



BID NO: NGB 002 (2021/2022)

REQUEST FOR PROPOSAL

**APPOINTMENT OF A SERVICE TO PROVIDER TO
PROVIDE LEASED OFFICE PREMISES TO THE
NATIONAL GAMBLING BOARD FOR A PERIOD OF TEN
(10) YEARS**

19 September 2021

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1. PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE PROVISION OF OFFICE SPACE THROUGH A LEASE OPTION FOR A PERIOD OF TEN (10) YEARS

1.1 Description of services:

- 1.1.1 Suitable and qualified service providers are hereby invited to submit a proposal and quote for the provision of office space through a lease option for a period of ten (10) years.
- 1.1.2 This bid seeks to conclude a contract with an appropriately experienced, qualified, professional, innovative, quality driven and expert company to offer office space, through a lease option, to the National Gambling Board (NGB).
- 1.1.3 Bid proposals must include a proposal for the provision of turnkey services: office relocation, space planning and interior design – the cost of the turnkey services and all items procured on behalf of the NGB must be incorporated into the monthly rentals.
- 1.1.4 Bidders must prepare a detailed proposal and quote based on the specifications outlined in Part B, as well as within the guidelines provided in the Evaluation Criteria (Part C).

1.2 Pertinent Bid Information:

1.2.1 Bid number	Bid No: NGB 002 (2021/2022)
1.2.2 Closing time	11H00 Central African Time (CAT)
1.2.3 Closing date	19 October 2021
1.2.4 Compulsory session and compulsory inspection briefing and site	06 October 2021 at 11H00 Central African Time (CAT)
1.2.5 Description	Detailed response to the terms of reference is required
1.2.6 Bid validity period	Offer to be valid for one hundred and eighty (180) days from the closing date of the tender
1.2.7 Contract duration	Ten (10) years

- 1.3 The successful bidder will be required to sign a written Service Level Agreement (SLA). The SLA will be drawn up by the NGB.

- 1.4 The project shall commence after appointment of the preferred service provider is confirmed, on a date determined by the NGB and as stipulated in the SLA to be concluded.
- 1.5 Bid documents must be submitted to: The National Gambling Board, 420 Witch-Hazel Avenue, Eco-Glades 2, Block C, Eco-Park, Centurion, 0144.
- 1.6 Only bids submitted directly to the NGB on / before the closing date as indicated above shall be accepted (no faxes or emailed bids will be accepted).
- 1.7 Bidders should ensure that bids are delivered before the closing date and time and to the correct address. If the bid is late, it will not be accepted for consideration.
- 1.8 COVID-19 protocols **must** be observed when submitting a bid. Bidders must arrive early to cater for adherence to these protocols.
- 1.9 Bids must be delivered between 08H30 and 16H00 (CAT), Mondays to Fridays, prior to the closing date, and between 08H30 and 11H00 (CAT) on the closing date.
- 1.10 **A two envelope system** will apply. Therefore, technical and financial proposals must be submitted in separate, sealed envelopes clearly marked “Technical Proposal” and “Financial Proposal” at the same time.
- 1.11 Bids will be **evaluated** in accordance with the **90/10 preference point system** contemplated in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000).
- 1.12 Technical proposals will be opened at **11H15 (CAT)** on the **19 October 2021**.
- 1.13 Financial Proposals will be opened only after the technical proposals have been evaluated and only with respect to the proposals that achieve the minimum qualifying score for functionality. Subsequent to this, a list of all bidders, along with their Bid Prices only for those bids that were opened as these bids would have passed the technical evaluation stage, will be published on the NGB’s website and the National Treasury E-Tender Portal.
- 1.14 All bids must be submitted on the NGB official forms.
- 1.15 This bid is subject to the General Conditions of Contract (GCC), as well as Special Conditions of Contract (SCC).
- 1.16 There is a compulsory briefing session and compulsory site inspection of the NGB premise on **06 October 2021** at 11H00 Central African Time (CAT). The **deadline** for queries is **11 October 2021** at **16H00**.
- 1.17 Only institutions/consortiums/companies/individuals that attend the compulsory briefing session and compulsory site inspection will be considered for this bid. An

attendance register must be signed by bidders as confirmation of attendance. Failure to sign the attendance register in the name of the institution submitting a response to the bid will result in the bid not being considered for further evaluation.

1.18 Bids that do not comply with the mandatory aspects of this document shall not be considered for evaluation.

1.19 Bids submitted that do not comply with the following, will be considered non-responsive, and **will not be considered for evaluation**:

1.19.1 A bid that is not in the format prescribed.

1.19.2 A bid without some or all of the required documents.

1.19.3 Pricing schedules not in the required format.

1.19.4 Bid proposals that do not include a company resolution authorising a particular person to sign bid documents. Failure to provide such proof of authority to sign the bidder's proposal will render the bid materially incomplete and thus non-responsive.

1.19.5 Proposals that are not submitted in 3 separate, clearly marked/ labelled and sealed envelopes / packages as indicated under PART C of this Request for Proposal (RFP).

1.19.6 Bidders that do not attend the compulsory briefing session and compulsory site inspection. Failure to sign the attendance register in the name of the institution submitting a response to the bid will result in the bid not being considered for further evaluation.

1.20 Furthermore, any alterations, changes, supplements to the tender document will be published on www.ngb.org.za.

1.21 **Confidentiality:** The bid and all related information shall be held in strict confidentiality by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding the NGB or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the Accounting Authority or the delegated official.

1.22 **Intellectual Property, Inventions and Copyright:** Copyright of all documentation relating to this assignment belongs to the NGB. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the Accounting Authority (AA) or the person delegated. All the intellectual property rights arising from the execution of this Agreement remain with the NGB which shall be entitled to cede and assign such to the Department of Trade, Industry and Competition (**the dtic**) and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential. In the event that the service provider would like to use any information or data generated in terms of the services rendered, prior written

permission must be obtained from the NGB. The NGB shall own all material produced by the service provider during the course of or as part of rendering the services.

1.23 Neither the bidder, nor any of the members of the specification, evaluation and adjudication committee and / or the opening team, shall have any existing or potential conflict of interest during the course of undertaking the tendered project.

1.24 Any conflict of interest which can or has the potential to harm the integrity of the evaluation shall be explicitly disclosed by the bidder, providing detailed information on the scope and factors of such association with any or either object of the evaluation or any person involved in the intervention. In such cases the bidder must elaborate on how this conflict of interest would be handled by the bidder.

1.25 Based on the information provided by the bidder, the evaluation committee will make a recommendation regarding the bidder's conflict of interest to the Bid Adjudication Committee (BAC) and the AA for final decision.

1.26 Any queries regarding the bidding process and technical information may be directed to:

Name: Procurement Practitioner

Email: scm@ngb.org.za

1.27 The closing date and time for **written queries** is **11 October 2021 at 16H00**. Only written queries will be considered and responded to.

2. PART B: TERMS OF REFERENCE

2.1 INTRODUCTION AND MANDATE

2.1.1 The NGB is a statutory body established in terms of the National Gambling Act, 2004 (Act 7 of 2004) to provide for the co-ordination of concurrent national and provincial legislative competence over matters relating to casinos, racing, gambling and wagering, and to provide for the continued regulation of those matters.

