**Request for Quotation for goods and services for Air Traffic and Navigation Services**

|  |  |
| --- | --- |
| **RFQ REFERENCE NUMBER:** | **ATNS/ATA/RFQ002/2023/2024/Stationery** |
| **ISSUE DATE:** | **01 February 2024** |
| **CLOSING DATE:** | **12 February 2024** |
| **CLOSING TIME:** | **10h00, CAT** |
| **COMPULSORY BRIEFING SESSION:** | **N/A** |
| **QUOTATION VALIDITY PERIOD:** | **60 Days** |
| **DESCRIPTION:** | **APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER STATIONERY FOR A PERIOD OF 3 MONTHS AS AND WHEN REQUIRED AT ATNS- AVIATION TRAINING ACADEMY (ATA)** |
| **RFQ DOCUMENTS MAY BE ADDRESED TO:** | **Procurement Officer: Molete Makhutle**  **Email address: RFQs@atns.co.za**  **NB:** **Please note our emails can only receive documents that are less 40MB, if documents are more, please send them in separate emails** |
| **REQUIRED RETURNABLE DOCUMENTS** | * **Central Supplier Database (CSD) Report** * **Duly completed and signed SBD Forms (SBD1, SBD 4, SBD 6.1)** * **General conditions of contracts (GCCs) -Initialled and signed.** * **ATNS Completed pricing schedule** |
| **ADMINISTRATIVE REQUIREMENTS** | * **Valid Tax Pin Status** * **Valid B-BBEE Certificate or Sworn Affidavit – Certified** * **Banking Details with a Bank Stamp** * **Optional - Quotation on the Company Letterhead (aligned to ATNS pricing schedule)** * **CIPC registration Documents** |
| **MANDATORY DOCUMENTS:** | * **Proof of a minimum of at least three (3) reference letters of current or previous contracts in supplying and delivery of stationery in the past three (3) years** * **Reference letters must be on the company letterhead which confirms the company is supplying or has previously supplied stationery** * **All reference letters must contain the following details, client company name, name and position of the person whom to contact** * **All reference letters should be signed and stamped** |
| **PLEASE NOTE:**  **ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS** | |
| **Procurement OFFICER:** | **Molete Makhutle** |
| **Telephone:** | **011 607 1000** |
| **E-mail:** | **RFQs@atns.co.za** |

|  |
| --- |
| **The ATNS requests your quotations on the services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposal on the date stipulated. Late submissions will not be considered. Incomplete / missing documentations will invalidate the proposal submitted. 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 preference point system as stipulated in the ATNS’ Procurement Policies and Procedures.** |

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1. **SECTION A: INTRODUCTION AND SCOPE OF WORK**
   1. **INTRODUCTION**

Air Traffic and Navigation Services SOC Limited (ATNS) provides air traffic, navigation, training and associated services within South Africa and a large part of the Southern Indian and Atlantic Ocean, comprising approximately 6% of the world’s airspace.

ATNS operates from nine ACSA and 12 other aerodromes. As a globally competitive employer of choice, ATNS is committed to diversity and has achieved ranking within the top 10 companies in South Africa with regards to female representation at executive levels.

* 1. **SCOPE OF WORK**

The project calls for the suitable service provider to supply and deliver stationery for a period of 3 months as and when required at ATNS Aviation Training Academy (ATA).

