



**INDEPENDENT COMMUNICATION AUTHORITY OF SOUTH AFRICA (PTY) LTD  
INVITATION FOR SUPPLIER DATABASE**

<p><b>YOU ARE HEREBY INVITED TO SUBMIT APPLICATION FORMS FOR REGISTRATION ON ICASA SUPPLIER DATABASE</b></p>
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<b>PROPOSAL NUMBER:</b>	<b>ICASA 002/2009</b>
<b>CLOSING DATE:</b>	<b>12 June 2009</b>
<b>CLOSING TIME:</b>	<b>16:00</b>
<b>DESCRIPTION:</b>	<b>Invitation to Register on ICASA's Supplier Database.</b>
<b>BID DOCUMENTS MAY BE ADDRESSED TO:</b>	
<b>Mr. Ernest T. Maubane</b>	
<b>Supply Chain Management</b>	
<b>ICASA</b>	
<b>Block "B" Pinmill Farm</b>	
<b>164 Katherine Street</b>	
<b>2146</b>	
<b>APPLICATIONS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT THE ADDRESS ABOVE.</b>	

Companies should ensure that Proposals are delivered in time to the correct address. If the proposal is late, it will not be accepted for consideration.

ALL REGISTRATION FORMS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED).

<b>THE FOLLOWING PARTICULARS MUST BE FURNISHED</b>
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**COMPANY STRUCTURE**

Indicate the type of Company structure by marking with an 'X'	
Individual Companies	
Joint Venture	
Consortium	
With Sub Contractors	
Other	

<b>If Joint Venture or Consortium, indicate the name of the prime Companies:</b>	
Name of Prime Contractor	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Fax Number	
Postal Address	
Physical Address	

<b>If Joint Venture or Consortium, indicate the name/s of the partners:</b>	
Company Name	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Fax Number	
Postal Address	
Physical Address	

**HAS AN ORIGINAL VALID TAX CLEARANCE CERTIFICATE/S BEEN SUBMITTED OF ALL CONSORTIUM, JOINT VENTURE**

Yes		No	
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**PLEASE INDICATE WHETHER YOUR COMPANY IS A PUBLIC COMPANY OR A TERTIARY INSTITUTION**

Yes		No	
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SIGNATURE OF SUPPLIER/PROVIDER: .....

CAPACITY UNDER WHICH THIS APPLICATION IS SIGNED:

.....

DATE: .....

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## 1. INTRODUCTION

### 1.1 Purpose of Invitation

The purposes of this invite is to update the supplier database with new and existing Companies for goods and services over a range of commodities, in the various regional offices namely: ICASA Head Office at Sandton, Durban region, PE Region, Cape Town region, Bloemfontein region.

### 1.2 Based on the completeness and compliance of the application forms submitted, ICASA intends to select preferred Companies with the view of creating a database of service providers for the provisioning of goods and services to ICASA on an ad hoc basis.

Companies who are already registered on the database can respond to update their supplier details.

### 1.3 Queries

Should it be necessary for a Supplier to obtain clarity on any matter arising from Or referred to in this document, please refer your queries, in writing, to the Contact person(s) listed below? ICASA reserves the right to place responses to such queries on the website.

Ernest T. Maubane	Telephone	(011) 566-3153
	E-mail	<b>emaubane@icasa.org.za</b>

## 2. SPECIAL REGISTRATION CONDITIONS

The following important conditions should be read carefully before the completion of the registration form.

2.1 Registration form to be completed by all businesses seeking to render services to the ICASA. A company profile/ BEE profile will not be accepted as the application form.

2.2 This must be completed in full and signed by the owner(s) or manager head of administration head.

2.3 If the information required is not applicable to your business, clearly insert N/A in the appropriate space.

2.4 Mark the appropriate space with an "X" where it is applicable to you.

2.5 All fields on application form MUST be completed by applicant ; If the space provided is left blank, it will be regarded as information that is still outstanding and you will not be registered.

