



EKURHULENI EAST TVET COLLEGE

TENDER DOCUMENT

TENDER NUMBER: EEC/T07/2021

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY,
INSTALLATION AND COMMISSIONING OF DESKTOP
COMPUTERS, SERVERS AND PRINTERS.**

CLOSING DATE: 3 NOVEMBER 2021

CLOSING TIME: 11:00 AM

FOR OFFICE USE

OFFICE STAMP

APPROVED/NOT APPROVED

THE PRINCIPAL



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SECTION A

INVITATION TO BID (SBD 1)

1. YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EKURHULENI EAST TVET COLLEGE:

BID NUMBER:	EEC/T07/2021
CLOSING DATE:	3 November 2021
CLOSING TIME:	11h00 am (no late, electronic and or facsimile responses will be accepted)
COMPULSORY BRIEFING:	<p>Date: 19 October 2021, Time: 09:00 am Venue: Microsoft Teams</p> <p>Suppliers to send their briefing session attendance requests to procurement@eec.edu.za by no later than 15:00 on the 18th of October 2021. The attendance request must include company name, contact person and contact details.</p>
BID VALIDITY PERIOD:	120 days (Commencing from closing date)
DESCRIPTION:	Appointment of a Service Provider to Supply, Installation and Commissioning of Desktop Computers; Servers and Printers.
DEPOSITED IN THE BID BOX SITUATED AT:	<p>Ekurhuleni East TVET College Central Office Sam Ngema Road Kwa-Thema 1560,</p> <p>NB: A bid register should be signed on submission.</p>
PROCUREMENT OFFICIAL:	Mr. Mxolisi W. Chonco
TELEPHONE:	(011) 730 6600
E-MAIL:	procurement@eec.edu.za



2. 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: COD..... NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

CENTRAL SUPPLIER DATABASE No: **MAAA**.....

HAS A TAX STATUS COMPLIANCE PIN BEEN SUBMITTED (SBD 2)? **YES / NO**

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT
BEEN SUBMITTED (SBD 6.1)? **YES / NO**



[TICK APPLICABLE BOX]

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

OR

A SWORN AFFIDAVIT OR CERTIFICATE ISSUED BY COMPANIES AND INTELLECTUAL PROPERTY COMMISSION

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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/
SERVICES / WORKS OFFERED?

YES / NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER.....

DATE.....

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

TOTAL BID PRICE:

AMOUNT IN WORDS:

.....

.....



SECTION B

NOTES TO TENDERERS

- 1. Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**
2. The bid box is generally opened from 08h00 am to 16h00 (Monday – Thursday) and to 13h00 (Friday) on normal working days.
3. Sealed tenders, endorsed on the envelope **"EEC/T07/2021"** and **"Company Name"** should be deposited in the tender box at the security gate, Head Office, Sam Ngema Road, Kwa-Thema, not later than 11:00 am on **3 November 2021**.
4. No bid submitted by telefax, telegraphic or other electronic means will be considered.
5. All bids must be submitted on the official forms – **(not to be re-typed)**
6. Tenderers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform the Procurement Manager at once and have the same rectified. No liability whatsoever will be incurred in respect of errors in any tender due to the tenderer's failure to observe this requirement.
7. The College is not bound to accept the lowest or any tender nor are they required to give reasons for selecting any tender.
8. Any alteration made by the tenderer must be initialed.
9. Use of correcting fluid is prohibited.
10. This tender is a fixed price contract. Escalation on prices submitted will not apply.
11. Should you not receive a reply from the College after 120 days of submission of this Tender, consider that your Tender was not successful.
12. The applicable specifications shall be provided by Ekurhuleni East TVET College
- 13. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.**



SECTION C

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE (CSD)

1. In terms of the National Treasury SCM Instruction No 4 A of 2016/2017, all suppliers of goods and services are required to register on the National Treasury Central Suppliers Database, before the submission of their bid.
2. If you wish to apply for online registration, use the following website,
<https://secure.csd.gov.za/>
3. The supplier/service provider must register on the National Treasury Central Supplier's Database. **FAILURE TO BE REGISTERED BEFORE THE CLOSE OF BID THE SUPPLIERS/SERVICE PROVIDER WILL BE DISQUALIFIED.**

DECLARATION THAT INFORMATION ON CSD IS CORRECT AND UP TO DATE

THIS IS TO CERTIFY THAT I (name of tenderer / authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIERS DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.



AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND /OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:.....



SECTION D

DECLARATION OF INTEREST (SBD 4)

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes 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, shareholder², member):

2.4 Registration number of company.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:



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

¹"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

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

.....

Position occupied in the state institution:

Any other particulars:

.....



.....

2.7.2 If you are presently employed by the state, did you obtain 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, **YES/NO**
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?

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 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



**SECTION E
TAX COMPLIANCE STATUS REQUIREMENTS**

1. Bidders must ensure compliance with their tax obligations.
2. Bidders are required to submit their Tax Compliance Status (TCS) Pin issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status or a CSD number must be provided.
3. Application for TCS Pin may be made via e-filing through the SARS website:
www.sars.gov.za.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate TCS pin.



SECTION F

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017 (SBD 6.1)**

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 BBBEE, 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 Rand value above R50 000 000 (all applicable taxes included)

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the80/20..... preference point system shall be applicable;

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

- 2.1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **"consortium or joint venture"** 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;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or



the rendering costs of any service, for the execution of the contract;

- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes a juristic person;
- 2.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.



3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

5.1 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	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (Maximum of 10 or 20 points)
(Points claimed in respect of paragraph 8.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of a B-BBEE status level of contributor.)

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES/NO (delete which is not applicable)



9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm.....

9.2 VAT registration number:

9.3 Company registration number.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business?

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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 BIDDER(S)

DATE

ADDRESS

.....

.....

.....



SECTION G

PRICING SCHEDULE – FIRM PRICES (SBD 3)

(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....Bid No.: EEC/T07/2021

Closing Time: 11:00 am

Closing date: 3/11/2021

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
			** (ALL APPLICABLE TAXES INCLUDED)

NB: Please complete the attached bill of quantity

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? **YES / NO**
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies



PRICING SCHEDULE (SBD 3.3)
(Professional Services)

NAME OF BIDDER: **BID NO:** EEC/T07/2021

CLOSING TIME: 11:00am

CLOSING DATE: 3/11/2021

OFFER TO BE VALID FOR: 120 DAYS FROM THE CLOSING DATE OF BID.

Bid price in RSA currency (All applicable taxes included)

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	
-----	R-----	
-----	R-----	



----- R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

----- days R-----
----- days R-----
----- days R-----

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the Expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	R.....
-----	R.....
-----	R.....
-----	R.....
TOTAL:			R.....

**** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.**

5.2 Other expenses, for example accommodation (specify, e.g. three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.



DESCRIPTION OF EXPENSE TO BE INCURRED

<i>RATE</i>	<i>QUANTITY</i>	<i>AMOUNT</i>
.....	R.....
.....	R.....
.....	R.....
.....	R.....
<i>TOTAL: R.....</i>		

6. *Period required for commencement with project after acceptance of bid*
7. *Estimated man-days for completion of project*
8. *Are the rates quoted firm for the full period of contract? *YES/NO*
9. *If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.*

.....



**SECTION H
AUTHORITY TO SIGN A BID (SBD 11)**

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20.....,

Mr/Mrs/Miss..... (whose signature appears below) has been duly authorised to sign all documents in connection with this BID on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: WITNESS: 1.....

2.....

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the business

Trading as

.....

.....

SIGNATURE

DATE

(PRINT NAME)



C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....
.....
.....
.....

We, the undersigned partners in the business trading as.....
hereby authorizedto sign this bid as well as any contract
resulting from the bid and any other documents and correspondence in connection with this bid and
/or contract on behalf of

.....
SIGNATURE	SIGNATURE	SIGNATURE

.....
DATE	DATE	DATE



D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at

.....Mr/Mrs/Miss....., whose

signature appears below, has been authorised to sign all documents in connection with this bid on

behalf of (Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION: (PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: **1**

2



E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Mrs/Miss....., whose signature appears below,

has been authorised to sign all documents in connection with this bid on behalf of (Name of co-

operative)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES:

1

2



F. JOINT VENTURE

If a Bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

***A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.**

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners

on.....20.....Mr/Mrs/Miss.....,Mr/Mrs/Miss.....

.....Mr/Mrs/Miss.....and Mr/Mrs/Miss..... (Whose signatures appear

below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture).....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE: **DATE:**

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE: **DATE:**



IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE:

DATE:

SECTION I

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

- 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 <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/>	<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



SECTION J

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

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



SBD 9

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 consortium³ 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.

³ 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.



