



provincial treasury

Department:
Provincial Treasury
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

19 United Building, 1st Street Industrial Site;
Mahikeng 2745
Private Bag X2132
M MABATHO 2735
www.treasury.nwpg.gov.za

Enquiries: S.M Gaasenoe
Tel: 018 388 2579
Email: bgaasenoe@nwpg.gov.za

PROVINCIAL SUPPLY CHAIN MANAGEMENT

SCM Client Support and Strategic Procurement

Ref: NWP 906/22

INVITATION TO BID

DESCRIPTION:

NWP 906/22 – TRANSVERSAL CONTRACT FOR THE SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL TOILET PAPER DISPENSER TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

CLUSTER B2

BID	DISTRICT	CLUSTERS	CLUSTER NO
NWP 906 /22- Bid B	Bojanala District	Other Departments and Public Entities	B2

DATE ISSUED: 12 JANUARY 2023

CLOSING DATE: 16 FEBRURARY 2023 AT 11H00

TENDER BOX
PROVINCIAL SUPPLY CHAIN MANAGEMENT OFFICE
19 FIRST STREET, UNITED BUILDING
INDUSTRIAL SITE;
MAHIKENG
2745

Name of bidder		Bidder VAT registered?
Total bid price including VAT: (brought forward from SBD 3.2)		Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Table of Contents

1. INTRODUCTION.....	4
2. BRIEFING SESSION.....	4
3. DURATION OF THE CONTRACT.....	4
4. TIMELINE OF THE BID PROCESS	4
5. CENTRAL SUPPLIER DATABASE [CSD].....	5
6. INSTRUCTION TO BIDDERS.....	5
7. PARTICIPATING DEPARTMENTS.....	7
8. CONTACT DETAILS.....	7
9. DOCUMENTS IN THE BID DOCUMENT PACK.....	8
10. BID SUBMISSION CHECKLIST	8
11. SCOPE OF WORK.....	9
11.1. Problem Statement.....	9
11.2. Objective.....	10
11.3. Main Deliverables	10
12. SPECIAL REQUIREMENTS AND CONDITIONS OF BID	12
12.1. PRE-QUALIFICATION CRITERIA	12
12.2. ADDITIONAL OBJECTIVE CRITERIA	12
12.3. PRICE NEGOTIATIONS	13
12.4. CONTRACT PERIOD.....	14
12.5. ORDERING	14
Service Provider	14
Provincial Departments & Public Entities	15
12.6. PACKAGING.....	15
12.7. DELIVERY.....	15
12.8. RISK.....	16
12.9. PAYMENTS.....	16
12.9.1. Contracted Service providers	16
12.9.2. Provincial Departments and Public Entities	16
12.10. BREACH OF CONTRACT	16
12.11. QUARTERLY REPORTING	18
12.12. OBLIGATIONS.....	19

NWP 906/22 – TRANSVERSAL CONTRACT FOR THE SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL DISPENSERS TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

13.	ADMINISTRATIVE REQUIREMENTS	19
14.	EVALUATION CRITERIA	20
14.1.	Stage 1	20
	Functionality	20
14.2.	Stage 2	21
	Calculation of Price and Preference Point	21
15.	Evaluation of trust, consortium, joint venture or partnership	22
16.	PRICING	22
17.	PRICE ADJUSTMENT	23
18.	SAMPLES	23
19.	RECOMMENDATION	23
PART A	25
	INVITATION TO BID.....	25
PART B	27
	TERMS AND CONDITIONS FOR BIDDING	27
SBD3.2	28
	PRICING SCHEDULE – NON-FIRM PRICES	28
SBD 4	31
	BIDDER’S DISCLOSURE	31
SBD 6.1	34
	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017	34

1. INTRODUCTION

It has been verified that prices for goods and services are not regulated throughout different Provincial Departments and Public Entities.

The above has led the Provincial Treasury to consider establishing a Transversal Contract in order to ensure Departments and Public Entities derive value for money and that prices are controlled.

2. BRIEFING SESSION

There shall be no briefing session for this bid

3. DURATION OF THE CONTRACT

The successful bidder(s) will be appointed for a period of three (3) years.

