



QUOTATION NO: DOT-CTD-22/23-003

FOR

**APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL
ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) PROCESS OF
INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT, EASTERN
CAPE – CENTRE FOR TECHNICAL DEVELOPMENT**

NAME OF BIDDER: _____

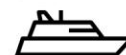
CSD NUMBER : _____

CRS NUMBER : _____

CLOSING DATE : 7 DECEMBER 2022

TIME : 11H00

**Supply Chain Management Unit
Department of Transport
Private Bag X714
GRAAFF-REINET
6280**



**APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARTISAN RECOGNITION
OF PRIOR LEARNING (ARPL) PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF
TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT**

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INVITATION TO QUOTATION

CLOSING DATE: 7 DECEMBER 2022

TIME: 11:00

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DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT

Bids are hereby invited by the Department of Transport for **APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT**, from prospective bidders (SMMEs), who satisfy the criteria as set out in Quotation conditions.

Bid documents will be made available as from the **30 November 2022** at **9h00** at the offices of the **Department of Transport Graaff Reinet Office**, or can be downloaded via www.ectransport.gov.za.

The completed RFQ (Request for Quotation) must be placed in a sealed envelope, clearly marked with the Bid Number and the Nature of the Service and be deposited in the Bid Box situated at **Department of Transport**, 32 Fleming Street, Stellenbosch Park, Schornville, King Williams Town, 5600 not later than **11H00** on **7 December 2022**.

Electronic, telegraphic, facsimile and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that has been issued.

Enquiries should be directed to:

Enquiries should be directed to:

Technical Enquires:

Mr. B. Bannatyne
Cell: 083 461 5440

Email: Brain.Bannatyne@ectransport.gov.za

Supply Chain Management:

Ms. N. Mala
Cell: 061 312 5852

Email: Nondumiso.Mala@ectransport.gov.za

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TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT

QUOTATION EVALUATION CRITERIA

1. BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS AND STAGES OF EVALUATION:

- Stage One - Compliance
- Stage Two - Functionality
- Stage Three - Price Points and B-BBEE Scorecard

2. EVALUATION CRITERIA:

2.1. STAGE ONE - COMPLIANCE:

Bidders must take particular note of the following:

- Prospective Bidders must be accredited by and registered with the Quality Council for Trades and Occupations (QCTO) as a Diesel Mechanical Trade Test Centre;
- 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 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;**

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- 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, 2017 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.

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2.2. STAGE TWO - FUNCTIONALITY:

- Please note bidders who do not comply with the following requirements laid out in under 3 below, will not proceed to the third stage of evaluation. Functionality - a minimum of 70% must be obtained. Note, the functionality points are only used to determine responsiveness and will not be used further in the evaluation process.
- Bidders are required to demonstrate their ability to undertake the work and provide confirmation of previous experience and availability of resources to undertake a project of this nature. Bidders are therefore required to meet a minimum Functionality Score of 70% (14 Points out of 20) based on the criteria listed below. A score of less than 14 out of 20 points for Functionality will render the bidder non responsive. The responsibility rests with the Bidder to supply adequate information to allow for evaluation and award of points detailed accordance with the table below:

Note the functionality points are only used to determine responsiveness and will not be used further in the evaluation process.

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Functionality/Quality Component (**Max = 20 points**):

NFU = NFU1 + NFU2

<u>YEARS OF EXPERIENCES AS A DIESEL MECHANICAL TRADE TEST CENTRE</u>	<u>NFU 1: Maximum Points - 10</u>
More than 5 years (Date of initial registration QCTO will be used to allocate points)	10
3 to 5 years (Date of initial registration QCTO will be used to allocate points)	6
1 to 3 years (Date of initial registration QCTO will be used to allocate points)	2
Less than 1 year (Date of initial registration QCTO will be used to allocate points)	1
<u>LOCALITY</u> <u>(PREFERRED ADDRESS ON CSD WILL BE USED FOR LOCALITY POINTS ALLOCATION)</u>	<u>NFU 2: Maximum Points - 10</u>
Diesel Mechanical Trade Test Centre located in Eastern Cape	10
Diesel Mechanical Trade Test Centre located in other provinces	5