SBD 9

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



SECTION K

EVALUATION CRITERIA

Evaluation will be based on:

PHASE 1	PHASE 2	PHASE 3
ADMINISTRATIVE COMPLIANCE	FUNCTIONALITY REQUIREMENT	PRICE AND BBBEE Status Level
Compliance with mandatory bid requirements and returnable documents.	Bidders will be assessed to verify capacity to execute the contract. Bidders will be expected to provide evidence.	Bids will be evaluated using the 80/20 preference points system

PHASE 1: ADMINISTRATIVE COMPLIANCE

Bids which do not comply with the administrative compliance will not be considered for Phase 2.

• <i>Completed all SBD forms</i>	
• <i>Company Profile</i>	
• <i>Company Registration Documents</i>	
• <i>Certified I.D. Copies of Members / Shareholders</i>	
• <i>Original Equipment Manufacturer (OEM) letter/ certificate</i>	
• <i>SARS Tax Compliance Status Pin /CSD number</i>	
• <i>National Treasury Central Suppliers Database Registration Report (CSD)</i>	



PHASE 2: Functionality

Bidders will be evaluated on functionality and only bidders who obtain a score of 70% will be further evaluated on price and B-BBEE.

In order to ensure meaningful evaluation, bidders must submit detailed information in substantiation of the evaluation criteria mentioned.

Evaluation Process		Weighting
Project Implementation Plan 1. Expected Delivery Date	Within 30 days – 20%	20%
	Within 45 days – 15%	
	Within 60 days – 5%	
	Beyond 60 days – 0%	
Previous Experience Letters from the Clients where a Similar Project was Completed. <i>NB: The contact details must include the contact number and email address of the client.</i>	5 Reference letters = 30% 3 - 4 Reference letters = 20% 1 – 2 Reference letters = 10% 0 Reference letter = 0%	30%
Technician Experience (designated Manager) in configuration and installation. <i>NB: Detailed CV of the designated Manager must be attached.</i>	5 years and above = 30% 3 - 4 years = 20% 1 - 2 years = 10% No experience = 0%	30%
Financial Ability Financial Guarantee which is equivalent to the Bidding Price. -Stamped 3 Months Bank Statement (not older than 3 months) or -Bank Rating Letter indicating Financial Standing or -Proof of Access to Funding	Guarantee attached = 20%	20%
	No Guarantee attached = 0%	



PHASE 3: PRICE AND BBBEE STATUS LEVEL

All tenders that will achieve the minimum qualifying score on functionality (acceptable tenders) will be evaluated further in terms of the preference point system as follows:

CRITERIA	POINTS
Price	80
BBBEE	20
TOTAL	100

BREAKDOWN

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

1.1.1 In terms of Regulations 6 and 7 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act of 2000), responsive bids will be adjudicated by the College on the 80/20 preference point system.

1.1.2 The following formula will be used to calculate the points for price:



$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

- 1.1.3 The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price at the participant's level.
- 1.1.4 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by an accredited verification agency or a sworn affidavit will be considered.

SECTION L

TERMS OF REFERENCE / SPECIFICATION

(Please refer to the attached Bill of Quantity)



SUPPLY, INSTALLATION AND COMMISSIONING OF DESKTOPS; N-COMPUTING; SERVERS AND PRINTERS

TOWER SERVERS

DESCRIPTION	ASDC	Benoni	Brakpan	Daveyton	Kwa-Them	Springs	Unit Price	Total
Processor: Dual (Z) Inte E5-2660 8-Core 2.2GHz 20MB CPUs 128GB (2 X 64GB) DDR3 PC3-10600 1333MHz Memory: Registered Memory 1.8TB (6 X 300GB) 15K 3GB/s SAS 3,5" HDDs Hard Drives: Smart Array P420i Operating System: Windows Multipoint server 2012 RAID: RAID Controller with 512MB Cache Power: Redundant Power Supplies Optical Drive: DVD-ROM Network Interface Card: Onboard Quad Intel GbE NICs	0	3	4	0	0	0		
Sub-Total								
Vat 15%								
Total								



