

Contact us:  
Tel: 011 265 5900

Postal Address  
P.O. Box 1955  
Halfway House  
1685

Physical Address  
183 Kerk Street  
Halfway House, Midrand  
1685



## CONSTRUCTION EDUCATION AND TRAINING AUTHORITY

BID No: 002-2018/2019

### PROVISION OF A BACKUP SOLUTION FOR ICT INFRASTRUCTURE

Issued by:

Construction Education and Training Authority: Supply Chain Management Unit

**Midrand Builders Centre**

**183 Kerk Street (Cnr Old Pretoria Main Road)**

**Midrand**

Queries – Mr Lungisile Kuzana (Supply Chain Management Specialist)

Tel: (011 265 5900/19)

[scmtenders@ceta.co.za](mailto:scmtenders@ceta.co.za)

Full Name of Bidding/Tendering Entity: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Tel Number: \_\_\_\_\_

Total Bid Amount (incl. VAT): R \_\_\_\_\_

**Advert Date:** 20 July 2018

**Compulsory Briefing Session:** 31 July 2018 @ 11:00am

**Briefing Session Venue:** 183 Kerk Street, Halfway House, Midrand

**Closing Date and Time:** 13 August 2018 @ 11:00am

Bidder's Authorised Signatory:

Initials and Surname: \_\_\_\_\_

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

## COMPULSORY DOCUMENTS

Please note that failure to submit the following documents and/or proof will lead to immediate disqualification:

1. Proof of registration with National Treasury Central Supplier Database (CSD).
2. Partnership certificate with an Original Equipment Manufacturer (OEM) for proposed hardware and software
3. Completed and signed:
  - SBD 1
  - SBD 4
  - SBD 6.1
  - SBD 8
  - SBD 9

## BID CONDITIONS

- All bidders are required to register on the National Treasury Central Supplier Database (CSD). The CSD proof of registration will be used by CETA to verify the bidder's tax compliant status at the time of bid award.
- This tender will only be awarded to bidders who are tax compliant on National Treasury CSD prior to award.

## OTHER REQUIRED DOCUMENTS

Please note that failure to attach the following documents will result in the forfeiture of preference points:

- EMEs:
  - Sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership or a B-BBEE level verification certificate
- QSEs
  - Sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or B-BBE level verification certificate
- Bidders other than EMEs and QSEs :

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Original and valid B-BBEE status level verification certificate verified by a SANAS accredited verification agency, or a certified copy thereof.

**Please double-check that you have attached all the above documents before submitting your Bid.**

#### **BID DOCUMENTS CHECK LIST:**

The contents of the BID/ TENDER document must be as follows, and numbered as per the numbering below, with each schedule punched, placed in a file and separated from the next schedule with a file divider.

Please complete the checklist below to verify your submission of the relevant documents:

<b>Schedules</b>	<b>Description</b>	<b>Submitted – Indicate YES or NO</b>
Schedule 1	Proof of registration with National Treasury Central Supplier Database (CSD).	
Schedule 2	Proof of partnership with an OEM	
Schedule 3	Completed and signed SBD forms	
Schedule 4	Original cancelled cheque or stamped letter from the bank confirming banking details	
Schedule 5	B-BBEE Verification Certificate or sworn affidavit	
Schedule 6	Written Testimonials from Clients	
Schedule 7	Methodology and project approach	
Schedule 8	Pricing Schedule	

#### **BID SUBMISSION**

Bidders are required to submit **one original and four copies** of the bid document.

## TERMS OF REFERENCE

### PROVISION OF BACKUP SOLUTION FOR ICT INFRASTRUCTURE

#### 1. BACKGROUND

The purpose of this document is to detail the requirement specifications for the supply and installation of information and data backup hardware, software, and relevant licenses. The Construction Education and Training Authority (CETA) head office is located at 183 Kerk Street, 1<sup>st</sup> Floor, Builders Centre, Midrand, Johannesburg. The envisaged solution will integrate with the existing data centre at head office, which predominantly comprises of Hewlett Packard (HP) servers, Cisco network equipment, Cisco telephony system, and VMware hypervisors.