* 1. **SUMMARY OF REQUIREMENTS**

The table below is a summary of the stationery required

**Table 1: shows the summary of the requirements**

|  |  |
| --- | --- |
| **Product Description** | **Quantity** |
| Rotatrim A4 Photocopy paper or Equivalent | 1 Box |
| Rotram Photocopy Paper or Equivalent | 1 Box |
| A4 White envelopes | 1 Box |
| D4 White envelopes | 1 Box |
| Notarial Seals matt finish n60 50mm, 50 seals in 1 packet | 1 Packet |
| Highlighters Assorted Colours | 1 Pack |
| PVC file blue with overlay 4D ring binder 25ml (10 in a box) | 1 Box |
| PVC file blue with overlay 4D ring binder 50ml (10 in a box) | 1 Box |
| Laminating Pouches 150 Micron | 1 Pack |
| 80g blue and green cardboard (100 in a pack) | 1 Pack |
| 80g white cardboard (100 in a pack) | 1 Pack |
| AAA duracell Batteries or equivalent | 1 Box |
| AA duracell Batteries or equivalent | 1 Box |
| 9volt duracell batteries or equivalent | 1 Box |
| Huaser germany H6056T black pens (50 pens in a box) or equivalent | 1 Box |
| Hauser germany red pens (50 pens in a box) or equivalent | 1 Box |
| HB pencils (12 pencils in a box) or equivalent | 1 Box |
| Stapes sml | 1 Box |
| Stapler small | 1 |
| Stapler medium | 1 |
| 2-hole punch | 1 |
| Scissor (with orange handle) | 1 |
| Plastic pockets (10 in a pack) | 1 packet |
| Maxiflow white board markers (12 in a box) or equivalent, red,blue,green,black quote per box, per colour | 1 box |
| 80g A4 4-hole punched examination pads, 80 exam pads in a box | 1 box |
| Rulers | 1 |
| Standard Calculators | 1 |
| Prestik or equivalent | 1 |
| Pritt medium | 10 |
| Sharpeners sml (24 in a box) | 1 Box |
| Erasers sml (20 in a box) | 1 Box |
| Elastic bands medium | 1 packet |
| Cello tape | 1 |
| Brown buff tape | 1 |
| Transparencies | 1 |
| Presentation folders bue (5 in a pack) | 1 Pack |
| Flip Chart | 1 |
| Black binders (15ml box of 50) | 1 Box |

* 1. **DURATION FOR THE SERVICES**
     1. The duration of services is three (3) months..
  2. **VALIDITY PERIOD**
     1. The proposal provided to ATNS in terms of this request for quotations will be valid for a period of **60 days** from the date of submission except for the Tax and B-BBEE certificates which must still be valid at the time of award.
     2. Should there be a need to request extension of the finalisation of the award of the RFQ, the bidders will be duly informed, and the priced proposal will remain valid for the amended duration.
  3. **Procedures For Submitting Quotations**
     1. The closing date and time for submitting quotations is 12 February 2024 @ 10h00, CAT.
     2. All prospective bidders must send their bid/RFQ response submissions to ATNS before or on the closing date and time.
     3. Bidders must email a soft copy of their proposal to: [RFQs@atns.co.za](mailto:RFQs@atns.co.za) and copy (cc) [moletem@atns.co.za](mailto:moletem@atns.co.za)

1. **SECTION B: BID EVALUATION PROCESS**

**Bid Evaluation Process**

The bid evaluation process for this RFQ will be conducted in three (3) distinct stages as follows:

* 1. **Stage 1: Required returnable documents and Administrative Requirements**

All prospective bidders must comply with the following administrative requirement:

* + 1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
    2. Fully completed and signed Standard Bidding Documents (SBD) forms (SBD1, SBD 4, SBD 6.1) Duly completed and signed SBD Forms
    3. General conditions of contracts (GCCs) -Initialled and signed
    4. Completed ATNS Pricing Schedule.
    5. Tax clearance certificate and Pin, bank confirmation letter, BEE certificate or sworn affidavit, and CIPC registration documents

If the Bidder failed to comply with any of the administrative requirements, or if ATNS is unable to verify whether the requirements are met, then ATNS reserves the right to-

* 1. Reject the bid and not evaluate it, o
  2. r Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature

# Stage 2: Mandatory Requirements

* + 1. Bidders need to submit all the mandatory requirements. Failure to submit all requirements shall lead to automatic disqualification from the process.
    2. Bidder must submit the following mandatory requirements to proceed to Stage 3 of the evaluation process:

|  |  |  |
| --- | --- | --- |
| **No.** | **Requirement** | **Proof** |
| 1 | **Proof of a minimum of at least three (3) reference letters of current or previous contracts in supplying and delivery of stationery in the past three (3) years**   * **Reference letters must be on the company letterhead which confirms the company is supplying or has previously supplied stationery** * **All reference letters must contain the following details, client company name, name and position of the person whom to contact** * **All reference letters should be signed and stamped** | Reference letters |