2.1.2 The NGB is listed as a Schedule 3A public entity in the Public Finance Management Act, 1999 (Act 1 of 1999).

2.2 PROJECT OBJECTIVE

2.2.1 The objective of this RFP is to obtain proposals from potential service providers who have demonstrable experience and expertise in the property management industry who will **lease office space** to the NGB for a **period not exceeding ten (10) years**, commencing from 01 November 2022.

- 2.2.2 The service provider should meet the ethical principles applicable in the property management industry.
- 2.2.3 The NGB is located at 420 Witch Hazel Avenue, Eco Park, Block C, Centurion, and occupies office accommodation that is leased from a third party.
- 2.2.4 The total floor space currently leased is 1800m². The NGB requires to lease suitable office space that will accommodate its current staff complement of thirty-eight (38) employees which is projected to grow to forty (40) employees.
- 2.2.5 The service provider must also provide turnkey services on office relocation and interior design.
- 2.2.6 These services should include:
- 2.2.6.1 lease assistance;
 - 2.2.6.2 space planning;
 - 2.2.6.3 interior design and decoration;
 - 2.2.6.4 furniture supply;
 - 2.2.6.5 installation and fittings of all relevant equipment;
 - 2.2.6.6 project management;
 - 2.2.6.7 physical office relocation; and
 - 2.2.6.8 all other related services.
- 2.2.7 The appointed service provider should offer flexible and client orientated turnkey services to ensure the success of the project.
- 2.2.8 The appointed service provider will be required to coordinate the entire office relocation and interior design project and ensure that the relocation is carried out economically, effectively and efficiently. Furthermore, the service provider will be required to ensure that a lease agreement is signed and entered into prior to the relocation. The relocation must be completed on or before 31 October 2022.
- 2.2.9 The appointed service provider will be required to work closely with the NGB internal project management team and hold meetings at appropriate times to solicit the needs of the NGB, provide advice and focus on all aspects of the workplace including building efficiency, technical services and ergonomics in order to create a professional work environment.
- 2.2.10 The new office environment should improve the NGB's corporate image. In collaboration with the NGB project management team, the service provider will be required to solicit the buy-in and approval for the office and interior design from the NGB's project management team to ensure sustained success of the project.

2.3 MANDATORY REQUIREMENTS

2.3.1 The required office space to lease should meet the following criteria:

NO.	DESCRIPTION	YES	NO	COMMENT
1.	LOCATION:			
1.1	Accommodation is required within a 10 km to 25 km radius from the Central Business District in Pretoria Central.			
1.2	The accommodation must be located in a safe area where officials will not be at risk when arriving or leaving the offices outside normal working hours.			
1.3	The office accommodation must afford easy access to public transport and major roads such as highways. Easy access to Airports, Gautrain, and close proximity to malls.			
1.4	Staff and visitors must have access to the premises by means of public transport, taxi's, busses, train thus close proximity to such infrastructure is essential.			
1.5	The building must be in close proximity to parking facilities to accommodate visitors and people attending training/meetings.			
2.	ACCOMMODATION REQUIREMENTS:			
2.1	The NGB requires <u>office accommodation</u> for the approximate number of forty (40) staff members as well as a <u>computer server room</u> , general <u>storage space</u> and security room.			
2.2	The size of the office accommodation must be between 1,700m ² and 2,100m ² floor space, Grade A or higher.			
2.3	The prospective bidder must as part of the bid, <u>provide a certificate</u> in respect of the rentable accommodation in terms of the South African Property Owners Association (SAPOA) method for measuring floor areas in buildings.			
2.4	The office accommodation must incorporate an approximate number of			

NO.	DESCRIPTION	YES	NO	COMMENT
	forty (40) closed parking bays for NGB staff and additional bays for visitors [ten (10) covered parking bays].			
2.5	The accommodation must have adequate <u>trunking</u> and <u>communication service shafts</u> for the network communication infrastructure.			
2.6	The electrical supply to the office accommodation must cater for <u>normal- and clean power and must be balanced</u> . <i>NB: all red plugs to have hard top.</i>			
2.7	<u>Emergency power</u> must be provided to the identified work areas, including server room to ensure business continuity of critical business operations [Approximate number of forty (40); <i>such as Uninterrupted Power Supply (UPS), Solar Power or Generator.</i>]			
2.8	The accommodation must provide for adequate access for persons with physical disabilities, i.e. handicapped, etc. including toilet facilities both for the office environment as well as public interface area.			
2.9	The lease duration must cater for a <u>ten (10)</u> year period.			
2.10	The office accommodation must cater for a general open plan environment (for staff workstations and filing cabinets), with enclosed offices which will be demarcated according to NGB needs.			
2.11	The office accommodation must cater for the respective business units to be enclosed and clearly demarcated to prevent unauthorized access to any such area.			
3.	GENERAL REQUIREMENTS:			
3.1	Compliance			
3.1.1	The accommodation must comply with the National Building Regulations and Standards Act, 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The building shall be fully accessible to disabled persons and adequate facilities			

NO.	DESCRIPTION	YES	NO	COMMENT
	must be provided for as per the Department of Public Service Administration's "Handbook on Reasonable Accommodation for People with Disabilities in the Public Service" dated October 2007.			
3.1.2	Bidders must commit by submitting a letter to ensure that after the refurbishment of the accommodation, the building will comply with all the National Building Regulations.			
3.1.3	Bidders must further commit to submitting, prior to occupancy, certificates of electrical wiring complying with the Fire Regulations and Municipal By-Laws and the certificate of compliance with the Occupational Health and Safety Act and Accessibility Regulations.			
3.2	Appearance			
3.2.1	The appearance of the accommodation must be "aesthetically" acceptable to the NGB and enhance the corporate image and branding of NGB substantially.			
3.2.2	The building must be a modern design			
3.3	Security			
3.3.1	The perimeter of the premises must be adequately secured to ensure no unauthorized access from outside, as the appropriate fence must deter and delay any such attempt which must be detected should there be an attempt of unauthorized access.			
3.3.2	The external perimeter must be well illuminated at night and the illumination must be secured against the building illuminating the perimeter fence.			
3.4	Building Maintenance			
3.4.1	Bidders must commit to the maintenance of all aspects of the building for the duration of the lease.			
3.4.2	Bidders must indicate the details of the maintenance plan that will be put in place for the duration of the lease which			

NO.	DESCRIPTION	YES	NO	COMMENT
	must include response times to attend to call outs.			
3.4.3	A dedicated call center or contact person must be in place to manage all requests for maintenance.			
3.5	Other			
3.5.1	<p>All work areas need to be fitted with access doors with high quality rotor hinges for high volume usage to a fire rating approved by the Local Fire Department and capability being fitted with access control.</p> <p>Access doors must be automated and allow for secured entry through a dual functioning card and fingerprint reader.</p>			
3.5.2	Bidders must commit that the internal walls are to be painted to the specifications of the NGB. Bidders must provide the colour palettes for selection and final approval by the NGB.			
3.6	Power Points			
3.6.1	All workstations need to be fitted a 15A outlet socket as well as clean (dedicated) power supply unit.			
3.6.2	The power points need to be provided within a 12m ² radiuses or part thereof.			
3.6.3	The appointed service provider must work with the NGB to manage the entire project move, space planning and interior decorating and shall work with the NGB project management team to finalise the floor layout design, identify the positions and additional positions for power, for offices, meeting rooms, training rooms, etc.			
3.6.4	The power points of general communal areas, lift, lobbies, stairs, etc. need to be on the standard positions within the trunking for cleaning, etc.			
3.6.5	Provision needs to be made at the positions of access doors to the demarcated enclosed work areas for the installation of security systems, i.e.			