The entire ICT infrastructure will be backed-up to the hardware required, and this hardware should support the CETA backup policies and allow for data growth, technology changes, and flexible platform. All ICT infrastructure systems, data, and information backup reporting will be centralized on this platform. Necessary automation facilities, such as alerts, notifications, and scheduled tasks should be part of the solution. The hardware required should be able to integrate with CETA's backup software, such as CIBECS, and Backup Exec.

##### 1.1. Interpretations

In this document and in any application unless the context otherwise indicates:

- i. The bidder or vendor shall mean any person or company who submits a quotation or bid to supply the equipment/solution specified.
- ii. Quotation or bid shall mean the response submitted by the bidder or vendor
- iii. CETA shall mean the Construction Education and Training Authority

##### 1.2. Number and Gender

Unless the context otherwise indicates:

- i. Words in singular number shall include the plural and vice-versa.
- ii. A masculine reference shall include feminine reference and vice-versa.

##### 1.3. General Scope of bid

- i. CETA invites interested companies to submit proposals for the supply of a suitable backup platform.
- ii. The CETA ICT environment is virtualized using VMware and detailed through depictions on this document.

##### 1.4. Invitation to bid

- i. To qualify to submit a bid, a bidder must be a partner of an OEM for the product they are proposing.

#### 2. ICT INFRASTRUCTURE

The below information highlights the current ICT infrastructure with descriptions and depictions.

## 2.1. Server infrastructure:

Server description	Purpose	Specifications	Storage size
VMware ESXi host 1	VMware Virtual Host (Hosting multiple Windows Server guest Virtual Machines)	HP ProLiant DL380 Gen 9 VMware vSphere 6 Standard Intel Xeon 6 cores v3 24 Logical CPUs x 2.397GHz 98Gb RAM 4x Gig NICs ISP2535 8Gb Fibre Channel Smart Array P440ar Block SCSI	300Gb Used: 2Gb
VMware ESXi host 1	VMware Virtual Host (Hosting multiple Windows Server guest Virtual Machines)	HP ProLiant DL380 Gen 9 VMware vSphere 6 Standard Intel Xeon 6 cores v3 24 Logical CPUs x 2.397GHz 98Gb RAM ISP2535 8Gb Fibre Channel Smart Array P440ar Block SCSI	300Gb Used: 2Gb
HP MSA2040 Storage	Shared storage presented through fibre channel to VMware hosts	HP 2040 SAN 4x Fibre Channel ports RAID 5 configuration	14Tb (24x600Gb 10k SAS) Used: 7Tb
Primary DC	Domain Controller (Active Directory Server)	HP ProLiant DL60 Gen9 Windows Server 2012 R2 Standard 32Gb RAM Intel Xeon 6 cores, 12 Logical processors	2x 300Gb SAS Used: 25Gb
Secondary DC	Domain Controller (Active Directory Server)	Windows Server 2012 R2 Standard 32Gb RAM Intel Xeon 6 cores, 12 Logical processors	2x 300Gb SAS Used: 30Gb
Backup Server	Backup server software for workstations (Cibecs)	S1200BTL Intel Xeon 4 cores, 8 Logical processors 32GB RAM Windows Server 2008 R2	1x 1Tb Used: 750
Backup Server	Backup server software for ICT Infrastructure (Backup Exec version 15)	HP ProLiant DL120 G6 Windows Server 2012 R2 Intel Pentium CPU 2 cores, 2 Logical Processors 4Gb RAM	250Gb Used: 120Gb

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Cisco UCS	Telephone system running Cisco Call Manager version 9	C220 M3SBE Intel Xeon CPU 4 Cores 8x CPUs	No physical storage (Hypervisor external media)
-----------	-------------------------------------------------------------	----------------------------------------------	-------------------------------------------------------------

**2.2. Systems protected (virtual environment)**

- i. Microsoft Exchange Server 2010/6
- ii. SQL Servers (version 2008 up to 2016)
- iii. Windows Servers (version 2008 up to 2016)
- iv. VMware (ESXi hosts and guests virtual machines)
- v. Sage VIP and Pastel
- vi. Manage Engine (Postgres DB)
- vii. Sophos Endpoint Protection

