



**BID NUMBER**

**DOT-HO-24/25-0072**

**DESCRIPTION: SUPPLY AND DELIVERY OF OFFICE  
FURNITURE FOR HEAD OFFICE (KING WILLIAMS TOWN  
– STELLENBOSCH PARK)**

**Issued by:**

**Supply Chain Management Unit**

**Department of Transport**

**Private Bag X0023**

**BHISHO**

**5605**

**NAME OF BIDDER:** \_\_\_\_\_

**CSD NUMBER :** \_\_\_\_\_



Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

## INVITATION TO BID

**BID NUMBER: DOT-HO-24/25-0072**

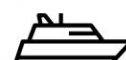
**DESCRIPTION: SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR HEAD OFFICE (KING WILLIAMS TOWN – STELLENBOSCH PARK)**

**CLOSING DATE: 16 AUGUST 2024 | Time: 11H00**

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 Stellenbosch Park, King William's Town or sent via email [Mziwakhe.baleni@ectransport.gov.za](mailto:Mziwakhe.baleni@ectransport.gov.za), not later than **11H00 on 16 AUGUST 2024**.

### Bidders must take particular note of the following:

- Service providers are kindly requested to submit price quotations on the attached pricing schedule for the specified items / service.
- By submitting the price quotation, it is accepted that you fully understand the requirements of this invitation and have familiarized yourself with the General Conditions of Contract (GCC) available on National Treasury website.
- 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.
- In the case of a JV tender, each party must supply a valid tax certificate and a letter of good standing.
- The tenderers must ensure that they complete and sign the SBD 1, SBD 4, SBD 6.1 and SBD 6.2 and Annexures C, D, and E and SBD 7.1
- The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in the Bidders tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer and therefore non-responsive.
- Bidders must have provided supporting documentation as per the bid 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 bid.



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

**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 60 days after the closing date. The Department reserves the right not to accept the lowest or any tender.
- **NB. The Department reserves the right to conduct an in loco inspection to verify capacity and if the Company is in existence should there be a necessity.**
- **A compulsory briefing and clarification session will be held at the C Block Entrance Foyer, next to the Tender Boxes in the Old Building, Department of Transport, 32 Cowan Close, Stellenbosch Park Building, Flemming Street, King William's Town, 5601 on Tuesday 13 August 2024 at 11h00, Failure to attend will render a bid non-responsive and will be disqualified.**

**Enquiries should be directed to:**

**SCM**

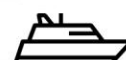
Mr. MG Baleni  
Tel No: 043- 6047 438 Cell: 083 579 3994

**| TECHNICAL**

Mr S Nkope  
| Cell: 060 989 1693

[mziwakhe.baleni@ectransport.gov.za](mailto:mziwakhe.baleni@ectransport.gov.za)

[sikhokele.nkope@ectransport.gov.za](mailto:sikhokele.nkope@ectransport.gov.za)



## Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

**SPECIFICATION**

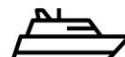
The Department of Transport invites quotations from reputable Service Providers for the **Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

OFFICIAL	FURNITURE ITEM	
Director	<p><b>Executive Desk Set consisting of:</b></p> <p><b>Rectangular workstation</b></p> <ul style="list-style-type: none"> <li>• 1800W X 1000D X 732H</li> <li>• Rosewood veneer finish</li> <li>• Full black leather inlay</li> <li>• 64mm Thick solid wood profile on top</li> <li>• 64mm Thick panel legs</li> <li>• Silver stubb risers</li> <li>• Modesty panel</li> <li>• Silver inset feature</li> </ul> <p><b>Executive 3 draw mobile pedestal</b></p> <ul style="list-style-type: none"> <li>• 2x Std. draws, 1 x D/Filer draw</li> <li>• Rosewood veneer finish</li> <li>• Central locking mechanism</li> <li>• PVC draw inner</li> <li>• Metal draw runners</li> <li>• Bar handles</li> </ul> <p><b>Executive curved link unit</b></p> <ul style="list-style-type: none"> <li>• 1000W X 600D</li> <li>• Rosewood veneer finish</li> <li>• 64mm profile</li> </ul> <p><b>Executive sliding door credenza</b></p> <ul style="list-style-type: none"> <li>• 1200W X 600 D X 732H</li> <li>• Rosewood veneer finish</li> <li>• 64mm Solid wood profile</li> <li>• Adjustable shelf</li> <li>• Lockable</li> <li>• Bar handle</li> </ul>	1



