



The South African Council for the Project and Construction Management Professions

— CONSTRUCTING NEW PERSPECTIVES —

INVITATION TO PROSPECTIVE BIDDERS TO SUBMIT QUOTATIONS

| | | | |
|--|---|---|--------------|
| YOU ARE HEREBY INVITED TO BID (PROVIDE A QUOTATION) IN RESPECT OF PROFESSIONAL SERVICE REQUIREMENTS BY THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP). | | | |
| BID DESCRIPTION | For the design, editing print and delivery of the SACPCMP Annual Report 2023/2024 as per the scope of services. | | |
| BID NUMBER | SRC002/2024 | | |
| NAME OF INSTITUTION | The South African Council for the Project and Construction Management Professions (SACPCMP) | | |
| THE PLACE WHERE GOODS ARE TO BE DELIVERED | SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand Pretoria | | |
| RFP DISTRIBUTION DATE | 15 April 2024 | Time | 09h00 |
| QUERIES CLOSING DATE | 20 April 2024 | Time | 16h00 |
| RFP CLOSING DATE | 29 April 2024 | Time | 16h00 |
| CONTACT DETAILS | Electronic bids | Electronic bids should be submitted to Nokuthula Madlala tenders@sacpcmp.org.za | |
| | Physical address | 446 Rigel Avenue S (446 Rigel Avenue S, City of Tshwane Gauteng, 0181) | |
| | Admin queries | Nokuthula Madlala tenders@sacpcmp.org.za | |
| | Fax | No facsimile bids will be considered | |
| | Email | tenders@sacpcmp.org.za | |
| | Technical queries | Dinaledi.Nteleki@sacpcmp.org.za | |
| CATEGORY | For the design, editing, layout, printing, and delivery of the SACPCMP Annual Report 2023/2024. | | |
| SECTOR | Regulatory Council | | |
| REGION | Gauteng Province | | |

SUMMARY BRIEF

BACKGROUND INFORMATION

The South African Council for the Project and Construction Management Professions (SACPCMP) is a statutory body established by Section 2 of the Project and Construction Management Act (Act No.48 of 2000), is a juristic person established for statutory professional certification, registration and regulation of Project and Construction Management Professions to protect public interest. In line with the Construction Industry development initiatives, the Council continues to advance and promote the science and management practice of project and construction management thereby contributing towards promotion of the Construction and Built Environment industries.

It further regulates the Project and Construction Management Professions to protect the public by identifying the type and scope of work, registering professionals, and maintaining a national register of professionals who adhere to a Code of Conduct.

It also accredits Project and Construction Management programmes at tertiary educational institutions and recognises Voluntary Associations who assist in the promotion of the professions under the SACPCMP mandate.

SCOPE OF WORK

The objective of this project is to design, produce, print, and deliver the South African Council for the Project and Construction Management Professions (SACPCMP) Annual Report for the period 1 April 2023 – 31 March 2024.

The annual report will be tabled in Parliament by the executive authority of the SACPCMP. The following publication will be distributed to all legal libraries and various stakeholders. The successful service provider will be required to design, print, produce and deliver the SACPCMP Annual Report to both the offices of the CBE and the SACPCMP.

SUBMISSION REQUIREMENTS

THE SACPCMP ANNUAL REPORT 1 APRIL 2023 – 31 MARCH 2024

| Requirement | Specification |
|--------------------------------|---|
| Format | A4 – Portrait |
| Pages | 100 – 130 |
| Number of copies to be printed | <ul style="list-style-type: none">- 60 ring-bound copied (to be initially delivered to CBE)- 100 printed copies + 100 branded USBs (containing an electronic version of the report) to be delivered to the SACPCMP offices |
| Binding | Perfect bind |
| Inside pages colour | Full colour |

| | |
|---|---|
| Material Cover | 300 gsm with Spot UV |
| Material – Text | 135 gsm gloss |
| Additional specifications | Bidder to suggest appropriate additional specifications for each suggested alternative. |
| Binding | Supplier to suggest two (2) possible alternatives and price accordingly. |
| Photography and photo shoot | Allocation for the purchase of twelve (15) stock photo images, which remain the property of the SACPCMP following the design of the report. |
| Editing | <ul style="list-style-type: none"> - An initial edit of all copy, followed by, - an allocation of another 25 sets of edits to be provided in the quotation, with - an additional final round of editing (proof reading). |
| Delivery of copies of the Annual Report | <ul style="list-style-type: none"> - 60 ring-bound copied (to be initially delivered to CBE, Pretoria) - 100 printed copies + 100 branded USBs (containing an electronic version of the report) to be delivered to the SACPCMP offices in Erasmusrand, Rigel Ave South, Gauteng |

QUERIES

All queries must be provided in writing and directed to communicationsmedia@sacpcmp.org.za and Dinaledi.Nteleki@sacpcmp.org.za during office hours between 09h00 and 16h00. Please note that responses will be communicated to all bidders and it is therefore the responsibility of the bidder or their representative to ensure that they provide correct email addresses on their documents.