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2.3 STAGE THREE: EVALUATION CRITERIA ON PRICE AND BBEE STATUS LEVEL

The following criteria shall apply: -

- In terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) as amended and 2017 Regulations thereto and points for B-BBEE status, Quotations shall be evaluated on price based on the 80/20 preference point system and 2017 Regulations thereto and points for B-BBEE status.

Price:

- 80 points will be awarded to the tenderer submitting the lowest price (all other tenderers will receive points proportionately thereto):

Calculation of points for B-BBEE status level of contribution

- Tenderers are required to submit original and valid “**B-BBEE Status Level Verification Certificate, Sworn Affidavits in the case of Exempted Micro Enterprises [EME]**” or **certified copies** thereof together with their quotations, to substantiate their B-BBEE rating claims
- Points will be awarded to a tenderer for attaining the B-BBEE status level of contributor in accordance with the table below

<u>B- BBEE status level of contributor</u>	<u>Number of points (80/20)</u>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non- compliant contributor	0

- **Please Note:** Bidders who do not possess the B-BBEE status verification certificate will not qualify to claim points for B-BBEE status level of contributor as stated above, only points for price will be considered.

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SPECIFICATION / SCOPE OF WORK

SPECIFICATION:

TYPE OF SERVICES:

**APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARPL PROCESS
OF INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT - EASTERN CAPE**

A service provider is required for diesel mechanical development process of ARPL for internal candidates within the Eastern Cape Department of Transport (DOT)

The following is relevant:

- a) QCTO accreditation as a Diesel Mechanical Trade Test Centre
- b) Registered on the Central Supplier Database (CSD).

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SCOPE OF WORK:

The RPL process should cover the following development elements, requirements and milestones with estimated timeframes, **except for the evaluation/pre-assessment on modules of engine fitting, engine fault finding, gearbox, differentials, steering box, air brake system, alignment, battery required for Trade Test, as this was already completed.**

The previously alluded relevant information is available to the successful bidder in the form of a comprehensive report on each evaluated candidate pertaining to skills and knowledge competencies and gaps on each required module with recommendations and required interventions:

Step 1: Gap Training (**i.e. 4 days per module x 8 modules = 32 days**) on modules of: engine fitting, engine fault finding, gearbox, differentials, steering box, air brake system, wheel alignment, battery, as based on Evaluation Reports for Trade Test readiness as per the following:

- i. Theoretical and practical training to be done at Service Provider with all the required training equipment available.
- ii. The employer to receive a comprehensive report on the development process for each candidate pertaining to improvement/non-improvement of skills and knowledge competencies with regard to gaps of applicable module(s) for each candidate with final recommendations and required interventions, from Service Provider within **(5 days)** upon completion of evaluation process.

Step 2: Diesel Mechanical Toolkit Testing and detailed results on all modules of: Engine Fitting, Engine Fault Finding, Gearbox, Differentials, Steering Box, Air Brake System, Wheel Alignment and Battery (**3 days**) as per the following:

- i. Toolkit Testing to be done at Service Provider with all the required testing equipment available.
- ii. The employer to receive a comprehensive report on the result for each candidate pertaining to skills and knowledge competency gaps of applicable module(s) for each candidate with final recommendations and required interventions, from Service Provider within **(5 days)** upon completion of Toolkit Testing process.