4. TIMELINE OF THE BID PROCESS

The validity period is 90 days after closing of the bid. The project timeframes of this bid are set out below:

Activity	Date due
Advertisement of the bid in the:	
- National Treasury E-Tender Portal	12 January 2023
- Government Tender Bulletin; and	13 January 2023
- Distribution of bid documents on the Provincial Treasury website	12 January 2023
- Newspapers	16 January 2023
Bid closing date	16 February 2023

***Dates subject to change.**

All times in this bid are based on South African Standard Time. Any time or date in this bid is subject to change at the Provincial Treasury's sole discretion. The establishment of time or date in this bid does not create an obligation on the part of the Provincial Treasury to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidders accept that, if the Department extends the deadline (the closing

NWP 906/22 – TRANSVERSAL CONTRACT FOR THE SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL DISPENSERS TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

date) for bid submissions for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

5. CENTRAL SUPPLIER DATABASE [CSD]

- 5.1 Bidder/s must be registered as/a service provider/s on the Central Supplier Database [CSD]. If you are not registered, conclude the registration of your company prior to submitting your bid. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid.
- 5.2 Bidders must ensure that their tax information on Central Supplier Database [CSD] is in good standing and submit a valid SARS tax compliance status pin.
- 5.3 Bidders should further note that the Central Supplier Database (CSD) will be utilized to confirm compliance to tax and other related matters. It is therefore the bidder’s responsibility to ensure compliance in all respects.

6. INSTRUCTION TO BIDDERS

6.1 The bid has been divided according to eight (8) clusters as follows:

BID	DISTRICT	CLUSTERS	CLUSTER NO
NWP 906 /22 - Bid A	Ngaka Modiri Molema District	Health	A1
		Other Departments and Public Entities	A2
NWP 906/22 - Bid B	Bojanala District	Health	B1
		Other Departments and Public Entities	B2
NWP 906/22 - Bid C	Dr Kenneth Kaunda District	Health	C1
		Other Departments and Public Entities	C2
NWP 906/22 - Bid D	Dr Ruth Segomotsi Mompoti District	Health	D1
		Other Departments and Public Entities	D2

- Bidders are required to bid per district per cluster
- The bid will be evaluated per district per cluster

6.2 Bid documents must be properly packaged, clearly marked as **NWP 906/22** and deposited in the tender box on or before the closing date and time at Provincial Treasury, situated at: -

**PROVINCIAL SUPPLY CHAIN MANAGEMENT OFFICE
19 FIRST STREET, UNITED BUILDING
INDUSTRIAL SITE;
MAHIKENG
2745**

6.3 Bid documents will only be considered if received by Provincial Treasury; Provincial Supply Chain Management office before the closing date and time **16 February 2023; 11H00**

6.4 Bid documents are obtainable by downloading from e-Tender Publication Portal for free, however if for whatever reasons bidders are unable to download documents they can be collected at Provincial Supply Chain Management office (19 First Street, United Building, Industrial Site Mahikeng) at a non-refundable fee of R200.00 (two hundred rand only) per document.

6.5 Late bids will not be considered.

6.6 PLEASE NOTE:

- **If you bid for more than one cluster, bidders must submit separate bid document per cluster.**
- It is the bidder's responsibility to ensure that all the required documents are attached.
- A bid document checklist has been attached on page 9. Bidders are required to complete the checklist and to submit it with their bids. All the information listed on the bid document checklist should be included in the bid.
- **Note: Bidders who struggle to complete the bid documents can contact the Sub Directorate: Strategic Procurement in the Provincial Supply Chain Management Office]**

6.7 The North West Provincial Government reserves the right to award the bid in whole or in part and does not bind itself to accept the lowest or any bid.

7. PARTICIPATING DEPARTMENTS

7.1 Provincial Treasury is arranging the bid on behalf of the Departments/Public Entities in the North West Province and they are as follows: ~

NO	PROVINCIAL DEPARTMENTS
1.	Office of the Premier
2.	Provincial Treasury
3.	Department of Economic Development, Environment, Conservation and Tourism
4.	Department of Arts, Culture, Sports and Recreation
5.	Department of Public Works and Roads
6.	Department of Social Development
7.	Department of Health
8.	Department of Human Settlements
9.	Department of Community Safety and Transport Management
10.	Department of Cooperative Governance and Traditional Affairs
11.	Department of Agriculture and Rural Development
12.	Department of Education
13.	North West Provincial Legislature
No.	PROVINCIAL PUBLIC ENTITIES
14.	North West Housing Corporation
15.	North West Parks Board
16.	North West Development Corporation
17.	North West Gambling Board
18.	North West Tourism Board
19.	Mmabana Arts Culture and Sports Foundation

