



## REQUEST FOR QUOTE (RFQ)

### APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF STATIONARY FOR BRAM FISCHER AIRPORT, KIMBERLY AIRPORT AND UPINGTON AIRPORT FOR A PERIOD OF THREE (03) YEARS AS AND WHEN REQUIRED

<b>Date:</b>	<b>22 July 2022</b>
<b>Department</b>	<b>ATNS Sites</b>
<b>RFQ Number</b>	<b>ATNS:/RFQ0022/stationery/2022</b>
<b>Description of Goods/Service:</b>	Please see below on page 3
<b>Closing Date and Time:</b>	<b>01 August 2022 @10:00 CAT</b>
<b>Expected delivery date</b>	<b>TBC to the appointed bidder.</b>
<b>Vadilit Period</b>	<b>90 Days</b>
<b>Returnable requirements:</b>	<ol style="list-style-type: none"> <li>1. B-BBEE Certificate</li> <li>2. Tax Pin</li> <li>3. CSD Report</li> <li>4. Pricing Schedule/Quotation</li> <li>5. Signed Declaration of Interest Form (as per attached RFQ Document)</li> <li>6. Signed Acceptance of ATNS's Terms and Conditions of Bid; (as per attached RFQ Document)</li> </ol>
<b>Mandatory requirements</b>	<ul style="list-style-type: none"> <li>• Provide 03 (three) reference letters of Previous supply and delivery of good and service, with contactable references. References must be in a form of a signed reference letters on a client's business letterhead stating the scope and description of the services rendered, contract duration, with contact name, Contact number and position of the referee. Reference letters must not be older than 3 years by closing date of this RFQ.</li> </ul>
<b>Description</b>	Appointment of a Service Provider for Provision of Stationary for Bram Fischer Airport, Kimberly Airport and Upington Airport for a Period of Three (03) Years as and When Required
<b>Briefing Session and Site Inspection</b>	<b>N/A</b>
<b>Due to covid- 19 bidders are expected to submit documents via email.</b>	<b>Email address:</b> <a href="mailto:MzwandileM@atns.co.za">MzwandileM@atns.co.za</a> <b>NB: Please note our emails can only receive documents that are less 5MB, if documents are more, please send them in separate emails</b>



Enquiries	Procurement Officer: Mzwandile Mzimela, Email: <a href="mailto:MzwandileM@atns.co.za">MzwandileM@atns.co.za</a>
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The ATNS requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete / missing documentations will invalidate the quotation submitted. Suppliers which are not registered on the government central supplier database will not be considered. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.

This RFQ will be evaluated on the basis of the 80:20-point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the ATNS' Procurement Policies and Procedures.

## 1. SCOPE OF WORK

To appoint a suitable Service provider to Provide Refreshments at **Bram Fischer Airport, Kimberly Airport and Upington Airport.**



## **2. Collection and Deliveries**

- 2.1 Deliveries must take place within 7 working days of placing an official order, except in emergency circumstance; delivery must be immediate.
- 2.2 The service provider shall at all times remain fully and solely responsible for the timeous delivery of service/goods to ATNS.
- 2.3 Delivery of products must include the off-loading thereof at the service provider's own risk and cost to the designated delivery addresses as indicated above.
- 2.4 Service provider must supply and ensure their own labour for the offloading of the products at the designated ATNS sites.
- 2.5 Refreshments to be delivered at the Addesseses listed here to as Annexure D.

## **3. QUALITY**

- 3.1 If, in the sole judgment of ATNS, the delivered items are determined not to be within SABS/SANS national specifications, the supplier will be requested to replace the items with the items that complies with SABS/SANS national specifications immediately at no additional cost to ATNS.
- 3.2 ATNS may from time to time test the quality of the products and services, non-compliance may result in the termination of the contract.

**N.B ATNS will only take delivery of goods subject to expiry date verifications**



## DETAILED SPECIFICATIONS

### ANNEXTURE B – SPECIFICATIONS

#### i. Detailed Specifications

Suppliers are to provide cost per unit over 3 years. The pricing must be inclusive of VAT