2.6 The front page of the form must be clearly marked "DATABASE" and be posted to the above postal address or hand delivered to ICASA HEAD OFFICE.

2.7 Please note that no unsigned faxed or e-mailed forms will be accepted.

2.8 Companies registered on the database must notify ICASA within 14 (Fourteen) days of any changes to information provided in the application form. Failure to comply may result in such a business being removed and /or blacklisted from the database.

2.9 Companies providing information intentionally incorrectly or fraudulently will be disqualified.

2.10 Applicants who have been declared insolvent and wish to do business with ICASA must have been rehabilitated and provide the necessary proof thereof.

2.11 Companies blacklisted by any organs of state must first be removed or cleared from blacklist before registration.

### **3. Preferential Procurement Reform**

3.1 Black Economic Empowerment is an essential ingredient of ICASA's business. In accordance with government policy, ICASA insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices, (SMME Development) etc.

3.2 ICASA will apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) and all other Acts and regulations applicable to this proposal.

### **4. Formal contract**

This invitation, all the appended documentation and the proposal in response thereto read together, forms the basis for a formal contract to be negotiated and finalised between ICASA and/or its clients and the enterprise (s) to whom ICASA awards the proposal in whole or in part.

Mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between ICASA and any vendor.

## **5. Instructions for the submission of a proposal**

5.1 One (1) original, hard copy shall be submitted on the date of closure of the invitation. The original copy **MUST BE SIGNED IN INK** by an authorised employee, agent or representative of the company.

5.2 Application forms must be deposited into ICASA's proposal box on or before **12 June 2009** not later than **16h00**. The invitation box is situated at the reception area of **ICASA Head Office in Sandton BLOCK "B" RECEPTION**.

5.3 All registration forms to register on the database in this regard shall only be accepted if they have been placed in the invite box before or on the closing date a stipulated time.

**5.4 No application form shall be accepted by ICASA if submitted in any manner other than as prescribed above.**

## **6. RESPONSE FORMAT**

Companies shall submit response in accordance with the response format specified below. Failure to do so will result in disqualification of application's response. No referrals must be made to your comment. Failure to comply will result in the application being disqualified.

### **6.1 Schedule 1: MANDATORY REGISTRATION REQUIREMENTS**

**THE FOLLOWING DOCUMENTS/INFORMATION MUST BE ATTACHED TO THE REGISTRRATION FORMS.**

6.1.1 Original and valid tax clearance certificate (no certified / copy or scanned copies will be accepted) and should be submitted with the registration forms.

6.1.2 Copy of Company registration certificate from CIPRO.

6.1.3 Copy of Identity document/s in line with Members or Directors on the CIPRO Company registration document.

6.1.4 Land line telephone number + Cell phone number

6.1.5 Valid and working fax number

6.1.6 A valid and working email address

6.1.7 Appointed person to deal with the request for Quotation.

6.1.8 SDB 6.1 (Preference Points claim form)

6.1.9 SBD 8 (Declaration of bidder's past supply chain management practices)

## 6.2 Company profile must contain the following:

The company must include the following:

Provide an overview of the operating structure and Geographical locations of the firm at the national, regional, and local levels.

Standards – Include information regarding your company’s utilization of widely known Industry Standards and guidelines, as they apply to your firm, your firm’s proposal and proposed hardware assets.

Company Contact(s) – Provide the name, title, street address, city, state, telephone and fax numbers and e-mail of the primary company’s contact person, and for any sub-Contractors.

Company references

## 7. REASONS FOR DISQUALIFICATION

7.1 ICASA reserves the right to disqualify any vendor which does any one or more of the following, and such disapproval may take place without prior notice to the offending vendor:

- Companies who submitted incomplete information and documentation as per the requirements of this invite.
- Companies who do not submit a valid and original Tax clearance certificate;
- Companies who submitted information that is fraudulent, factually untrue or ICASA accurate, for example memberships that do not exist, BEE credentials, experience, etc.;
- Companies who received information not available to other Companies
- Companies who have Black listed as per National Treasury Database.