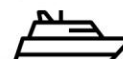
Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

OFFICIAL	FURNITURE ITEM	
	<p><b>Executive Wall Unit</b></p> <ul style="list-style-type: none"> <li>• 1800W x2000H x 600D</li> <li>• Rosewood veneer finish</li> <li>• 32mm Solid wood profile</li> <li>• 2 x Half hinged glass door top section</li> <li>• 2x Adjustable shelves</li> <li>• Frosted and Lockable</li> <li>• 2 x Open section middle</li> <li>• 2 x Full hinged doors bottom section</li> <li>• 1 x Adjustable shelf</li> <li>• Lockable bar handles</li> </ul>	2
	<p><b>Executive rectangular boardroom table</b></p> <ul style="list-style-type: none"> <li>• 2000W x 1200D x 732H</li> <li>• Rosewood veneer finish</li> <li>• Black leather inlay table set</li> <li>• 64mm thick solid wood profile on top</li> <li>• 64mm thick panel legs</li> <li>• Silver stubb risers</li> <li>• Modesty panel –silver insert feature</li> </ul>	2
	<p><b>Visitors arm chairs</b></p> <ul style="list-style-type: none"> <li>• Black touch leather upholstery</li> <li>• Fully molded mid back shell</li> <li>• Nylon flexible arms</li> <li>• Metal sleigh base frame –black epoxy coated finish</li> </ul>	8
	<p><b>Hat &amp; coat stand</b></p> <p>Steel - black touch</p>	1



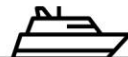
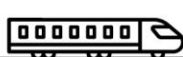
## Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

OFFICIAL	FURNITURE ITEM	
	<b>High back chair</b> <ul style="list-style-type: none"> <li>• Black touch leather upholstery</li> <li>• 1 piece fully molded high back shell</li> <li>• Nylon flexible arm</li> <li>• Swivel &amp; tilt action</li> <li>• Gas height adjustment</li> <li>• 5 star nylon castor base</li> </ul>	1
<b>Chief Directors</b>	<b>High back chair</b> <ul style="list-style-type: none"> <li>• Black touch leather upholstery</li> <li>• 1 piece fully molded high back shell</li> <li>• Nylon flexible arm</li> <li>• Swivel &amp; tilt action</li> <li>• Gas height adjustment</li> <li>• 5 star nylon castor base</li> </ul>	1
	<b>Visitors arm chairs</b> <ul style="list-style-type: none"> <li>• Black touch leather upholstery</li> <li>• Fully molded mid back shell</li> <li>• Nylon flexible arms</li> <li>• Metal sleigh base frame –black epoxy coated finish</li> </ul>	6
<b>Other Officials</b>	<b>Executive Ergonomic Chair with Headrest</b> <ul style="list-style-type: none"> <li>• Adjust seat height from 450mm to 550mm for personalized comfort</li> <li>• Slide the seat pan with 6cm depth adjustment for optimal seating</li> <li>• 4D Armrest adjustment for precise positioning – up &amp; down, in-wards and outwards and forward and backwards movements</li> </ul>	3



Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

OFFICIAL	FURNITURE ITEM	
	<ul style="list-style-type: none"> <li>• Depth adjustment in armrest pads enables closer positioning to desk</li> <li>• Lumbar support height adjustment within a 6cm range</li> <li>• Backrest with reclining, tension adjustment and a locking synchro mechanism with 3 lockable positions</li> <li>• Upholstered Headrest with 5cm height adjustment</li> </ul>	



Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

## QUOTATION EVALUATION CRITERIA

### 1. EVALUATION CRITERIA:

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.

#### 1.1. Price:

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

#### 1.2. Calculation of points for specific goals

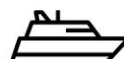
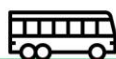
- The tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender.