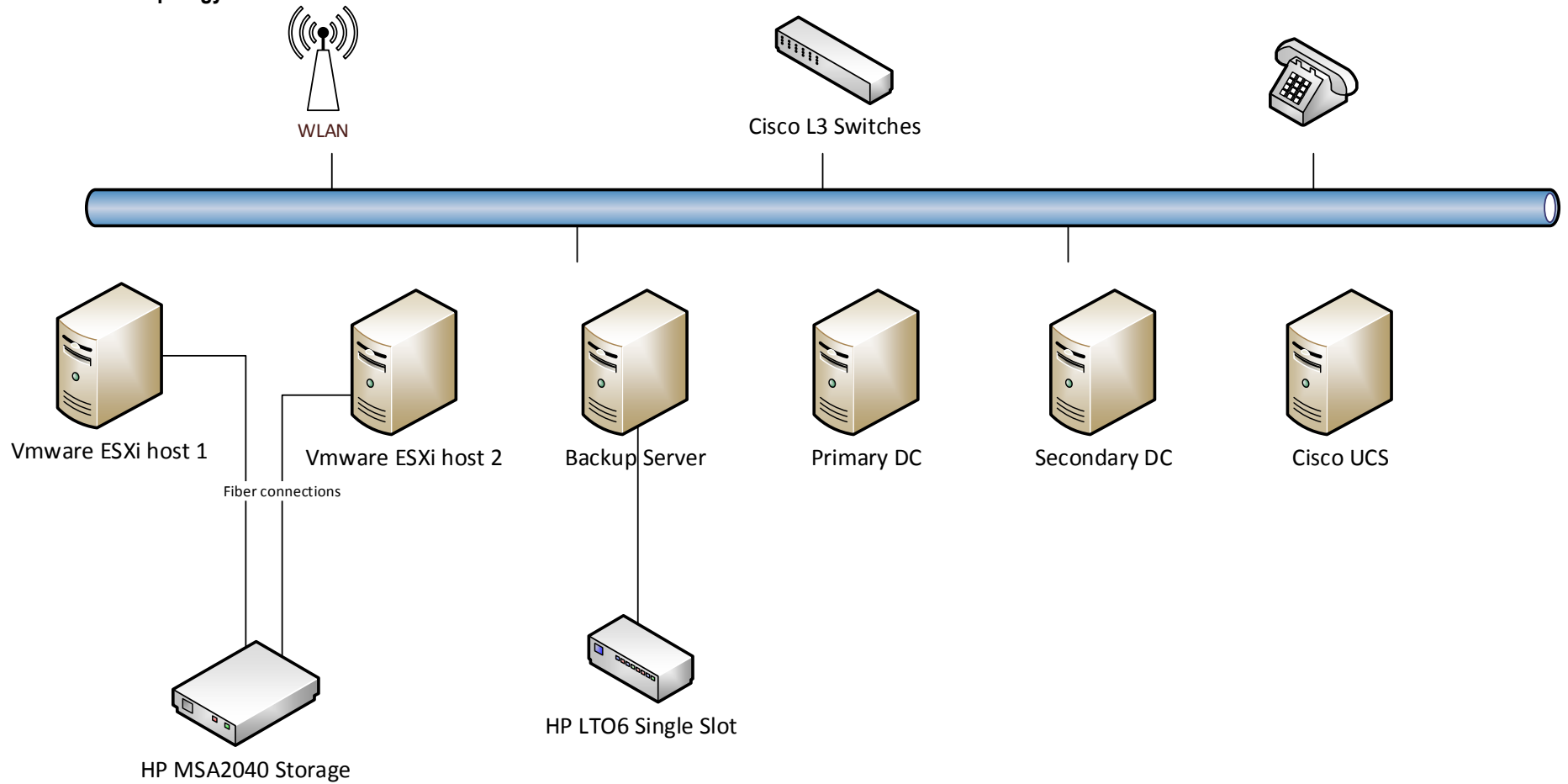
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### 2.3. Current topology



