



REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR AIR TRAFFIC AND NAVIGATION SERVICES

RFQ REFERENCE NUMBER:	ATNS/FAGG/RFQ17/2024/25_Electrical
ISSUE DATE:	07 NOVEMBER 2024
CLOSING DATE:	25 NOVEMBER 2024
CLOSING TIME:	11h00 AM, CAT
QUOTATION VALIDITY PERIOD:	60 Days
DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ELECTRICAL MAINTENANCE SERVICES AT FAGG AND ASSOCIATED REMOTE SITES AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS.
RFQ DOCUMENTS MAY BE ADDRESSED TO:	Procurement Officer: Simphiwe Qwabe 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. NB: All responses must be submitted on the above dedicated mailbox. No hand delivery submissions will be considered.

REQUIRED	RETURNABLE
DOCUMENTS:	<ul style="list-style-type: none"> • 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
REQUIRED ADMINISTRATIVE DOCUMENTS:	<ul style="list-style-type: none"> • Valid Tax Pin Status • Valid B-BBEE Certificate or Sworn Affidavit – Certified • Banking Details with a Bank Stamp • Quotation on the Company Letterhead • CIPC registration Documents
MANDATORY DOCUMENTS: <i>NB: FAILURE TO SUBMIT ALL OF THESE DOCUMENTS WILL RESULT ON YOUR QUOTATION BEING DISQUALIFIED.</i>	<ul style="list-style-type: none"> • Provide three (3) letters as proof of Previous Relevant experience on Electrical Maintenance. References must be in a form of a signed reference letter 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 5 years by closing date of this RFQ. • Proof of Wireman’s License/ Electrical Trade Test and Riggers certificate. • The supplier must be registered with the Construction Industry Development Board (CIDB) with a rating of 2EB or higher, supported by a valid

	<p>certificate or document confirming such registration and grading.</p> <ul style="list-style-type: none"> • Proof of membership of Electrical Contractors Association
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<u>PLEASE NOTE:</u>	
ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS	
PROCUREMENT OFFICER:	Simphiwe Qwabe
TELEPHONE:	011 607 1189
E-MAIL:	<u>RFQs@atns.co.za</u>

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.

BIDDING STRUCTURE

Indicate the type of Bidding/Tendering Structure by marking with an 'X'	
Individual Bidder	
Joint Venture	
Consortium	

With Sub-Contractors	
Other	
If Individual:	
Name of Bidder	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Fax Number	
Cell Number(s)	
E-mail Address	
Postal Address	
Physical Address	
If Joint Venture or Consortium, indicate the name/s of the partners:	
Company Name	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
E-mail Address	
Fax Number	
Postal Address	
Physical Address	



ANNEXURE A - SPECIFICATIONS

1. SCOPE OF WORK

Appointment of a service provider for the provision of electrical maintenance services at FAGG and associated remote sites as and when require for a period of three years.

1.1 ROLE AND OBJECTIVES

The objective of this bid is to appoint a suitable electrical maintenance service provider that can provide assurance to ATNS Management in discharging its responsibilities regarding electrical maintenance at George and all its remote sites. The bidder must demonstrate the capability to perform effective service & maintenance at FAGG sites in accordance with all legal and statutory requirements.

1.1.1 Routine Maintenance:

Regular inspection and testing of electrical systems, including but not limited to transformers, switchgear, circuit breakers, distribution boards, lighting systems, and emergency power supplies.

Preventive maintenance activities such as cleaning, tightening of connections, lubrication, and the replacement of worn or defective components.

Monitoring and maintaining electrical panels, wiring, and control systems to prevent potential failures.

1.1.2 Emergency Repairs:

Providing 24/7 emergency response services to diagnose and repair electrical faults or failures, including issues with wiring, grounding, circuit breakers, and other critical components.

Ensuring minimal downtime and quick restoration of electrical services.

Provision for the rental of mobile generators for the Radar sites during periods where existing infrastructure is unserviceable.