Step 3: Application for Trade Test / serial number and booking of the Pre-Trade Test dates (Within **2 days** from receipt of Toolkit Test Results)

Step 4: Pre-Trade Test on all modules of: Engine Fitting, Engine Fault Finding, Gearbox, Differentials, Steering Box, Air Brake System, Wheel Alignment and Battery (**10 days**) as per the following:

- i. Pre-Trade Test to be done at Service Provider with all the required testing equipment available.
- ii. The employer to receive a comprehensive report on the result for each candidate pertaining to skills and knowledge competency gaps of applicable

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module(s) for each candidate with final recommendations and required interventions, from Service Provider within **(5 days)** upon completion of Pre-Trade Test process.

Step 5: Diesel Mechanical Trade Test Trade Test on all modules of: Engine Fitting, Engine Fault Finding, Gearbox, Differentials, Steering Box, Air Brake System, Wheel Alignment and Battery **(2 days)** as per the following:

- i. Trade Testing to be done at Service Provider with all the required testing equipment available.
- ii. The employer to receive a comprehensive report on the result for each candidate pertaining to skills and knowledge competency gaps of applicable module(s) for each candidate with final recommendations and required interventions, from Service Provider within **(5 days)** upon completion of Trade Test process.

Step 6: Receipt of Trade Test Results **(1 day)** from completion of Trade Test)

Step 7: Receipt of Trade Test Certificate **(60 days)**

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SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF TRANSPORT					
BID NUMBER:	DOT- CTD-22/23-003	CLOSING DATE:	7 December 2022	CLOSING TIME:	11H00
DESCRIPTION	<u>APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARPL PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT</u>				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

DEPARTMENT OF TRANSPORT OFFICES					
32 FLEMMING STREET, STELLENBOSCH PARK					
SCHORNVILLE, KING WILLIAMSTOWN					
5600					
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					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> Yes				<input type="checkbox"/> Yes
[TICK APPLICABLE BOX]	<input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<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	<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)			

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THE APPLICABLE IN THE TICK BOX	<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]			
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	Brain Bannatyne
CONTACT PERSON	Nondumiso Mala	TELEPHONE NUMBER	083 461 5440
TELEPHONE NUMBER	061 312 5852	FACSIMILE NUMBER	N/A
EMAIL ADDRESS	Nondumiso.Mala@ectransport.gov.za	E-MAIL ADDRESS	Brain.Bannatyne@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 / 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)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, 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:

Tenderers must attach to this page, proof of registration with the Centralized 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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SBD 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.....	Quote number: DOT- CTD-22/23-003
Closing Time :11H00	Closing date : 7 December 2022

<u>APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARPL PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT</u>						
ITEM	DESCRIPTION OF GOODS/SERVICES	Unit	Quantity	No. of Candidates	Rate /unit price (Excluding VAT)	Amount (R) (Excluding VAT) (A x B x C)
			(A)	(B)	(C)	
1.1	Integrated training on modules when and where required for Trade Test readiness	Day	32	5		
1.2	Diesel Mechanical Toolkit testing on all the modules	Day	3	5		
1.3	Application for Trade Test / serial number and booking of trade test dates	No	2	5		
1.4	Pre-Trade Test Prep	Day	10	5		
1.5	Trade Test	No	3	5		
1.6	Receipt of Trade Test Results	No	1	5		
1.7	Receipt of Trade Test Certificate	No	1	5		
Sub Total – Excluding VAT						
<u>VAT 15% [only if eligible and registered]</u>						
TOTAL AMOUNT						

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

- 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

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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):

.....
.....
....., inclusive of VAT

Total Price (amount in figures)

R, inclusive of VAT

NAME OF BIDDER:

.....

SIGNED ON BEHALF OF THE BIDDER:

.....

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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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:

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.

APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT

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 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

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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SBD 4

DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS

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 Quotation and in addition may proceed with further action should this declaration prove to be false.

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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SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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:

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

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

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:

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- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

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:

4.2

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

5. BID DECLARATION

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

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

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

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

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7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at least 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

APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT

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

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.