The SACPCMP reserves the right not to consider any proposal not fully completed. By accepting to take part in the proposal process, you agree to keep in confidence all information imparted to you in relation with the proposal process, not to disclose it to third parties and not to use it for other purpose than the proposal. The Respondent is responsible for all costs incurred in the preparation and submission of the proposal. Copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.

Kindly note that SACPCMP is entitled to:

- Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFP's before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time.
- Verify any information contained in a proposal.
- Not appoint any bidder.
- Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof.
- Disqualify proposals that contain an omission of disclosure of material information, that is factually inaccurate, and/or contain misrepresentation.

- Not accept the lowest proposal or any proposal in part or in whole. The SACPCMP normally awards the contract to the bidder whose proposal is technically acceptable and/or financially advantageous to the SACPCMP.
- Appointment as a successful contractor/ service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 (thirty) days from the appointment date, the SACPCMP shall be entitled to appoint the contractor who was rated 2nd (second), and so on.
- Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.

PROPOSAL

Bids shall include all relevant information about the bidder as indicated in the advertisement, which will enable the SACPCMP to assess the service provider's competence. Responding potential service providers will be evaluated on the quality of the written proposals, design elements, quality and or samples of previous work provided. All proposals should be submitted by 16h00 on 28 February 2023 to:

The Finance Department
Subject Line: SRC002/2024
Nokuthula Madlala
Email: tenders@sacpcmp.org.za

SUBMISSION DOCUMENT

Your proposal/submission must include:

UNDERSTANDING OF THE BRIEF

A detailed proposal noting the firms understanding of the requirements in respect of the request for proposal. The proposal must set out the **firm's approach and end-to-end methodology** in respect of the scope (including its quality assurance) and any other value-added services to be provided to SACPCMP.

FUNCTIONAL MINIMUM REQUIREMENTS

The firm must provide full detail in its proposal in respect of the functional minimum requirements. Briefly describe the firm's methodology/approach and the technology to be used.

Curriculum Vitae of the lead partner, manager and core team members, including your editors, must be included in the proposal. Describe the firm's quality control system and demonstrate briefly that the firm has established adequate quality control policies and procedures.

SUBMISSION

All quotations must be submitted on the official forms provided and should not be re-typed. Please provide an electronic submission containing all information (excluding previous samples) to the SACPCMP offices before the stipulated deadline, which must include the following:

- Company Information
- Company Profile
 - The service provider must have a minimum of five (5) years' experience and expertise in providing a similar service.
 - Client references on similar assignments.
 - At least 1 x hard copy sample and 2 x electronic samples of previous works on similar project (annual reports).
- Concept Design

The submission of 1 to 3 concept designs for the annual report, showing an understanding of the entity, a use of colour, style, creativity etc.
- Quotation/ Pricing
 - This should include a **project plan** (and summary qualifications and experience of all team members who would work on the project)
 - as well as incorporate editing (initial copy editing, plus approximately 25 additional sets/rounds of design edits, and a final round of editing)
 - proof-reading costs
 - and printing, binding, and delivery costs
 - The quoted price must be in South African Rands and be inclusive of 15% VAT, if VAT registered vendor.
- Forms

This relates to the application for inclusion in the Database of Service Providers

 - SBD 6.1 Form
 - National Treasury Central Supplier Database CSD Form (Proof of registration on the CSD needs to be provided)
 - Tax clearance certificate (No service provider will be considered if their tax matters are not up to date with SARS.) (Addendum B)

- The service provider shall be an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) BBBEE recognition level. (Addendum A)

FAILURE TO COMPLY

Proposals will be disqualified or excluded under the following conditions:

- Any quotation submitted after the closing date and time shall **NOT** be considered.
- Ensure that your proposal/quotation clearly covers **ALL** the above aspects of the RFQ.
- **DO NOT** include insurance to your quote as SACPCMP provides its own insurance.
- **ALL QUOTATIONS and ENQUIRIES** are to be addressed to the respective person stipulated on the Request for Proposal document.
- The SACPCMP reserves the right to cancel the procurement process at any time without notice, and not issue the order.
- Conditional quotations will be subject to SACPCMP acceptance and approval processes.
- The onus will rest with the service provider who has been awarded the services to inform SACPCMP of any changes to the information provided on such SBD forms. Failure to do so will result in misrepresentation of facts/ information and may result in SACPCMP terminating the service or contract.
- Payment terms: compliant invoices will be processed 30 days after receipt of invoice.