ITEMS
Pens Pilot Fineliner Black or equivalent
Envelopes Manilla A4 (boxes) or equivalent
Battery MN2400 AAA Duracell or equivalent
Battery MN1500 AA Duracell or equivalent
Pens Bic Black or equivalent or equivalent
Pens Bic Red or equivalent or equivalent
File Dividers PVC Asst Col Blank or equivalent
File Dividers PVC Asst 1-10 or equivalent
File Dividers PVC Asst 1-30 or equivalent
File Dividers PVC Asst A-Z or equivalent
Files Blue A4 12mm 4ring or equivalent
25-35mm PVC 2 ring Blue Files or equivalent
40mm Pvc 2 ring Blue Files or equivalent
Files Blue A4 70mm 2 ring or equivalent
Filing Pockets Thin A or equivalent
Pritt Glue Sticks 43gram or equivalent or equivalent
Prestik or equivalent or equivalent
Files Bantax 3200 A4 Esette Folders R&B or equivalent
Elastic Rubber Bands Boxes or equivalent
Scissors Stainless Steel Tortoise or equivalent
Paper Clips or equivalent
A4 Laminating Pouches 250 Micron (box) or equivalent
12mm Clear sticky Tape or equivalent
A3 Laminating Pocket 250 Micron (box) or equivalent
Envelopes A4 Brown (boxes) or equivalent
Envelopes A4 White (boxes) or equivalent
Envelopes Manilla A3 Brown (boxes) or equivalent



Envelopes Manilla A3 White (boxes) or equivalent
Exam Pad Punched or equivalent
Counter Hard Cover Book or equivalent
Heavy Duty Staples boxes or equivalent
Heavy Duty Stapler or equivalent
Stapler Np 56 or equivalent
Staples No, 56 or equivalent
A3 Laminator or equivalent
Paper Shredder or equivalent
Parrot Magnetic White Board Eraser or equivalent
Printer Paper A4 Reams (Boxes) or equivalent
A3 Printer Paper Reams (Boxes) or equivalent
Box Of Donau A4 100 STK 100 PCS Farblos Colourless ART NR 1771095-00 or equivalent
Red files 70mm or equivalent
File dividers alphabetical & big taps or equivalent
Dividers A4 paper 10 tab pos white rainbow or equivalent
boxes of Sign here stickers or equivalent
Whiteboard Markers(Assorted Colours) or equivalent
Files Bantax 3200 A4 Esette folders R&B or equivalent
Marker pen artline 70 black or equivalent
Artline 700 perm marker black or equivalent
Marker pen artline 70 black or equivalent
Artline 700 perm marker black or equivalent
6 Pack Highlighters (assorted colours) or equivalent

### ANNEXTURE C – COSTING TABLE

The costing provide indicative prices, ATNS may place an order lesser that the quantities on the costing schedule depending on the needs at that time. But ATNS may not exceed the quantities as stipulated on the costing tables below:

**Year 3**

<b>ITEMS</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Pens Pilot Fineliner Black or (equivalent)	R -	R -	R -
Envelopes Manilla A4 (boxes) or (equivalent)	R -	R -	R -
Battery MN2400 AAA Duracell or (equivalent)	R -	R -	R -
Battery MN1500 AA Duracell or (equivalent)	R -	R -	R -
Pens Bic Black or (equivalent)	R -	R -	R -
Pens Bic Red or (equivalent)	R -	R -	R -
File Dividers PVC Asst Col Blank or (equivalent)	R -	R -	R -
File Dividers PVC Asst 1-10 or (equivalent)	R -	R -	R -
File Dividers PVC Asst 1-30 or (equivalent)	R -	R -	R -
File Dividers PVC Asst A-Z or (equivalent)	R -	R -	R -
Files Blue A4 12mm 2 ring or (equivalent)	R -	R -	R -
25-35mm PVC 2 ring Blue Files or (equivalent)	R -	R -	R -
40mm Pvc 2 ring Blue Files or (equivalent)	R -	R -	R -
Files Blue A4 70mm 2 ring or (equivalent)	R -	R -	R -
Pritt Glue Sticks 43gram or (equivalent)	R -	R -	R -
Prestik or (equivalent)	R -	R -	R -
Files Bantax 3200 A4 Esette Folders R&B or (equivalent)	R -	R -	R -
Elastic Rubber Bands Boxes or (equivalent)	R -	R -	R -
Scissors Stainless Steel Tortoise or (equivalent)	R -	R -	R -
Paper Clips (box) or (equivalent)	R -	R -	R -
A4 Laminating Pouches 250 Micron (box) or (equivalent)	R -	R -	R -
A3 Laminating Pocket 250 Micron (box) or (equivalent)	R -	R -	R -
Envelopes A4 White (boxes) or (equivalent)	R -	R -	R -
Envelopes Manilla A3 White (boxes) or (equivalent)	R -	R -	R -
Exam Pad Punched or (equivalent)	R -	R -	R -
Counter Hard Cover Book or (equivalent)	R -	R -	R -
Heavy Duty Staples boxes or (equivalent)	R -	R -	R -
Stapler Np 56 or (equivalent)	R -	R -	R -
Staples No, 56 or (equivalent) or (equivalent)	R -	R -	R -
Parrot Magnetic White Board Eraser or (equivalent)	R -	R -	R -
Printer Paper A4 Reams (Boxes) or (equivalent)	R -	R -	R -
A3 Printer Paper Reams (Boxes) or (equivalent)	R -	R -	R -
Box Of Donau A4 100 STK 100 PCS Farblos Colourless ART NR 1771095-00 or (equivalent)	R -	R -	R -
Red files 70mm or (equivalent)	R -	R -	R -
File dividers alphabetical & big taps or (equivalent)	R -	R -	R -
Dividers A4 paper 10 tab pos white rainbow or (equivalent)	R -	R -	R -
boxes of Sign here stickers or (equivalent)	R -	R -	R -
Whiteboard Markers(Assorted Colours) or (equivalent)	R -	R -	R -
Files Bantax 3200 A4 Esette folders R&B or (equivalent)	R -	R -	R -
Marker pen artline 70 black or (equivalent)	R -	R -	R -