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
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)
<b>Historically Disadvantaged Individuals Ownership</b>		
Black ownership	4	% ownership
Women ownership	4	% ownership
Youth ownership	4	% ownership
Disabled people ownership	4	
<b>Locality:-</b>		
(a) Within Eastern Cape	4	
(b) Outside – Eastern Cape	2	

### 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 inline with the specified requirements include:

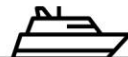
- Disability Ownership: valid medical documentary proof.





**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

- Military Veterans Ownership: valid proof of veteran status.
- \* The Central Supplier Database will be used to verify the specific goals other than the specific goals stated under paragraph 1.3
- 1.3.3. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the SPECIFIC GOALS. Such bidders will score 0 out of maximum of 20 points for SPECIFIC GOALS



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**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

This quotation has local content and production that must be adhered to. SBD 6.2 and its annexures (C D E) has been included.

**NB\*** Annexure D to be completed if applicable

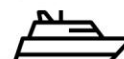
**The following items have Local Content:**

Description	Industry/sector/sub-sector	
		Minimum threshold for local content
Office Furniture	Furniture Products	85%

**Industrial Procurement**

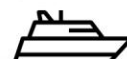
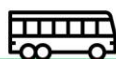
The revised Preferential Procurement Policy Framework Act (PPPFA) regulations which came into effect on the 7 December 2011 empower the Department of Trade and Industry (**the dti**) to designate industries, sectors and sub-sectors for local production at a specified level of local content.

Industry/sector/sub-sector	Minimum threshold for local content
Buses (Bus Body)	80%
Textile, Clothing, Leather and Footwear	100%
Steel Power Pylons, Monopole Pylons, Steel Substation Structures, Powerline Hardware, Street Light Steel Poles, Steel Lattice Towers	100%
Canned / Processed Vegetables	80%
<b>Pharmaceutical Products:</b>	
<ul style="list-style-type: none"> <li>• OSD Tender</li> <li>• Family Planning Tender</li> </ul>	<ul style="list-style-type: none"> <li>• 70% (volumes)</li> <li>• 50% value</li> </ul>
Rail Rolling Stock	65%
Set Top Boxes (STB)	30%
<b>Furniture Products:</b>	



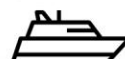
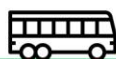
**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

<ul style="list-style-type: none"> <li>• Office Furniture</li> <li>• School Furniture</li> <li>• Base and Mattress</li> </ul>	<ul style="list-style-type: none"> <li>• 85%</li> <li>• 100%</li> <li>• 90%</li> </ul>
Solar Water Heater Components	70%
Electrical and telecom cables	90%
Valves products and actuators	70%
<b>Residential Electricity Meter :</b>	
<ul style="list-style-type: none"> <li>• Prepaid Electricity Meters</li> <li>• Post Paid Electricity Meters</li> <li>• SMART Meters</li> </ul>	<ul style="list-style-type: none"> <li>• 70%</li> <li>• 70%</li> <li>• 50%</li> </ul>
<b>Working Vessels/Boats (All types):</b>	
<ul style="list-style-type: none"> <li>• Components</li> </ul>	<ul style="list-style-type: none"> <li>• 10% - 100%</li> </ul>
Conveyance Pipes	80% - 100%
<b>Transformers and Shunt Reactors:</b>	
<ul style="list-style-type: none"> <li>• Class 0</li> <li>• Class 1</li> <li>• Class 2</li> <li>• Class 3</li> <li>• Class 4</li> </ul>	<ul style="list-style-type: none"> <li>• 90%</li> <li>• 70%</li> <li>• 70%</li> <li>• 45%</li> <li>• 10%</li> </ul>
<ul style="list-style-type: none"> <li>• Components and conversion activities</li> </ul>	<ul style="list-style-type: none"> <li>• 50% - 100%</li> </ul>
<b>Solar PV Components:</b>	
<ul style="list-style-type: none"> <li>• Laminated PV Modules</li> <li>• Module Frame</li> <li>• DC Combiner Boxes</li> <li>• Mounting Structure</li> <li>• Inverter</li> </ul>	<ul style="list-style-type: none"> <li>• 15%</li> <li>• 65%</li> <li>• 65%</li> <li>• 90%</li> <li>• 40%</li> </ul>
<b>Two Way Radio Terminals and Associated Equipment:</b>	
<ul style="list-style-type: none"> <li>• Portable Radio</li> <li>• Mobile Radio</li> <li>• Repeater</li> </ul>	<ul style="list-style-type: none"> <li>• 60%</li> <li>• 60%</li> <li>• 60%</li> </ul>
<ul style="list-style-type: none"> <li>• Components</li> </ul>	<ul style="list-style-type: none"> <li>• 20% - 100%</li> </ul>
<b>Rail Signaling:</b>	
<ul style="list-style-type: none"> <li>• Components</li> </ul>	<ul style="list-style-type: none"> <li>• 65%</li> </ul>
<ul style="list-style-type: none"> <li>• Components</li> </ul>	<ul style="list-style-type: none"> <li>• 40% - 100%</li> </ul>



