

## REQUEST FOR PROPOSAL/TENDER (RFP/T)

TENDER NUMBER	RFP/T 05 -2018/19
TENDER CLOSING DATE AND TIME	03 AUGUST 2018 @12:00
TENDER DESCRIPTION	INVITATION TO TENDER FOR RENTAL OFFICE SPACE FOR SEDA'S BRANCH OFFICE IN JOHANNESBURG FOR A PERIOD OF THREE (3) AND FIVE (5) YEARS.

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**SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS**

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## 1. INVITATION TO TENDER

**YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE  
SMALL ENTERPRISE DEVELOPMENT AGENCY (Seda)**

**TENDER NUMBER** : RFP/T 05- 2018/19

**BRIEFING SESSION VENUE** : Small Enterprise Development Agency  
The Fields, Office Block A  
1st Floor  
1066 Burnett Street  
Hatfield, Pretoria

**TENDER CLOSING DATE & TIME** : 03 August 2018 @ 12:00

**TENDER DESCRIPTION** : INVITATION TO TENDER FOR RENTAL OFFICE SPACE FOR  
SEDA'S BRANCH OFFICE IN JOHANNESBURG FOR A PERIOD  
OF THREE (3) AND FIVE (5) YEARS.

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**TENDER VALIDITY:** 90 Days from date of closure of this tender.

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**BID DOCUMENTS MUST BE PLACED IN THE TENDER BOX AT THE ADDRESS INDICATED BELOW:**

Small Enterprise Development Agency  
The Fields, Office Block A  
Ground Floor  
1066 Burnett Street  
Hatfield, Pretoria

Bidders should ensure that bids are delivered timeously to the correct address. If the bid submission is late, it will not be accepted for consideration.

The Request for Proposal/Tender, including the returnable address, must be submitted in a sealed envelope, marked with the Tender Number, Closing Date and Time of the Tender, and the Name and Address of the Tenderer/ Bidder.

**ANY ENQUIRIES RELATING TO THE PROJECT AND/ OR BIDDING PROCEDURES, MAY BE DIRECTED TO:**

Department : Supply Chain Management Unit  
 Contact Person : Athini Xwayi  
 Tel : 012 441 1116  
 Fax : 012 441 2116  
 E-mail address : [axwayi@seda.org.za](mailto:axwayi@seda.org.za)

**BIDDER INFORMATION REQUIRED TO BE COMPLETED**

The following particulars must be furnished. Failure to do so may result in the bid being disqualified

<b>Name of Bidder</b>		<b>Tax Clearance Status Pin</b>	<b>National Treasury Central Supplier Database (CSD) Registration Number</b>
Name of Contact Person:		Fax Number:	
Cell Number:		E-mail Address:	
Telephone Number:		Web Address:	
VAT Registration Number :			
Physical Address: ..... ..... .....		Postal Address: ..... ..... .....	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	

CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:	
<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>			
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]		
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE QUESTIONS OF THE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER PARAGRAPH 3.3 BELOW.			
SIGNATURE OF BIDDER .....	DATE .....		

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## 2. GENERAL CONDITIONS OF TENDER

- 2.1 Bids must be submitted with all official Bid Forms duly completed which are contained within this tender document.
- 2.2 All current and prospective suppliers/ service providers are required to register on the National Treasury CSD prior to submitting bids. - Self-registration: [www.csd.gov.za](http://www.csd.gov.za). Enquiries may be directed to [csd@treasury.gov.za](mailto:csd@treasury.gov.za). Foreign suppliers who do not have local foreign representation in RSA are not required to register on CSD. Suppliers registered on the CSD must submit proof of registration to Seda.
- 2.3 Bids received after the closing date and time will not be considered. Bidders are therefore strongly advised to ensure that their bids be dispatched timeously allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 2.4 This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2017, the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 2.5 The Standard Bidding Documents (SBD) contained in this RFP/T are compulsory documents and must be completed, signed and returned with this bid proposal. Failure to submit completed and signed SBD documents may invalidate the tender proposal.
- 2.6 Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its bid in any way, it shall clearly set out its tender departure/ modification as an Annexure, or alternatively state the content in a covering letter attached to the tender proposal referred to herein. Unless otherwise specified and stipulated in writing, any part of the Bidder's bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.
- 2.7 This tender document, together with associated compulsory forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.
- 2.8 This tender document, together with compulsory forms should be filled in with black ink.
- 2.9 Bidders should check the numbers of the pages of the tender document and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
- 2.10 The tender price must be valid for acceptance for a period of 90 calendar days after the closing date of the tender.