Artline 700 perm marker black or (equivalent)	R	-	R	-	R	-
Marker pen artline 70 black or (equivalent)	R	-	R	-	R	-
Artline 700 perm marker black or (equivalent)	R	-	R	-	R	-
6 Pack Highlighters (assorted colours) or (equivalent)	R	-	R	-	R	-
A3 Laminator or equivalent	R	-	R	-	R	-
Paper Shredder or equivalent	R	-	R	-	R	-

<b>Total (VAT Inclusive)</b>	R	-	R	-	R	-
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<b>Total Over Full Year (VAT Inclusive)</b>	R	-
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### 1. Total Costing

<b>Total Year 1 (VAT Inclusive)</b>	R	-
<b>Total Year 2 (VAT Inclusive)</b>	R	-
<b>Total Year 3 (VAT Inclusive)</b>	R	-

<b>Total Over 3 Year (VAT Inclusive)</b>	R	-
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**NB: Please quote price per item, per years using 1 quantity.  
Supplier to also provide separe quote with their company letter head**

**NB PLEASE PROVIDE RATE PER KILOMETER AND PRICES MUST INCLUDE ESCALATION FOR PERIOD OF THREE (03) YEARS**

**ANNEXTURE D: CONTROL CENTRE UNITS ADDRESSES**

<b>REGIONAL AIRPORTS</b>	<b>DELIVERY ADDRESS</b>
<b>BRAM FISCHER AIRPORT</b>	ATNS Control Tower, Bram Fischer International Airport, Thaba Nchu Road, Bloemfontein, 9301
<b>KIMBERLY AIRPORT</b>	ATNS Control Tower Kimberley Airport, 8301
<b>UPINGTON AIRPORT</b>	ATNS Control Tower, Upington Airport, Upington, 8800



## 1. EVALUATION CRITERIA AND METHODOLOGY

### Preferential Procurement Reform:

**The Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2003.**

Black Economic Empowerment is one of the essential objectives of ATNS. In accordance with government policy, ATNS insists that the bidders demonstrate its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices, (SMME Development) etc.

In accordance with the Preferential Procurement Policy Framework Act (PPPFA) and the Code of Good Practice of the Republic of South Africa, this RFQ will be adjudicated in terms of a scoring system for Price and B-BBEE using the 80/20 scoring system. Tenderers are required to submit a valid B-BBEE Status Level Verification Certificates/Sworn Affidavit or certified copies thereof, together with their quotations, to substantiate their BBBEE rating claims. Failure to submit a valid B-BBEE certificate/Sworn Affidavit will result in the Tenderer not qualifying for preferential points.

For this RFQ ATNS shall deal only with local B-BBEE suppliers with a B-BBEE contribution of level 1 to level 4. Bidders who are not BBBEE Level 1-4 will be disqualified and not be evaluated further.

### a. Quotation Response Evaluation

- i. The evaluation of responsive quotations shall be conducted by a panel appointed by the Company following a two-stage process as follows:

#### b. Stage 1: Initial Screening

- i. During this stage quotation response documents will be reviewed to assess adherence to submission instructions set out in clause 1.1 above and compliance to TAX Requirements as specified.\

- c. **Stage 3 Transformation: Preference Criteria (Preferential Procurement Requirements (PP)).** The table below summarises the required adherence to the Preferential Procurement requirements (PP) and shall also be used by the supplier as a checklist for the completeness of the submission. Suppliers not meeting the requirements of the PP requirement 1 (1.1, 1.2 and must complete

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requirement 2. (2.1 & 2.2) and provide supporting documents as illustrated in the table below. Company that are Level 1 to 4.