# Stage 3: Price and Specific Goals

* + 1. The 80/20 preference points system will be utilised for this RFQ. This preference points system is for the acquisition of goods or services with a Rand value up to R50 million as follows:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Means of Verification** | **Points** |
| Price | Proposed Bid Price | 80,00 |
| Preference Points | Specific Goals | 20,00 |
| **Total Points** | | **100,00** |

2.3.2. Pricing Schedule

This section provides the tenderer with guidelines and requirements regarding the completion of the Price Schedule.

|  |  |  |  |
| --- | --- | --- | --- |
| Items | Quantity | Unit Price | Total Price |
| Rotatrim A4 Photocopy paper or Equivalent | 1 Box |  |  |
| Rotram Photocopy Paper or Equivalent | 1 Box |  |  |
| A4 White envelopes | 1 Box |  |  |
| D4 White envelopes | 1 Box |  |  |
| Notarial Seals matt finish n60 50mm, 50 seals in 1 packet | 1 Packet |  |  |
| Highlighters Assorted Colours | 1 Pack |  |  |
| PVC file blue with overlay 4D ring binder 25ml (10 in a box) | 1 Box |  |  |
| PVC file blue with overlay 4D ring binder 50ml (10 in a box) | 1 Box |  |  |
| Laminating Pouches 150 Micron | 1 Pack |  |  |
| 80g blue and green cardboard (100 in a pack) | 1 Pack |  |  |
| 80g white cardboard (100 in a pack) | 1 Pack |  |  |
| AAA duracell Batteries or equivalent | 1 Box |  |  |
| AA duracell Batteries or equivalent | 1 Box |  |  |
| 9volt duracell batteries or equivalent | 1 Box |  |  |
| Huaser germany H6056T black pens (50 pens in a box) or equivalent | 1 Box |  |  |
| Hauser germany red pens (50 pens in a box) or equivalent | 1 Box |  |  |
| HB pencils (12 pencils in a box) or equivalent | 1 Box |  |  |
| Stapes sml | 1 Box |  |  |
| Stapler small | 1 |  |  |
| Stapler medium | 1 |  |  |
| 2-hole punch | 1 |  |  |
| Scissor (with orange handle) | 1 |  |  |
| Plastic pockets (10 in a pack) | 1 packet |  |  |
| Maxiflow white board markers (12 in a box) or equivalent, red,blue,green,black quote per box, per colour | 1 box |  |  |
| 80g A4 4-hole punched examination pads, 80 exam pads in a box | 1 box |  |  |
| Rulers | 1 |  |  |
| Standard Calculators | 1 |  |  |
| Prestik or equivalent | 1 |  |  |
| Pritt medium | 10 |  |  |
| Sharpeners sml (24 in a box) | 1 Box |  |  |
| Erasers sml (20 in a box) | 1 Box |  |  |
| Elastic bands medium | 1 packet |  |  |
| Cello tape | 1 |  |  |
| Brown buff tape | 1 |  |  |
| Transparencies | 1 |  |  |
| Presentation folders bue (5 in a pack) | 1 Pack |  |  |
| Flip Chart | 1 |  |  |
| Black binders (15ml box of 50) | 1 Box |  |  |
|  | | **Sub-Total** |  |
| **VAT @15%** |  |
| **VAT Incl.** |  |

**NB: The pricing schedule must be fully completed (100%) and submitted. Failure to comply with this instruction will result in the bid being disqualified.**

**ANNEXTURE C: ATA-AVIATION TRAINING ACADEMY ADDRESSES**

|  |  |
| --- | --- |
| **ATNS- Aviation Training Academy** | **Delivery Address** |

|  |  |
| --- | --- |
| **ATNS- AVIATION TRAINING ACADEMY** | **OR Tambo international Airport**  **Gate 14**  **Bonaoro Drive**  **Bonaero Park** |