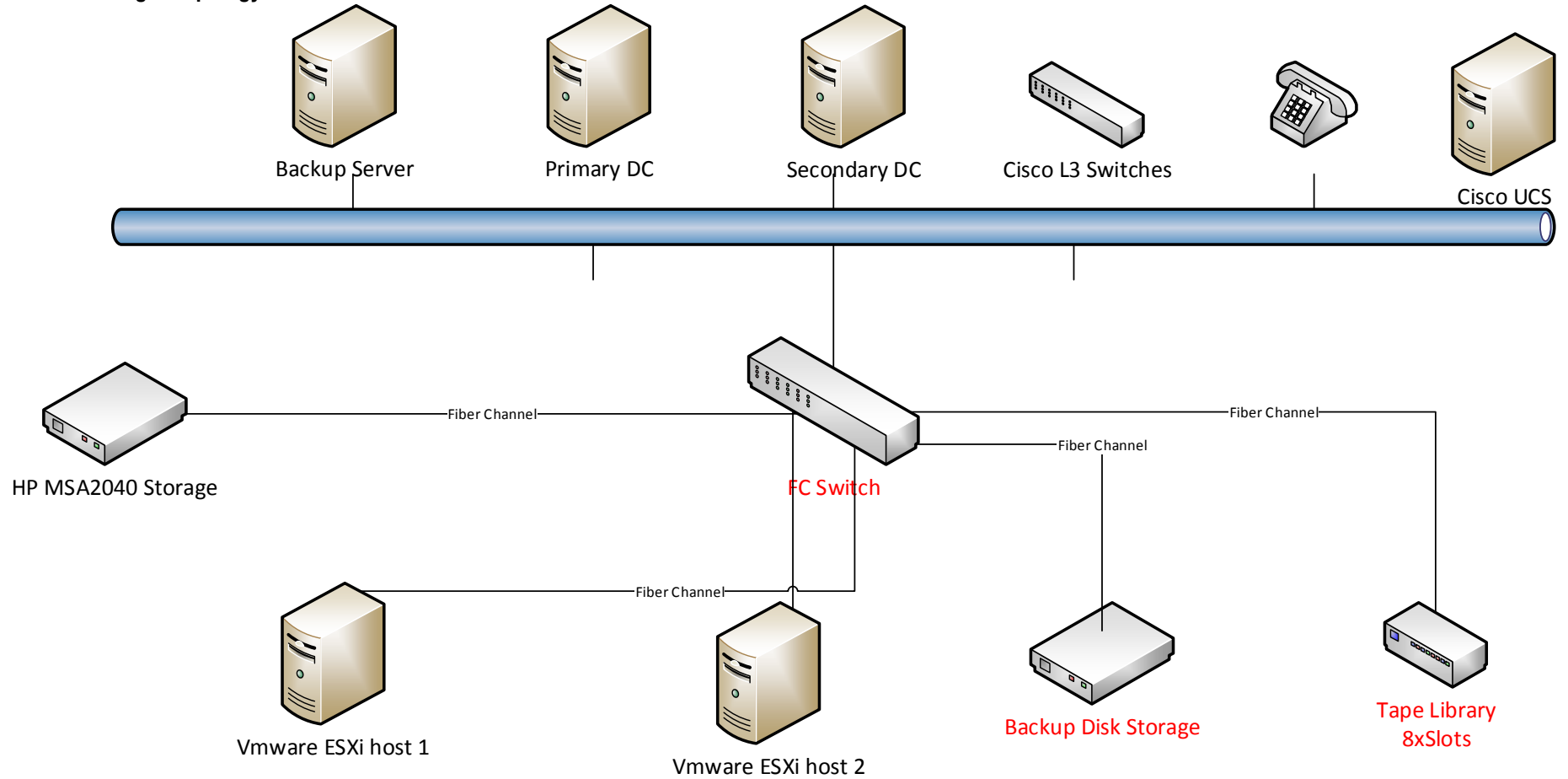
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## 2.4. Envisaged topology





### **3. CETA MAIN GOALS AND OBJECTIVES**

#### **3.1. Goals**

- i. High availability, reliable and performance of backup systems
- ii. Seamless and cost effective processes and procedures of operations
- iii. Scalable, resilient, and secure system
- iv. Expandable and adaptable system

#### **3.2. Objectives**

- i. High system uptime levels
- ii. Fast data process and response times for data protection
- iii. Automated data loss prevention
- iv. Proactive fault detention, notifications, and alerts
- v. Highly secured environment, with access controlled and logs facilities
- vi. Adequate storage capable of meeting CETA's future growth plans
- vii. Cost effective after sales maintenance and support
- viii. Appropriate knowledge transfer to CETA ICT staff so there is internal expertise to manage the operational environment

### **4. SCOPE OF WORK**

Whilst other tasks may be defined to meet the requirements of the solution and proposal that is accepted, it is believed that the following shall be the major components of the project:

#### **4.1. Supply and installation of hardware**

- i. Supply and installation of backup platform, and configuration which will be presented to an network infrastructure.
- ii. The devices with red font in envisaged diagram under section 2.4 above is what is required by CETA, and will be delivered by the bidder.
- iii. The hardware will be cabled and racked into the existing environment by the bidder.
- iv. All necessary cables/connectors/accessories will be supplied and installed by the bidder.