## 2. PROCUREMENT

### Stage 3: Price/B-BBEE Evaluation

- Tenderers will be evaluated in terms of the 80/20 preference point system, where a maximum of 80 points are allocated for price and a maximum of 20 points are allocated in respect of the level of B-BBEE contribution of the Tenderer.
- Points are allocated in terms of the BBEE Codes of Good Practice guideline as indicated in the table below. Bidders must submit valid BBEE Certificates which will be verified.
- Quotations will be evaluated in terms of Preferential Procurement Policy Framework Act using the 80:20 points system. 80 points will be awarded for price and 20 points for BEE points claimed.

<b>Points for price</b>	<b>80</b>
<b>Points for B-BBEE (Max of 20):</b>	<b>20</b>
<b>B-BBEE status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

**a. SUBMISSION INSTRUCTIONS:**

- i. Potential service providers are requested to provide a quotation that addresses all the items listed in the specification section as stated above.
- ii. Failing to comply with the instruction will lead to bids being disqualified.

**iii. Each quotation should also include the following information:**

- 1. The **expiration date for the Quotation**, if any.
- 2. Details of the contact person dealing with the quotation.
- 3. CSD Summary Report.
- 4. Black Economic Empowerment status of the service provider or legal identity of BEE partner as well as the physical and postal address of the BEE partner and capital structure.

Should it be necessary for a supplier to obtain clarity on any matter arising from or referred to in this RFQ document, please refer your enquiries, in writing, to the contact person(s) listed below. ATNS reserves the right to place responses to such queries on the website.

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
				CLOSING TIME:	
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON				CONTACT PERSON	
TELEPHONE NUMBER				TELEPHONE NUMBER	
FACSIMILE NUMBER				FACSIMILE NUMBER	
E-MAIL ADDRESS				E-MAIL ADDRESS	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

<p><b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ]</p>
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES

NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

## CHECKLIST OF BIDDING DOCUMENTATION BEFORE SUBMITTING

**NB! PLEASE TAKE NOTE THAT ALL STANDARD BIDDING (SBD) FORMS MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE YOUR BID**

**NB: Has the following forms been completed, signed and submitted with your proposal?**

Documentation	Checked by Bidder	Checked by Procurement Specialist
Valid, Original Tax Clearance Certificate – SBD 2		
Declaration of interest – SBD 4		
Preference point claim – SBD 6.1		
Contract Form (rendering of services) – SBD 7.1		
Declaration of Bidders past Supply Chain Management Practices –SBD 8		
Certification of Independent Bid Declaration – SBD 9		
ID Documents of Directors/Shareholders		
Company Registration Documents		
Company Profile		

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS  
MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



**CHECKLIST OF BIDDING DOCUMENTATION BEFORE SUBMITTING**

**NB!! PLEASE TAKE NOTE THAT ALL STANDARD BIDDING (SBD) FORMS MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE YOUR BID**

<b>NB: Has the following forms been completed, signed and submitted with your proposal?</b>		
<b>Documentation</b>	<b>Checked by Bidder</b>	<b>Checked by Procurement Specialist</b>
Valid, Original Tax Clearance Certificate – SBD 2		
Declaration of interest – SBD 4		
Preference point claim – SBD 6.1		
Declaration Certificate for Local Production and Content for Designated Sectors-SBD 6.2		
Contract Form (rendering of services) – SBD 7.1		
Declaration of Bidders Past Supply Chain Management Practices –SBD 8		
Certification of Independent Bid Declaration – SBD 9		
ID Documents of Directors/Shareholders		
Central Supplier Database Summary Report		
Company Profile		
Form D disclosure of group/company structure		



**ATNS FORM D**

**DISCLOSURE OF GROUP/COMPANY STRUCTURE**

1. In view of possible allegations of favouritism, it is required by ATNS that the bidder or his/her authorised representative declare the group structures if any and submit information of group directors / members / shareholders / trustees or subsidiary companies and positions held in the group /companies.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number: .....