NO.	DESCRIPTION	YES	NO	COMMENT
	access control system and controllers, magnetic locks, CCTV cameras, etc.			
3.6.6	The electrical circuits for socket outlets shall be secured by means of a single phase earth leakage relay, having a sensitivity of 25mA.			
3.6.7	The building must have energy saving devices installed or energy saving programme.			
3.7	Lighting			
3.7.1	The illumination of the building must comply with the minimum requirements of the National Building Regulations and cater for energy saving functionality.			
3.7.2	All work areas need to be provided with a light switch in a suitable position close to the access/exit door.			
3.8	Network and Communication Trunking			
3.8.1	Adequate network and communication trunking needs to be available between the respective floors for the installation of the required network and communication infrastructure.			
3.8.2	The trunking servicing of the building must conform to the latest technological standards.			
3.9	Facilities for Cleaners and Security Personnel			
3.9.1	Provision must be made for a cleaner's room for cleaning equipment and materials.			
3.9.2	The cleaner's rooms need to be provided with a drip sink and 4m long shelves and sufficient cross ventilation, preferably by means of an outside window.			
3.9.3	The facility shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.			
3.10	Toilet Facilities (General)			
3.10.1	Toilet facilities must be for the exclusive use of NGB and NGB visitors. Such facilities will not be shared with other tenants.			

NO.	DESCRIPTION	YES	NO	COMMENT
	Where the bidders building does not meet the exclusive toilet facilities requirements, the Bidder must make a commitment and clearly articulate its commitment under the “ Comments Column ” of its intention to comply with the requirements as well as the relevant modifications to the building that will be performed in time to ensure occupancy by the NGB before the 01 October 2022.			
3.10.2	Executive offices must be allocated with toilet facilities for the exclusive use by the official. The preferred bidder will work with the NGB project management team to finalise the floor layout, design, identify the positions and offices where such facilities will be required and is subject to the final approval of the NGB.			
3.11	Toilet Facilities (Males)			
3.11.1	The requirements for toilet facilities to be applied in respect of “ <u>males</u> ” within the building is one (1) Water Closet (WC) for every fifteen (15) persons to a total of sixty (60) and thereafter one for every twenty (20) additional persons or part thereof.			
3.11.2	In respect of urinals one urinal is required for every fifteen (15) persons to a total of thirty (30) thereafter and one for every thirty (30) additional persons or part thereof. The constructed male urinals should promote privacy.			
3.11.3	One (1) hand wash basin is required for every two (2) WC’s.			
3.12	Toilet Facilities (Females)			
3.12.1	The requirements for “female” toilets is one (1) WC for every ten (10) persons to a total of sixty (60) and thereafter one (1) for every twenty (20) additional persons or part thereof.			
3.12.2	One (1) hand wash basin is required for every two (2) WC’s.			
3.13	Toilet Facilities (Physically Challenged Persons)			
3.13.1	Toilet facilities for physically challenged persons need to be in accordance with			

NO.	DESCRIPTION	YES	NO	COMMENT
	acceptable norms and standards with minimum internal dimensions of 1.7m by 1.8m.			
3.13.2	The toilets facilities for disabled persons are the only toilets facilities that operate as “dual gender”.			
3.13.3	At least one (1) toilet facility for disabled persons must be available on each floor (where applicable) to cater for employees and visitors.			
3.14	Kitchens			
3.14.1	Provision is to be made for a kitchen on all floors (where applicable) of the building in which a sink with cupboards as well as “hot and cold” water is available.			
3.14.2	The kitchen must have power points to accommodate for (1) hydroboil, (1) coffee/tea vending machines, (1) fridges, (1) microwave oven, (1) dishwasher, and (2) kettles/urns.			
3.14.3	A suitable area is to be secured as a pause area and fitted out as such for staff to have their lunch breaks.			
3.15	Lifts			
3.15.1	Dependent on the layout of the building and the requirements of the National Building Regulations, adequate lifts must be available for staff to access the office work area from the basement to all other floors of the building.			
3.15.2	The lifts must be in a good working condition and should be maintained in a good working condition for the duration of the lease.			
3.15.3	The preferred bidder must at handover, provide the NGB with a certificate confirming that lifts are in a good working condition.			
3.15.4	Dependent on the layout of the building the lift must have the capability of ensuring secured entry through a dual functioning card and fingerprint reader to ensure no unauthorized access to the secure office environment is permitted.			

NO.	DESCRIPTION	YES	NO	COMMENT
3.16	Emergency Power Supply			
3.16.1	The building must have an adequate emergency power supply as required in terms of the National Building Regulations.			
3.16.2	The building must have an emergency power supply unit capable of catering for a computer server and at least forty (40) critical work stations.			
3.17	Security			
3.17.1	The building must have a security room, capable of being installed with access control system, CCTV and motion detection/alarm system.			
3.17.2	The building must have a smoke detection and suppression system.			
3.18	UPS (Uninterrupted Power Supply)			
3.18.1	The Bidder will be required to provide and maintain an Uninterrupted Power Supply (UPS) unit and generator to cater for all server equipment as well as a minimum number of forty (40) critical work stations for a period of a minimum of eight (8) hours in the event of a power failure or incident in which there is no power to the building.			
3.18.2	The bidder must provide a dedicated Distribution Board (DB) for the server room with its own UPS which is maintained by the bidder for the duration of the lease. A minimum of twenty (20) red plugs are to be provided in the server room. The UPS should sustain for a period of a minimum of eight (8) hours in the event of a power failure or incident in which there is no power to the building.			
3.19	Space Planning, interior design and office décor, physical move and occupation.			
3.19.1	The Bidder must commit that the NGB will occupy the office by no later than <u>31 October 2022</u> . Provision must be made for the NGB appointed project manager to complete work on same date.			