#### **4.2. Configuration of backup storage platform**

- i. The storage devices will be made 'visible' and presented as available and usable storage to the network, through a high speed connection (2x fibre channels minimum).
- ii. The tape library should connect to the backup storage device through a high-speed connection (1x Fibre channel minimum), and must be visible to the Backup server on the network.
- iii. Supply Backup Exec 16 license (or the latest). CETA is currently running version 15 which has expired.
- iv. The best practice shall be followed, and setup should be in line with the CETA main goals and objectives in section 3 above.

#### **4.3. Testing and commissioning of the backup storage platform**

- i. Test cases shall be prepared and be delivered without disrupting the production environment. Where downtime is required, change request process shall be followed, and the change shall be performed outside working hours (i.e. Monday – Friday 8:00am to 16:30pm)
- ii. Test results and reports will be produced and shall form part of the documentation.



- iii. User Acceptance shall be signed-off by all parties (CETA and the Bidder) before commissioning into production environment.

#### **4.4. Design documentation and guides**

- i. Detailed design document will be produced, with all hardware information, configuration documentation, relevant credentials, relevant diagrams.
- ii. Where registration is required with the vendor, CETA details shall be used to register products, software, or hardware.

#### **4.5. Level of support**

- i. For any relevant support automatically covered through vendor warranties should be specified on the bid.
- ii. Additional vendor warranties and services may be added to the proposal, with the duration of 'cover'.

### **5. REQUIREMENTS FROM BIDDERS**

#### **5.1. Detailed proposal which will meet the above Infrastructure requirements, and goals**

- i. Compatible with the existing CETA ICT infrastructure (which are predominantly Hewlett Packard (HP) and Cisco devices). The storage must protect minimum 15Tb of uncompressed data/information.
- ii. Twenty four (24) tape media (6Tb minimum) for yearly, monthly, weekly, and daily backup specifications.
- iii. Bidders should reflect on how the CETA goals and objectives are met, in line with the envisaged topology in section 2.4 above.
- iv. Bidders are to bid for a scalable and cost effective solution.

#### **5.2. Detailed specification of hardware and necessary connections**

- i. The detailed technical specification of the Fiber Channel Switch, Backup Storage device, and backup media.
- ii. Information on high-availability on the proposed systems should be supplied/highlighted where necessary.
- iii. Redundancy components on proposed hardware are preferred, and should be reflected on the proposal where applicable

#### **5.3. Software licensing**

- i. Backup software licensing (Backup Exec 16) should be on the proposal, and this is an upgrade from an existing version 15 of Backup Exec, which has already expired.
- ii. Other relevant licenses applicable with their validity duration should be clearly reflected on the proposal.

#### **5.4. Price schedule should include the following**

- i. Costs of the Backup disk device
- ii. Cost of tape library
- iii. Cost for backup media
- iv. Cost of all connectors and accessories
- v. Cost of all required software and licensing
- vi. Cost of installation and configuration



vii. Other costs: should be clearly specified

**5.5. Traceable references for similar type of work**

- i. Three contactable references should be supplied on the proposal, in which the bidder has performed a similar type of work/project that was completed successfully.
- ii. Bidders should supply (with the proposal) recommendation letters from these references

**5.6. Certificate of partnership with proposed hardware OEM**

- i. A certificate of partnership with the OEM is required, such as platinum, gold, silver partnership and so forth.



## 1. EVALUATION CRITERIA

### Criterion 1 – Compulsory Requirements

Applicants will be evaluated in terms of the gatekeepers/minimum requirements on page 2 of this document. Applicants who do not meet all the requirements or do not submit the required documents will be disqualified. Those who meet all the requirements and who have submitted the required documents will be further evaluated on functionality.

