



QUOTATION NO:

DOT-CTD-23/24-035

**PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT
ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE
DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

Issued by:

Supply Chain Management Unit

Department of Transport

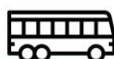
Private Bag X714

GRAAFF- REINET

6280

NAME OF BIDDER: _____

CSD NUMBER : _____



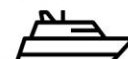
**PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING
COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE
FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

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(i)



PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS

INVITATION TO QUOTE

QUOTE NUMBER: DOT-CTD-23/24-035

DESCRIPTION: PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS

CLOSING DATE: 17 October 2023 | Time: 11H00

Quotations are hereby invited by the Department of Transport for the **PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS** from prospective bidders who satisfy the criteria as set out in Quotation Conditions.

The completed RFQ (Request for Quotation) must be sent **via the electronic application; “WeTransfer”** due to the file size capacity of the files, which may exceed 4 MB. Quotation documentation must be uploaded, and the link sent to the following:

➤ E-mail: IHC.BidDocuments@ectransport.gov.za

“WeTransfer” is located on the internet at www.WeTransfer.com. Accordingly, follow the steps for uploading and emailing on the website. On the field “Title” type in the Bid number and the Nature of the Service and forward via this e- mail: IHC.BidDocuments@ectransport.gov.za, to the **Department of Transport OFFICE , 1 van der Bijl Street, Industrial Area, GRAAFF-REINET**, not later than **11H00 on 17 October 2023**.

NO COMPULSORY SITE BRIEFING: It is the responsibility of the service provider to visit and view the site before quoting if required.

Bids placed in Bid Box will not be accepted. Bids may only be submitted via the above via the electronic application; “WeTransfer”.

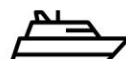
Enquiries should be directed to:

SCM

Ms. T. Mafani
Tel No: 072 690 1534
Email: thandi.mafani@ectransport.gov.za

TECHNICAL

Mrs J Asare
Cell: 072 422 7843
Email: Juliet.Asare@ectransport.gov.za



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QUOTATION EVALUATION CRITERIA:

EVALUATION CRITERIA:

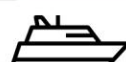
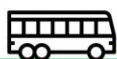
1. The quotation will be evaluated using the two (2) stages; therefore, the Bidders shall take note of the following Bid Conditions and Stages of evaluation:

Stage One	-	Compliance
Stage Two	-	Price Points and SPECIFIC GOALS

1.1. STAGE ONE - Compliance:

Bidders must take further particular note of the following:

- Prospective Bidders must provide a certificate of accreditation to show registration with the relevant statutory professional body such as ECSA, SAPCMAP, SAGC for the courses they provided (**VALID CURRENT PROOF OF REGISTRATION MUST BE PROVIDED BY PROVIDER OF COURSES**) (If proof is not provided the bid will be deemed as non-responsive).
- Bidders are required to be registered with Centralized Suppliers Database [CSD] with treasury prior to submitting this quote;
- The SDB 1, SBD 3.1, Bid pricing form, SBD 4, SBD 6.1 forms **MUST** be fully completed and submitted with the quotation;
- **Bidders must complete SBD 3.1. Failure to complete SBD 3.1 will render the bidder non-responsive;**
- **Bidders must take cognizance that this bid is, a RATES ONLY;**
- Bidders must be legal entity or partnership (consortium);
- Bidders must provide supporting documentation as per the Quotation specification schedule requirement;
- Bidders who are not registered for VAT are not eligible to claim VAT in their pricing;
- Bidders should take note that price is not a determining factor to award the Quotation;
- Bidders Particulars form **MUST** be fully completed by Bidders;
- **Bidders must complete and fill the Bid pricing form, failure to do so will render the Quotation non-responsive;**
- The tender will be evaluated according to the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential



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Procurement Regulations, 2022 as well as the SCM Policy of the Department of Transport

- **The amount reflected on the Bid Pricing Form takes precedence over any other total amount indicated elsewhere in the Bidders tender submission. If the Bid Pricing Form has no value or figure, the bidder will be regarded as having made no offer and therefore non-responsive.**

Furthermore, quotation offers will only be accepted if:

- Bidders are registered with Central Supplier Database (CSD) with Treasury prior to submitting this RFQ (see <https://secure.csd.gov.za/>).
- The tenderer is in good standing with SARS as verified on the Central Supplier Database.
- The tenderer or any its directors or shareholders is not listed on the register of tender defaulters in terms of the prevention and compacting of corrupt activities Act of 2004 as a person prohibited from doing business within the public sector.
- The tenderer has not abused the employers Supply Chain Management System or failed to perform on any previous contract and has been given written notice to this effect.
- All quotations shall be held valid for 30 days after the closing date. The Department reserves the right not to accept the lowest or any tender.
- It is the responsibility of the bidder/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery.

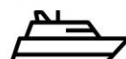
1.2 STAGE TWO - Preferences Points (Price for Points) and Calculation of points for SPECIFIC GOALS:

1.2.1 The following criteria shall apply: -

- The tender will be evaluated according to the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2022 as well as the SCM Policy of the Department of Transport.

1.2.2 Price:

- 80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto).

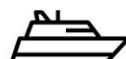


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1.2.3 CALCULATION OF POINTS FOR SPECIFIC GOALS:

- The tenderer will be allocated points based on the goals stated in table 1.1 below as may be supported by proof/ documentation stated in the conditions of this tender.

PREFERENTIAL SPECIFIC GOALS POINTS <u>TABLE 1.1</u>		
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals		
(a) 100% black ownership	6	
(b) 51% to 99% black ownership	4	
(c) Less than 51% black ownership	2	
Women ownership:-		
(a) 100% women ownership	4	
(b) 30% to 99% women ownership	2	
(c) Less than 30% women	1	
Youth ownership:-		
100% youth ownership	0	N/A
(b) 30% to 99% youth ownership	0	NA
(c) Less than 30% youth	0	N/A
People with Disability:-		
(a) 20% or more disabled people ownership	0	N/A
(b) Less than 20% disabled people ownership	0	N/A
Locality:-		
(a) Within the Eastern Cape	10	



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(b) Outside the Eastern Cape	5	
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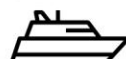
1.3 BIDDERS ARE REQUIRED TO SUBMIT, TOGETHER WITH THEIR BIDS, THE FOLLOWING: -

1.3.1 Service providers must submit proof of its Specific Goals points claimed / status of contributor.

1.3.2 The Specific Goals supporting documents required to verify claimed points may in-line with the specified requirements include:

- Disability Ownership: valid medical documentary proof
- Military Veterans Ownership: valid proof of veteran status
- The Central Supplier Database (CSD) will be used to verify the specific goals other than the specific goals stated under paragraph 1.4.

1.3.3 Bidders will award points according to the information on Central System Database (CSD) for **SPECIFIC GOALS**.



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SPECIFICATION:

TYPE OF SERVICES:

PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS

1. BACKGROUND

The above alluded service is required to ensure that ALL professional delegates of the Department of Transport, Eastern Cape meet continuous registration requirements of the respective statutory bodies within in which they are registered via attendance of Continuous Professional Development (CPD) Accredited Training Courses.

Professional registration is required in line with National Treasury Regulations for infrastructure procurement as well as project completion purposes.

The valued summed in **Evaluation of Bids Rates, hereunder par. 3** will be used solely for ranking purposes.

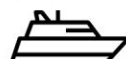
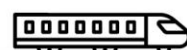
No specific quantities can be indicated at this stage due to potential variances. This procuring method, according to quantified need, will result in greater efficiency in terms of the appointment of a service provider for the above mentioned.

2. RATES ONLY BID

The bid is based on RATES ONLY and will be adjudicated accordingly.

3. EVALUATION OF BID RATES

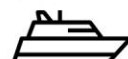
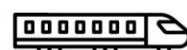
The following criteria will be used to evaluate the bids for **Ranking Purposes Only** from the schedules of rates *i.e.*, **Duration, Cost and Categories**.



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NB!

Bidders shall base their proposals on the information provided; should bidders identify omissions (either of their own or those requested by these terms of reference), these should be listed separately so that the bulk of the proposals can be evaluated on an equal basis between all bids.