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- 2.11 During the validity period of the bid, the proposed team members proposed (if applicable), must be confirmed as being available.
  - 2.12 Only firm prices will be accepted for the full duration of the contract.
  - 2.13 Failure to have the Price Declaration of this tender document completed and signed, or signed by a duly authorized person, will constitute non-commitment by the Bidder, and the bid may be invalidated.
  - 2.14 A detailed price break-down of the Total Cost of Ownership (TCO) must be provided to support the Price Declaration of this tender.
  - 2.15 All prices must be quoted in South African Rands and be inclusive of all costs and applicable taxes (inclusive of Value Added Tax (VAT) etc.).
  - 2.16 Seda reserves the right to only accept part of the submitted bid by a Bidder.
  - 2.17 Seda reserves the right to withdraw this tender.
  - 2.18 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by facsimile, e-mail or similar apparatus.
  - 2.19 Seda reserves the right to accept or reject any tender proposal.
  - 2.20 The Bidder's company letterhead must be used for the proposal's cover letter and reflect the company name, address, contact details and company registration number.
  - 2.21 The correct Tender Reference Number (See the front page of this RFP/T for the Tender Number) and the bidding company's name must appear on all pages of the proposal.
  - 2.22 All pages of the proposal must be initialed by the responsible person.
  - 2.23 These General Conditions of Tender (GCT) form part of, and must be read in conjunction with, the attached National Treasury General Conditions of Contract (GCC), and failure to comply therewith may invalidate the tender. The GCC must be returned with the RFP/T initialed on each page.
  - 2.24 Seda is committed to a fraud-free environment. One call can keep Seda Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Seda Fraud Hotline: 0800 701 701; or e-mail: [FraudPrevention@seda.org.za](mailto:FraudPrevention@seda.org.za); or sms: 39772.
  - 2.25 Bids must be delivered to the correct address/ location which is indicated in the tender document, and must be delivered timeously, as late bid submissions will NOT be accepted for consideration.
  - 2.26 The award of the bid may be subjected to price negotiations with the preferred Bidder(s).



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2.27 The successful bidder will be required to sign a written contract.

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### 3. TAX COMPLIANCE REQUIREMENTS

- 3.1 Bidders must ensure compliance with their tax obligations.
- 3.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable Seda to view the taxpayers profile and tax status.
- 3.3 Application for Tax Compliance Status (TCS) or pin may also be made via e-filing in order to use this provision, taxpayers will need to register with SARS as e-fillers through the website [www.sars.gov.za](http://www.sars.gov.za)
- 3.4 Bidders may also submit a printed TCS together with the bid.
- 3.5 In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate proof of TCS/pin/CSD number.
- 3.6 When no TCS is available but the bidder is registered on CSD, a CSD number must be provided.

**SECTION B: COMPULSORY TENDER FORMS FOR COMPLETION BY THE BIDDER**

**4 SCM/PD001: PRICE DECLARATION BY THE BIDDER**

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period of 90 days from date of closure of this bid. I/We confirm that this tender will remain binding upon me/ us and may be accepted by Seda at any time before the expiry date.

Name and Surname : \_\_\_\_\_  
 Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_

Are you duly authorized to commit this tender : 

Yes	No
-----	----

Capacity under which this tender is signed : \_\_\_\_\_  
 (Attach proof of authority to sign this bid e.g. resolution of directors, etc.)

**TOTAL TENDER PRICE IN SA RANDB**

**Total Cost of Ownership (TCO) to Seda**

**(Inclusive of VAT, Discounts, etc.) R \_\_\_\_\_**

Description	Year 1	Year 2	Year 3
Bid price			
VAT			
Other escalation			
<b>Total Bid price inclusive of VAT</b>			

A detailed price breakdown of the TCO as declared, must be provided.

**5 SCM/DOI003: DECLARATION OF INTEREST (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 a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

- 2.1 Full Name of bidder or his or her representative: .....
- 2.2 Identity Number: .....
- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
- 2.4 Company Registration Number: .....
- 2.5 Tax Reference Number: .....
- 2.6 VAT Registration Number: .....