**NAME OF THE COMPANY……………………………………………………………………………**

**DESIGNATION…………………………………………………………………………………………**

**SIGNATURE…………………………………………………………………………………………….**

**CSD NUMBER………………………………………………………………………………………….**

**PREFERENTIAL PROCUREMENT REFORM:**

**The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.**

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African B-BBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favorably by the Company during the Tender evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

1. **SECTION C: TENDER CONDITIONS AND INSTRUCTIONS TO BID**
   1. **DISCLAIMER**
      1. The Bidder shall bear all costs incurred in connection with the preparation and submission of their Bid Response and for finalisation of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the Bidder for these costs.
      2. The Company reserves the right to reject any or all Bids, to undertake discussions with one or more Bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.
   2. **CONTRACT TERMS**
      1. Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representations made. Bidders should accept that their tender response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document. If any variation does take place tenderer will be advised as soon as possible in writing.
      2. The successful tenderer will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the tenderer to have adequate professional indemnity insurance. All Tenderers must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.
      3. All designs and documentation submitted by the tenderer will be treated as confidential.
      4. ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered***.***
   3. **CANCELLATION OF PROCUREMENT PROCESS**

This procurement process can be postponed or cancelled at any stage at the sole discretion of ATNS provided that such cancellation or postponement takes place prior to entering a contract with a specific service provider to which the bid relates.

* 1. **BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA**

The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted. Noncompliance to any of these will result in a bid being rejected.

* 1. **NEGOTIATION AND CONTRACTING**

ATNS have the right to enter negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.

Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award or promise/ undertaking to award the contract.

ATNS shall not be obliged to accept the lowest or any bid, offer or proposal.

A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties.

ATNS also reserves the right to enter one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

* 1. **REASONS FOR REJECTION**

ATNS shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

ATNS may disregard the bid of any bidder if that bidder, or any of its directors:

* Have abused the SCM system of the ATNS.
* Have committed proven fraud or any other improper conduct in relation to such system.
* Have failed to perform on any previous contract and the proof exists.
* Such actions shall be communicated to the National Treasury.
  1. **GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract must be accepted.

* 1. **ADDITIONAL INFORMATION REQUIREMENTS**

During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 7 working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.

No additional information will be accepted from any individual Bidder without such information having been requested.

* 1. **CONFIDENTIALITY**

The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.

* 1. **INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT**

Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.

This paragraph shall survive termination of this contract.

* 1. **NON-COMPLIANCE WITH DELIVERY TERMS**

As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, ATNS must be given immediate written notice to this effect. ATNS reserves the right to implement remedies as provided for in the GCC.

* 1. **WARRANTS**

The bidder warrants that it can conclude this Agreement to the satisfaction of ATNS.

* 1. **PARTIES NOT AFFECTED BY WAIVER OR BREACHES**

The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.

No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

* 1. **RETENTION**

On termination of this agreement, the bidder shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to ATNS.

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

* 1. **CENTRAL SUPPLIER DATABASE**

It is a requirement that all suppliers/ services providers to ATNS shall be registered on the National Treasury Central Supplier Database (CSD).

Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: <http://ocpo.treasury.gov.za/Pages/default.aspx>

Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.

No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.

* 1. **FORMAT OF BIDS**

Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

If applicable, Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. Information not submitted in the relevant part, may not be considered for evaluation purposes.

* 1. **SARS TAX CLEARANCE CERTIFICATE(S)**

Bidde must ensure compliance with their tax obligations.

Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status.

Application for tax compliance status (TCS) or PIN may also be made via e-filing. To use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za) .

Bidders may also submit a printed TCS together with the bid.

In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number.

Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

Bids submitted without any one of the above, will be deemed to be non-responsive.

* 1. **DECLARATION OF INTEREST**

Each party to the bid must complete and return the “Declaration of Interest”.

Bids submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.

* 1. **INVITATION TO BID**

Bidders must complete, sign and return the full “Invitation to Bid” document.

Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.