8. CONTACT DETAILS

For more detailed information regarding the bid procedure and specifications please contact the following:

Contact Person: Mr Simon Gaasenoë at 018 388 2579 or bgaasenoë@nwpg.gov.za and/or Ms Ntombencinci Ntolosi at 018 388 4241 or ntolosi@nwpg.gov.za

Preferably enquiries should be reduced to writing and sent to the above email addresses.

9. DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

BID SUBMISSION CHECKLIST

SECTION 1

- ❖ Special Conditions of Contract (SCC)

SECTION 2

- ❖ Invitation to Bid (SBD 1)
- ❖ Price Schedule (SBD 3.2)
- ❖ Bidder's Disclosure (SBD 4)
- ❖ Preference points claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1)
- ❖ Proof of the following documentation will be required:
 - Original certified Identification copy/ies
 - Valid SARS Tax Compliance Status Pin
 - CSD Registration number
 - B-BBEE Status level certificate issued by an authorized body or person; or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the B-BBEE Act;

SECTION 3

- ❖ General Conditions of Contract (GCC)

10. BID SUBMISSION CHECKLIST

- All the relevant forms attached to this bid documents must be completed and signed in ink where applicable by a duly authorised official.
- Use of correction fluid and pencil in the bid document are not allowed.
- Where cancellation has been made, such a cancellation should be endorsed with a signature.

NWP 906/22 – TRANSVERSAL CONTRACT FOR THE SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL DISPENSERS TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

Bidders are required to complete the following checklist and to submit it with their bids:
Please note that all the information listed below should be included in the bid.

NO	REQUIREMENT	COMPLIANT? (TICK <input checked="" type="checkbox"/> IN APPROPRIATE BOX	
		YES	NO
1	SECTION 1		
1.1	Special Conditions of Contract (SCC)		
2	SECTION 2		
2.1	Standard Bidding Documents:		
SBD 1	Invitation to bid		
SBD 3.2	Pricing Schedule – Non-Firm Prices		
SBD 4	Bidder's Disclosure		
SBD 6.1	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2017		
3	SECTION 3		
3.1	General Conditions of Contract (GCC)		
4	ADMINISTRATIVE REQUIREMENTS		
4.1	Original certified Identification copy/ies		
4.2	SARS valid Tax Compliance Status Pin		
4.3	CSD Registration Number (Summary Report)		
4.4	B-BBEE Status level certificate issued by an authorized body or person; or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the B-BBEE Act		

11. SCOPE OF WORK

11.1. Problem Statement

The North West Provincial Treasury; intends to improve efficiencies and leverage economies of scale, to ensure uniformity in procurement of services by the different Departments and Public Entities, through the arrangement of a transversal contract for supply and delivery of

NWP 906/22 – TRANSVERSAL CONTRACT FOR THE SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL DISPENSERS TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

toilet papers and installation of lockable stainless steel toilet paper dispenser to the North West Provincial Departments and Public Entities for a period of three (3) years.

11.2. Objective

The aim of this bid is to appoint service provider/s for supply and delivery of toilet papers and installation of lockable stainless steel toilet paper dispensers to the North West Provincial Government.

11.3. Main Deliverables

The main deliverables will be as per the items listed under pricing schedule.

SECTION 1

12. SPECIAL REQUIREMENTS AND CONDITIONS OF BID

Bidders, Provincial Departments and Public Entities should adhere to the following special conditions:

12.1. PRE-QUALIFICATION CRITERIA

For the purpose of this bid, the Preferential Procurement Regulation 2017 Paragraph 4(1) pre-qualification criteria will be applied as follows: -

1. an EME or QSE which are 51% owned by either of the following: Blacks; Black Youth; Black Women; Black people with disabilities; Black people living in rural or underdeveloped areas or townships; cooperatives owned by Black people; Black people who are military veterans.
2. a tenderer having a minimum B-BBEE status level of contributor, level 1 to level 4;

Bidders that do not meet the pre-qualification criteria stipulated above will be disqualified from further evaluation.