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

<sup>1</sup>“State” means -

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

<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.

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

2.7.1 If so, furnish the following particulars:

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

.....

.....

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

.....

Position occupied in the state institution: .....

Any other particulars: .....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

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

2.8 Did you or your spouse, or any of the company’s directors / **YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
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?

**YES / NO**

2.10.1 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?

**YES / NO**

2.11.1 If so, furnish particulars:

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



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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**4. DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

**6 SCM/PCF004: PREFERENCE POINTS CLAIM FORM (SBD6.1)**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2017.**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK WHERE APPLICABLE]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK WHERE APPLICABLE]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p><b>SIGNATURE(S) OF BIDDERS(S)</b></p>
<p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>

**7 SCM/DPSCM005: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD8)**

- 1 This Standard Bidding Document must form part of all bids submitted.
  
- 2 This document serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
  
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
  
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><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></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><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></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
4.3.1	If so, furnish particulars:		
4.4	<p>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?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
4.4.1	If so, furnish particulars:		



**CERTIFICATION**

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

**SBD8**

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**

## 8 SCM/IBD006: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited/ submitted.
- 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:
  - a. 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.
  - b. cancel 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.
- 4 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.
- 5 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.

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**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:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
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.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit, or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<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.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

**9 SCM/SPBD007: BANKING DETAILS**

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by Seda in the normal way, and that it will indicate the date on which funds will be available in my/our account.

**Bank Account Name** : \_\_\_\_\_  
**Name of Bank** : \_\_\_\_\_  
**Branch Code & Name** : \_\_\_\_\_  
**Account Number** : \_\_\_\_\_

Type of Account:      Cheque                      Savings                      Transmission   

**Bank details to be certified as correct by DATE STAMP of BANK:**

	<b>DATE STAMP OF BANK</b>
<b>Name and Surname</b> : _____	
<b>Signature</b> : _____	
<b>Designation</b> : _____	
<b>Tel number</b> : (_____) _____	
<b>Fax number</b> : (_____) _____	

**NAME AND SURNAME** : .....  
 (Bank Official)

**SIGNATURE** : .....  
 (Duly Authorised to Sign)

**ON BEHALF OF** : .....  
 (Name of Organization)

**DATE** : .....

**SECTION C: TERMS OF REFERENCE**

## 10 INTRODUCTION

The purpose of the bid is to invite potential bidders to tender for the provision of Rental Office Space for the Small Enterprise Development Agency’s Branch Office in Johannesburg, for a period of three (3) and Five (5) years.

## 11 BACKGROUND

Seda’s legislative mandate and mission give direction regarding what is expected from Seda in the long term. The expected impact of Seda is an increased contribution of small enterprises to the South African economy and promotion of economic growth, job creation and equity. In a drive to achieve the stated ultimate outcome, Seda has outlined its strategic goals as follows:

- Enhance competitiveness and capabilities of small enterprises through coordinated services, programmes and products;
- Ensure equitable access to business support services;
- Strengthen the organisation to deliver on its mission.

The service delivery network of Seda consists of delivery points located throughout the country. These points currently take the form of Seda branches, Seda enterprise development centres and Seda supported incubation centres. Seda also utilises information kiosks and mobile units to access remote areas. In addition, Seda co-locates primarily with local municipalities and various other partners in areas where it does not have a branch. Seda has an established network of 9 Provincial Offices, 43 branches, 19 mobile units, 53 electronic information kiosks, 12 satellite offices, 48 Incubation Centres and 36 access points where Seda co-locates.

## 12 SCOPE OF THE PROJECT/ SERVICES

The leased facility requirements include:

- **Preferred Floor Plan**

Qty	Description	SqM	Total SqM
1	Offices (BM)	16	16
8	Offices	12	96
2	Offices	9	18
1	Boardroom	50	50



1	Server Room	20	20
1	Training Room	60	60
1	Reception	35	35
1	Print Station Area	8	8
2	Storage Room	12	24
1	Filing/Archiving	35	35
1	Kitchen	15	15
1	Staff Pause Area	15	15
<b>Total:</b>			<b>392</b>