### Criterion 2 – Functionality

Functionality is worth 100 points. The minimum threshold is 70 points. Applicants who score less than 70 points on functionality will therefore be disqualified. Those who score 70 points or more will be further evaluated on terms of Price and Preference points. The functionality evaluation is broken down as follows:

<p>Past Relevant Experience (Attach reference letters for similar services rendered - on <b>client's letterhead and signed.</b> Please note the following: Applicants must have specific experience and submit at least three <b>recent (within the past 5 years)</b> references (in a form of written proof on organization's letterhead including relevant contact person, nature of service, contract amount, commencement date, telephone number, fax number and email addresses) of similar work undertaken</p>	Total – 10 points
Submission of three (3) or more written testimonials demonstrating provable experience related to similar projects.	10 points
Submission of two (2) written testimonials demonstrating provable experience related to similar projects.	7 points
Submission of one (1) written testimonial demonstrating provable experience related to similar projects.	3 points
Methodology and Project Approach	Total – 90 points
<p>Detailed project plan on proposed solution including, but not limited to, the below:</p> <ul style="list-style-type: none"> <li>• Alignment with CETA goals and objectives (refer to point 3 on page 9) – 25 points</li> <li>• Supply and installation of hardware – 10 points</li> <li>• Configuration of backup storage platform – 30 points</li> <li>• Testing and commissioning of the backup storage platform – 10 points</li> <li>• Design documentation and guides – 10 points</li> <li>• Level of support (warrantees) – 5 points</li> </ul>	



**Criterion 3 – Price and Preference Evaluation**

Bidders who score 70 points or more on functionality will be further evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

<b>Price Assessment</b>	<b>80 Points</b>
TOTAL	80
<b>Preferential Elements</b>	<b>20 Points</b>
B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Whilst CETA is issuing this invitation in good faith, it reserves the right to cancel or delay the selection process at any time without providing reasons therefore, and reserves the right not to select any of the respondents to this invitation.



## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (CONSTRUCTION EDUCATION AND TRAINING AUTHORITY)**

BID NUMBER: **002- 2018/2019**

CLOSIN DATE: **13 August 2018**

CLOSING TIME: **11:00**

DESCRIPTION: **PROVISION OF BACKUP SOLUTION FOR ICT INFRASTRUCTURE**

**VALIDITY PERIOD:** 120 DAYS FROM THE CLOSING DATE

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

BID DOCUMENTS MAY BE POSTED TO:

**P. O. Box 1955  
Halfway House  
1685**

OR

DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*):

**Midrand Builders Centre  
183 Kerk Street (Cnr Old Pretoria Main Road).  
Midrand**

Bidders should ensure that bids are delivered timeously to the correct address as stated above. 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 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT



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

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

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

.CELLPHONE NUMBER.....

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

E-MAIL ADDRESS.....

VAT NUMBER..... REGISTRATION

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

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

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

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

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);  
.....

A REGISTERED AUDITOR .....  
[TICK APPLICABLE BOX]

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?  
YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE ..... OF ..... BIDDER

DATE .....

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

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED.....



**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Supply Chain Management Unit

**Contact Person:** Lungisile Kuzana

**Tel:** 011 265 5900/5919

**E-mail:** [scmtenders@ceta.co.za](mailto:scmtenders@ceta.co.za)

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**E-mail address:** [scmtenders@ceta.co.za](mailto:scmtenders@ceta.co.za)

Kindly note that your technical enquiries will be facilitated by SCM between the service provider and the relevant CETA project lead.





## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
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:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <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 THE QUESTIONNAIRE BELOW ]	
<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

**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

<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 FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS 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 WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS 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: .....

**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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

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

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....

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

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

<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.

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



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

2.7.1 If so, furnish the following particulars:

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

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

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

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

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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



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

2.10.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members **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 Income Tax Reference Number	State Number/Employee Number/Persal Number

**4 DECLARATION**

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

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

7.1.1 If yes, indicate:

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

*(Tick applicable box)*

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

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



<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....



8.6 COMPANY CLASSIFICATION

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

8.7 Total number of years the company/firm has been in business:.....

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

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

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
------------------------------------------------

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>

**SBD 8**

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
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 on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

### CERTIFICATION

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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<sup>3</sup> 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.

**<sup>3</sup> 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