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

<b>Wheely Bins:</b>	100%
<b>Fire Fighting Vehicle</b>	30%
<ul style="list-style-type: none"> <li>• Crew Cabin</li> <li>• Super Structure</li> <li>• Assembly</li> </ul>	<ul style="list-style-type: none"> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> </ul>
<b>Steel Products and Component for Construction</b>	
<b>Steel Value-added Products</b>	
<ul style="list-style-type: none"> <li>• Fabricated Structural Steel</li> <li>• Joining/Connecting Components</li> <li>• Frames</li> <li>• Roof and Cladding</li> <li>• Fasteners</li> <li>• Wire Products</li> <li>• Ducting and Structural pipework</li> <li>• Gutters, downpipes &amp; lauders</li> </ul>	<ul style="list-style-type: none"> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> </ul>
<b>Steel Value-added Products</b>	
<ul style="list-style-type: none"> <li>• Plates</li> <li>• Sheets</li> <li>• Galvanised and Colour Coated Coils</li> <li>• Wire Rod and Drawn Wire</li> <li>• Sections</li> <li>• Reinforcing bars</li> </ul>	<ul style="list-style-type: none"> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> </ul>
<b>Pumps, Medium Voltage (MV) Motor and Associated Accessories</b>	70%
<ul style="list-style-type: none"> <li>• Casting or Frame Fabrication</li> <li>• Fabrication and winding of the Rotor Core</li> <li>• Accessories</li> <li>• Assembly and testing of the fully-built unit</li> </ul>	<ul style="list-style-type: none"> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> </ul>
<b>Rail Permanent Way</b>	90%
<ul style="list-style-type: none"> <li>• Rails and rail joints</li> <li>• Ballasts</li> <li>• Ballastless</li> <li>• Turnouts/switches and crossings</li> <li>• Railway sleepers</li> <li>• Rail fastening and accessories</li> <li>• Railway maintenance of way plant &amp; equipment</li> <li>• Assembly and testing of fully build unitst</li> </ul>	<ul style="list-style-type: none"> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 70%</li> <li>• 100%</li> </ul>



Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

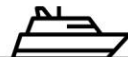
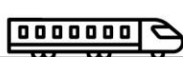
SBD1

**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>DOT-HO-24/25-0072</b>	CLOSING DATE:	<b>16-08-2024</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS): **DOCUMENTS WILL BE EMAILED BACK TO THE SENDER**

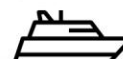
<b>DEPARTMENT OF TRANSPORT OFFICES</b>					
<b>BLOCK C ENTRANCE FOYER, OLD BUILDING</b>					
<b>KING WILLIAM'S TOWN</b>					
<b>5601</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN	
[TICK APPLICABLE BOX]				<input type="checkbox"/> Yes	



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**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

	<input type="checkbox"/> No	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 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:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE <b>IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<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)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	TRANSPORT	CONTACT PERSON	Mr S. Nkope
CONTACT PERSON	Mziwakhe Baleni	TELEPHONE NUMBER	060 989 1693
TELEPHONE NUMBER	043-6047 438	FACSIMILE NUMBER	086 648 6340
FACSIMILE NUMBER	086 648 6340	E-MAIL ADDRESS	Sikhokele.nkope@ectransport.gov.za



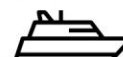
**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**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.