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SCOPE OF WORKS:

DESCRIPTION:

PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF @ \$ MONTHS

1. SERVICES REQUIRED

A database of services providers is required to provide Continuous Professional Development (CPD) Accredited training courses for professionals in the Department of Transport.

The above required services are to be offered **VIRTUALLY** (i.e., via Zoom or Microsoft Teams) or Physical (i.e., **FACE-TO-FACE**) for the delegates of the Department of Transport, Eastern Cape. The exact date when the training will be conducted will be communicated to the successful BIDDER.

1.1 Virtual – Remote Media Platform

1.1.1 The Client must ensure that all attendees will have access to the required media devices i.e. laptops, software, network connectivity, etc.

1.1.2 The Service Provider must provide the course media link and course content material, etc.

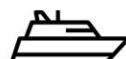
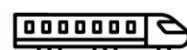
1.2 Face-to-Face – Central Physical Venue at the CTD Boardroom situated at 1 Van der Bijl Street, Industrial Area, Graaff-Reinet in the Eastern Cape

1.2.1 The Client will be responsible for refreshments and catering during the duration of the course.

1.2.2 The Service Provider must provide all relevant course material, all required video and audio display devices and any other equipment required for the smooth running of the course.

2. ELIGIBILITY CRITERIA

The following eligibility criteria applies for the Service Providers and the Course Facilitators as indicate hereunder:



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2.1 Service Providers to submit the following:

- A certificate of accreditation to show current valid registration with the relevant statutory professional body such as ECSA, SAPCMAP, SAGC as stipulated under the different headings in the rates schedule, specifically to the course and the course material content to be provided;
- The courses need to be laid out properly with objectives, content, scope of application, duration, number of CPD point/s, and registration no. with the relevant statutory bodies;
- Which category of the relevant occupational discipline the course falls under. For an example, under civil occupation the category of the geometrics discipline may be a course named 'basic geometric design', with duration of 1 Day, with 1 CPD point registered with ECSA, etc., within the Pricing Schedule;
- Proof of previous experience will require testimonial(s) together with contactable reference(s) for all courses of a similar nature with equal CPD points;
- Offer soft and/or hard copy learning material to all learners pertaining to the course content;
- Issue CPD accredited certificates with CPD points on completion of the relevant courses

2.2 The following to be submitted for the Course Facilitator:

2.2.1 Full detailed Curriculum Vitae (CV) with the following information clearly indicated:

- Professional CPD course presenter/facilitator with relevant occupational experience in good standing with ECSA or the relevant accreditation body as it relates to the discipline of the course being provided.

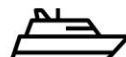
3. RATES FOR BID

3.1. Completeness of Bid document

It is important for an evaluation purpose that every column in the schedule relating to the item offered is completed. Failure to complete all the columns will result in that item being excluded from the official list.

4. GENERAL REQUIREMENTS

- 4.1. The service provider is responsible to provide all the required relevant material for the courses.
- 4.2. The minimum number of attendees for each course **will be 10 members**.



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- 4.3. When determining the rates for the Face-to-Face Courses, the Service Provider needs to ensure to **include travel and accommodation** as part of the rate.

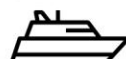
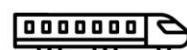
5. NOTIFICATION OF SUPPLY OF SERVICES REQUIREMENTS

- 5.1 The procedure to be followed for notification when the services are required during normal working hours, will be: -

- i) The service provider will be advised via e-mail what particular services is required, the date, when it is to commence, the name of the person who is in charge of the facilitation and the period for which it will be required.
- ii) An Official Order will be given to the Service Provider as soon as possible and must be able to supply the services within maximum of 21 days or the given timeframe of receiving the official order.
- iii) Where a Services Provider cannot provide the service, the provider must communicate and provide reason why they cannot offer the services within 48 hours confirm via e-mail. The Department will make alternative arrangements to ensure that services to be delivered, will not be hampered.
- iv) The Official Order Form will be submitted to the Service Provider within 3 days of the telephonic order. The service provider must not provide services without an official order.
- v) No payment will be made for any services provided, other than that specified on the Official Order Form.
- vi) A minimum of 24 hours' notice shall be given to the Service Provider by the Employer in writing for the termination of the order.