1.1.3 Compliance and Certification:

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Conducting regular compliance testing to ensure all systems meet local and national electrical codes and standards.

Issuance of Certificates of Compliance (CoC) for all work performed, as required by law.

1.1.4 Installation and Upgrades:

Installation of new electrical systems or components, including wiring, lighting, and control systems as needed.

Upgrading existing electrical systems to enhance safety, efficiency, or capacity.

1.1.5 Specification for the servicing of generators at FAGG Radar and Blesberg Radar

Blesberg Radar: SCANIA

Type: DC992

Serial number: 6504704

150 KVA

George Radar: John Deere

Type: 6068TF158

Output: 100 KVA

1.1.6 Specification for the servicing of UPS at FAGG Radar and Blesberg Radar

Blesberg Radar: Gamatronic Centric- L 75K 400V

George Radar: Galaxy 5000

ANNEXURE B

PRICING SCHEDULE

Preventative Maintenance

Sites to be covered for preventative maintenance include the sites listed below and may increase with the deployment of new sites allocated to the FAGG region: FAGG Tower; Transmitter Site; Receiver Site; Blesburg Radar; FAGG Radar; UPS Room Radar; VOR; All other sites that may be deployed or created in the future for ATNS George Unit.

Note: All ACSA Permit costs are for the service provider.

Annual Servicing (Including transport; Labour; material/component costs; ACSA Permits and all other associated costs with the servicing)

				<u>Cost Price</u>		
Site Name	Location	Description		Year1	Year2	Year3
FAGG Control Tower/Main building	Main building	Essential feed cct breakers =29 Non-Essential feed cct breakers =20 Wall mounted DB cct breakers=21 UPS Essential DB cct breakers=15				
FAGG Radar	George Airport	UPS, Essential DB with approx. 30 cct breakers, Generator & Rigging work (such as change of light bulb on the Dome) & UPS				

DVOR GRV	George Airport: Airside	External DB & Wall mounted DB with 10 cct breakers & UPS				
VHF TX	George Airport: Airside	Wall mounted DB with 8 cct breakers, rigging work (such as change of light bulb on a high mast and change of antenna)				
VHF RX	George Airport: Airside	Wall mounted DB with 8 cct breakers, rigging work (such as change of light bulb on a high mast and change of antenna)				
VDF	George Airport: Airside	Wall mounted DB with 8 cct breakers				
FRS Potjiesberg	Uniondale	Wall mounted DB with 8 cct breakers & Battery Charger/UPS				
Blesberg Radar	Blesberg Mountain	UPS, Essential DB with approx. 30 cct breakers, Generator, 3 phase wiring capabilities and testing,				

		High/Low voltage for cable repairs, high/low voltage for transformer repairs and rigging work (such as change light bulb on the Dome)				
		Rate per circuit breaker	1			
		COC per DB	1			
		Infrared Scanning per DB	1			
		Radiant KR22LEDS (RPR347) Recessed Ceiling Light wired for LED T8 3X18W Cord set White	1			
		Knightsbridge 40 W LED Batten Light, 230 V ac Recessed, 595 mm Long, IP20	1			
		4FT Open Channel Single Ended LED Linear	1			
		Fluorescent Light Fitting Open 5FT Double 2X58W T8	1			
		T8 Fluorescent Globe - Cool White (58w)	1			
		Fluorescent Tube T8 36w Cool White	1			
		T8 Fluorescent Globe - Cool White (18w)	1			
		Classic 3 Lever 1 Way Switch 4X2 with Metal Cover Plate White 50x100mm	1			
		Classic 2 Lever 2 Way Switch 4X2 with Metal Cover Plate 50x100mm	1			
		Classic 1 Lever 1 Way Switch 4X2 with Metal Cover Plate White 50x100mm	1			
		Classic Double Switched Socket 4X4 With Metal Cover Plate White 100x100mm	1			
		Classic Single Switched Socket 4X4 with Metal Cover Plate White 100x100mm	1			