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

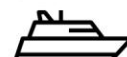
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**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.**

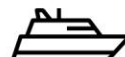
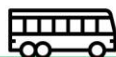




Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

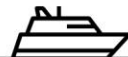
# PRICING SCHEDULE

	<b>EASTERN CAPE DEPARTMENT OF TRANSPORT</b>  <b>PROJECT DESCRIPTION: SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR HEAD OFFICE (KING WILLIAMS TOWN – STELLENBOSCH PARK)</b>				
ITEM	DESCRIPTION OF GOODS/SERVICES	Unit	Qty.	Price per Unit	Amount
	<b>DIRECTORS</b>				
<b>01</b>	<p><b>Executive Desk Set consisting of:</b></p> <p><b>Rectangular workstation</b></p> <ul style="list-style-type: none"> <li>• 1800W X 1000D X 732H</li> <li>• Rosewood veneer finish</li> <li>• Full black leather inlay</li> <li>• 64mm Thick solid wood profile on top</li> <li>• 64mm Thick panel legs</li> <li>• Silver stubb risers</li> <li>• Modesty panel</li> <li>• Silver inset feature</li> </ul> <p><b>Executive 3 draw mobile pedestal</b></p> <ul style="list-style-type: none"> <li>• 2x Std. draws, 1 x D/Filer draw</li> <li>• Rosewood veneer finish</li> <li>• Central locking mechanism</li> <li>• PVC draw inner</li> <li>• Metal draw runners</li> <li>• Bar handles</li> </ul> <p><b>Executive curved link unit</b></p> <ul style="list-style-type: none"> <li>• 1000W X 600D</li> <li>• Rosewood veneer finish</li> <li>• 64mm profile</li> </ul> <p><b>Executive sliding door credenza</b></p> <ul style="list-style-type: none"> <li>• 1200W X 600 D X 732H</li> <li>• Rosewood veneer finish</li> <li>• 64mm Solid wood profile</li> <li>• Adjustable shelf</li> <li>• Lockable</li> </ul> <p>Bar handle</p>	each	1		



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

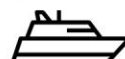
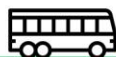
02	<p><b>Executive Wall Unit</b></p> <ul style="list-style-type: none"> <li>• 1800W x2000H x 600D</li> <li>• Rosewood veneer finish</li> <li>• 32mm Solid wood profile</li> <li>• 2 x Half hinged glass door top section</li> <li>• 2x Adjustable shelves</li> <li>• Frosted and Lockable</li> <li>• 2 x Open section middle</li> <li>• 2 x Full hinged doors bottom section</li> <li>• 1 x Adjustable shelf</li> <li>• Lockable bar handles</li> </ul>	each	2		
03	<p><b>Executive rectangular boardroom table</b></p> <ul style="list-style-type: none"> <li>• 2000W x 1200D x 732H</li> <li>• Rosewood veneer finish</li> <li>• Black leather inlay table set</li> <li>• 64mm thick solid wood profile on top</li> <li>• 64mm thick panel legs</li> <li>• Silver stubb risers</li> <li>• Modesty panel –silver insert feature</li> </ul>	each	1		
04	<p><b>Visitors arm chairs</b></p> <ul style="list-style-type: none"> <li>• Black touch leather upholstery</li> <li>• Fully molded mid back shell</li> <li>• Nylon flexible arms</li> <li>• Metal sleigh base frame –black epoxy coated finish</li> </ul>	each	8		
05	<p><b>Hat &amp; coat stand</b></p> <p>Steel - black touch</p>	each	1		
06	<p><b>High back chair</b></p> <ul style="list-style-type: none"> <li>• Black touch leather upholstery</li> <li>• 1 piece fully molded high back shell</li> <li>• Nylon flexible arm</li> <li>• Swivel &amp; tilt action</li> <li>• Gas height adjustment</li> <li>• 5 star nylon castor base</li> </ul>	each	1		
	<p><b>CHIEF DIRECTOR FURNITURE</b></p>				
07	<p><b>High back chair</b></p> <ul style="list-style-type: none"> <li>• Black touch leather upholstery</li> <li>• 1 piece fully molded high back shell</li> </ul>	each	1		



