
Docking Station			
Mouse			
Backup Tapes			
Privacy Screens			
Headphones			

Bidders must address in their proposals the following:

Please indicate the par numbers and page numbers in your technical proposal that refers to the below (Failure to do so may invalidate your bid)

4.1 Detailed Scoped	Comply	Not Comply	Comment
Laptops			
<ul style="list-style-type: none"> Intel Core i7-6600U (2.6Ghz, 3M Cache) 			
<ul style="list-style-type: none"> 14.0 inch FHD LCD Non - Touch 			
<ul style="list-style-type: none"> Light Sensitive Webcam & Microphone 			
<ul style="list-style-type: none"> 16GB (1x16GB) 2133MHz DDR4 Memory 			
<ul style="list-style-type: none"> 256GB M.2 SATA Solid State Drive 			
<ul style="list-style-type: none"> 4-Cell 65W/Hr Battery 			
<ul style="list-style-type: none"> Intel Dual Band Wireless-AC 7265 802.11ac/a/b/g/n 2x2 + Bluetooth 4.0 LE Half Mini Card 			
<ul style="list-style-type: none"> AC Adapter, 3-pin 			
<ul style="list-style-type: none"> South African Power Cord 			

<ul style="list-style-type: none"> • 4G LTE Wireless Card 			
<ul style="list-style-type: none"> • Internal US/International Qwerty Backlit Keyboard 			
Desktops			
<ul style="list-style-type: none"> • 240W up to 85% efficient Power Supply (80 Plus Bronze) 			
<ul style="list-style-type: none"> • Intel Core i7-6700 Processor (Quad Core, 8MB, 8T, 3.4GHz, 65W) 			
<ul style="list-style-type: none"> • DVD+/-RW Bezel 			
<ul style="list-style-type: none"> • 16GB (2x4G) 1600MHz DDR3L Memory 			
<ul style="list-style-type: none"> • 3.5 inch 500GB 7200rpm Hard Disk Drive 			
<ul style="list-style-type: none"> • Mini Tower Processor Heatsink 65 Watt 			
<ul style="list-style-type: none"> • Tray load DVD Drive (Reads and Writes to DVD/CD) 			
<ul style="list-style-type: none"> • South African Power Cord 			

<ul style="list-style-type: none"> Optical Mouse - Black 			
<ul style="list-style-type: none"> Keyboard KB216 Black, US International (QWERTY) 			
<ul style="list-style-type: none"> Monitors 			

- Bidder must quote for the latest model/s .

4.2 Maintenance and Support	Comply	Not Comply	Comments
The bidder will be required to enter into a Service Level Agreement (SLA) of 5 years which will cover the following:			
<ul style="list-style-type: none"> Base Warranty 			
<ul style="list-style-type: none"> 3 years Basic Warranty - Next Business Day - Minimum Warranty 			
<ul style="list-style-type: none"> 3 years Pro-Support and Next Business Day On-Site Service 			

5 EVALUATION CRITERIA

Proposals will be evaluated in the following Three Phases:

- **Phase 1:** Compliance with administrative requirements
- **Phase 2:** Evaluation of proposals in terms of technical requirements
- **Phase 3:** Price and BBBEE scoring in terms of PPPFA. 80/20 Preference Procurement points system as stipulated in the Preferential Procurement system. 80 Price and 20 BBBEE status level of contribution.

5.1 ADMINISTRATIVE REQUIREMENTS (PHASE1)

- ***The bidder will proceed to the next stage when they comply with the following requirements:***

Submission of:

- Proof that bidder is authorized reseller (Signed Letter from manufacturer to be submitted in this regard)
- Public Liability Insurance Policy
- 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 –sworn Affidavit
- *Signed and completed declaration of interest document
- *Signed and completed SBD 1 – Invitation to Bid document
- *Latest audited Financial statements within the last two years
- *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 by signing all relevant documentation.
- Submission of all attached as per the bid evaluation criteria, the bid document

and a separate pricing proposal.