Twin + Earth 2.5mm Flat per meter	1			
1.5mm Twin & Earth Flat Cable per meter	1			
Flat Twin & Earth 1.0mm cable per meter	1			
UPS: Gamatronic Centric- L 75K 400V (service)	1			
UPS: Galaxy 5000 (service)	1			
PVC Plug Extension Box (4x4)	1			
Electric Switch Extension Box PVC (4x2)	1			
PVC Wall Box (4x2)	1			
PVC Wall Box with Spout 50x100mm	1			
PVC Wall Box with Spout 100x100mm	1			
Weatherproof PVC Box White 100 x 100 x 45 mm	1			
Weatherproof PVC Box White 100 x 100 x 77 mm	1			
PVC Conduit 20mm per meter	1			
PVC Plain Bend 20mm per meter	1			
Round Box 3 Way 20mm	1			
Safety File	1			
Sub-total				
Vat				
Total				

Corrective Maintenance

Sites to be covered for corrective maintenance include the sites listed below and may increase with the deployment of new sites allocated to the FAGG region: FAGG Tower; Transmitter Site; Receiver Site; Blesberg Radar; FAGG Radar; UPS Room Radar; DVOR; All other sites that may be deployed or created in the future for ATNS George Unit.

Note: All ACSA Permit costs are for the service provider.

The labour price must be aligned with the National Bargaining Council for Electrical Industry of South Africa

Labour	Qty	Year1	Year2	Year3
Master Electrician: Normal hour rate (08:00am to 16:30pm) Weekdays	1			
Electrician/Rigger: Normal hour rate (08:00am to 16:30pm) Weekdays	1			
Apprentice: Normal hour rate (08:00am to 16:30pm) Weekdays	1			
Master Electrician: Hour rate After normal hours & Saturday	1			
Electrician/Rigger: Hour rate After normal hours & Saturday	1			
Apprentice: Hour rate After normal hours & Saturday	1			
Master Electrician: Callout - (covers first 1 hour of fault finding and repairs. There after regular hourly rates apply) - After normal hours & Saturday	1			
Electrician/Rigger: Callout - (covers first 1 hour of fault finding and repairs. There after regular hourly rates apply) - After normal hours & Saturday	1			
Apprentice: Callout - (covers first 1 hour of fault finding and repairs. There after regular hourly rates apply) - After normal hours & Saturday	1			
Master Electrician: Callout - (covers first 1 hour of fault finding and repairs. There after regular hourly rates apply) – Weekdays, after normal hours	1			
Electrician/Rigger: Callout - (covers first 1 hour of fault finding and repairs.	1			

There after regular hourly rates apply) – Weekdays, after normal hours				
Apprentice: Callout - (covers first 1 hour of fault finding and repairs. There after regular hourly rates apply) – Weekdays, after normal hours	1			
Master Electrician: Callout - (covers first 1 hour of fault finding and repairs. There after regular hourly rates apply as above) - Sundays and Public Holidays	1			
Electrician/Rigger: Callout - (covers first 1 hour of fault finding and repairs. There after regular hourly rates apply as above) - Sundays and Public Holidays	1			
Apprentice: Callout - (covers first 1 hour of fault finding and repairs. There after regular hourly rates apply as above) - Sundays and Public Holidays	1			
Markup in percentage (%) for components/materials				
Travel Cost - Rate Per Kilometre Applies to corrective or ADHOC quoted maintenance. Does not apply to scheduled preventative work.	1			
Rental Mobile generators (Specification to be provided at Briefing meeting)	1			
Sub-total				
Vat				
Total				

Material mark ups	
R0 - R4999	20%
R5000-R19 999	10%
R20 000-R100 000	7%
R101 000-R499 000	5%

Note: The service provider will be requested to submit invoices from where material was purchased.



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 BBBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favourably 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.

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THE EVALUATION OF THE RFQ:

STAGE 1	ADMINISTRATIVE REQUIREMENTS
STAGE 2	MANDATORY REQUIREMENTS
STAGE 3	PRICE AND ATNS SPECIFIC GOALS

The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.