7.2 No registration from any Service provider with offices within the RSA will be accepted if sent via the Internet or e-mail. However invites from international Companies with no office or representation in the RSA will be accepted if received via the Internet or E-mail before the closing date and time.

## 8. ICASA TERMS AND CONDITIONS

### 8.1

Companies who are distributors, resellers and installers of any specialist equipment are required to submit, back-to-back agreements and service level agreements with their principals.	<b>Accept</b>	<b>Do not accept</b>
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**8.2**

Companies who are sole suppliers on certain goods and services should provide sole supplier certificates from the original equipment manufactures (OEM).	<b>Accept</b>	<b>Do not accept</b>
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**8.3**

ICASA reserves the right to conduct a due diligence exercise prior to approving companies as preferred suppliers on the supplier database	<b>Accept</b>	<b>Do not accept</b>
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**8.4**

Companies undertake to provide goods and service to ICASA Only once ICASA has issues them with a valid purchase order.	<b>Accept</b>	<b>Do not accept</b>
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**8.5**

Companies who qualify to be on the database will be requested to provide quotations as and when required for commodities the companies is short listed for	<b>Accept</b>	<b>Do not accept</b>
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**8.6**

ICASA does not guarantee any business after companies have been registered on the supplier database.	<b>Accept</b>	<b>Do not accept</b>
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**8.7**

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	<b>Accept</b>	<b>Do not accept</b>
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**8.8**

No interest shall be payable on accounts invoices due to the companies registered on the supplier database.	<b>Accept</b>	<b>Do not accept</b>
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**8.9**

ICASA will not be held liable for any expenses incurred by Companies, in preparing and submitting the registration forms on the supplier database.	<b>Accept</b>	<b>Do not accept</b>
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**8.10**

All Companies who are tertiary institutions or public companies cannot claim preferential points as per the PPPFA regulations of 2001: 13. (5b).	<b>Accept</b>	<b>Do not accept</b>
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**8.11**

All Companies' who do not sign the declaration forms may not be considered for preference points.	<b>Accept</b>	<b>Do not accept</b>
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**9 EVALUATION CRITERIA (REQUIRED DOCUMENTS)**

The evaluation of the invitation to register on ICASA supplier database will be based on the provision of the following information. Service providers are required to provide the following documents.

<b>Evaluation Criteria</b>
Valid original tax clearance certificate
Letterheads
Company profile
Completion of Commodity list
Company Registration Certificate
Copies of Identity Documents of members/directors as in Company registration Certificate issued by CIPRO
Physical points of address
Landline Telephone Number
Cell phone if available
Email address
Fax number



**Independent Communications Authority of South Africa**  
Pinmill Farm, 164 Katherine Street, Sandton  
Private Bag X10002, Sandton, 2146

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**TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED SUPPLIER ON  
THE DATABASE OF THE AUTHORITY (ICASA)**

All suppliers are herewith invited to register as an approved supplier on the database of the Authority.

In order to comply with the procedures set out in the Accounting Officers Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA), the Authority developed a supplier database to be used by the procurement office.

**The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to the Authority.**

Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to the Authority. It is envisaged however, that this database will contribute to efficient administration and compliance with the PFMA.

Attached please find an official registration form to assist us in updating our database according to legislation. **It is imperative that suppliers read the application document carefully, complete it in full and sign it.** Please note that a valid Tax Clearance Certificate **must** be attached.