12.2. ADDITIONAL OBJECTIVE CRITERIA

According to Preferential Procurement Policy Framework Act (PPPFA) section 2(1) an organ of state must determine its preferential procurement policy and implement it within the following framework:

- (a) A Preference point system must be followed;
- (b) (i) for contracts with a Rand value above a prescribed amount a maximum of 10 points may be allocated for the specific goals as contemplated in paragraph (d) provided that the lowest acceptable tender scores 90 points for price;
(ii) for contracts with a Rand value equal to or below a prescribed amount a maximum of 20 points may be allocated for specific goals as contemplated in paragraph (d) provided that the lowest acceptable tender scores 80 points for price;
- (c) any other acceptable tenders which are higher in price must score fewer points, on a pro rata basis, calculated on their tender prices in relation to the lowest acceptable tender, in accordance with a prescribed formula;
- (d) the specific goals may include –

NWP 906/22 – TRANSVERSAL CONTRACT FOR THE SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL DISPENSERS TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

- (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
- (ii) Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (e) any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender;
- (f) **The contract must be awarded to the tenderer who scores the highest points, unless objective criteria in addition to those contemplated in paragraph (d) and (e) justify the award to another tenderer;** and
- (g) Any contract awarded on account of false information furnished by the tenderer in order to secure preference in terms of this Act, may be cancelled at the sole discretion of the organ of state without prejudice to any other remedies the organ of state may have.

In this regard your attention is specifically directed to the following: -

- 12.1.1 Bidders can bid for all clusters but will be awarded one cluster. Although the intention of this bid is to award one cluster to one bidder, another cluster/s may be awarded to one bidder. In the event there is no any other responsive bidder in either of the clusters, that cluster will be awarded to the bidder already awarded; provided that he /she bid for those clusters and scored the highest points.
- 12.1.2 Clusters will be allocated in the order of appearance in this bid document. [e.g. if you are the highest scoring bidder in all eight clusters, you will be allocated the first cluster];
- 12.1.3 In an instance the highest scoring bidder has already been awarded a cluster, the next responsive bidder will then be considered;

12.3. PRICE NEGOTIATIONS

The department reserves the right to negotiate price with the responsive bidders prior to award. If after negotiations the department does not reach agreement with all responsive bidders in line with the regulation, may cancel the bid.

12.4. CONTRACT PERIOD

The contract will be for a period of three (3) years.

12.5. ORDERING

Service Provider

- 12.5.1.1 The contracted service provider will receive the official valid purchase order(s) from the ordering Provincial Department(s)/Public Entity(ies) (a pre-requisite of supply and delivery is receipt of an official valid order form from Provincial Department/Public Entity. Supplying and delivering before order form is issued will result in the risk of the service provider not being paid).
- 12.5.1.2 The supply and delivery of every item must be in terms of the specifications and purchase order.
- 12.5.1.3 The contracted service provider must supply Provincial Departments and Public Entities with items in terms of this contract.
- 12.5.1.4 Provincial Treasury reserves the right to test any suspected non-conforming product identified by the end user. The contractor shall carry the costs of testing should the product fail to comply with required specifications.
- 12.5.1.5 The contracted service provider shall be advised to take immediate corrective action to ensure compliance. Should the contractor fail to comply after corrective measures, then the contract for non-conforming product/s shall be terminated with the contractor.
- 12.5.1.6 All items to be supplied by the service provider will be inspected by the designated officials at the premises of the purchaser/ departments and public entities during the delivery.

Provincial Departments & Public Entities

12.5.1.7 Provincial Departments and Public Entities should purchase the required items from the contracted service providers in terms of this contract.

12.5.1.8 When placing orders, Provincial Departments/Public Entities must indicate the item number, item description, quantity and amount and this information must be in terms of the contract.

12.6. PACKAGING

12.6.1. Contracted service provider must package items in terms of the specifications and provide quality packaging to prevent damage or leakage during transit to Provincial departments/Public Entities.

12.6.2. All containers should be packed and sealed properly.

12.6.3. All items should be marked clearly with labels, indicating the name of the service provider, item description and quantity, and this must be in terms of the specifications.