- **Ablution Facilities**
  - Minimum 2 x Male
  - Minimum 3 x Female
  - Minimum 1 x Disabled
- **Parking**
  - Secured and undercover parking for 14 vehicles
  - Secured, undercover and lockable parking for 2 vehicles
  - Access to secured parking for Seda visitors/clients
  - Parking for disabled staff/visitors
- **Electrical Systems**
  - Electrical outlets with a minimum of 2 outlets per workstation
- **ICT Infrastructure**
  - Roof structure and access to the roof must comply with minimum health and safety requirements to technicians to install or maintain equipment
  - Landlord pre-approvals for site surveying and installation of wireless communication equipment (microwave equipment).
- **Server Room**
  - Air conditioner with minimum rating of 9000 BTU
  - Fire detection system
  - Fire suppression system (preferable)
- **Air-conditioning**
  - Centralised/split units for all other offices and common areas
- **Accessibility**
  - Access for people living with disabilities
  - Convenient access to public transport
- **Location**

- Within the Joburg CBD
- **Availability**
  - Occupation to commence 1 September 2018
  - Any alterations/ refurbishments by the bidder to meet Seda’s requirements, must be completed prior to the occupation date.

**1. Facility Qualifications**

The Lessor, in its proposal shall at a minimum address the following technical qualifications:

Parameters	Requirement(s)
Facility description	A Grade “A” or “B” building before or after occupation to be remodelled to occupant specifications. The lessor shall at its own cost be required to make the interior changes to meet the Seda specifications as outlined in the floor plan.
Facility occupancy timeline	The building must be ready for occupancy by the 1 <sup>st</sup> of September 2018.
Provision of physical location	The physical address of the premises must be provided.
Workable square meters	Approximately 400m <sup>2</sup> to 450m <sup>2</sup>
Pricing schedule	A pricing schedule inclusive of VAT, parking, amenities and all other operating costs must be submitted separately for a 3 year and a 5 year period
Operating expenses	All services offered by the Lessor must be comprehensively stated. The services should include as a minimum, but not limited to, the provision of all utilities and building services and maintenance, building security, building compliance to Health and Safety requirements, general maintenance, repairs of electrical installations, air conditioning, landscaping, pest control, custodial and trash removal services.
General layout	A floor plan depicting workable space/office layout and common areas based on the requirements must be provided. The floor layout must indicate the sizes of each required/stated area. The floor plan must be approved by Seda before commencement of work.

## 13 EVALUTION OF THE TENDER PROPOSAL

The proposal should be concise, specific and complete and should demonstrate a thorough understanding of the minimum requirements.

### 13.1 Pre- qualification criteria

The following criteria will form the basis of evaluating all bids received and failure to comply with the pre-qualification criteria may result in the disqualification of the bid:

1.	A fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission.
2.	Rentable office space offered between 400m2 to 450m2

Only qualifying bids meeting the Pre-qualification Criteria will be further evaluated for Functionality.

### 13.2 Functionality Criteria

The following criteria will be used to evaluate all bids where bids must score a minimum of seventy five percent (75%) on Phase 1, seventy five points (75 points) being the stipulated minimum threshold for functionality criteria. Only qualifying bids meeting/ exceeding the stipulated minimum threshold for the functionality criteria will be considered for Phase 2.

PHASE 1			
Functionality Criteria		Points Allocation	Weighting of Importance %
1.	<b>Location</b> 1.1 The proposed office space should be situated in a business park/zone area within the Joburg CBD.	30	30%