NO.	DESCRIPTION	YES	NO	COMMENT
3.19.2	The appointed service provider will be responsible for conducting space planning and interior decorating for all turnkey installation services; including amongst others; interior decorating, space planning, supply of furniture and relocating the NGB to the new offices. All such activities will require the NGB's final approval prior to implementation.			
3.20	Server Room			
3.20.1	The Bidder must provide a server room of approximately 36m ² which must be in terms of the State Information Technology Agency (SITA) minimum requirements for server rooms for Government/Parastatals institutions in which the facility has a raised floor aligned with international best practices.			
3.20.2	The server room must be equipped with a suitable and sizeable independent air conditioning unit to cater for the computer equipment.			
3.20.3	The Bidder must provide a fire detection and suppression system for the server room according to best IT practice.			
3.20.4	The air conditioning unit shall be linked to a fire detection and suppression system that automatically shuts down in the event of a fire.			
3.21	Air conditioning			
3.21.1	The building must be fitted with a suitable and effective air conditioning system, catering for the respective work areas (floors) as well as zones which operate independently from a central point of control.			
3.21.2	The Bidder must provide a decentralized air-conditioning system. All closed offices must be capable of operating independently from the central air conditioning system.			
3.21.3	The Bidder shall be responsible for the maintenance and repairs in respect of			

NO.	DESCRIPTION	YES	NO	COMMENT
	the air conditioning system during the period of lease.			
3.21.4	Complaints in respect of the escalated air conditioning problems need to be responded to within a period of a maximum of one (1) hour of being reported.			
3.21.5	Complaints reported in respect of escalated air conditioning problems need to be resolved within three (3) hours after the initial response period.			
3.22	ICT Infrastructure			
3.22.1	The computer server room must have an automated door as well as access control system installed to control access to this facility.			
3.22.2	There must be provision for a patch room per floor.			
3.23	Maintenance, Service and Repairs			
3.23.1	It is required that the preferred bidder be responsible for all building maintenance, service and repairs in respect of the accommodation, i.e. electrical, plumbing, air conditioning, lifts, general maintenance, fire equipment, etc. which forms part of the building.			
3.23.2	Internal security i.e. CCTV, motion detection/alarm system etc. will be a responsibility of the preferred bidder to install and maintain. The preferred bidder must commit to ensuring that all relevant upgrades to the system are timeously performed. External security i.e. guards, CCTV, etc. will be the responsibility of the preferred bidder. The preferred bidder should provide functioning infrastructure for television and satellite.			
3.24	Company experience			
3.24.1	The service provider must have a minimum of ten (10) years relevant experience in the property Industry.			

NO.	DESCRIPTION	YES	NO	COMMENT
	Three (3) contactable reference letters signed by the referee must be furnished. The details should include company name, contact person and the contact number and level of satisfaction of the service provided as well as details of the service provided.			

2.4 REQUIREMENTS FOR THE PROVISION OF A TURNKEY SOLUTION

2.4.1 In addition to the provision of leased office premises, Bidders must be able to provide the following turnkey services, which include office relocation and interior design:

NO.	DESCRIPTION	YES	NO	COMMENT
1.	Generic primary requirements			
1.1	Bidders must prepare a detailed proposal, including a Gant Chart which illustrates the process and timeframes to be followed in order to fit out the leased building according to the NGB's requirements. The space planning is to be workshopped with the NGB. Approval by the NGB will be required prior to implementation by the service provider.			
1.2	The preferred service provider is to project manage the implementation and construction (fit-out works) of the approved space planning proposal.			
1.3	Fit-out works must include the management of sub-contractors, where applicable.			
1.4	The preferred service provider must be able to provide assistance on the office lease.			
1.5	The preferred service provider must be able to provide space planning and interior design services.			
1.6	The preferred service provider must have expertise and knowledge in construction to be able to provide construction services, internally and externally.			

NO.	DESCRIPTION	YES	NO	COMMENT
1.7	The preferred service provider must be able to provide furniture design and supply services.			
1.8	The preferred service provider must have project management expertise and develop a project management framework.			
1.9	The preferred service provider must ensure that macro and micro office relocation and interior design project plans are generated and discussed with the client, soon after appointment.			
1.10	The preferred service provider must ensure that the relocation and interior design project plans and progress reports are provided regularly to the NGB.			
1.11	The preferred service provider must manage all moving and relocation activities, including the transportation service and packaging and labelling of all movable items, including IT equipment.			
1.12	The preferred service provider must provide the NGB with an editable scaled drawing of the layout and design of the building for the NGB's approval and records.			
1.13	Bidders must offer all turnkey services related to this project.			
2.	Research			
2.1	The preferred service provider must monitor onsite activities and report to the NGB on agreed time lines and provide written reports.			
2.2	The preferred service provider must commit to ensuring that no construction work takes place post the relocation process.			
3.	Interior design and decor			
3.1	The preferred service provider must generate demarcated plans to indicate the use of products as well as sample quality and artist impressions where			

NO.	DESCRIPTION	YES	NO	COMMENT
	needed, for the NGB's consideration and approval.			
3.2	The preferred service provider must cover all relevant and critical aspects of office interior design and decor.			
4.	Procurement			
4.1	The preferred service provider shall procure all the goods required during the fit-out, including furniture subject to the approval of the NGB.			
4.2	The preferred service provider must provide three (3) quotations for orders made and discuss these with the NGB for approval to ensure efficient use of financial resources.			
4.3	The preferred service provider must place all orders and co-ordinate deliveries with various contractors and suppliers during the project.			
4.4	Ownership of all items procured on behalf of the NGB shall remain with the landlord at the end of the lease.			
5.	Physical move			
5.1	The preferred service provider must re-locate all NGB goods, Zippel filing cabinets, concrete safe, documents in boxes etc.			
5.2	The preferred service provider must provide door to door office relocation services.			
5.3	The preferred service provider must ensure that all goods are labeled, for easy reference, and placed in the appropriate workstations as well as ensuring that all administrative issues are performed prior to and on the day(s) of the relocation.			
5.4	The preferred service provider must ensure that all electrical appliances and gadgets are installed and that, all equipment are functional subsequent to the physical relocation taking place.			
5.5	The preferred service provider must ensure that the signage is in line with the approved NGB's corporate identity.			

NO.	DESCRIPTION	YES	NO	COMMENT
5.6	The company must assist the NGB to maximize and ensure public visibility through the new office accommodation and adequate branding.			
5.7	The preferred service provider must ensure that all items transported during the office relocation process are insured against damage, theft or loss etc.			
6.	Space planning and interior design			
6.1	The preferred service provider must create floor plans with move label numbers assigned to each person and individual workstation and assign colours for each team workstations.			
6.2	The preferred service provider must divide the office floor space to provide appropriate offices for certain occupations and provide open plans for certain occupations covering current and future positions subject to the approval of the NGB.			
6.3	<p>The preferred service provider must divide the office floor space to provide for an appropriate:</p> <p>6.3.1 Reception area – One (1);</p> <p>6.3.2 Boardrooms – (1) Executive boardroom that accommodates twenty-five (25) people; and four (4) smaller boardrooms which accommodates ten (10) people.</p> <p>6.3.3 Meeting rooms – four (4) meeting rooms that accommodate six (6) people;</p> <p>6.3.4 Cafe/Kitchenette per floor;</p> <p>6.3.5 Server room – One (1);</p> <p>6.3.6 Archive storeroom – One (1) that accommodates one (1) official;</p> <p>6.3.7 Dry-goods store – One (1);</p> <p>6.3.8 Stationery storage facility that must be accessed via access controls– One (1);</p> <p>6.3.9 Cleaners storage facility – One (1);</p> <p>6.3.10 Departmental filing rooms – five (5) that must be accessed via access controls. Each filing room must contain a fireproof safe and</p>			

NO.	DESCRIPTION	YES	NO	COMMENT
	<p>approximately ten (10) bulk filing/zipple units.</p> <p>6.3.11 Utility area.</p> <p>The preferred service provider must ensure that the space planning requirements adhere to the guidelines as set out by the Department of Public Service and Administration (DPSA).</p>			
7.	Budget			
7.1	<p>The preferred service provider must provide a preliminary budget for the</p> <ul style="list-style-type: none"> entire project which includes finishes (items, price, finishes) Services (items, price, finishes), Workstations furniture (items, price, finishes), Special areas furniture (items, price, finishes), Other (items, price, finishes). 			