- *The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the PIC should be registered on the CSD. Kindly enclose your CSD registration number.
- Bid Documents (1 x Technical and Administrative proposal and 1 x Fee proposal to be submitted as separate documents) to be submitted electronically to tenders@pic.gov.za quoted reference number PIC005/2020.
- All the documents must be in PDF format and be clearly indexed.
- Questions maybe addressed to tenders@pic.gov.za , bid reference number to be included in the subject line of the email.
- Questions and answers will be published on www.pic.gov.za/tenders/Corporate Tenders. Closing date for posting of questions is:

5.2.1 SERVICE LEVEL MANAGEMENT PLAN

The bidder to provide

- The Service level agreement for Support stipulating the following:
 - ✓ Services Levels: Service Priority Levels and associated turnaround times Service Level Reporting
 - ✓ Relationship management activities.
 - ✓ Service Level Credit methodology in case of Service Level Breach

5.2.2 CLIENT REFERENCES

The bidder to provide:

- A minimum of 3 reference letter where prior clients are attesting on where similar work has been implemented within the last 5 years.
- PIC **may** use the information received from reference clients as a basis for client site visits. The bidder to arrange such visits on behalf of PIC.
- This information must also include, name of entity, designation of contact, contact person, contact number, contract value and implementation date.

- It is preferred that a listing of the bidder's references is relevant to similar implementation PIC is tendering for.

Definition	Weighting	Scoring Criteria
Company Profile: <ul style="list-style-type: none"> • Organogram(team, sales, support& account management CVs)-5 • Number of years in Business(Minimum 3 years)-5 • Financial statements(Audited Financial statement for 3 years) -5 • Client references-5 	20	
Technical Evaluation	65	<i>Compliance to the requirements as per section 4.1 & 4.2</i>
Service Level Management	15	<i>Alignment to the requirements as per section 4.2 & 5.2.1</i>
Total	100	
<i>Minimum Threshold</i>	<i>70</i>	

5.3 PRICING REQUIREMENTS (PHASE3)

- At this stage of the evaluation, bidders that have qualified after the technical evaluation will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations 2017.
- Price must be quoted in ZAR Inclusive of VAT
- All Bidder to submit their pricing as per schedules below. All fee proposals must be in ZAR and be inclusive of VAT. The following must be clearly indicated where applicable
 - Forex; (if applicable)
 - Price fluctuations due to exchange rates (if applicable)
 - Annual increases must not exceed CPI related to the specific year

Kindly complete pricing as per below

Estimated Minimum Quantities	Year 1	Unit Price Exclusive of VAT	Price Inclusive of VAT	Total Price Inclusive of VAT
Laptops	20			
Desktops	50			
Monitors	20			
Total Cost				

Estimated Minimum Quantities	Year 2	Unit Price Exclusive of VAT	Price Inclusive of VAT	Total Price Inclusive of VAT
Laptops	25			
Desktops	20			
Monitors	20			
Total Cost				

Estimated Minimum Quantities	Year 3	Unit Price Exclusive of VAT	Price Inclusive of VAT	Total Price Inclusive of VAT
Laptops	25			
Desktops	20			
Monitors	20			
Total Cost				

Estimated Minimum Quantities	Year 4	Unit Price Exclusive of VAT	Price Inclusive of VAT	Total Price Inclusive of VAT
Laptops	25			
Desktops	20			
Monitors	20			
Total Cost				

Estimated Minimum Quantities	Year 5	Unit Price Exclusive of VAT	Price Inclusive of VAT	Total Price Inclusive of VAT
Laptops	25			
Desktops	20			
Monitors	20			
Total Cost				

Summary Pricing

Estimated Minimum Quantities	Year 1	Year 2	Year 3	Year 4	Year 5	Total year 1 to 5
Laptops	20	25	25	25	25	
Desktops	50	20	20	20	20	
Monitors	20	20	20	20	20	
Total Cost per Annum						

Peripherals (Unit prices):

Unit Price	Keyboards	Batteries	RAM	Laptops and Desktop Screens	Motherboards	CPU's	HDDs
Year 1							
Year 2							
Year 3							
Year 4							
Year 5							

Accessories (unit prices)

Unit Price	Bags	Docking Stations	Mouse	Privacy Screens	Backup Tapes/Cartridges	Headphones
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						