(Maximum of 5 commodities will be registered - please ✓ the relevant boxes)

**(Failure to complete this section will result in the application being declined)**

COMMODITY LIST 2009	Tick
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Accounting and Auditing Firms	
Advertising in the Newspapers	
Air Conditioning Supply, Installation & and Repairs)	
Artwork and Paintings	
Asset Management Systems	
Audio Visual Aids and Equipment	
Bags/ Conferences and Promotional Material	
Blind and Awnings	
Book suppliers (various types including overseas published books)	
Braille printing services	
Cabling Services	
Carpets cleaning services	
Carting Equipment & Equipment	
Cartridges	
Cleaning Services (Deep cleansing, Carpet cleaning, Upholstery cleaning, etc).	
Closed Circuit TV	
Clothing and General protective equipment & Uniforms	
Computer consumables	
Computer Hardware & Printers	
Computer Software	
Corporate Gifts	
Courier Services	
Grocery & Cutlery	
Data Capturing services	
Design Services	
Development	
Disposal of fixed & moveable	
DJ Services	
Document Binding Services	
Document Management Solutions	
Drain Cleaning Services	
Drilling Service	
Editing Printing & Publishing	
Electrical Maintenance & Repairs	
Electrical Services (certified service providers)	
Electronic equipment repairs services	
Engineering Services	
Entertainment (Singers and Dancers)	
Event Management	
Facilities	
Fire Extinguisher	
Florists services	
Fumigation mites pest control and related services	
Furniture and Supply	
Furniture Removal Service	
Furniture supplies	

General building maintenance, blinds, tiling, painting, partitioning, renovations etc.	
Gifts and Promotional Items	
HR & Organizational Development	
Information Systems and Computer Process	
Information Technology Consultants	
IT Support Services	
IT System Design and Development	
Labour saving devices	
Lock smith	
Management and Strategy Consultants	
Newspaper supplies (daily)	
Office Furniture	
Office Refurbishment	
Personnel Recruitment Human Resource Development	
Pest Control Services	
Photocopiers	
Photographic and filming services	
Photographic Services	
Plumbing Contractors	
Policy Development	
Postal Services	
Printing and Specialized printing	
Printing Services	
Professional services: please indicate sociality and field.	
Promotional Gifts	
Promotional Material	
Promotional materials and Cooperate gifts	
Property Services	
Property valuations	
Protective Clothing	
Radio Communications Systems	
Radio Monitoring Equipment	
Recruitment Services / HR Consultants	
Removal of Furniture	
Storage services and systems	
Systems Security services	
Telecommunication Systems / Equipment (Supply & Services)	
Testing Equipment (Sales & Services)	
Testing Equipment (Supply & Services)	
Testing Equipment Calibration Service	
Tool and Electrical Supplies	
Tourism	
Training institutions	
Training Services	
Translation Services	
Uniform / clothing / textile	
Vehicle Repairs	
Workshop Facilitation	

**SMME status of your enterprise:**

- Please use this table to determine the SMME Status of your enterprise
- Please ✓ the relevant box in each column

A. Sector	B. Full time paid employees				C. Annual Turnover (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.1
Mining and Quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and Motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering, Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport, Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair/Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

**SMME status of your enterprise:** (Please ✓ the relevant box)  
(According to SMME table) (Compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

**List all partners, proprietors and shareholders (compulsory)**

Name	Position occupied in the enterprise	Citizenship	ID Number

Note: Where owner are themselves a company or partnership, owners of the holding firm must be identified



**HDI Ownership Status:** Please read notes below very carefully

**Instructions and Definitions:**

(please read carefully before completing HDI Ownership Status)

**Legislation:**

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)**(PFMA), to give all prospective suppliers an equal opportunity to submit quotations to a State Department.

**Terminology:**

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the Department.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Department.
- **Owned:** Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- **Previously Disadvantaged Individuals (PDI):** For the purpose of registering as a supplier for the Department, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- **Women:** A female person who is a SA citizen.
- **Establishment of PDI / Women Equity Ownership in a enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

**Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.**

**HDI Ownership Status:**

(failure to complete this section will result in the application being declined)

Previously Disadvantaged Individuals (PDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%



# ANNEXURE “B”

SBD 6.1

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001

### PURCHASES

This preference form must form part of all bids invited. It contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDIs), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.**

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#### 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 below R500 000.**

1.2 The value of this bid is estimated to exceed R500 000 and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- a) Price; and
- b) Specific contract participation goals, as specified in the attached forms.