12.7. DELIVERY

12.7.1. Contracted service providers should deliver within 7 to 14 working days after receipt of purchase order from the Provincial Departments/Public entities.

12.7.2. Contracted service providers should complete the deliveries within the specified period of 7 to 14 working days and failure may result in the review or cancellation of the contract.

12.7.3. Deliveries should be done during office working hours.

12.7.4. During the delivery process the Provincial Departments/Public Entities should be afforded sufficient time to check/verify the contents of boxes/containers and quantities before signing and stamping the delivery note.

12.7.5. Designated officials or a representative mandated by the Provincial Departments and Public Entities must sign the delivery note. Only the designated officials must sign for the delivery items

12.7.6. All delivery notes must be on a company letterhead or bear a relevant contracted service provider's stamp as proof of delivery.

12.7.7. Part-delivery will not warrant any partial payment.

12.8. RISK

The free on board (FOB) method is applicable.

12.9. PAYMENTS

12.9.1. Contracted Service providers

Contracted service providers will lodge their payment claims with the Provincial Departments/Public Entities from where orders were received. Payments will be effected within a maximum of 30 days upon receipt of an original tax invoice, copy of delivery note and after delivery of goods.

No partial delivery payment will be allowed.

12.9.2. Provincial Departments and Public Entities

Payments should be made promptly within a maximum of 30 days upon receipt of an original tax invoice, copy of delivery note and after delivery of goods in full.

12.10. BREACH OF CONTRACT

12.10.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this contract in whole or in part:

- a) if the service provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- b) if the service provider fails to perform any other obligation(s) under the contract; or
- c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

12.10.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

12.10.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such service provider from doing business with the public sector for a period not exceeding 10 years.

12.10.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the service provider will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

12.10.5. Any restriction imposed on any person by the Accounting Officer /Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

12.10.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;

- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

12.10.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

12.10.8. Breaching the contract in terms of the specification, purchase order, the delivery period shall result in the cancellation of the contract. The designated service provider shall bear any difference in price of the said supplies and these amounts plus any other damages which may be suffered by the State shall be paid by the designated service provider to the State immediately on demand.

12.10.9. Default by either party (i.e. contracted service providers or any government department/public entity) in terms of delivery, quality of products and payments must be reported within seven working days to the Provincial Supply Chain Management Office.

12.11. QUARTERLY REPORTING

12.11.1. Contracted service providers, Provincial Departments and Public Entities including designated district officials (All parties) will be required to attend quarterly meetings to report on overall performance, problems encountered, and review and to take corrective measures where necessary.

12.11.2. Contracted service providers and Provincial Departments/Public Entities should submit quarterly reports to the Provincial Supply Chain Management Office Five (5) working days before the date of the scheduled quarterly Meeting.

12.12. OBLIGATIONS

12.12.1. Provincial Departments and Public Entities are obliged to ensure that the contracted service providers supply Departments/Public Entities with the approved items within the specified period after orders have been placed.

12.12.2. Contracted service providers are obliged to supply and deliver the approved items in terms of the specifications and purchase orders to Provincial Departments/Public Entities in the North West Province within specified period.

12.12.3. The contracted service providers are obliged to provide the Provincial Departments and Public Entities with the delivery schedules in line with 12.7 above.

12.12.4. Default by either party (i.e. contracted service providers or any Provincial Government Department/Public Entity in terms of delivery, quality of products and payments must be reported within seven (7) working days to the Provincial Supply Chain Management Office.

12.12.5. Provincial Departments and Public Entities to pay the contracted service providers within the stipulated 30 day period.

12.12.6. All parties are obliged to adhere to these special conditions of bids as stipulated in the attached bid forms and general conditions of contract.

13. ADMINISTRATIVE REQUIREMENTS

Duly completed and signed SBD forms
SARS Tax Compliance Status Pin
CSD Registration Number

B-BBEE Status level certificate issued by an authorized body or person; or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the B-BBEE Act;

14. EVALUATION CRITERIA

14.1. Stage 1

Functionality

Assessment of functionality with a minimum overall threshold of 60% must be attained by the bidder before the bid can be taken to the next stage of the evaluation.