2.5 EVALUATION OF PROPOSED TURNKEY SOLUTION

2.5.1 **Evaluation criteria:** All qualifying bids will be evaluated for the turnkey solution in accordance with the criteria as stipulated in the table below:

EVALUATION CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
The Bids will be evaluated on a scale of 1 – 5 in accordance with the criteria below. The rating will be as follows: 1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent							
1. Functionality							
<p><u>Company track record:</u></p> <p>A proven track record substantiated by reference to entities for which similar services have been provided for during the past five (05) years. The reference letters shall include the following information for each project undertaken:</p> <ul style="list-style-type: none"> Entity name; Contact name and telephone number; Date when service was rendered; Description of service; 						20	

EVALUATION CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
<ul style="list-style-type: none"> Duration of project; and Contract price. <p>If more than three (03) letters are provided; the first three (03) letters will be considered.</p>							
<p><u>Expertise and experience of proposed team:</u></p> <p>Relevant technical training and experience of the proposed project team. CV's of the proposed project team must be included in the bid proposal and must indicate relevant qualifications, skills and experience.</p> <p>Minimum Key Personnel Experience</p> <p>Five (5) points:</p> <ul style="list-style-type: none"> One (1) Professional Project Manager, One (1) Professional Architect, One (1) Professional Interior Designer, One (1) Professional Quantity Surveyor, One (1) Architect <p>All professionals have a degree or equivalent qualification where atleast one professional in any area of specialisation has a masters or higher or equivalent qualification. In addition there must be a cumulative of thirty-five (35) years of relevant work experience.</p> <p>Four (4) points:</p> <ul style="list-style-type: none"> One (1) Professional Project Manager, One (1) or more Professional Architect, One (1) or more Professional Interior Designer, One (1) or more Professional Quantity Surveyor, One (1) Architect <p>All professionals have a degree or equivalent qualification where atleast one professional in any area of specialisation has a honours or equivalent qualification. In addition there must be a cumulative of twenty-five (25) years of relevant work experience.</p> <p>Three (3) points:</p> <ul style="list-style-type: none"> One (1) Professional Project Manager, One (1) Professional Architect, One (1) Professional Interior Designer, 						20	

EVALUATION CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
<ul style="list-style-type: none"> One (1) Professional Quantity Surveyor, One (1) Architect <p>All professionals have a degree or equivalent qualification with a cumulative of fifteen (15) years of relevant work experience.</p> <p>CV(s) and certified copies of qualifications must be attached)</p>							
<p><u>Methodology and approach/Quality of the proposal:</u></p> <p>In the proposal the bidder shall demonstrate their complete understanding of the assignment and their ability to carry it out efficiently and effectively.</p> <p>A clearly outlined workflow process covering each aspect of the requirements must be apparent in the bid proposal.</p> <p>Bidders must provide a detailed description of how they intend executing the assignment from inception to completion. This must include a proposed project plan and timelines (Gant Chart).</p>						40	
<p><u>Value-adds:</u></p> <p>Bidders must indicate details of how they intend to go beyond the minimum bid specifications and propose a lease building and turnkey solution. Bidders are encouraged to use their experience from similar projects to identify gaps not envisaged in the bid request for proposals.</p>						20	
TOTAL POINTS FOR FUNCTIONALITY						100	
A Threshold of 60% is applicable							

2.6 FORMAT OF THE PROPOSALS

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. The following documents/information must form part of the bid proposals and presented in the order indicated below:

2.6.1 Response to the Terms of Reference, ensuring that all the aspects of the Evaluation Criteria are clearly covered. Value-adds must be separately labelled as such;

- 2.6.2 Acknowledgement and response to the Evaluation Criteria and Special Conditions of Contract;
- 2.6.3 Company profile;
- 2.6.4 List of references;
- 2.6.5 Completed SBD forms;
- 2.6.6 CSD registration number and tax clearance pin.

3 PART C: PROCEDURAL REQUIREMENTS

3.1 LEGAL REQUIREMENTS

- 3.1.1 In its procurement of goods and services, the NGB observes the Constitution of the Republic of South Africa, 1996, Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Broad Based Black Economic Empowerment Act, 2003 (Act 53 of 2003) (B-BBEE), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA), Preferential Procurement Regulations of 2017 and all relevant statutory requirements.

3.2 TENDER SUBMISSION

- 3.2.1 All prospective bidders **must** be registered on National Treasury's Central Supplier Database (CSD) prior to submission of bids.
- 3.2.2 COVID-19 protocols **must** be observed when submitting a bid. Bidders must arrive early to cater for adherence to these protocols.
- 3.2.3 Proposals **must** be submitted in 3 separate, clearly marked / labelled and sealed envelopes / packages as follows:
 - **Envelope / Package 1 – Technical Proposal:** 1 original plus 5 copies of the original technical proposal and 1 USB containing the technical proposal must be submitted to the NGB.
 - **Envelope / Package 2 – Probity documents:** 1 original set of probity documents specified in clause 3.3.8.4 and 1 USB.
 - **Envelope / Package 3 – Financial Proposal:** 1 original plus 5 copies of the original financial proposal and 1 USB containing the financial proposal must be submitted to the NGB.
- 3.2.4 Bidders **must** initial on each page, sign and date on the last page of the following documents:
 - General Conditions of Contract;
 - Special Conditions of Contract (RFP)

- 3.2.5 Prospective bidders **must not submit** the following documentation as this information will be verified through the CSD:
- 3.2.5.1 Business registration
 - 3.2.5.2 Bank account holder information
 - 3.2.5.3 In the service of the state status
 - 3.2.5.4 Tax Compliance status (tax clearance certificate), **however**, your SARS Tax Pin **must** be submitted.
 - 3.2.5.5 Identity Documents of Directors

3.3 BID EVALUATION, ADJUDICATION AND FINAL AWARD

- 3.3.1 Bids will be **evaluated** in accordance with the **90/10 preference point system** contemplated in the PPPFA.
- 3.3.2 The **evaluation of the bids** will be **conducted** in **six (6) phases**, namely:
- 3.3.2.1 Phase 1: Pre-qualification Stage: Administrative and Substantive Responsiveness.
 - 3.3.2.2 Phase 2: Evaluation for compliance with mandatory requirements specified in section 2.3
 - 3.3.2.3 Phase 3: Functional evaluation of proposed turnkey solution as specified in section 2.4
 - 3.3.2.4 Phase 4: Probity analysis in accordance with the mandatory requirements in clause 3.3.8.4
 - 3.3.2.5 Phase 5: Price and B-BBEE evaluation in accordance with the PPPFA
 - 3.3.2.6 Phase 6: Adjudication of bid and Final Award
- 3.3.3 The NGB will evaluate and compare only the Bids determined to be substantially responsive in Phase 1.
- 3.3.4 During Phase 2, the NGB will conduct a detailed evaluation of the Bids in order to determine whether the Bidders are qualified and if the functional aspects are substantially responsive to the requirements outlined in section 2.3 of the RFP.
- 3.3.5 Bidders are required to quote a price and provide a breakdown of the price in the manner and detail called for in the pricing schedules, SBD 3.3, as well as, of Part B as per paragraphs 2 and 3 of this RFP.
- 3.3.6 The NGB reserves the right to accept or reject any variation, deviation, or alternative offer.
- 3.3.7 Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the Bidding documents or otherwise result in

unsolicited benefits for the NGB will not be taken into account in the Bid evaluation.