1.3.1 The points for this bid are allocated as follows:

##### 1.3.1.1. SPECIFIC CONTRACT PARTICIPATION GOALS

<b>(a) Historically Disadvantaged Individuals:</b>	<b>20</b>
(i) who had no franchise in national elections before the 1983 and 1993 Constitutions	10
(ii) who is a female	6
(iii) who has a disability	4
<b>Total points for HDIs</b>	<b><u>20</u></b>

**Separate Preference Points Claim Forms will be used for the promotion of the specific goals for which points have been allocated in paragraph 1.3.1.1 (b) above.**

1.4 Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.

1.5 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. GENERAL DEFINITIONS

- 2.1 **“Acceptable bid”** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.
- 2.2 **“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, works or services.
- 2.3 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.4 **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.5 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state.
- 2.6 **“Specific contract participation goals”** means the goals as stipulated in the Preferential Procurement Regulations 2001.
- 2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.
- 2.7 **“Control”** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 2.8 **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- 2.9 **“Equity Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.
- 2.10 **“Historically Disadvantaged Individual (HDI)”** means a South African citizen
- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution); and/or
  - (2) who is a female; and/or
  - (3) who has a disability:  
  
provided that a person who obtained South African citizenship on or after the coming into effect of the Interim Constitution, is deemed not to be a HDI;
- 2.11 **“Management”** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 2.12 **“Owned”** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

- 2.13 “**Person**” includes reference to a juristic person.
- 2.14 “**Rand value**” means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 “**Small, Medium and Micro Enterprises (SMMEs)** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 “**Sub-contracting**” means the primary contractor’s assigning or leasing or 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.
- 2.17 “**Trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 2.18 “**Trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

**3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE**

- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDIs, or in the case of a company, the percentage shares that are owned by individuals classified as HDIs, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

**4. ADJUDICATION USING A POINT SYSTEM**

- 4.1 The bidder obtaining the highest number of points will be awarded the contract.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

**5. POINTS AWARDED FOR PRICE  
5.1 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
- P<sub>s</sub> = Points scored for price of bid under consideration
  - P<sub>t</sub> = Rand value of bid under consideration
  - P<sub>min</sub> = Rand value of lowest acceptable bid

**6. Points awarded for historically disadvantaged individuals**

6.1 In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category

EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

6.4 Listed companies and tertiary institutions do not qualify for HDI preference points.

6.5 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.

6.6 A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

**7. BID DECLARATION**

7.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.

**8. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 9.8.**

<b>Ownership</b>	<b>Percentage owned</b>	<b>Points claimed</b>
8.1 Equity ownership <b>by persons who</b> had no franchise in the national elections	%	.....
8.2 Equity ownership <b>by women</b>	%	.....
8.3 Equity ownership <b>by disabled persons*</b>	%	.....

\*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)

**9 DECLARATION WITH REGARD TO EQUITY**

9.1 Name of firm : .....

9.2 VAT registration number : .....

9.3 Company registration number : .....

**9.4 TYPE OF FIRM**

- Partnership
- One person business/sole trader
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**9.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

**9.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS? .....**

**9.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.**

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

\*Indicate YES or NO

**9.9 Consortium / Joint Venture**

9.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

Name of HDI member (to be consistent with paragraph 9.8)	Percentage (%) of the contract value managed or executed by the HDI member

9.10 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is 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 paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -
  - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (b) 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;
  - (c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid; and



**WITNESSES:**

.....

2. ....

ADDRESS:.....

.....  
SIGNATURE(S) OF BIDDER(S)

DATE:.....

.....

.....

.....

# ANNEXURE “C”

ICASA  
SBD 8

## DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p><b>Is the bidder or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector?</b></p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

**CERTIFICATION**

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

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

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

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**