6. INVOICE

The invoice shall refer to the official Order Number and shall have attached thereto copies of the training outcomes confirmed by a representative of the employer.



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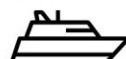
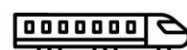
7. ESCALATION

From the signing of the Service Level Agreement (SLA) for the whole duration of the contract period the cost for the courses provided by the service providers is expected to adhere to the following escalation schedule where annual increases will be made provision for as follows:

0-12 Months	–	0% Escalation
13-24 Months	–	5% Escalation

8. CONTRACT PERIOD

This contract period is intended to run for two years (24 months) after awarding but can be terminated at any time.



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ECBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF TRANSPORT					
BID NUMBER:	DOT-CTD-22/23-035	CLOSING DATE:	17 October 2023	CLOSING TIME:	11H00
DESCRIPTION	PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

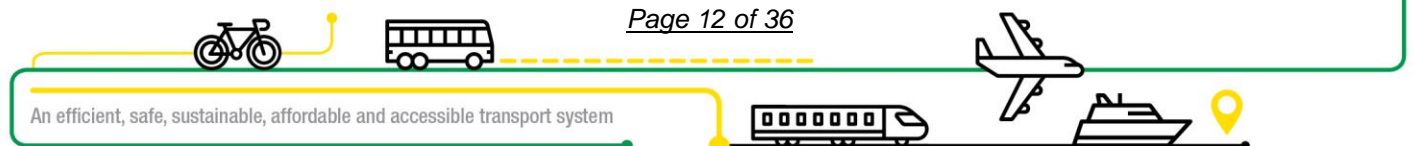
BID RESPONSE DOCUMENTS **MAY NOT BE DEPOSITED** IN THE BID BOX SITUATED AT
(STREET ADDRESS): ***DOCUMENTS WILL BE E-MAILED BACK AS INDICATED***

DEPARTMENT OF TRANSPORT OFFICES

➤ E-mail: IHC.BidDocuments@ectransport.gov.za

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	



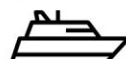
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E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			
[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]					



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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 PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	TRANSPORT	CONTACT PERSON	Juliet Asare
CONTACT PERSON	Thandi Mafani	TELEPHONE NUMBER	072 422 7843
TELEPHONE NUMBER	072 690 1534	FACSIMILE NUMBER	N/A
EMAIL ADDRESS	thandi.mafani@ectransport.gov.za	E-MAIL ADDRESS	Juliet.Asare@ectransport.gov.za



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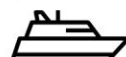
PART B
TERMS AND CONDITIONS FOR BIDDING

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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN /



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CS

2.6 D NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
☐ YES ☐ NO

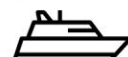
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES
☐ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



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CENTRAL SUPPLIER DATABASE

A CENTRAL SUPPLIER DATABASE

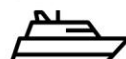
Tenderers must attach to this page, proof of registration with the Centralised Supplier Database of National Treasury. (In the case of Joint Ventures, proof must be provided for each partner).

The Tenderer must be registered on the Central Supplier Database at National Treasury prior to submitting a tender otherwise the tender will be rejected (National Treasury SCM Instruction No .4A of 2016/2017 – Central Supplier Database)

I, the undersigned, confirm the following details of the firm/company's registration on the National Treasury Central Supplier Database:

Supplier Name:

Supplier Number:



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ECBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES
SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

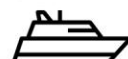
**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE
PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder:..... Bid Number: DOT-CTD-23/24--035

Closing Time: 11:00

Closing date: 17 October 2023

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.



**PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF
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PRICING SCHEDULES

1. RATES BASED: CIVIL

<u>CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) - ECSA ACCREDITED</u>															
<u>CIVIL</u>							<u>CATEGORIES</u> <u>Indicate "x" the relevant Category</u>								
Code No	Description	No. of Day/s	CPD – Point/s	ECSA Accredited Registration No.	Cost (R) VAT Inc.		Pavements	Materials	Geometrics	Structural	Hydrology	Hydraulics	Management	Technical Support	Compliances
					Physical	Virtual Event									
<i>E.g.,</i>	<i>Basic Civil Design</i>	<i>1</i>	<i>1</i>	<i>ECSA 2011/a</i>	<i>8 000</i>	<i>6 000</i>			<i>x</i>						
1															
2															
3															
4															
5															
6															
7															

**PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF
TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

2. RATES BASED: MECHANICAL

<u>CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) - ECSA ACCREDITED</u>															
<u>MECHANICAL</u>							<u>CATEGORIES</u> <u>Indicate “x” the relevant Category</u>								
Code No	Description	No. of Day/s	CPD – Point/s	ECSA Accredited Registration No.	Cost (R) VAT Inc.		<u>Lubrications</u>	<u>Prevention and Testing</u>	<u>Materials Selection and Fabrication</u>	<u>Mechanical Engineering Designs</u>	<u>Systems</u>	<u>Hydraulics</u>	<u>Management</u>	<u>Technical Support</u>	<u>Compliances</u>
					<u>Physical</u>	<u>Virtual Event</u>									
<i>E.g.,</i>	<i>Auto CAD</i>	<i>1</i>	<i>1</i>	<i>ECSA 1999/5</i>	<i>3 300</i>	<i>3 000</i>				x					
1															
2															
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7															
8															

**PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF
TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

3. RATES BASED: CONSTRUCTION MANAGEMENT

<u>CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) – ECSA/SAPCMP ACCREDITED</u>																	
<u>CONSTRUCTION MANAGEMENT</u>							<u>CATEGORIES</u> <u>Indicate “x” the relevant Category</u>										
Code No	Description	No. of Day/s	CPD/HRS – Point/s	ECSA/SAPCMP Accredited Registration No.	Cost (R) VAT Inc.		Project Integration Management	Project Scope Management	Project Time Management	Project Cost management	Project Quality Management	Project Human management	Project Communication Management	Project Risk Management	Project Procurement management	Project Stakeholder Management	Compliances
					Physical	Virtual Event											
E.g.,	Costing of Projects	2	2	ECSA 2019/6	4 500	4 000				x							
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	

**PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF
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4. RATES BASED: SURVEY

<u>CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) – ECSA/SAGA ACCREDITED</u>											
<u>SURVEY</u>							<u>CATEGORIES</u> <i>Indicate “x” the relevant Category</i>				
Code No	Description	No. of Days	CPD – Point/s	ECSA/SAGA Accredited Registration No.	Cost (R) VAT Inc.		GIS	Software	Management	Technical Support	Compliances
					Physical	Virtual Event					
<i>E.g.,</i>	<i>GIS Training</i>	<i>3</i>	<i>3</i>	<i>SAGA 2006/5a</i>	<i>8 400</i>	<i>6 000</i>	<i>x</i>				
1											
2											
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8											

**PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING
COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE
FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

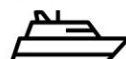
Total Carried to bid Pricing Forum R.....RATES ONLY.....

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



**PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING
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BID PRICING FORM

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

Total Price (amount in words): RATES ONLY

.....

.....

.....,
inclusive of VAT

Total Price (amount in figures)

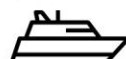
R RATES ONLY....., inclusive of VAT

NAME OF BIDDER:

.....

SIGNED ON BEHALF OF THE BIDDER:

.....



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ECBD 4

ECBD 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

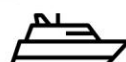
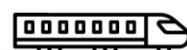
YES/NO

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

Full Name	Identity Number	Name of State institution

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

2. 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.



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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

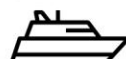
.....

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening



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or of the awarding of the contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

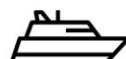
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS

DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS

This form must be included additional to the ECBD.4

1. In terms of section 30 of the Public Service Act;

No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department.

2.

Are any of the shareholders/ directors of your company employed by the State?	Yes/No
---	--------

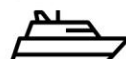
3. “State” means –

- (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) Any provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.
- (f) Any Parastatal (A company or agency owned or controlled wholly or partly by the government).