3.3.8 The **evaluation process** is broken down into six (6) phases as follows:

3.3.8.1 Phase 1: Pre-Qualification Stage: Administrative and Substantive Responsiveness

- a) During Phase 1 all bids will be evaluated to ensure compliance with minimum requirements.
- b) Proposals submitted that do not comply with the following, will be considered non-responsive, and will not be considered for evaluation:
 - i. A Bid Proposal that is not in the format prescribed.
 - ii. A Bid Proposal without some or all of the required documents.
 - iii. Pricing schedules not in the required format.
 - iv. Bid proposals that do not include a company resolution authorising a particular person to sign bid documents. Failure to provide such proof of authority to sign the bidder's proposal will render the bid materially incomplete and thus non-responsive.
 - v. Bidders that do not attend the compulsory briefing session and compulsory site inspection. Failure to sign the attendance register in the name of the institution submitting a response to the bid will result in the bid not being considered for further evaluation.
 - vi. Bid Proposals that are not submitted in 3 separate, clearly marked/ labelled and sealed envelopes / packages as follows:
 - **Envelope / Package 1 – Technical Proposal.**
 - **Envelope / Package 2 – Probity Proposal.**
 - **Envelope / Package 3 – Financial Proposal**
- c) Bids that comply with the minimum requirements will be regarded as responsive and such bids will advance to Phase 2 of the evaluation process.
- d) Non-responsive bids will not advance to Phase 2 of the evaluation process.

3.3.8.2 Phase 2: Functional Evaluation in Accordance with the Mandatory Requirements of the Bid

- a) All bids that advance to Phase 2 will be evaluated by the NGB to determine compliance with the mandatory requirements specified in clause 2.3.
- b) The evaluation will be conducted using the same checklist as specified in 2.3 by evaluating bid responses against each of the specified requirements.
- c) The evaluation will include site visits to verify compliance with specified requirements.
- d) Bidders who answer “yes” to all the mandatory requirements on clause 2.3 and provide relevant supporting documentation and satisfactorily direct the NGB to physical components of the building during the on-site inspection, where applicable, will advance for further evaluation for probity analysis.
- e) Bidders who answer “no” to anyone of the mandatory requirements or answer “yes” to all the mandatory requirements on clause 2.3 but fail to provide relevant supporting documentation and satisfactorily direct the NGB to the physical components of the building during the on-site inspection, where applicable, will be eliminated from further evaluations.
- f) Each panel member shall indicate the compliance or non-compliance of each bidders’ proposal for each individual criterion on an evaluation sheet extracted from clause 2.3 of the RFP.
- g) Only the bidders who comply with **all** the mandatory requirements specified in clause 2.3 of the RFP will advance to phase 3 for the functional evaluation of proposed turnkey solution as specified in section 2.4.

3.3.8.3 Phase 3: Functional Evaluation of the proposed turnkey solution

- a) Bidders who pass phase 2 will advance to phase 3 for the functional evaluation of the proposed turnkey solution as specified in section 2.4.
- b) The percentage scored for functionality shall be calculated as follows:
 - i. Each panel member shall award values (between 1 and 5) for each individual criterion on a score sheet. The value

scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the percentage scored for the various criteria. These percentages should be added to obtain the total score.

- ii. The percentages of each panel member shall be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality.
- c) The NGB reserves the right, prior to conclusion of Phase 3 of evaluation, to call in bidders that receive a score for Technical evaluation of 60% and above, to make a presentation to the NGB.
- d) In such instances, the presentation will be scored using the same functional evaluation criteria that was utilised for the technical evaluation.
- e) The scores for presentations will then be calculated for each member as indicated above.
- f) Scores for technical evaluation and presentations will be allocated 50% and 50% respectively. Bidders must achieve a combined minimum score of 60% out of 100% on the functionality evaluation in order to advance to Phase 4.
- g) The preparation costs and all expenses associated with presentation will be for the bidders' own account.
- h) Bidders who achieve a minimum of 60 points in phase 3 will advance to phase 4 for probity analysis as stipulated below.

3.3.8.4 Phase 4: Probity Analysis

Bidders who pass phase 3 of the evaluations will be subjected to probity checks. Only bidders who pass probity will be eligible for further consideration in Phase 5 of the Bid Process.

- a) Name of company, postal address, street address and telephone numbers
- b) Postal Address, street address and telephone numbers of the company's head office
- c) Contact person

- d) List of Directors/Partners/affiliated companies with proof of shareholding with the companies/trust
- e) List of shareholders (Certified original copies of individual share certificates/certified original copies of CIPC registration document indicating members with percentage interest).
- f) Company registration number.
- g) Organisational structure of your company, i.e. ownership structure, percentage shareholding by major investors and controlling interest in affiliated companies.
- h) Basic functional structure, i.e. the administrative section of your company with which the NGB will be dealing on a day-to-day basis.
- i) Audited Financial Statements with external auditor's report of the company for the past three years. / Financial Statements of a CC for the past three years prepared by an independent accountant with proof.
- j) Declaration of interest (SBD 4);
- k) Declaration of Past Supply Chain Management Practices (SBD 8)

3.3.8.5 Phase 5: Awarding of Points for Price and Broad-Based Black Economic Empowerment

- a) The bidders that have successfully progressed through to Phase 4 will be evaluated in accordance with the 90/10 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations of 2017.
- b) 90 points will be awarded for price while 10 points will be allocated for preference points for B-BBEE as prescribed in the regulations.

3.3.8.6 Phase 6: Adjudication and Final Award of Bid

- a) The Bid Adjudication Committee will consider the recommendations of the evaluation committee and recommend the preferred bidder for appointment by the Accounting Authority.
- b) The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid on justifiable grounds or no award at all.

4 PART D: SPECIAL CONDITIONS OF CONTRACT

4.1 GUIDELINES ON COMPLETION

- 4.1.1 Bidders must indicate compliance or non-compliance in a paragraph in each section. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box.
- 4.1.2 If the contents of the paragraph only need to be noted, please mark the NOTED box.
- 4.1.3 The bidder must clearly state if a deviation from these requirements is offered and the reason therefore.
- 4.1.4 If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission.
- 4.1.5 Should bidders fail to indicate agreement / compliance or otherwise, the NGB will assume that the bidder is not in compliance or agreement with the statement(s) as specified in this bid.
- 4.1.6 Bids not completed in the required manner will be considered incomplete and thus rejected.