NO	ELEMENTS	WEIGHT	SCORE
1.	<p>Bank Rating</p> <p>Bidders must provide a bank rating certificate from their banks</p> <ul style="list-style-type: none"> • Rating A = 50 • Rating B = 40 • Rating C = 30 • Rating D & E = 20 • Rating F & G = 10 	50	
2.	<p>Experience in supply and delivery of Commodities within the last five (5) years. [references on the letterhead of previous customer must be attached]</p> <ul style="list-style-type: none"> • 1- 2 references = 10 • Between 3 and 4 reference letters = 20 • 5 and 6 references = 30 • 7 and 8 references = 40 • 9 or more references = 50 	50	
	TOTAL	100	

14.2. Stage 2

Calculation of Price and Preference Point

The bid will be evaluated using 80/20 or 90/10 point system:

The bid price (maximum 80 or 90 points)

B-BBEE status level of contributor (maximum 20 or 10 points)

The following formula will be used to calculate the points for price:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

A maximum of 20 or 10 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Contributor	Status Level of	Number of points (80/20 system)	Number of points (90/10 system)
1		20	10
2		18	9
3		14	6
4		12	5
5		8	4
6		6	3
7		4	2
8		2	1
Non-compliant contributor		0	0

Bidders are required to complete the preference claim form (SBD 6.1) in order to claim the B-BBEE/ Sworn affidavit status level points.

15. Evaluation of trust, consortium, joint venture or partnership

- 15.1 A trust / consortium / joint venture / partnership must submit a signed agreement that clearly stipulates the % of ownership.
- 15.2 A trust / consortium / joint venture / partnership must allow associations on their respective CSD.
- 15.3 The agreement must clearly state participation of the several constituent person and/or companies and/or firms and the period of duration of the agreement.
- 15.4 A trust / consortium / joint venture / partnership must submit a certificate signed by or on behalf of each participating person and/or companies and/or firms authorizing the person who signed the bid to do so.
- 15.5 A trust / consortium / joint venture / partnership must submit a consolidated B-BBEE Status Level Verification Certificate. Zero (0) points will be awarded if separate B-BBEE certificates are submitted.
- 15.6 In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate'.
- 15.7 Where a trust / consortium / joint venture / partnership are involved, each party must be registered on the CSD and their tax compliance status will be verified through the CSD or through SARS.
- 15.8 That a trust / consortium / joint venture / partnership will be evaluated as a single entity for the purpose of functionality criteria.
- 15.9 The bid to be awarded for all items per cluster.

16. PRICING

- 16.1 Service Providers must complete pricing schedule form SBD 3.2 (Pricing schedule non-firm prices).
- 16.2 Bid prices should be inclusive of all applicable taxes, packaging, other related costs and deliveries to distributors to be contracted by the Government in the North West Province.

NWP 906/22 – TRANSVERSAL CONTRACT FOR THE SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL DISPENSERS TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

16.3 Service Providers are expected to quote for all items per cluster, failure to do so will invalidate the bid.

17. PRICE ADJUSTMENT

17.1 Price adjustment will be in terms of the ruling CPI and will be effective on the first anniversary of the contract i.e. one year after the contract commencement date.

17.2 Provincial Supply Chain Management Office must obtain the ruling CPI from Statistics SA.

18. SAMPLES

Prospective service providers may be required to submit samples for their approved items on request.

19. RECOMMENDATION

Recommended.



MRL DICHABA
THE CHAIRPERSON
TRANSVERSAL BID SPECIFICATION COMMITTEE

2022/10/10
DATE

APPROVED/~~NOT APPROVED~~



MR NI KUNENE
HEAD OF DEPARTMENT

11/10/2022
DATE

SECTION 2

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	NWP 906/22	CLOSING DATE:	16 February 2023	CLOSING TIME:	11h00
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DESCRIPTION: SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL DISPENSER TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
 PROVINCIAL SUPPLY CHAIN MANAGEMENT OFFICE
 19 FIRST STREET, UNITED BUILDING
 MAHIKENG
 2745

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Ms Ntombi Ntolosi	CONTACT PERSON	Simon Gaasenoë
TELEPHONE NUMBER	(018) 388 4241	TELEPHONE NUMBER	(018) 388 2579
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	nntolosi@nwpg.gov.za	E-MAIL ADDRESS	bgaasenoë@nwpg.gov.za