4. Should you indicate “yes” above, please provide the following details:

No	NAME & SURNAME OF DIRECTOR	STATE INSTITUTION WERE EMPLOYED	ID NUMBER	EMPLOYEE/ PERSAL NUMBER
1				
2				
3				
4				
5				

5. Please note: The “state” is clearly defined in paragraph 3 above. In the event that “no” is selected and subsequently any false declaration are detected, the non-disclosure of such “state employment” will be deemed as “fraud”. Therefore the state may reject the bid and in addition may proceed with further action should this declaration prove to be false.



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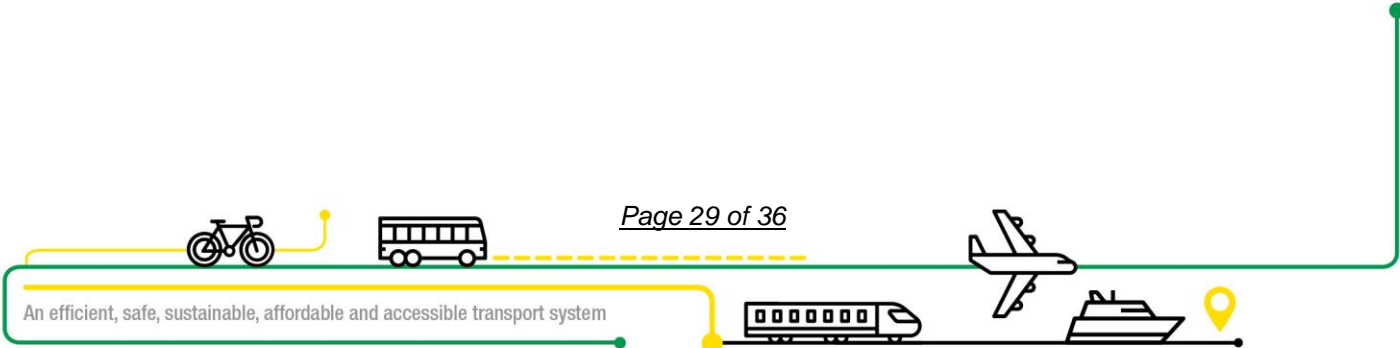
6. DECLARATION

I, (NAME & SURNAME).....ID NUMBER..... CERTIFY THAT THE
INFORMATION FURNISHED IN PARAGRAPHS 2 AND 4 ABOVE IS CORRECT.

..... Signature

Date
.....

Position Name of bidder



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ECBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

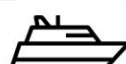
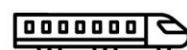
1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	<u>100</u>



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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

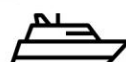
A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender



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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

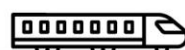
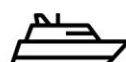
$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or}$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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



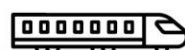
PROVISIONING OF CONTINUOUS PROFESSIONAL DEVELOPMENT ACCREDITED TRAINING COURSES FOR PROFESSIONALS IN THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

PREFERENTIAL SPECIFIC GOALS POINTS TABLE 1:		
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals:		
(a) 100% black ownership	6	
(b) 51% to 99% black ownership	4	
(c) Less than 51% black ownership	2	
Black Women ownership:-		
(a) 100% black women ownership	4	
(b) 30% to 99% black women ownership	2	
(c) Less than 30% black women	1	
Black youth ownership:-		
(a) 100% black youth ownership	0	N/A
(b) 30% to 99% black youth ownership	0	N/A
(c) Less than 30% black youth	0	N/A
People with Disability:-		
(a) 20% or more disabled people ownership	0	N/A
(b) Less than 20% disabled people ownership	0	N/A
Locality:-		
(a) Within the Eastern Cape	10	
(b) Outside the Eastern Cape	5	



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DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

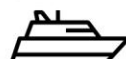
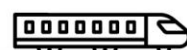
- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.



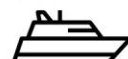
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.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....



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GENERAL CONDITIONS OF CONTRACT

- The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at www.treasury.gov.za
- Bidders must familiarize themselves with these GCCs