<p><b>2.</b></p>	<p><b>Specifications (65)</b></p> <p><b>2.1 Floor Plan (15)</b></p> <p>2.1.1 The Bidder must provide a layout of the preferred floor plan indicating air conditioner locations, 2 electrical plugs per office, fire escape routes and emergency exits.</p> <p>2.1.2 The Bidder must indicate the minimum required Ablution Facilities on the floor plan</p> <p><b>2.2 Electrical Systems (20)</b></p> <p>2.2.1 The integrity of the electrical supply and installations must be confirmed by means of an electrical certificate of compliance.</p> <p>2.2.2 The Bidder must indicate an alternate power supply in the event of normal power supply interruption to the premises</p> <p><b>2.3 Parking and Accessibility (20)</b></p> <p>2.3.1 The Bidder must provide a diagram indicating the following:</p> <ul style="list-style-type: none"> <li>○ Secured and undercover parking for 14 vehicles</li> <li>○ Secured, undercover and lockable parking for 2 vehicles</li> <li>○ Access to secured parking for Seda visitors/clients</li> <li>○ Parking for disabled staff/visitors</li> </ul> <p><b>2.4 Municipal Clearance (10)</b></p> <p>2.4.1 Bidders must attach a municipal clearance certificate which indicates the building offered is cleared of any arrears (services &amp; rates and taxes accounts)</p>	<p>10</p> <p>5</p> <p>15</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>10</p>	<p>15%</p> <p>20%</p> <p>20%</p> <p>10%</p>
<p><b>3</b></p>	<p><b>Availability (5)</b></p> <p>3.1 The premises must be available for occupation by the 1<sup>st</sup> September 2018</p>	<p>5</p>	<p>5%</p>
<p><b>Total Points</b></p>		<p><b>100</b></p>	<p><b>100%</b></p>
<p><b>Stipulated Minimum Threshold</b></p>		<p><b>(75)</b></p>	<p><b>75%</b></p>

### 13.3 Site Visit

The following criteria will be used to evaluate all bids where bids must score a minimum of seventy five percent (75%) on Phase 2, thirty seven point five (37.5 points) being the stipulated minimum threshold for functionality criteria. Only qualifying bids meeting/ exceeding the stipulated minimum threshold for the functionality criteria will be for preference points.

PHASE 2			
Functionality Criteria		Points Allocation	Weighting of Importance %
1.	<b>Location</b> 1.1 The proposed office space should be situated in a business park/zone area within the Joburg CBD.	30	60%
2.	<b>Suitability</b> <ul style="list-style-type: none"> <li>• Grade” A” or “B”</li> <li>• Parking as per requirements</li> <li>• Access to public Transport</li> <li>• Access for people living with disabilities</li> </ul>	20	40%
Total Points		50	100%
Stipulated Minimum Threshold		(37.5)	75%

### 13.4 Preference Points System

#### Awarding of Preference Points in terms of the Preferential Procurement Regulations of 2017

In respect to the awarding of preference points for Price and B-BBEE, a Bidder who submits the lowest acceptable bid will score 80 points for price. Bidders quoting higher prices will score lower points for price on a pro rata basis. A maximum of 20 points for B-BBEE will be awarded to a bidder for their status level of contributor.

Depicted in the table below, both the points allocated for Price (80) and the B-BBEE points (20) are combined or calculated to a total out of 100, and the tender must be awarded to the Bidder who scores the highest number of total points.

Preference Point Criteria		
Description		Points Allocation
1.	Price	80
2.		20

	Broad-Based Black Economic Empowerment Status Level of Contribution	
<b>Total Points</b>		<b>100</b>

**SECTION D: SUBMISSION QUALITY CHECK**

**14 CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH BID**

A checklist below which is not mutually exclusive has been provided in order to highlight some of the important documents which must be included/ submitted with the Request for Proposal/ Tender (RFP/T):

1	Covering letter
2	Tender Document fully completed and signed where applicable together with the National Treasury General Conditions of Contract initialled on each page
3	Bid submission responsive to requirements stated in the Terms of Reference and Evaluation Criteria
4	Detailed Price Schedule in support of Declared Price for three (3) and five (5) years
5	Bank Details
6	Company Profile illustrating core business
7	Valid B-BBEE Status Level Certificate / Sworn Affidavit
8	Proof of registration on National Treasury’s Central Supplier Database (CSD)
9	SBD 4 - Declaration of Interest duly completed
10	SBD 6.1 - Preference Points Claim Form duly completed
11	SBD 8 - Declaration of Bidder’s Past Supply chain Management Practices duly completed
12	SBD 9 - Certificate of Independent Bid Determination duly completed
13	Any disclosure with reference to completed SBD forms, by bidder (if applicable)
14	Detailed floor plan
15	Electrical Systems “Certificate of compliance”
16	Parking and Accessibility diagram
17	Municipal Clearance

**NOTE:**

- Ensure that all document attachments are clearly marked and the tender proposal is submitted in a clear, logical and well-marked sequence together with an index of documents.
- Only one copy will be required.



**SECTION E: ANNEXURES**

**ANNEXURE A:**

- GENERAL CONDITIONS OF CONTRACT