* 1. **PRICING SCHEDULE**

Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.

All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission. Bids submitted without a price or with an incomplete price, will be deemed to be non-responsive.

A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.

* 1. **REGISTRATION ON THE CSD**

In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. Bids submitted without the required proof, will be deemed to be non-responsive.

**REGISTRATION CERTIFICATES AND ACCREDITATION WITH OEMs or PROFESSIONAL BODDIES**

Registration with professional bodies. Bids submitted without proof will be deemed to be non-responsive.

**SBD 1**

**PART A**

**INVITATION TO BID**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ATNS SOC LTD** | | | | | | | | | |
| BID NUMBER: | ATNS/ATA/RFQ002/2023/2024/Stationery | | | CLOSING DATE: | | 12 February 2024 | CLOSING TIME: | | 10h00 |
| DESCRIPTION | APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER STATIONERY FOR A PERIOD OF 3 MONTHS AS AND WHEN REQUIRED AT ATNS- AVIATION TRAINING ACADEMY (ATA) | | | | | | | | |
| **BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*** | | | | | | | | | |
| RFQ can be sent by email to: RFQs@atns.co.za | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| **BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO** | | | | | **TECHNICAL ENQUIRIES MAY BE DIRECTED TO:** | | | | |
| CONTACT PERSON | | | **Molete Makhutle** | | CONTACT PERSON | |  | | |
| TELEPHONE NUMBER | | | **011 607 1000** | | TELEPHONE NUMBER | |  | | |
| FACSIMILE NUMBER | | | **N/A** | | FACSIMILE NUMBER | |  | | |
| E-MAIL ADDRESS | | | [**Moletem@atns.co.za**](mailto:Moletem@atns.co.za) | | E-MAIL ADDRESS | |  | | |
| **SUPPLIER INFORMATION** | | | | | | | | | |
| 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]  Yes  No | | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | | [TICK APPLICABLE BOX]  Yes  No | |
| ***[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] | | | ***ARE YOU A FOREIGN BASED SUPPLIER FOR*** *THE GOODS /SERVICES /WORKS OFFERED?* | | | Yes No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW] | |
| **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.** | | | | | | | | | |

**SBD 1**

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

|  |
| --- |
| 1. **BID SUBMISSION:** |
| * 1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   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.**   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.   4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).** |
| 1. **TAX COMPLIANCE REQUIREMENTS** |
| 1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 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. 3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://www.sars.gov.za). 4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 6. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 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 THEBID INVALID**.

SIGNATURE OF BIDDER: ……………………………………………

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……………………………………………

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

DATE. …………………………………………..

**SBD 4**

**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.

1. **Bidder’s declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[[1]](#footnote-1) 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**

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**

* + 1. If so, furnish particulars:

…………………………………………………………………………….

…………………………………………………………………………….

1. **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 consortium[[2]](#footnote-2) will not be construed as collusive bidding.

3.4In 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.

3.4 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.

3.5 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.

* 1. 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

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

1. **GENERAL CONDITIONS**
   1. The following preference point systems are applicable to invitations to tender:

* the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
* the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
  1. **To be completed by the organ of state**

1. The applicable preference point system for this tender is the 80/20 preference point system.
   1. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
2. Price; and
3. Specific Goals.
   1. **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  |  |
| --- | --- |
|  | **POINTS** |
| **PRICE** | 80 |
| **SPECIFIC GOALS** | 20 |
| **Total points for Price and SPECIFIC GOALS** | **100** |

* 1. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
  2. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

1. **DEFINITIONS**
2. **“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;
3. **“price”** means an amount of money tendered for goods or services, andincludes all applicable taxes less all unconditional discounts;
4. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
5. **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
6. **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
7. **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**
   1. **POINTS AWARDED FOR PRICE**

3.1.1 **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**

or

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

* 1. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**
     1. **POINTS AWARDED FOR PRICE**

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

**80/20 or 90/10**

or

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

1. **POINTS AWARDED FOR SPECIFIC GOALS** 
   1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
   2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
2. an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

1. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

|  |  |  |
| --- | --- | --- |
| **The specific goals allocated points in terms of this tender** | **Number of points**  **allocated**  **(80/20 system)**  **(To be completed by the organ of state)** | **Number of points claimed (80/20 system)**  **(To be completed by the tenderer)** |
| 51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA) | 10 |  |
| 30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA) | 10 |  |
|  |  |  |
|  |  |  |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

* 1. Name of company/firm…………………………………………………………………….
  2. Company registration number: …………………………………………………………...
  3. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[Tick applicable box]

* 1. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
4. If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
   1. disqualify the person from the tendering process;
   2. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
   3. 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;
   4. recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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
   5. forward the matter for criminal prosecution, if deemed necessary.

……………………………………….

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME**: ……………………………………………………….

**DATE:** ………………………………………………………

**ADDRESS**: ………………………………………………………

………………………………………………………

………………………………………………………

………………………………………………………

1. **PROTECTION OF PERSONAL INFORMATION** 
   1. The Service Provider shall ensure that its employees, representatives and officers, comply with the provisions of the Protection of Personal Information Act, 2013 (“**POPIA**”) and all other applicable data protection laws and, without limitation to the aforegoing, shall ensure the security and confidentiality of all Personal Information processed by that Party is in accordance with POPIA and all other applicable data protection laws.
   2. The Service Provider must only process personal information of the Company and third parties on behalf of the Company, with the Company’s knowledge or authorisation, treat such information which comes to their knowledge as confidential and must not disclose it unless required by law or in the course of the proper performance of the Service Provider’s duties. The Service Provider must comply with the responsible party’s obligations in clause section 19 of POPIA.
   3. Where the Service Provider, its agents, subcontractors, officers, directors, shareholders, representatives, or employees has/have access to any Personal Information held by the Company for any reason in connection with this Agreement or is/are supplied with or otherwise provided with Personal Information by the Company or on behalf of the Company for any purpose, or are supplied with or otherwise provided with Personal Information relating to the Services, the Service Provider shall:
      1. process such Personal Information only for purposes of performing its/their obligations under this Agreement and shall not otherwise modify, amend or alter the contents of such Personal Information or disclose or permit the disclosure of such Personal Information to any third party, unless specifically authorised to do so by the Company or as required by law or any regulatory authority, and shall take all such steps as may be necessary to protect and safeguard such Personal Information.
      2. without prejudice to the generality of the foregoing, ensure that appropriate, reasonable technical and organisational measures shall be taken by it/them to prevent –
         1. the unauthorised or unlawful processing of such Personal Information; and
         2. the accidental loss or destruction of, or damage to, such Personal Information; and
         3. promptly notify the Company when it becomes aware of any unauthorised, unlawful or dishonest conduct or activities, or any breach of the terms of this Agreement relating to Personal Information.
   4. The Service Provider shall be liable for all claims, demands, actions, costs, expenses (including but not limited to reasonable legal costs and disbursements), fines, losses and damages arising from or incurred by reason of any wrongful processing of any Personal Information by the Service Provider (including its agents, subcontractors, officers, representatives or employees) for any breach of its obligations or warranties in terms of clause.
   5. Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.
   6. The Service Provider must notify the Company immediately where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person (Data Breach) and must assist the Company, at its own cost: a) with any investigation or notice to the Regulator or data subjects that the Company may make in relation to a Data Breach; and b) in responding to any directions by the Regulator to publicise the Data Breach, including assisting the Company to make public announcements if required.
   7. The Service Provider indemnifies the Company against any civil or criminal action or administrative fine or other penalty or loss as a result of the Service Provider’s breach of this clause.
2. **POPIA CONSENT** 
   1. The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:
      1. The information is voluntarily supplied, without undue influence from any party; and
      2. The information is necessary for the purposes of the engagement with ATNS.
   2. The tenderer acknowledges that he /she is aware of his/her right to:
      1. Access the information at any reasonable time for the purposes of rectification thereof.
      2. Object to the processing of the information.
      3. Lodge a complaint with the Information Regulator.

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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)