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

	<ul style="list-style-type: none"> <li>Nylon flexible arm</li> <li>Swivel &amp; tilt action</li> <li>Gas height adjustment</li> <li>5 star nylon castor base</li> </ul>				
<b>08</b>	<p><b>Visitors arm chairs</b></p> <ul style="list-style-type: none"> <li>Black touch leather upholstery</li> <li>Fully molded mid back shell</li> <li>Nylon flexible arms</li> <li>Metal sleigh base frame –black epoxy coated finish</li> </ul>	each	6		
	<b>OTHER OFFICIALS</b>				
<b>09</b>	<p><b>Executive Ergonomic Chair with Headrest</b></p> <ul style="list-style-type: none"> <li>Adjust seat height from 450mm to 550mm for personalized comfort</li> <li>Slide the seat pan with 6cm depth adjustment for optimal seating</li> <li>4D Armrest adjustment for precise positioning – up &amp; down, in-wards and outwards and forward and backwards movements</li> <li>Depth adjustment in armrest pads enables closer positioning to desk</li> <li>Lumbar support height adjustment within a 6cm range</li> <li>Backrest with reclining, tension adjustment and a locking synchro mechanism with 3 lockable positions</li> <li>Upholstered Headrest with 5cm height adjustment</li> </ul>	each	3		
				<b>Sub-total</b>	
				<b>Vat @ 15%</b>	
				<b>TOTAL AMOUNT OF TENDER</b>	

**NB:After service has been rendered the invoices must be submitted to the following email address: [invoices@ectransport.gov.za](mailto:invoices@ectransport.gov.za)**



Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

# 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:**

.....



Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

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 : <b>DOT-HO-24/25-0072</b>
Closing Time : <b>11H00</b>	Closing date : <b>16-08-2024</b>

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF QUOTE. \_\_\_\_\_

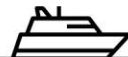
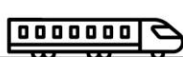
ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- Required by: DEPARTMENT OF TRANSPORT
- At: KING WILLIAMS TOWN
- Brand and model: N/A
- 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



**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 interest<sup>1</sup> 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.



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**


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:

.....  
.....

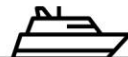
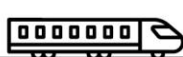
.....  
.....

**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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or

\_\_\_\_\_



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

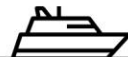
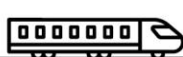
arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery 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





**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

**DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS**

**This form must be included additional to the SBD.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 WHERE 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.**

**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



**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.

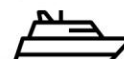
1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

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

**2. DEFINITIONS**

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

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

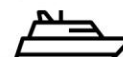
A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

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

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



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

**3.2.1. POINTS AWARDED FOR PRICE**

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

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

Where

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

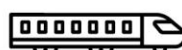
**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

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

***(Note to 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.)***



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

<b>PREFERENTIAL SPECIFIC GOALS POINTS TABLE</b>		
<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<b>Historically Disadvantaged Individuals Ownership</b>		
Black ownership	4	% ownership
Women ownership	4	% ownership
Youth ownership	4	% ownership
Disabled people ownership	4	
<b>Locality:-</b>		
(a) Within Eastern Cape	4	
(b) Outside – Eastern Cape	2	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

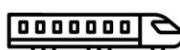
4.5. TYPE OF COMPANY/ FIRM

- 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;



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

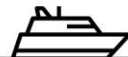
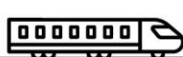
**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....