NO.	CONDITIONS	CONFIRMATION			
		YES	NO	NOTED	IF NO, INDICATE DEVIATION
1. GENERAL CONDITIONS OF CONTRACT					
1.1	The General Conditions of Contract must be signed.				
2. SPECIAL CONDITIONS					
2.1	During the evaluation of the bids, additional information may be requested in writing from bidders. Replies to such requests must be submitted within two (2) working days or as otherwise indicated. Failure to comply may lead to your bid being disregarded.				
3. BIDDERS RESPONSE					
3.1	All bidders will be required to provide a response to the Bid and submit their organisation's complete profile.				
3.2	Bidders will be held to their bids submitted.				
3.3	Bidders hereby consent that a service provider will be appointed to conduct probity on bidders that pass the mandatory functionality requirements specified in clause 3.3.8.4 of the RFP.				
3.4	Bidders hereby consent that authorised NGB officials will be				

NO.	CONDITIONS	CONFIRMATION			
		YES	NO	NOTED	IF NO, INDICATE DEVIATION
	granted access to view and evaluate the bidders proposed premises against the conditions and criteria as set out in this bid document.				
4. USE AND PROCESSING OF PERSONAL INFORMATION					
4.1	All bidders, including their personnel (as data subjects), hereby consent to the processing of personal information for the completion of the tender process and confirms that:				
4.1.1	the personal information is supplied voluntarily, without undue influence from any party and not under any duress;				
4.1.2	the personal information which is supplied herewith is mandatory for the purposes of this tender process and without such personal information, the NGB would not be able to evaluate the bid proposal;				
4.1.3	they are aware of the right to access personal information at any reasonable time for purposes of rectification thereof;				
5. CONFIDENTIALITY					
5.1	The bid and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
5.2	All bidders are bound by a confidential agreement preventing the unauthorised disclosure of any information regarding the NGB or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegated official.				
6. DISPUTE RESOLUTION					
6.1	Any dispute arising from this RFP shall be communicated to the NGB within seven (7) working days from the publication of this RFP				
6.2	Any disputes arising in relation to this RFP, the evaluation and/or the adjudication of the RFP or any other matter stemming from the RFP shall be adjudicated in terms of South African law, which law shall be the law governing the RFP, and any disputes arising shall be resolved via an arbitration process conducted by an independent arbitrator provided that nothing in this RFP shall preclude any party from seeking				

NO.	CONDITIONS	CONFIRMATION			
		YES	NO	NOTED	IF NO, INDICATE DEVIATION
	urgent interim relief from any South African courts				
6.3	The arbitration award shall be final and binding on the parties to the dispute and the arbitrator shall have the right to determine the costs for each party to the dispute.				
7. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT					
7.1	Copyright of all documentation relating to this assignment belongs to the NGB. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the person delegated.				
7.2	All the intellectual property rights arising from the execution of this Agreement remain with the NGB who shall be entitled to cede and assign such to the Department of Trade, Industry and Competition (the dtic) and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
7.3	In the event that the service provider would like to use any information or data generated in terms of the services rendered, the prior written permission must be obtained from the NGB.				
7.4	The NGB shall own all material produced by the service provider during the course of or as part of rendering the services.				
7.5	Clause 5 shall survive termination of this Agreement.				
8. COST STRUCTURE & PROJECT PLAN					
	The bid price shall be based on the actual cost of time spent and expenses incurred. In this regard, the following information shall be provided:				
8.1	The estimated time to be spent on the project, limited to 10 years.				
8.2	The hourly charge-out rates as set out in the "Guide on Hourly Fee Rates for Consultants" issued by the Department of Public Service and Administration (DPSA).				
8.3	The bid price for the project, inclusive of VAT.				
9. PAYMENTS					
9.1	No advance payments will be made in respect of this bid. Payments shall be made in terms of the deliverables				

NO.	CONDITIONS	CONFIRMATION			
		YES	NO	NOTED	IF NO, INDICATE DEVIATION
	as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).				
9.2	The contractor shall from time to time, during the duration of the contract, invoice the NGB for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to the NGB.				
9.3	Payment shall be made into the bidder's bank account normally within 30 days of receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
9.4	The contractor shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other moneys required to be paid in terms of applicable law.				
9.5	Prices charged by the bidder for goods delivered or services rendered under the contract shall not vary from the prices quoted by the bidder, with the exception of any price adjustments relating to rate of exchange or other unforeseen or incidental services (valid proof must be submitted).				
10. NON-COMPLIANCE WITH DELIVERY TERMS					
10.1	The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the contractor that they will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, the NGB must be given immediate written notice to this effect. The NGB reserves the right to implement remedies as provided by the law.				
11. WARRANTS AND SECURITIES					
	The bidder warrants that:				
11.1	It is able to conclude this Agreement to the satisfaction of the NGB subject to selection as the preferred bidder.				
11.2	Although the bidder will be entitled to provide services to persons other than the NGB, the bidder shall not without the prior written consent of the NGB, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the				

NO.	CONDITIONS	CONFIRMATION			
		YES	NO	NOTED	IF NO, INDICATE DEVIATION
	obligations of the contractor to provide the services.				
11.3	The successful bidder (company, directors or members and project team shall be subjected to a security screening/ vetting process conducted by the SSA (State Security Agency) or a service provider appointed by the NGB, if necessary.				
11.4	In the event the successful bidder sub contacts, the sub-contractor appointed to render services in respect to this bid may be subjected to the security screening / vetting process conducted by SSA (State Security Agency) or a service provider appointed by the NGB, if necessary.				
11.5	A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.				
11.6	A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.				
11.7	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.				

NO.	CONDITIONS	CONFIRMATION			
		YES	NO	NOTED	IF NO, INDICATE DEVIATION
11.8	<p>Tenderers are required to submit proof of B-BBEE Status Level of contributor. Proof includes original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their tenders or price quotations, to substantiate their B-BBEE rating claims.</p> <p>Tenderers who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the tendering process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.</p>				
12. PARTIES NOT AFFECTED BY WAIVER OR BREACHES					
12.1	The waiver (whether express or implied) by any Party of a condition of contract and/or any breach of the terms or conditions of this Agreement 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.				
10.2	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 Agreement 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.				
13. RETENTION					
13.1	Upon completion of the project and /or termination of the agreement, the successful bidder shall on demand hand over to the NGB all documentation, information, software, etc., without the right of retention.				
13.2	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.				

NO.	CONDITIONS	CONFIRMATION			
		YES	NO	NOTED	IF NO, INDICATE DEVIATION
14. COSTS					
14.1	The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by the NGB.				
15. CANCELLATION OF BID					
	The NGB may, prior to the award of the bid, have the right to cancel the bid if:				
15.1	Due to changed circumstances, there is no longer a need for the service; or				
15.2	Funds are no longer available to cover the part and/or total envisaged expenditure; or				
15.3	No acceptable bids are received.				
15.4	The NGB reserves the right to withdraw this bid, to amend the term or to postpone this work by email notice to all parties who have received this RFP document or via notice published on the NGB's website and/or the National Treasury's e-Tender Portal.				
16. SUBMISSION OF BIDS					
16.1	<p>Proposals must be submitted in 3 separate, clearly marked / labelled and sealed envelopes / package as follows:</p> <p>I. Envelope / Package 1 – Technical Proposal: 1 original plus 5 copies of the original technical proposal and 1 USB containing the technical proposal must be submitted as indicated below; and</p> <p>II. Envelope / Package 2 – Probity documents: 1 original set of probity documents specified in clause 3.3.8.4 and 1 USB.</p> <p>III. Envelope / Package 3 – Financial Proposal: 1 original plus 5 copies of the original financial proposal and 1 USB containing the financial proposal must be submitted as indicated below.</p> <p>Both Envelopes / Packages must be hand delivered to: National Gambling Board 420 Witch-Hazel Avenue Eco Glades 2 Block C Eco Park</p>				