ALL DESKTOPS

DESCRIPTION	ASDC	Benoni	Brakpan	Daveyton	Kwa-Thema	Springs	Unit Price	Total
Tower: Processor: 10th generation Intel Core i7 Operating System: Windows 10 Pro 32/64 Memory: 16GB DDR4 UDIMM 2400MHz Storage: 2.5 SSD 128GB Graphics: Intel Integrated HD Graphics 630 Security: Smart USB Protection, TPM 2.0 Front I/O Ports: 4 x USB 3.0; 2 x audio Rear I/O Ports: 2 x USB 3.0; 2 x USB 2.0; VGA; HDMI; DP; 1 x serial, 1 x optional serial; Optional parallel port; LAN; 2 x audio Green Certifications: Recommended Dimensions (W x D x H): Minitower Preloaded Software: None specific Mouse: USB, wheel, optical mouse	35	0	0	15	0	70		
Monitor: LED HD, 22inch, VGA, HDMI	35	0	0	15	0	70		
Keyboard: Standard 104 key, US	35	0	0	15	0	70		
Warranty: 3 year carry-in								
Sub-Total								
Vat 15%								
Total								



Desktop - High End (Pastel, Graphic Design & Programming Classes)

DESCRIPTION	ASDC	Benoni	Brakpan	Daveyton	Kwa-Thema	Springs	Unit Price	Total
Tower: Processor: 10th generation Intel Core i7 Operating System: Windows 10 Pro 64 Memory: 32GB 2DDR4 UDIMM 2400MHz Storage: 2.5 SSD 128GB Graphics: Intel Integrated HD Graphics 630 Security: Smart USB Protection, TPM 2.0 Front I/O Ports: 4 x USB 3.0; 2 x audio Rear I/O Ports: 2 x USB 3.0; 2 x USB 2.0; VGA; HDMI; DP; 1 x serial, 1 x optional serial; Optional parallel port; LAN; 2 x audio Green Certifications: Recommended Dimensions (W x D x H): Minitower Preloaded Software: None specific	0	110	70	165	170	75		
Mouse: USB, wheel, optical mouse	0	110	70	165	170	75		
Monitor: LED HD, 22inch, VGA, HDMI	0	110	70	165	0	75		
Keyboard: Standard 104 key, US	0	110	70	165	170	75		
Warranty: 3-year carry-in								
Sub-Total								
Vat 15%								
Total								



Printers

DESCRIPTION	ASDC	Benoni	Brakpan	Daveyton	Kwa-Thema	Springs	Unit Price	Total
<p>Functions: Print Print speed, black (normal): 75 ppm First page out (ready) black: As fast as 5.3 sec Resolution technology: FastRes 1200; 1200 x 1200 dpi Print technology: Laser Processor speed: 1.2 GHz Number of print cartridges: 1 (Black) Paper trays, maximum: Up to 2 Connectivity, standard: 1 Hi-Speed USB 2.0 Device; 2 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket Compatible operating systems: Windows 10 all 32- & 64-bit editions (excluding RT OS for Tablets), Windows 7 all 32- & 64-bit editions, Windows 8/8.1 all 32- & 64-bit editions (excluding RT OS for Tablets) Memory, standard: 512 MB Paper handling input, standard: 100-sheet multipurpose feeder, 550-sheet input feeder Paper handling output, standard: 500-sheet output bin Duplex printing: Automatic (standard) Energy efficiency: ENERGY STAR qualified What's in the box: HP LaserJet Printer; HP Black Original LaserJet Toner Cartridge (11K yield); CD with software drivers and documentation; Documentation (Hardware Install Guide); Power cord</p>	2	7	8	7	15	18		
Post Warranty: 3 years								
Sub-Total								
Vat 15%								
Total								



Extra Monitors; Mouses & Keyboards

DESCRIPTION	ASDC	Benoni	Brakpan	Daveyton	Kwa-Thema	Springs	Unit Price	Total
Microsoft Wired Optical (wheel)		20	20	60	50	40		
Monitor LED HD, 22inch, VGA, HDMI		20	0	0	0	35		
Microstf wired keyboard 200 USB Black Business		20	20	60	50	40		
Sub-Total								
Vat 15%								
Total								

SUMMARY

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
Tower Servers	7		
All Desktops	120		
Desktops - High End (NB: Kwa-Thema Campus doesn't need -170 Monitors)	590		
Printers	57		
Extra Microsoft Wired Optical (wheel)	190		
Extra Monitors LED HD, 22inch, VGA, HDMI	55		
Extra Microsoft wired keyboard 200 USB Black Business	190		
Sub-Total			
Vat 15%			
Grand Total			

Signed: Ms B. Sisi (BSC Chairperson) Date: 15/9/21

Signed: Ms HM. Sibande (Principal/CEO) Date: 16/09/2021