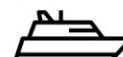
## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:



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$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

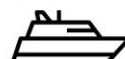
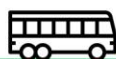
2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief





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Executive, or senior member / person with management responsibility(close corporation, partnership or individual).

- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

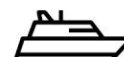
**3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
.....	.....
.....	.....
.....	.....

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

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



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

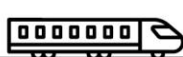
*(Tick applicable box)*

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

5.1. If yes, provide the following particulars:

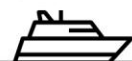
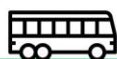
- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)



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6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.



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Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. DOT-HO-24/25-0072**

**ISSUED BY:** (Procurement Authority / Name of Institution): DEPARTMENT OF TRANSPORT

NB

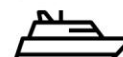
1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial-development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

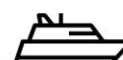
**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_



Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

SATS 1286.2011

Annex C

Local Content Declaration - Summary Schedule

(C1) Tender No. \_\_\_\_\_  
 (C2) Tender description: \_\_\_\_\_  
 (C3) Designated product(s) \_\_\_\_\_  
 (C4) Tender Authority: \_\_\_\_\_  
 (C5) Tendering Entity name: \_\_\_\_\_  
 (C6) Tender Exchange Rate: Pula \_\_\_\_\_ EU \_\_\_\_\_ GBP \_\_\_\_\_  
 (C7) Specified local content % \_\_\_\_\_

**Note:** VAT to be excluded from all calculations

Calculation of local content							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
		R				R	
		R				R	
		R				R	
		R				R	
		R				R	
		R				R	
		R				R	
		R				R	
		R				R	

Tender summary			
Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)
	R		
	R		
	R		
	R		
	R		
	R		
	R		
	R		
	R		
	R		

(C20) Total tender value R \_\_\_\_\_  
 (C21) Total Exempt imported content R \_\_\_\_\_  
 (C22) Total Tender value net of exempt imported content R \_\_\_\_\_  
 (C23) Total Imported content R \_\_\_\_\_  
 (C24) Total local content R \_\_\_\_\_  
 (C25) Average local content % of tender \_\_\_\_\_

Signature of tenderer from Annex B

Date: \_\_\_\_\_

Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

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Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No.		Note: VAT to be excluded from all calculations
(D2) Tender description:		
(D3) Designated Products:		
(D4) Tender Authority:		
(D5) Tendering Entity name:		
(D6) Tender Exchange Rate:	Pula _____ EU R 9.00 GBP R 12.00	

A. Exempted imported content

Calculation of imported content

Summary

Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)

(D19) Total exempt imported value R 0

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

Calculation of imported content

Summary

Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)

(D32) Total imported value by tenderer R 0

C. Imported by a 3rd party and supplied to the Tenderer

Calculation of imported content

Summary

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)

(D45) Total imported value by 3rd party R 0

D. Other foreign currency payments

Calculation of foreign currency payments

Summary of payments

Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

Signature of tenderer from Annex B

(D53) Total of imported content & foreign currency payments - (D32) (D45) & (D52) above

R 0

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This total must correspond with Annex C - C 23

Date:

Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

SATS 1286.2011

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.		<b>Note: VAT to be excluded from all calculations</b>
(E2)	Tender description:		
(E3)	Designated products:		
(E4)	Tender Authority:		
(E5)	Tendering Entity name:		

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			R 0

(E10)	Manpower costs	(Tenderer's manpower cost)	R 0
(E11)	Factory overheads	(Rental, depreciation & amortisation, utility costs, consumables etc.)	R 0
(E12)	Administration overheads and mark-up	(Marketing, insurance, financing, interest etc.)	R 0

(E13) Total local content	R 0
This total must correspond with Annex C - C24	

Signature of tenderer from Annex B



Date: efficient, safe, sustainable, affordable and accessible transport system



Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder’s Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY   .....

SIGNATURE   .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....



**Supply and Delivery of Office Furniture for Head Office (King Williams Town – Stellenbosch Park)**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

An efficient, safe

WITNESSES

1. ....

## 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](http://www.treasury.gov.za)
- Bidders must familiarize themselves with these GCCs