BID EVALUATION: FIRST EVALUATION PROCESS

The bid evaluation process is a two-step evaluation process is expected to take place during May 2024 and to pass the first evaluation process, service providers need to score over 70. Scoring will be done as per below table, unless otherwise stipulated.

| SCORE CARD | |
|------------|---|
| 5 | Excellent - significantly exceed the acceptable level |
| 4 | Very good - exceeds acceptable standards |
| 3 | Satisfactory - acceptable standards |
| 2 | Poor - less than acceptable standards |
| 1 | Unsatisfactory - much less than acceptable standards |
| 0 | Unacceptable of no evidence |

First Evaluation process

The following functionality evaluation criteria will be used.

| Area of Review | Score | Maximum Points |
|-----------------|-------|----------------|
| Company profile | | |

| | | |
|--|-------------|------------|
| <ul style="list-style-type: none"> Establishment date Company history Company's footprint | 0.20 | 5 |
| Experience | | |
| Entity experience | | |
| The company must have minimum years of 5 years' experience of printing annual report & AR design development (Company profile and CV of the designated consulting graphic designer, experience in years of expertise in providing similar service) | 0.05 | 5 |
| The company must have minimum years of 5 years (CV of the designated consulting graphic designer & editor) | 0.05 | 5 |
| Track Record | | |
| List of contactable applicable references for similar work undertaken. | 0.10 | 5 |
| <ul style="list-style-type: none"> 3 - Written reference received 5 2 - Written reference received 3 1 - Written reference received 1 0 - Written reference received 0 <p>✓ <i>Must not be older than 3 years</i></p> <p>✓ <i>At least 1 must be from the CEO/Senior Executive Management representative</i></p> <p>✓ <i>Must be contactable and verifiable (email addresses, contact person & contact number)</i></p> | | |
| Total/Maximum points | 100% | |
| Total points required to move to next level | | 70% |

BID EVALUATION: SECOND EVALUATION PROCESS

The SACPCMP will do the evaluation and adjudication after the proposal submission deadline. The selection criteria will include the following:

- Technical approach
- Professional editing and proofreading
- Concept design creativity and innovation
- Experience / Track record
- Printing quality control

The functionality criteria will be based on the following:

| Requirements | Specification / Details | Weighting | | | | | | | | | | |
|--------------------|---|-----------|-----------------------------------|----|-----------|----|------|----|------|---|------|----|
| Technical approach | <p>Approach to be followed for this assignment</p> <ul style="list-style-type: none"> ✓ Bidder to provide at least two samples of work already done similar to the SACPCMP requirements ✓ Methodology to be included ✓ Technical process and project planning to be included ✓ Bidders will be evaluated on quality and planned approach in this technical assessment: <p><u>Score card Key</u> (Based on quality provided, as per samples submitted)</p> <table border="1" data-bbox="383 1335 1024 1551"> <tbody> <tr> <td>25</td> <td>Excellent (Best Quality Provided)</td> </tr> <tr> <td>20</td> <td>Very good</td> </tr> <tr> <td>15</td> <td>Good</td> </tr> <tr> <td>10</td> <td>Fair</td> </tr> <tr> <td>5</td> <td>Poor</td> </tr> </tbody> </table> | 25 | Excellent (Best Quality Provided) | 20 | Very good | 15 | Good | 10 | Fair | 5 | Poor | 25 |
| 25 | Excellent (Best Quality Provided) | | | | | | | | | | | |
| 20 | Very good | | | | | | | | | | | |
| 15 | Good | | | | | | | | | | | |
| 10 | Fair | | | | | | | | | | | |
| 5 | Poor | | | | | | | | | | | |