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

.....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

3. **The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable. must be indicated in paragraph 3.1 below.**

**3.1 Full details of Group / directors / trustees / members / shareholders.**



Name of Group / Company / Trust	Full Name and Surname	Identity Number	Personal Reference Number	Tax

**3 DECLARATION**

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

Declare that the information furnished in paragraphs two (2) and three (3) above is correct. I accept that ATNS may reject the bid or act against me in terms of paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

.....  
 Signature Date

.....  
 Position Name of bidder

## TAX COMPLIANCE REPORT AND PIN.

**It is a condition of the bid that the taxes of the successful bidder must be in order or those satisfactory arrangements have been made with the Receiver of Revenue to meet his /her tax obligations.**

1. In order to meet this requirement bidders are required to **Original Tax Compliance Report and Pin** obtainable from any SARS branch office nationally. The Tax Compliance Report and Pin. Requirements are also applicable to foreign bidders/individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Compliance Report and Tax Pin that will be valid for a period of 1 (one) year from date of approval.
3. The original Tax Compliance Report and Pin must be submitted together with the bid. Failure to submit the **original and** valid Tax Compliance Report and Pin will result in the invalidation of the bid. Certified copies of the Tax Compliance Report and Pin will not be acceptable.
4. In bids where Consortia/Joint Ventures/Sub-contractors are involved each party must submit a separate Tax Compliance Report and Pin.
5. Copies of the TCC001“Application for Tax Compliance Report and Pin” forms are available at any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
6. Applications for the Tax Compliance Report and Pin may also be made via eFiling. In order to use this provision, tax payers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za)



**SBD4**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritisms, 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 authorized representative declare his/her position in relation to the evaluating/adjudicating authority where:

1.1 the bidder is employed by the state; and/or

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

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

2.1 Full Name of bidder or his or her representative:

.....  
.....

2.2 Identity Number:



.....

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

.....

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

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

<sup>1</sup>“State” means –

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

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

2.6.1 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.



2.7 Are you or any person connected with the bidder presently employed by the State?

YES	NO
-----	----

2.7.1 If so, furnish the following particulars:

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

.....

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

.....

Position occupied in the State institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES	NO
-----	----

2.7.7.1 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.

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

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

2.8 Did you or your spouse, or any of the company’s director’s trustees/shareholders/members or their spouses conduct business with the State in the previous twelve months?

2.9.1 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?

2.9.1 If so, furnish particulars:

.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid?

2.11.1 If so, furnish particulars:





.....  
.....

2.11 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
.....

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Income Tax Reference Number</b>	<b>State Employee Number/Persal Number</b>



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

.....  
Signature      Date

.....  
Position



**SBD 7.2**

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
  
2. An official order indicating service delivery instructions is forthcoming.
  
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.
  
4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....

ON .....

NAME .....

(PRINT)

SIGNATURE .....

<b>WITNESSES</b>	
1.	.....
2.	.....

<b>OFFICIAL STAMP</b>
-----------------------

**SBD8**

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

1. This Standard Bidding Document must form part of all bids invited.
  
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
  
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - 3.1 abused the institution's supply chain management system;
  - 3.2 committed fraud or any other improper conduct in relation to such system; or
  - 3.3 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 audialterampartem rule was applied).</p>	<p>Yes</p> <input data-bbox="1254 1697 1318 1742" type="checkbox"/>	<p>No</p> <input data-bbox="1366 1697 1430 1742" type="checkbox"/>

	<b>The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>		
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act(No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		



**SBD 8 (2)**

**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



## SBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
  
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
  
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - 3.1 Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  
  - 3.2 Cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.



- 3.3 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
4. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.





## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

In response to the invitation for the bid made by:

---

(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of:

---

that:  
(Name of Bidder)

1. I have read, and I understand the contents of this Certificate;



2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - 5.1 Has been requested to submit a bid in response to this bid invitation;
  - 5.2 Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - 5.3 Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

7.1 prices;

7.2 geographical area where product or service will be rendered (market allocation)

7.3 Methods, factors or formulas used to calculate prices;

7.4 The intention or decision to submit or not to submit, a bid;

7.5 The submission of a bid which does not meet the specifications and conditions of the bid; or

7.6 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.
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 the Bidder

Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFP document, please refer your enquiries, in writing, to the contact person(s) listed below. ATNS reserves the right to place responses to such queries on the website.

<b>PROCUREMENT OFFICER:</b>	Mzwandile Mzimela
<b>TELEPHONE:</b>	(011) 607 1000/1325
<b>E-MAIL:</b>	<a href="mailto:MzwandileM@atns.co.za">MzwandileM@atns.co.za</a>