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

NWP 906/22 – TRANSVERSAL CONTRACT FOR THE SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL DISPENSERS TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [[IF YES ENCLOSE PROOF]]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [[IF YES, ANSWER PART B:3]]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

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

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

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

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

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

Name of Bidder.....	Bid number: NWP 906/22
Closing Time: 11:00	Closing date: 16 February 2023

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

NWP 906/20: TRANSVERSAL CONTRACT FOR THE SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL DISPENSER TO NORTH WEST GOVERNMENT FOR A PERIOD OF THREE YEARS.		Unit of Measure	Delivered Price (Including VAT)
1	ITEM: TOILET PAPER DESCRIPTION: ROLL UNWRAPPED IN ACCORDANCE WITH THE LATEST ISSUE OF SANS 1887 parts 1&2. WHITE, TWO-PLY SOFT GRADE. 350 SHEETS PER ROLL. 48 PER PACK	EACH	
2	ITEM: TOILET PAPER DESCRIPTION: WHITE, SINGLE - PLY INTERFOLDED, UTILITY GRADE, IN ACCORDANCE WITH THE LATEST ISSUE OF SANS 1887 parts 1&2, SHEET SIZE 110mm WIDE x 210mm LONG. TOLERANCE OF +/- 3mm; 500 SHEETS PER SLEEVE. (30 SLEEVES PER CARTON)	EACH	

3	6054	<p>ITEM: LOCKABLE STAINLESS STEEL DISPENSER DESCRIPTION: FOR TOILET PAPER FOR ROLLS, CAPACITY THREE (3) ROLLS -INCLUDING INSTALLATION</p>	EACH
4	6055	<p>ITEM: LOCKABLE STAINLESS STEEL DISPENSER DESCRIPTION: FOR TOILET PAPER FOR ROLLS, CAPACITY FIVE (5) ROLLS- INCLUDING INSTALLATION</p>	EACH
5	6056	<p>ITEM: LOCKABLE STAINLESS STEEL DISPENSER DESCRIPTION: FOR FOLDED HAND PAPER TOWEL, TO FIT SHEET 240X405 WHITE PLASTIC, WALL MOUNTED</p>	EACH
6	6057	<p>ITEM: HAND TOWEL DESCRIPTION: REFLEX ROLL HAND TOWEL</p>	EACH
7	6058	<p>ITEM: DISPENSER DESCRIPTION: FOR REFLEX ROLL HAND TOWEL</p>	EACH
8	6061	<p>ITEM: DISPOSABLE PAPER CUPS DESCRIPTION: SOFT PAPER CUPS 250ML</p>	EACH
9	6062	<p>ITEM: DISPOSABLE CUPS DESCRIPTION: HARD RECYCLABLE PAPER CUPS 250ML</p>	EACH
10	6014	<p>ITEM: DISPENSER FOR FOLDED PAPER TOWELS. DESCRIPTION: POLYCARBONATE IN ACCORDANCE WITH THE LATEST ISSUE OF CKS 285, STAINLESS STEEL. WALL-MOUNTED</p>	EACH
11	6015	<p>ITEM: DISPENSER FOR CENTRE FEED PAPER TOWELS. DESCRIPTION: TYPE 2 - CLOSED TYPE IN ACCORDANCE WITH THE LATEST ISSUE OF CKS 285, PLASTIC, WHITE. WALL-MOUNTED</p>	EACH

**BID PRICE IN RSA CURRENCY
(ALL APPLICABLE TAXES INCLUDED)**

- 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

** "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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

YES/NO

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

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win

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.

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

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2
- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20 or 90/10** preference point system shall be applicable; or
 - b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS	POINTS
PRICE	80	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20	10
Total points for Price and B-BBEE must not exceed	100	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)	Number of points (90/10 system)
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

4. BID DECLARATION

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

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

5.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)

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

6. SUB-CONTRACTING

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

(Tick applicable box)

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

6.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm:

7.2 VAT registration number:

7.3 Company registration number:

7.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

7.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

7.7 Total number of years the company/firm has been in business:.....

7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to

NWP 906/22 – TRANSVERSAL CONTRACT FOR THE SUPPLY AND DELIVERY OF TOILET PAPERS AND INSTALLATION OF LOCKABLE STAINLESS STEEL DISPENSERS TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

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

WITNESSES	
1.
2.

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