| | | | | | | | | | | | | | | |
|--|---|----|-----------------------------------|----|------------------------------------|----|-------------------------|----|--------------|---|---------------|----|----------------------|----|
| Professional editing and proofreading | <p>Bidders will be evaluated on the experience of the editor(s), the level of Professional editing and proof reading - previous examples of editing style are to be submitted will be used as the basis for the evaluation.</p> <p><u>Score card Key</u></p> <table border="1" data-bbox="386 365 1024 583"> <tr><td>25</td><td>Excellent (Best Quality Provided)</td></tr> <tr><td>20</td><td>Very good</td></tr> <tr><td>15</td><td>Good</td></tr> <tr><td>10</td><td>Fair</td></tr> <tr><td>5</td><td>Poor</td></tr> </table> | 25 | Excellent (Best Quality Provided) | 20 | Very good | 15 | Good | 10 | Fair | 5 | Poor | 15 | | |
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| 15 | Good | | | | | | | | | | | | | |
| 10 | Fair | | | | | | | | | | | | | |
| 5 | Poor | | | | | | | | | | | | | |
| Concept design creativity and innovation | <p>Concept Design - Bidders will be evaluated on the level of creativity and innovation presented on based on the sample designs submitted as well as the concept design.</p> <p><u>Score card Key</u></p> <table border="1" data-bbox="386 827 1024 1045"> <tr><td>25</td><td>Excellent (Best Quality Provided)</td></tr> <tr><td>20</td><td>Very good</td></tr> <tr><td>15</td><td>Good</td></tr> <tr><td>10</td><td>Fair</td></tr> <tr><td>5</td><td>Poor</td></tr> </table> | 25 | Excellent (Best Quality Provided) | 20 | Very good | 15 | Good | 10 | Fair | 5 | Poor | 25 | | |
| 25 | Excellent (Best Quality Provided) | | | | | | | | | | | | | |
| 20 | Very good | | | | | | | | | | | | | |
| 15 | Good | | | | | | | | | | | | | |
| 10 | Fair | | | | | | | | | | | | | |
| 5 | Poor | | | | | | | | | | | | | |
| Past Experience / Track record | <p>Company profile (score of 5) based on experience provided</p> <p><u>Score card Key</u></p> <table border="1" data-bbox="386 1129 1024 1264"> <tr><td>5</td><td>Excellent (Best Quality Provided)</td></tr> <tr><td>3</td><td>Very good</td></tr> <tr><td>1</td><td>Good</td></tr> </table> <p>Proven track record of Annual report production for a Public Sector entity (List of entities serviced – at least for a period of 5 years)</p> <p>References (Must be contactable references)</p> <p><u>Score card Key</u></p> <table border="1" data-bbox="386 1556 1024 1690"> <tr><td>5</td><td>5 References</td></tr> <tr><td>3</td><td>3-4 Reference</td></tr> <tr><td>1</td><td>2 or less references</td></tr> </table> | 5 | Excellent (Best Quality Provided) | 3 | Very good | 1 | Good | 5 | 5 References | 3 | 3-4 Reference | 1 | 2 or less references | 15 |
| 5 | Excellent (Best Quality Provided) | | | | | | | | | | | | | |
| 3 | Very good | | | | | | | | | | | | | |
| 1 | Good | | | | | | | | | | | | | |
| 5 | 5 References | | | | | | | | | | | | | |
| 3 | 3-4 Reference | | | | | | | | | | | | | |
| 1 | 2 or less references | | | | | | | | | | | | | |
| Printing quality control | <p>Print quality to be evaluated on samples provided</p> <p><u>Score card Key</u></p> <table border="1" data-bbox="386 1806 1024 1940"> <tr><td>5</td><td>2 Samples of previous productions</td></tr> <tr><td>2</td><td>1 – sample of previous productions</td></tr> <tr><td>0</td><td>0 – no samples provided</td></tr> </table> | 5 | 2 Samples of previous productions | 2 | 1 – sample of previous productions | 0 | 0 – no samples provided | 20 | | | | | | |
| 5 | 2 Samples of previous productions | | | | | | | | | | | | | |
| 2 | 1 – sample of previous productions | | | | | | | | | | | | | |
| 0 | 0 – no samples provided | | | | | | | | | | | | | |

| | |
|--------------------|------------|
| GRAND TOTAL | 100 |
|--------------------|------------|

Second Phase Evaluation

Second and final phase will be evaluated as follows:

| Evaluation criteria | Points |
|----------------------------|---------------|
| Price | 80% |
| BBBEE | 20% |
| Maximum Points | 100% |

PERIOD OF CONTRACT

The contract shall be for a period of six (6) months. Work will only commence upon the signing of the contract which will be followed with various purchase order/s for specific items as may be needed.

GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract (GCC) as per National Treasury will apply. Service providers must familiarise themselves with these conditions as they will be applicable throughout the duration of the contract period.

CONTRACT MANAGEMENT

The Service Provider will be required to sign a Standard Contract based for the duration and value of services.

Authorised Bidder's Signature

Date

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT

This request for quotation (RFQ) will be evaluated on functionality and the 80:20-point systems as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & SACPCMP's Supply Chain Management Policies and Procedures.

(For more information on the PPPFA please click on the link below

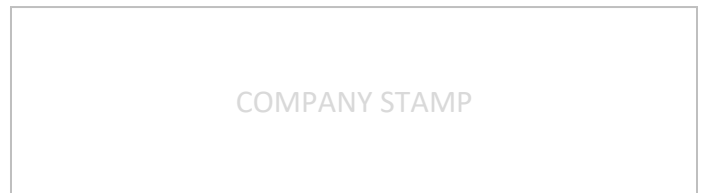
https://www.thedti.gov.za/economic_empowerment/docs/PPPFA%20Regulation.pdf)

TERMS AND CONDITIONS:

1. All goods or services procured will be subjected to SACPCMP Procurement Policy and Procedures.
2. It is the responsibility of the prospective bidders / service providers to submit valid Tax Clearance Certificates. Failure to do so may invalidate the bid submitted in terms of the RFQ.
3. All invoices submitted for payment need to stipulate the **SACPCMP's VAT number; 4100199787** as per Section 20 of the VAT Act.) as well as that of the service provider (if VAT registered).
4. I (the service provider) certify that all the required information, relevant forms have been completed and furnished as part of the bid.
7. I (the service provider) hereby agree that should I be awarded this RFQ and fail to deliver or perform on the award; the SACPCMP will have the right to enforce Regulation 13 of the Preferential Procurement Regulations.
8. This RFQ is subject to the provisions made in the General Conditions of Contract, as issued by National Treasury, including its revisions.
9. I (the service provider) hereby agree that the SACPCMP may restrict me from business if my company does not perform or deliver on services/ supplies received.
10. I (the service provider) hereby agree that the onus is on the supplier not to accept orders or make deliveries that will result in overspending on the amount awarded on this RFQ. I also accept that I will not be paid by the SACPCMP for any over expenditure.

SIGNATURE OF BIDDER: _____

CAPACITY: _____



SBD 6.1

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

This preference form must form part of all bids/ proposals submitted. 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/ POTENTIAL SERVICE PROVIDERS 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/ proposals:
- the 80/20 system for requirements with a Rand value of above R30,000 and 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 The value of this bid cannot exceed an estimated amount of R50 000 000 (including all applicable taxes) and therefore the 80/20 preferential procurement point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid/ proposal are allocated as follows:

| Description | Points |
|---|--------|
| Price | 80 |
| B-BBEE status level of contribution | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

- 1.6 Failure on the part of a bidder/ service provider to submit proof of B-BBEE Status level of contribution together with the bid, will be interpreted 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 deemed fit in any manner required by the purchaser.

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.

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$\frac{Ps - Pt}{Pmin} \times 100$$

$$\frac{Ps - Pmin}{90 - 10} \times 100$$

$$\frac{Ps - 80}{Pmin} \times 100$$

or

$$\frac{Ps - Pmin}{90 - 10} \times 100$$

Where-

| | | |
|------|---|--|
| Ps | = | Points scored for price of bid under consideration |
| Pt | = | Price of bid under consideration |
| Pmin | = | Price of lowest acceptable bid |

4.1 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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 |

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*)

| | | | |
|----|--------------------------|----|--------------------------|
| YE | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|----|--------------------------|----|--------------------------|

7.1.1. If yes, please 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*)

| | | | |
|----|--------------------------|----|--------------------------|
| YE | <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:

| Designated Group: An EME or QSE which is at last 51% owned by: | EM E √ | QSE √ |
|---|-----------------------|------------------|
| 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 | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company name firm.....
- 8.2 VAT registration number.....
- 8.3 Company registration number.....
- 8.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation

- Company
- (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

8.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

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 favorable 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.

WITNESSES

1.....

2.....

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS:

Addendum A.

B-BBEE Level of Contribution certificate – original or certified copy.

Addendum B.
Valid Tax Clearance Certificate