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

APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE (EME) – CONTRACTORS:

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <p style="margin-left: 40px;">i. Before 27 April 1994; or</p> <p style="margin-left: 40px;">ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p>

3. I hereby declare under Oath that:
 - The Enterprise is _____% **Black Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% **Black Woman Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% **Black Designated Group Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was equal to/or less than R10,000,000.00 (ten Million Rands or less),
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned but less than 51% black owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

NB: KEY NOTES FOR EMES (extract from Gazette No. 41287)

- 3.6.2.4.1 An Exempted Micro Enterprise (EME) with a total annual revenue of less than R1.8 million in the case of BEPs and less than R3 million in the case of Contractors are :
 - A) Not subject to the discounting principle and therefore do not have to comply with the QSE Skills Development element, and
 - B) Not required to have an authorised B-BBEE verification certificate, and may present an affidavit or a certificate issued by the Companies and Intellectual Property Commission (CIPC), in respect of their ownership and annual turnover.
- Contractors and/Built Environment Professionals are encouraged to familiarize themselves with the Construction Sector Codes (CSC000) as issued through Government Gazette No. 41287, Board No. NOTICE 931 OF 2017. Details are available on: www.thedti.gov.za/economic_empowerment/bee_sector_charters.jsp
- An electronic copy can also be requested through DRPW offices (Supply Chain Offices)

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE (QSE) – CONTRACTORS:

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <p style="margin-left: 40px;">i. Before 27 April 1994; or</p> <p style="margin-left: 40px;">ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p>

3. I hereby declare under Oath that:
 - The Enterprise is _____% **Black Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% **Black Woman Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% **Black Designated Group Owned** as per Amended Code Series CSC000 of the Revised Construction Sector Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

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- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between 10 million (ten Million Rands) and less than R50,000,000.00 (fifty Million Rands).
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	

NB: KEY NOTES FOR QSE (extract from Gazette No. 41287)

- 5.6.3 A QSE that is at least 51% Black Owned or 100% Black Owned that does not comply with paragraph 3.6.2.3 above, will be discounted by one level from that level awarded in paragraphs 5.3.1 and 5.3.2 respectively.
- 5.3.4 Despite paragraphs 5.2, 5.3.1 and 5.3.2, an at least 51% Black Owned QSE's BBBEE Status Level and corresponding B-BBEE Recognition Level will be enhanced by one level if it achieves full points (excluding the bonus points) for the Skills Development element of the QSE Scorecard (paragraphs 1.1, 1.2 and 1.3 of Statement CSC603) or the Preferential Procurement and Supplier Development element of the QSE Scorecard (paragraphs 1.1, 1.2, 1.3 and 2.1 of CSC604).
- 5.3.5 For the avoidance of doubt, a Measured Entity that is measured in terms of the full QSE scorecard is not eligible for enhancement in terms of paragraph 5.3.4 above.
- Contractors and/Built Environment Professionals are encouraged to familiarize themselves with the Construction Sector Codes (CSC000) as issued through Government Gazette No. 41287, Board No. NOTICE 931 OF 2017. Details are available on: www.thedti.gov.za/economic_empowerment/bee_sector_charters.jsp
- An electronic copy can also be requested through DRPW offices (Supply Chain Offices)

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

APPOINTMENT OF A SERVICE PROVIDER FOR DIESEL MECHANICAL ARTISAN RECOGNITION
OF PRIOR LEARNING (ARPL) PROCESS OF INTERNAL STAFF FOR THE DEPARTMENT OF
TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT

GENERAL CONDITIONS OF CONTRACT

GENERAL CONDITIONS OF CONTRACT:

1 The following is relevant, pertaining to GCC:

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

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SUPPORTING DOCUMENTATION

DOCUMENTATION:

1 Supporting Documents:

The following supporting documents / information is required and, must be inserted in this section.

- Provide proof of accreditation by the Quality Council for Trades and Occupations (QCTO) as stipulated in the specification;
- Proof of registration with the Centralized Supplier Database of National Treasury;
- Provide confirmation of previous experience and availability of resources to undertake a project of this nature as per functionality criteria.