STAGE 1: ADMINISTRATIVE REQUIREMENTS

The bidder must comply with **ALL** the bid administrative requirements in order for the bid to be accepted for evaluation.

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

- (a) Reject the bid and not evaluate it, or
- (b) 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

FAILURE TO SUBMIT ALL OF THE BELOW REQUIREMENTS WILL RESULTS ON YOUR QUOTATION BEING DISQUALIFIED

Mandatory Criteria	Proof Required
Provide three (3) letters as proof of Previous Relevant experience on Electrical Maintenance. References must be in a form of a signed reference letter 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 5 years by closing date of this RFQ.	3 Letters
Proof of Wireman’s License/ Electrical Trade Test and Riggers certificate.	Copy of License and certificate



Proof of Construction Industry Development Board Grading of 2EB or more.	Proof of CIDB Grading
Service provider must be a member of Electrical Contractors Association.	Proof of membership

STAGE 3: PRICE AND ATNS SPECIFIC GOALS:
Evaluation for Price and ATNS specific goals

Quotations will be evaluated in terms of the ATNS' Procurement Policies and Procedures using the 80:20-point system. 80 points will be awarded for price and 20 points for ATNS specific goals claimed.

PRICE	80
ATNS SPECIFIC GOALS	20

B-BBEE rating certificates are applicable, and points will be allocated in terms of the ATNS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates, requested declarations, utility statements and any other supporting information that may be required to claim ATNS specific goals.

Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs. Bidders are required to submit pricing schedule as per the table below on a company.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system in the provided SBD 6.1 attached.

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)



51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	20	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>
30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA)		<i>(To be completed by the tenderer in SBD 6.1 attached)</i>

This RFQ will be evaluated according to the above on ATNS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim ATNS specific goals in the provided **SBD 6.1** attached.

CONTRACT TERMS

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. Tenderer 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.

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.

All designs and documentation submitted by the tenderer will be treated as confidential.

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.

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SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ATNS/FAGG/RFQ17/2024/25_Electrical	CLOSING DATE:	25 November 2024	CLOSING TIME:	11h00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ELECTRICAL MAINTENANCE SERVICES AT FAGG AND ASSOCIATED REMOTE SITES AS AND WHEN REQUIRE FPR A PERIOD OF THREE (3) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Email address: RFQs@atns.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Simpfiwe Qwabe		CONTACT PERSON		
TELEPHONE NUMBER	011 607 1189		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	simphiweq@atns.co.za		E-MAIL ADDRESS	RFQs@atns.co.za	
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] <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	

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

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
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:

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.

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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



2.2 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**

2.3.1 If so, furnish particulars:

.....

3. DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications,

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.

- 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.
- 3.6 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

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

- 1.1 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).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

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1.4 **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

1.5 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.

1.6 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.

2. DEFINITIONS

- (a) **“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;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“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
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. 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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender



4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:
- 4.2. 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—
- (a) 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
 - (b) 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

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. 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]

4.6. 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:



- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) 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 –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the 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
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....



1 PROTECTION OF PERSONAL INFORMATION

- 1.1 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 foregoing, 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.
- 1.2 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.
- 1.3 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:
- 1.3.1 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.



1.3.2 without prejudice to the generality of the foregoing, ensure that appropriate, reasonable technical and organisational measures shall be taken by it/them to prevent –

1.3.2.1 the unauthorised or unlawful processing of such Personal Information;
and

1.3.2.2 the accidental loss or destruction of, or damage to, such Personal Information; and

1.3.2.3 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.

1.4 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.

1.5 Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.

1.6 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.



1.7 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.

1. POPIA CONSENT

1.1 The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:

1.1.1 The information is voluntarily supplied, without undue influence from any party; and

1.1.2 The information is necessary for the purposes of the engagement with ATNS.

1.2 The tenderer acknowledges that he /she is aware of his/her right to:

1.2.1 Access the information at any reasonable time for the purposes of rectification thereof.

1.2.2 Object to the processing of the information.

1.2.3 Lodge a complaint with the Information Regulator.