NO.	CONDITIONS	CONFIRMATION			
		YES	NO	NOTED	IF NO, INDICATE DEVIATION
	Centurion Pretoria NB: Bidders are to indicate on the cover of each document whether it is the original or a copy.				
16.2	Bids should be in 3 sealed envelopes / packages (as indicated in 16.1), marked with: - Technical Proposal; Probity Proposal; or Financial Proposal, as applicable; - Bid number NGB 002 (2021/2022) ; - Bid name / description; and - The name and address of the bidder Closing date and time (19 October 2021 at 11H00 CAT)				
17. LATE BIDS					
17.1	Late submissions will not be accepted. A submission will be considered late if it arrived only one second after 11H00 or any time thereafter. Bids that are submitted after the closing date and time will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids are hand-delivered to the NGB's reception and recorded on a bid register.				
18. COMPULSORY BRIEFING SESSION, COMPULSORY SITE INSPECTION AND CLARIFICATIONS					
18.1	There will be a compulsory briefing session held on 06 October 2021 at 11H00 Central African Time (CAT). The deadline for queries is 11 October 2021 at 16H00 .				
18.2	Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning this bid, is to be requested in writing to the Procurement Practitioner of the NGB. The bid number should be mentioned in all correspondence.				
18.3	There will be a compulsory site inspection of NGB premises on 06 October 2021 at 11H00 Central African Time (CAT). The purpose of the site inspection is for bidders to note property that the NGB will require to relocate from the NGB premises to the bidders proposed office premise. Such information must be used for costing purposes by the bidder.				

NO.	CONDITIONS	CONFIRMATION			
		YES	NO	NOTED	IF NO, INDICATE DEVIATION
19. FORMAT OF BIDS					
19.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposals should be concise, written in plain English and simply presented. Proposals must be in the same order as indicated in 19.2 and 19.3 below.				
19.2	Financial Proposal – the following documents/information must be placed in an envelope / package marked “Financial Proposal”: i. Cost breakdown of the project ii. Total value of the project over the stated period iii. Completed SBD 3.3				
19.3	Technical Proposal - the following documents/information must be placed in an envelope marked “Technical Proposal”: i. Response to the Terms of Reference, ensuring that all the aspects of the Evaluation Criteria are clearly covered. Value-adds must be separately labelled as such; ii. Acknowledgement and response to the Evaluation Criteria and Special Conditions of Contract; iii. Company profile; iv. List of references; v. Completed SBD forms (excluding SBD 3.3) and General Conditions of Contract (the General and Special Conditions of Contract must be initialled on each page and signed fully and dated on the last page) ; In summary the following information will be required under the technical proposal: 1. Bidders response to Parts A, B, C, and D of the RFP; <u>and</u> 2. Bidders response to the RFP on the following aspects of Part E must only be included: a) SBD 1; b) SBD 4; c) SBD 6.1; d) SBD 8; and e) SBD 9.				

NO.	CONDITIONS	CONFIRMATION			
		YES	NO	NOTED	IF NO, INDICATE DEVIATION
20. PRESENTATIONS					
20.1	The NGB reserves the right to invite bidders for presentations before awarding the bid.				
20.2	Bidders will be given a minimum of 3 days' notification where presentation will be required.				
21. NEGOTIATION					
21.1	The NGB has the right to enter into negotiation with a prospective bidder regarding any terms and conditions, including price(s) of a proposed contract.				
21.2	Similarly, the NGB reserves the right not to select any of the prospective bidders submitting proposals.				
21.3	The NGB shall not be obliged to accept the lowest of any quotation, offer or proposal.				
21.4	Despite preferential procurement regulations 3(4), 4(4), 5(4), 6 (4) and 8 (8) that state that only the proposal with the highest number of points may be selected, a contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.				
21.5	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in form of a service level agreement signed by the designated responsible persons of both parties.				
21.6	Documents submitted by bidders will not be returned.				
22. DOMICILIUM					
22.1	The NGB hereto choose domicilia citandi et executandi for all purposes of and in connection with the final contract as follows: National Gambling Board 420 Witch-Hazel Avenue Eco-Glades 2 Block C Eco-Park Centurion, 0144				

SIGNATURE OF BIDDER:
(Delegated official)

5 PART E: BIDDING DOCUMENTS (SBD FORMS)

The attached Standard Bidding Documents (SBD forms) form part of the bid documents and must all be completed or adhered to.

PART A– INVITATION TO BID

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	NGB 002 (2021/2022)	CLOSING DATE:	19 October 2021	CLOSING TIME:	11H00 CAT
DESCRIPTION Lease of office space for a period of ten (10) years					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
The National Gambling Board					
420 Witch-hazel Avenue					
Eco Glades 2, Block C					
Eco Park					
Centurion					
0144					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Procurement Practitioner		CONTACT PERSON	Procurement Practitioner	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	scm@ngb.org.za		E-MAIL ADDRESS	scm@ngb.org.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:	MAAAxxxxx

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]
-----------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	--------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?
 YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
 YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
 YES NO

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

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

PRICING SCHEDULE (Professional Services) SBD 3.3

Lease of office space for a period of ten (10) years

BID NUMBER: **NGB 002 (2021/22)**
CLOSING TIME: **11H00 (CAT)**

CLOSING DATE: **19 October 2021**

OFFER TO BE VALID FOR **180** DAYS FROM THE CLOSING DATE OF BID.

**** (ALL APPLICABLE TAXES INCLUDED)**

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project

R_____ **(TOTAL BID PRICE FOR A PERIOD OF 10 YEARS)**

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

Description	Monthly rental cost including Vat	Monthly operating costs including Vat	Annual total cost including Vat
Lease for year 1			
Lease for year 2			
Lease for year 3			
Lease for year 4			
Lease for year 5			
Lease for year 6			
Lease for year 7			
Lease for year 8			
Lease for year 9			
Lease for year 10			
Total			

Period required for commencement with project after acceptance of bid

Are the rates quoted firm for the full period of contract?

YES/NO

If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any queries regarding bidding procedures and technical information may be directed to:

Name : Procurement Practitioner

Email : scm@ngb.org.za

DECLARATION OF INTEREST

SBD 4

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

2.4 Company Registration Number:

2.5 Tax PIN Number:

2.6 VAT Registration Number:

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

¹"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

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

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

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

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

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

YES / NO

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

2.10 Are you, or any person connected with the bidder, 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 OF SBD 4
ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS
OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS
DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of bidder

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

SBD 6.1

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF 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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) 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; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

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	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
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.

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

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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 10 or 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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		
OR		
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 APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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.

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

SBD 8

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

Item	Question	Yes	No
4.1	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? (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 audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) _____
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
 TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY
 BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

 Signature

 Date

 Position

 Name of bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Signature

Date

Position

Name of bidder

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

GENERAL CONDITIONS OF CONTRACT

Refer to Annexure A