Maintenance and support

Price	Rand Value (Exclusive of VAT)	Rand Value (Inclusive of VAT)
Year 1		
Year 2		
Year 3		

Bidder to indicate percentage profit margin on hardware _____%

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

Where:

P = Points scored for price of bid under consideration

Pt. = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

Points will also be awarded based to a bidder for attaining their **B-BBEE status level** of contribution in accordance with the table below:

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

Indicate a percentage of black ownership

_____ %

Indicate a percentage of black executive management

_____ %

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Share Holding %

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

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

6. Conditions

6.1 Non- Commitment

Public Investment Corporation (PIC) reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date. The cost of preparing of bids will not be reimbursed.

6.2 Reasons for Rejection

- PIC reserves the right to reject bids that are not according to specification/Terms of Reference. Bidders must clearly indicate compliance or non-compliance with specification/Terms of Reference.
- Bidders shall not contact PIC on any matter pertaining to their bid from the time the bids are closed to the time the bid has been adjudicated. Any effort by a bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- PIC shall reject a submission if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

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

- Have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract and the proof thereof exists.
- Is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

6.3 Cancellation of a Bid

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

- Due to changed circumstances, there is no longer a need for the goods or services requested;
- Funds are no longer available to cover the total envisaged expenditure
- Clarifications
- Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to tenders@pic.gov.za.

6.4 No acceptable bids are received. Clarifications

Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to tenders@pic.gov.za.

-

6.5 Receipt of Bids

Documents submitted on time by bidders shall not be returned and shall remain the property of the Public Investment Corporation (PIC).

6.6 Late Bids

Bids received late shall not be considered.

6.7 Clarification Sessions

PIC may require clarification sessions with shortlisted bidders.

6.8 Service Level Agreement

The service level agreement will set out the administration processes, service levels and timelines.

7 PART A SBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER:	PIC005/2020	CLOSING DATE:	26 August 2020	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO SUPPLY COMPUTER HARDWARE AND TO PROVIDE MAINTENANCE AND SUPPORT OF IT EQUIPMENT FOR A PERIOD OF 5 YEARS				
BID RESPONSE DOCUMENTS MAY BE SEND TO THE EMAIL ADDRESS:					
tenders@pic.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	

			<input type="checkbox"/> No
--	--	--	-----------------------------

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

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER PART B:3]</p>
--	--	---	---

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
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.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDER MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
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.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDER MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
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.”

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:

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

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

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ "State" means –

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

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder: **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

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

Position occupied in the state institution:

Any other particulars:

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

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

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

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

2.7.2.1 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 by the state/PIC who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars:

.....

.....

.....

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

2.11.1 If so, furnish particulars:

.....

.....

.....

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

Full Name	Identity Number	Personal Reference Number	Tax 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

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:

Postal Code:	Postal Code:

5. Contact Details

Contact Name	
Contact Number	
Cell Number	
Email Address	
Alternative Contact	
Email Address	
Contact Number	

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.**

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 _____ ^{st/nd/rd/th} **day of** _____, **20** _____
at _____:

Who warrants his / her authority hereto

For and on behalf of:

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

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

2.2 Identity Number:
.....

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

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

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

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

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

Position occupied in the state institution:

Any other particulars:

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

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

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

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

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

.....

2.8 Did you or your spouse, or any of the company’s directors / **YES / NO**
 trustees / 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 **YES / NO**
 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, **YES/NO**
 aware of any relationship (family, friend, other) between



any other bidder and any person employed 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 **YES/NO** of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

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

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



8 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:

Postal Code:	Postal Code:

5. Contact Details

Contact Name	
Contact Number	
Cell Number	
Email Address	
Alternative Contact	
Email Address	
Contact Number	

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.

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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.

9 DECLARATION

Bidder Name: _____

Signature: _____

Designation: _____

I declare that:

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- The signatory of the bid document is duly authorised
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- Forward the matter for criminal prosecution

Thus signed and accepted on this _____^{st / nd / rd / th} day of _____, 20____ at _____:

Who warrants his / her authority hereto

For and on behalf of:
