

YOU ARE HEREBY INVITED TO BID (PROVIDE A QUOTATION) IN RESPECT OF PROFESSIONAL SERVICES REQUIRED BY THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP).		
BID DESCRIPTION	Request for the Development and Rollout of the Electronic Documents and Records Management System For The South African Council for the Projects and Construction Management Professionals – (RE-ADVERT)	
BID NUMBER	DMS/01/2025	
NAME OF INSTITUTION	The South African Council for the Project and Construction Management Professions (SACPCMP)	
THE PLACE WHERE GOODS ARE TO BE DELIVERED/ WORKS OR SERVICES ARE REQUIRED	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand Pretoria	
COMPULSORY REQUIREMENTS	- Please note that failure to submit compulsory documents may lead to disqualification. - Only emailed submissions will be accepted.	
RFQ DISTRIBUTION DATE	24 OCTOBER 2025	12h00
BRIEFING DATE	03 NOVEMBER 2025	10h00
RFQ CLOSING DATE	14 NOVEMBER 2025	16h00
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to Nyiko Mashaba tenders@sacpcmp.org.za
	Physical address	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand, Pretoria
	Email	tenders@sacpcmp.org.za
	Technical Queries (only)	Mike Chauke mike.chauke@sacpcmp.org.za cc: tenders@sacpcmp.org.za
	Contact person	Admin Enquiries: Nyiko Mashaba tenders@sacpcmp.org.za
CATEGORY	Open Tender	
SECTOR	Regulatory Council	
REGION	Gauteng Province	

Compulsory Briefing Session	Date	03 November 2025
	Venue	Virtually on Microsoft Teams
	Details	Meeting ID: 315 354 570 674 8 Passcode: JQ6k2mW6

1. INTRODUCTION

This document contains all terms and conditions for the appointment of a bidder to enhance / customize the EDRMS (Electronic Document & Records Management System) for rollout to the SACPCMP, provide training and provide contact center and onsite support for a period of 60 months period. The successful bidder must transfer skills to the SACPCMP technical official/s during the 60 months period.

2. BACKGROUND

- 2.1. The National Archives and Records Services of South Africa (Act. No. 43 of 1996) stipulates that all government institutions must establish records management to ensure safe keeping of public information. Records management is a process of ensuring the proper creation, maintenance, use and disposal of records throughout their lifecycle to achieve efficient, transparent, and accountable governance. The SACPCMP is in possession of many records which are not properly filed.
- 2.2. The SACPCMP is in the process of modernizing records & document management and part of the modernizing process the SACPCMP has mapped and identified paper-based business processes which need to be automated.
- 2.3. SACPCMP ICT environment is based mostly on Microsoft environment and SACPCMP seeks to appoint a service provider to enhance / customize the EDRMS and implement/deploy the enhanced EDRMS using Microsoft technologies and Microsoft SQL server Database technology within six (6) months, provide training and provide onsite support (maintenance, version upgrading and other related technical enhancement of the IT system) for a period of 60 months.
 - 2.3.1. SACPCMP has identified the following departments / entities where the rollout will begin: -
 - ❖ Registrar Office
 - ❖ Registration
 - ❖ Education
 - ❖ Professional Governance

- ❖ Finance
- ❖ Human Resources
- ❖ Legal
- ❖ Marketing, Events and Brand Management
- ❖ Stakeholder Management and Communication
- ❖ Business Development
- ❖ PMO / Research and Policy
- ❖ ICT
- ❖ CRM

2.3.2. The service provider must exclude Microsoft licenses, Microsoft programming languages license and Microsoft SQL server license as the SACPCMP has signed a Microsoft Enterprise Agreement license and office 365 with Microsoft Republic of South Africa

2.3.3. The EDRMS must have the following functions but not limited to: -

- Functionality to support full lifecycle of Records Management from creation of a record(s) to disposal of a record(s).
- Functionality to perform continuous bulk scanning of bulk records, store, index and retrieve the records according to the SACPCMP (Department 's or Business units) records management established governance structures (e.g., file plan, records management policy and etc.) and National Records and Archives Act.
- functionality to perform document imaging, records imaging and workflow.
- Ensure compliance with legislation and good practice.
- Functionality to perform enterprise searching for physical and electronic records by metadata, record number, key words on the record and / or document / record content.
- Functionality to provide optional full integration into network scanning appliances, including the ability to select scan destination and index directly from the panel.
- Functionality to perform advanced document indexing and search function (Fielded indexing, Full-text indexing, Provide unlimited indexing capability, Provide the ability to customize search interfaces by application and individual user, Provide the ability to search across multiple repositories from a single, Search and deliver a unified results list, Provide the ability to support multi-attribute search) .
- Functionality to perform record/document sharing platform and effective version control.
- Ability to control access for multiple concurrent users in the long term.

- Ensure effective access and security control over records.
- EDRMS must be able to integrate with the SACPCMP Microsoft Active Directory platform and have single sign-on capabilities for all available clients.
- Allow flexible integration with business systems within the SACPCMP and external environment.
- Provide unalterable history / audit trail of all EDRMS actions/activities.
- Include a workflow system to allow user defined workflows to be built around document and records management processes.
- EDRMS system must provide file version management with check-in/check-out controls for the user.
- Provide training and on onsite support (maintenance, version upgrading and other related technical enhancement of the IT system) over a period of 60 months / 5 years.
- Include a draft MSA (Master Service Level Agreement) / SLA (Service Level Agreement) and transfer skills and knowledge to ICT and Records Management Officials, and business units.
- The Service Provider can recommend a suitable hosting environment and ICT DRP (Disaster Recovery Plan) and ICT BCP (Business Continuity Plan) for this as a critical Transversal system for SACPCMP administration (on premises or Cloud based)

3. SCOPE AND SERVICE REQUIREMENT

3.1. The service for this bid comprises of the following deliverables: -

3.1.1. The appointed service provider will be expected to deliver the following deliverables over a period of 60 months as of the appointment date at the above mentioned sites:

- ❖ Enhance the EDRMS (Electronic Document & Records Management System)

Provide training and onsite support for a period of 60 months (the successful bidder must transfer skills to the SACPCMP 's technical officials during the 60months period.

4. SUBMISSION REQUIREMENTS

4.1. In order to be eligible for evaluation, prospective bidders must furnish the following documents:

- Completed and signed SBD 4 – Declaration of Interest (Annexure 1)
- Completed and signed SBD 6.1 – Preference Points Claim Form (Annexure 2)
- Valid Original tax clearance certificate and a compliant CSD report.
- Company profile

4.2. Quotations will be disqualified or excluded under the following conditions:

- 4.2.1. failure to submit the documents stipulated in section 4.1.
- 4.2.2. Submission after the deadline.
- 4.2.3. Quotations submitted at incorrect location/ email address.
- 4.2.4. Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.

5. SPECIAL CONDITIONS

- 5.1.1. All enquiries must be EMAILED to tenders@sacpcmp.org.za, during office hours between 09h00 and 16h30.
- 5.1.2. SACPCMP reserves the right not to consider any Quotation not fully completed.
- 5.1.3. By accepting to take part in the Quotation process, you agree to keep in confidence all information imparted to you in relation with the Quotation process, not to disclose it to third parties and not to use it for other purpose than the Quotation.
- 5.1.4. The Respondent is responsible for all costs incurred in the preparation and submission of the Quotation.
- 5.1.5. A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the Quotation.
- 5.1.6. Kindly note that SACPCMP is entitled to:
 - I. Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQ's before the closing date. All Respondents, to whom the RFQ documents have been issued, will be advised in writing of such amendments in good time.
 - II. Verify any information contained in a Quotation.
 - III. Not appoint any bidder.
 - IV. Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof
 - V. Disqualify Quotations that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
 - VI. Not accept the lowest Quotation or any Quotation in part or in whole. The SACPCMP normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose Quotation is technically acceptable and/or financially advantageous to the SACPCMP.
 - VII. Appointment as a successful contractor 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.

- VIII. Cancel or withdraw from this RFQ as a whole or in part without furnishing reasons and without attracting any liability.
- IX. This Quotation and its acceptance shall be subject to the terms and conditions contained in this RFQ document.

6. QUOTATION

- 6.1. Email Quotations should be submitted by **16h00 on 14 November 2025** the following email addresses: tenders@sacpcmp.org.za
- 6.2. These requirements are only minimum requirements. It is required that Service provider familiarize himself/herself with the details of the services/ supplies to be able for him/her to quote accordingly. The quoted price must be in South African Rands and be inclusive of 15% VAT

7. BID EVALUATION:

7.1. First Evaluation Phase – Technical Evaluation

For a bidder to proceed to the second evaluation phase they must score at least **70** on the technical evaluation.

Technical Evaluation Criteria

Item	Description	Score
1	The bidder must submit screenshots of their EDRMS solution to prove they have an existing solution (explaining features) No Solution = 0 Solution Screens provided = 10 *SACPCMP reserves the right to validate the information provided by bidders by asking for a 30min Demo of the system	10
2	The bidder must submit reference letter(s) from Government entities or Private Sector with regard to development / enhancement and support of EDRMS from previous/current client(s) (reference letter to be in the previous client 's letter head and signed by the client(s)) No reference letter(s) from previous/current client = 0 One(1) reference letter = 10 Two(2) reference letters = 20 Three(3) or more reference letters = 40 *SACPCMP reserves the right to validate the information provided by bidders	40

3	Skills: The bidder must have a team lead with skills in Software Development / Software Engineering / Coding at highest level (attach CV and certified qualification) No proof attached = 0 Proof of NQF 8 or higher attached = 10 *SACPCMP reserves the right to validate the information provided by bidders	10
4	SITA Accreditation: The Bidder must have SITA Accreditation for Transversal 1183 in the service category of <i>Image and Document Management</i> (attach proof) No proof attached = 0 Proof of office attached = 10 *SACPCMP reserves the right to validate the information provided by bidders	10
	Total	70

Bidders who obtain 40 points and above will be further be assessed on the 30 Minutes Demo presentation of their system.

- Bidders who obtain 40 points will be invited to do a thirty (30) minutes Demo of the system = (30 Points)

Technical Evaluation = 70 Points

Demo presentation = 30 Points

Total points = 100

7.2. The second Evaluation phase – Price and Preference points

The evaluation phase will be evaluated as follows:

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5

8. PRICING SCHEDULE

- Must be part of the bidder's proposal/bid document, in South African currency and VAT inclusive
- The pricing proposal must be submitted as follows (Bidders must also complete the pricing schedule on this Terms of Reference)

8.1. LICENSE:

Year 1 License Fee	Year 2 License Fee	Year 3 License Fee
	R	R
(VAT Amount)		R
Total costs for Licenses for 36 months (VAT included)		R

8.2. SUPPORT AND MAINTENANCE

Year 1	Onsite support Cost per month per including Assessment and initial enhancement to current EDRMS (Excluding VAT)	Onsite support Cost per month per including initial enhancement to current EDRMS (VAT included)	Total Cost per annum(VAT included)
	R	R	R
Year 2	Onsite support Cost per month per (Excluding VAT)	Onsite support Cost per month per (VAT included)	Total Cost per annum(VAT included)
Year 3	Onsite support Cost per month per (Excluding VAT)	Onsite support Cost per month per (VAT included)	Total Cost per annum(VAT included)
Year 4			
Year 5			
(VAT Amount)			
Total costs for onsite support for 60 months (VAT included)			

NB: Validity period for this RFQ should be at least 3 Months from the date of submission.

9. 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.

10. **Evaluation Criteria**

Quotations received will be evaluated according to the prescriptions of the Preferential Procurement Regulations 2022 issued on 4 November 2022 pertaining to the Act and the SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply.

11. **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

PLEASE NOTE

1. Any quotation submitted after the closing date and time shall **NOT** be considered.
2. Ensure that your Quotation/ quotation clearly covers **ALL** the above aspects of the RFQ.
3. **DO NOT** include insurance to your quote as SACPCMP provides its own insurance.
4. **ALL QUOTATIONS and ENQUIRIES** are to be addressed to the respective person stipulated on the Request for Quotation **in Supply Chain Management Department**.
5. The SACPCMP reserves the right to cancel the procurement process at any time without notice, and not issue the order.
6. Conditional quotations will be subject to SACPCMP acceptance and approval processes.
7. It is no longer compulsory for bidders to submit SBD 4, 8 & 9 together with this RFQ on the stipulated closing date.
8. The SACPCMP shall request the preferred bidder / service provider to complete and submit SBD 4, 8 & 9 before any awards are finalised. The SBD form shall be valid for a period of twelve (12) months from the date submitted. 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 results in SACPCMP terminating the service or contract.
9. Payment terms: compliant invoices will be processed within 30 days after receipt.

FOR OFFICE USE ONLY

RECEIVED BY: _____

COMPANY STAMP

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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 consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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.

² 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE 2

SBD 6.1

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids/ Quotations:
- 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) Specific goals

The maximum points for this bid/ Quotation are allocated as follows:

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5

1.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.

1.7 Tenderer failing to submit proof of required evidence to claim preferences for other specified goals, may only score in terms of the 80 or 90 points for price; and scores points out of 20 or 10 points, the relating to specific goals stated in the invitation to submit a tender

1.8 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.

2. DEFINITIONS

Black People"	has the meaning assigned to it in section 1 of the Broad Based Black Economic Empowerment Act.
"Disability"	means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
Highest acceptable tender";	means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders
Historically Disadvantaged Individual (HDI)"	means a South African citizen: who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the Interim Constitution); and/or who is a female; and/or who has a disability: provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI
People with disabilities".	In terms of the Code of Good Practice on the Employment of Persons with disabilities: it is persons who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment
Price"	means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
SMMEs"	means small businesses; as defined in section 1 of the National Small Business Act, 1996 (Act No 102 of 1996) a separate and distinct business entity, including co-operative

	enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is predominantly carried on in any sector or sub sector of the economy mentioned in Column 1 of the Schedule and which can be classified as a micro-, a very small, a small or a medium enterprise by satisfying the criteria 40 mentioned in columns 3; 4 and 5 of the' Schedule opposite the smallest relevant size or class as mentioned in column 2 of the Schedule.
"Specific goals"	means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
"Tender"	means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
Youth"	means persons between the ages of 14 and 35 as the National Youth Development Agency Act 54 of 2008.

- (a) **"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 Quotations.
- (b) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (c) **"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;
- (d) **"Functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (e) **"prices"** includes all applicable taxes less all unconditional discounts;
- (f) **"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;

- (g) “**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;
- (h) “**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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \frac{Ps - Pt}{P_{min}} \times 80 & & \frac{Ps - P_{min}}{P_{min}} \times 90
 \end{array}$$

Where-

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

POINTS AWARDED FOR SPECIFIC PREFERENTIAL GOALS

Specific goals	Number of points for preference	Number of points claimed (80/20 system) (To be completed by the tenderer)
More than 30% black shareholding or owned enterprise.	10	
More than 30% woman or women shareholding or owned enterprise.	2	
More than 30% youth shareholding or owned enterprise.	2	
More than 30% of people living with disability shareholding or owned enterprise.	1	
RDP Goals		
SMMEs	5	
TOTAL	100	

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*)

YE		NO	
----	--	----	--

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		NO	
----	--	----	--

- 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:	EME √	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		

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 the contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the 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.

WITNESSES

1.....

2.....

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

DATE:

ADDRESS:

