



Request for Proposal:
CORPORATE ICT SERVICES

Contract No
CDC/729/16

16th November 2016

CONTRACT NO: CDC/729/16

COEGA DEVELOPMENT CORPORATION (PTY) LTD

CORPORATE ICT SERVICES

REQUEST for PROPOSAL

02nd December 2016

ISSUED BY:

COEGA DEVELOPMENT CORPORATION (PTY) LTD
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PREPARED BY: Crevlyn Edgar

Name of Consortium / Company:





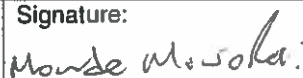
DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

PROJECT NAME : CORPORATE ICT SERVICES
DOCUMENT TITLE : REQUEST FOR PROPOSAL : CORPORATE ICT SERVICES
DOCUMENT No. : CDC/729/16

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date: 02 th December 2016	Name: Crevlyn Edgar	Name: Phaphama Msimang	Name: Monde Mawasha
	Signature: 	Signature: 	Signature: 

Distribution:	
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REVISION CHART

REVISION 1	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:

REVISION 2	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:

REVISION 3	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:

COEGA DEVELOPMENT CORPORATION (PTY) Ltd

CONTRACT NO CDC/729/16

CORPORATE ICT SERVICES IN THE COEGA IDZ

REQUEST FOR PROPOSAL

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1. TENDER ADVERTISEMENT

REQUEST FOR PROPOSALS: CORPORATE ICT SERVICES

TENDER NOTICE – CONTRACT NO CDC/729/16

The Coega project is a multi-billion rand initiative consisting of an Industrial Development Zone (IDZ) and a deepwater Port situated in Port Elizabeth. The initiative aims to position South Africa as a platform for global manufacturing and export through foreign and local investments. This process forms part of the Coega Development Corporation's (Pty) Ltd (CDC) overall development of infrastructure for the Coega IDZ.

INVITATION AND SCOPE OF WORK

The CDC is inviting capable and competent Service Providers to submit tenders for the provision of support and maintenance services for ICT systems (infrastructure and applications)

The skills and expertise required will mainly dwell on holistic ICT systems operations. This includes Hardware Support, Software Support, Data Networks Support, Web Design, Systems Development, Data Centre Operations, Licence Management and Procurement of ICT Systems and Hardware. These will encompass the following skills areas:

- System Hardware Support. This is for Intel-based Platforms, ERP servers, other Enterprise systems and the SAN environment;
- File, Data and Email Server Support and Maintenance;
- Security of Information;
- End-user Support;
- IT Systems Asset Management;
- LAN and WAN Maintenance Support;
- RDBMS Administration;
- Web Applications Development;
- IP Telephony Management, Maintenance and Support
- ICT Systems Policy Development;
- Data Centre Operations;
- Technical Advisory Services
- Assist in maintenance of ISO20000-1:2011 Certification
- Assist in maintenance of ISO27001:2013 Certification
- Mobile Device Management
- Configuration Management of all systems; and
- License Management.

CONDITIONS

- (a) Preference will be given to respondents who comply with the CDC's Procurement Policy & Procedures.
- (b) Preferential Procurement Policy Framework Act (PPPFA) principles shall apply, whereby submissions will be evaluated according to the provisions of that Act and the Public Finance Management Act (PFMA) Sections 36 and 49.
- (c) Bidders must submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency / Registered Auditor approved by IRBA (in case of JV a consolidated BBBEE certificate must be submitted). The Qualifying Small Enterprise (QSE) and Exempted Micro Enterprises (EME) must submit a sworn affidavit confirming the Company Annual Total Revenue and level of black ownership which must be signed and stamped by a Commissioner of Oaths
- (d) The scores will be determine as follows:
 - (i) Price - 90
 - (ii) BBBEE Status - 10

RFP documents can be downloaded from the CDC website from **Friday 2nd December 2016**. A mandatory briefing meeting will be conducted on Friday 9th December 2016 at 10h00. Representatives from the Coega Development Corporation will meet prospective Bidders at the CDC's Main Office, Coega Business Centre, Cnr Alcyon Rd and Zibuko Street, Zone 1, Coega IDZ, Port Elizabeth. RFP will be available from the CDC website at no cost (www.coega.co.za).

One original completed bid document shall be placed in a sealed envelope clearly marked: "**CDC/729/16 - TENDER: CORPORATE ICT SERVICES**". The closing date and time for the receipt of completed bids is **Wednesday 25th January 2017, 12h00** at the tender box in the reception area of the CDC main office Coega Business Centre, Cnr Alcyon Rd and Zibuko Street, Zone 1, Coega IDZ, Port Elizabeth. Bids will be opened in public and no late proposals will be considered.

Failure to provide any mandatory information required in this Bid will result in the submissions being deemed null and void and shall be considered non-responsive.

Proof of Registration with the Treasury's Centralised Suppliers Database i.e. CSD Registration Number **MUST** be provided, a registration report which reflects the registration number is needed for verification purpose.

Telegraphic, telexed, facsimiled or e-mail submissions will not be accepted.

No telephonic or any other form of communication with any other CDC member of staff, other than the named individual below, relating to this request for bid will be permitted. All enquiries regarding this bid must be in writing only, and must be directed to:

Andile Ntloko, Supply Chain Manager; e-mail: tenders@coega.co.za.

The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.



2. RESPONDENT'S INFORMATION SHEET

*This form **MUST** be filled in by all respondents to this RfP and included as the second page of the Proposal, i.e. after the cover page.*

Contract No.	CDC/729/16
Description of Contract	Corporate ICT Services

Name of Organization / Joint Venture / Consortium	
Physical Address	
Postal Address	
Contact Name	
Email Address	
Telephone Number	
Fax Number	
Cell Number	

3. BACKGROUND

The Coega Development Corporation, herein after referred to as "the CDC" is a Government owned Services Group with its head office located in Port Elizabeth, Eastern Cape. As a public entity, the CDC is regulated through the PFMA. Annually, it receives allocations from the Public Fiscus, and also generates its own income.

In terms of its core areas of focus, it has the following product lines namely:

- The Coega Industrial Development Zone (IDZ) is located within the Nelson Mandela Metropolitan Municipality, covering 11 000 hectares that includes the new deepwater Port of Ngqura. This initiative aims to position South Africa as a platform for global export manufacturing through foreign and local investments.
- The CDC has developed a service offering to service investors and the requirements for human capital development, that seeks to engage in all aspects of training and development of staff that will be required in the IDZ and the region.
- Further, management consulting work which focuses on strategy development and implementation of project. This initiative is designed to assist the government departments and other State Owned Enterprises to ensure that they are ideally structured to pursue the mandate effectively and efficiently.

The IDZ programme in South Africa was established to meet four primary objectives:

- Promote competitiveness of South African enterprises through the export of value-added manufactured products with linkages to South Africa's economy and natural resources;
- Attract foreign direct investment (FDI);
- Select and attract targeted advanced foreign production and technology methods in order to gain experience in global manufacturing and production networks;
- Develop linkages between domestic and zone-based industries to optimize infrastructure, technology / skills transfer; and
- Create employment and other economic and social benefits in the region in which it is located.

4. SCOPE OF SERVICES

The primary objective of the CDC is to be able to attract local as well as international investors into the Coega IDZ. Thus, the Coega IDZ is being developed as a world-class investment destination. The IDZ should reflect South Africa as a high-calibre world-class competitive investment destination. It is, thus, imperative that the ICT infrastructure and systems are efficiently operated, well maintained, secure and user-friendly.

4.1 Expertise Required

The CDC utilizes the following platforms, which need to be implemented, operated and maintained:

- Microsoft Office Productivity Platform;
- VMWare Platform;
- Oracle ERP Systems;
- Linux-based Systems;
- Relational Databases (Oracle and MS-SQL);
- Microsoft Server Products (Exchange, Lync, SharePoint, SCCM, TMG, etc...);
- McAfee EPO and related modules;
- HP and Lenovo hardware;
- VMware virtualization technology;
- Cisco Networking equipment;
- Fortigate Firewalls;
- Apple iPADS & Samsung Tablets;
- VEEAM backup software; and
- HP and EMC SAN Environment.

The skills and expertise required will mainly reside in the Hardware Support, Software Support, Data Networks Support, Configuration Management, Asset Management and Data Centre Operations. These will encompass the following skills areas:

- System Hardware Support. This is for Intel-based Platforms, Oracle ERP servers and the SAN environment;
- File, Data and email Server Support and Maintenance;
- Security of Information;
- End-user Support;
- IT Systems Asset Management;
- LAN and WAN Maintenance Support;
- RDBMS Administration;
- ICT Systems Policy Development for Client Management Purposes;
- Asset Management;
- System Configuration Management;
- Mobile Device Management, integration and support;
- Data Centre Operations.

4.2 Services Required

The Services that the CDC requires are, in principle, in the Managed Services area. These will, for purposes of clarity, be divided into four areas. These are:

- a) General IT Systems Support and Maintenance. This consists of :
 - Technical Advisory Services;
 - Desktop/ Laptop Support and Maintenance;
 - Mobile Device Support and Maintenance;
 - LAN/ WAN Support and Maintenance;
 - SAN Administration;
 - ERP System Hardware Maintenance;
 - Server Administration;
 - Database Administration;
 - Corporate Telephony Systems Support and Maintenance; and
 - First Line After Hours Support for desktops, laptops and mobile devices (Galaxy Tabs and iPads)

- b) Preferred Procurement Services for desktops, laptops, mobile devices (Galaxy Tabs and iPads) and adhoc projects

- c) Project Based Development Services. These includes:
 - Consulting
 - Project management
 - Business analysis

Respondents can create in proposals for any permutation of the above four areas. Notwithstanding, respondents are encouraged to form partnerships that will be able to cover the entire scope, as discussed above.

The deliverables that the CDC expects from the Service provider are as follows:

- Overall Management of the ICT infrastructure and services utilising industry best practice and methodologies. The CDC is accredited in ISO20000-1:2011 and ISO27001:2013;
- Manage the all CDC Offices ICT Systems to an high level of Availability and Reliability;
- Manage the Oracle ERP Hardware environment;
- Ensure that the Hardware, Software and Operating Systems are kept up to date for smooth System Operation;
- First line Support for the IP Telephone System;

- Protect Systems against malicious agents;
- Ensure Proper Backups for the System;
- Ensure that proper Disaster Recovery Plans are in place;
- Ensure that ICT Systems Policies are in place;
- Continually advise the CDC on ICT System trends and innovation;
- Implementation of new systems;
- Project Based Development Services (Project Management, System Integration and Consulting Services); and
- Equipment Sourcing.

Designated specialist staff identified in the proposal must have proven success, capability and appropriate experience and skills in Systems Support. In addition, the CDC encourages the involvement of Historically Disadvantaged Individuals in order to broaden access to the ICT technology and management field.

4.2.1 Critical Success Factors

For the Service Provider to be considered successful, certain features must be reflected in the final deliverables. These will include:

- Highly competent On-site Support and Professional Services Personnel;
- Support and systems availability on a 24 x 7 basis;
- High-availability and user-friendly systems;
- A good technical support regime for the systems;
- Well managed ICT Systems – e.g, well-documented System Configuration; and
- Systems that are secure.

4.2.2 Key Performance Indicators

- Root-Cause Analysis – analyzing the exact cause of the problem;
- Delivery – On-time delivery within budget
- Preventative Maintenance – e.g. cleaning, replacement during non-critical times;
- Status reporting – regular report back to CDC on Systems performance issues and risks;
- Asset Management - hardware asset report and software inventory;
- Purchase of Hardware and Software – deal with suppliers and order hardware and software (as directed by the CDC);
- Software - Software Availability and Reliability and up-to-date Software; and
- Hardware - Hardware Availability and Reliability,
- Configuration Management – As per ISO 20000-1:2011

5 FEES FOR SERVICES

The Service Provider shall perform the standard services as per the categories listed above. Fees will be paid as per Table 5.1

Table 5.1

Service	Description	Type of fee
ICT Support Service	Monthly fixed support fee	Fixed monthly Rand amount
Professional Service	Professional Services Fee	Hourly rand rate as per agreed rate sheet
Procurement	Procurement of 3 rd party services	Cost is rand plus agreed markup
Equipment	Supply of ICT hardware, software, equipment and consumable	As per accepted and signed quotation
Projects	Projects delivered as per requirements from CDC	As quotes before project kickoff

Any additional / supplementary services required will be agreed, in writing, between the CDC and the Service Provider, prior to rendering the service.

6 PREPARATION OF SUBMISSION

The following items are to be submitted by Respondents:

- (a) Completed Respondent's information sheet;
- (b) Completed Annexes A (Financial Proposals), B (Declaration of Interest Register) and C (Attendance at Mandatory Site Meeting);
- (c) Company profile(s);
- (d) The capability statement, reflecting the past experience of the Respondent on projects of a similar nature;
- (e) Partnership status with 3rd party and OEM ICT vendors;
- (f) Organogram of Key Personnel and their roles;
- (g) Curriculum Vitae of all key people to be used in the programme;
- (h) Statement identifying risks and risk mitigation;
- (i) Statement reflecting how the Respondent intends to integrate Occupational Health Safety (OHS) best practices on site;
- (j) Valid and Original Tax clearance certificate;
- (k) BBBEE Certificates; and
- (l) Respondents to familiarize themselves with the Tender Offer Evaluation and Scoring document attached (**Annexure D**).

The following criteria will be used in assessing the responsiveness of tenders:

MANDATORY REQUIREMENTS		SUBMITTED	
NO.	DESCRIPTION	YES	NO
(1)	Confirmation of Tax Compliance Status, such information is provided on the CSD report.		
(2)	Signed certificate of attendance to the mandatory Briefing Meeting or copy of signing of Attendance Register;		
(3)	Authority of lead partner to sign the documents;		
(4)	Signed Letter of Intent to enter into Joint Venture, Consortium or to subcontract (where applicable);		
(5)	Completed and signed Declaration of Interest Register;		
(6)	Proof of access to key personnel with relevant experience to execute the works;		
(7)	Completed and Signed Financial Proposal forms		
(8)	Proof of professional registration/certification for: <ul style="list-style-type: none"> • Microsoft • VMWare • HP • Lenovo • EMC • Cisco • Veeam • McAfee 		
(9)	Authorised/Approved partner or reseller for the following OEMs: <ul style="list-style-type: none"> • Microsoft • VMWare • HP • Lenovo • EMC • Cisco • Veeam • McAfee 		
(10)	Proof of Registration with the Treasury's Centralised Supplier Database (ie. CSD Supplier Number and/or CSD Registration Summary Report) submitted by ALL members of the JV/Consortium if tendering as a JV/Consortium;		
(11)	Record of previous projects which may be relevant in the evaluation of the bid and contact persons		

Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered

OTHER REQUIREMENTS		SUBMITTED	
NO.	DESCRIPTION	YES	NO
(1)	Bidders must submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency / Registered Auditor approved by IRBA (in case of JV a consolidated BBBEE certificate must be submitted). The Qualifying Small Enterprise (QSE) and Exempted Micro Enterprises (EME) must submit a sworn affidavit confirming the Company Annual Total Revenue and level of black ownership which must be signed and stamped by a Commissioner of Oaths		
(2)	Corporate ICT Programme proposed methodology covering: (i) ITIL based Framework, and (ii) Resource planning,		
(3)	A Consortium histogram stating what each member of the consortium will be doing;		

7 CONDITIONS

- (a) The number and type of projects indicated in the Scope of Works might change depending upon the organisational demand and requirements;
- (b) The Service Provider might be appointed for all the services or just one or more services. It will require the service provider to work with and assist any other service providers appointed by the CDC.
- (c) The appointment will be for a period of three years, with the option to extend for a maximum of two (2) years at the sole discretion of the CDC.
- (d) The CDC reserves the right to negotiate the tendered prices after the adjudication process has been concluded before an award is made;
- (e) The bidders must submit separate Financial Offers for each Service they are bidding for. The Bidder would be required to complete the appropriate forms in Annexure A;
- (f) The successful bidder will be expected to employ and involve interns on this particular contract, once work commence on a project or service. Details will be provided to the successful bidders.

8 TIMETABLE

The appointment of the Service Provider is as per the schedule in **Table 8.1**.

Table 8.1: Tentative Schedule for Project Roll-out

No	Description	Duration	Completion Date
1	Bid Specification Committee	1 Day	21 st November 2016
2	Advertise Tender	1 Day	02 nd December 2016
3	Tender Briefing	1 Day	9 th December 2016
4	Closing of the Tender	1 Day	25 th January 2017
5	Bid Evaluation	1 Week	25 th -31 th January 2017
6	PC Submission, Risk and Legal Vetting	1 Week	31 th January 2017
7	PC Approval	1 Day	07 th February 2017
8	Exma Approval	1 Day	15 th February 2017
9	Letters of Regret	1 Day	16 th February 2017
10	Appointment of Service Provider	1 Day	24 th February 2017

9 TERMS AND CONDITIONS

- (a) All submissions must be received by the CDC no later than 16:00, Friday, 08th February 2013. Respondents must submit their proposals before the closing date and time. Any late submissions will not be considered;
- (b) All submissions and subsequent information received will become the property of the CDC and will not be returned;
- (c) Failure to complete all Mandatory information will result in submissions being deemed null and void and shall be considered "non-responsive" and therefore not considered;
- (d) Telegraphic, telexed, faxed or e-mailed submissions will not be accepted;
- (e) **Only one original document** shall be placed in sealed envelopes clearly marked. **CDC/729/16 CORPORATE ICT SERVICES**;
- (f) Respondents or their representatives (including the courier services) must ensure that they register their submissions in the Register for Submissions form that will be provided at the Reception Desk of the CDC, wherein they will indicate the name of the person delivering the submission, the time and date of submission and their signatures;
- (g) All enquiries regarding this Request for Proposal must be directed in writing only to:-
Mr Andile Ntloko: Supply Chain Manager

E-Mail: tenders@coega.co.za;

- (h) The contact person reflected above shall be the only point of contact for this contract. Failure to observe this requirement will lead to immediate disqualification of the respondent;
- (i) The CDC reserves the right not to accept any submission . If the CDC does not accept any submission, it will declare this proposal request process to be closed and may then elect to negotiate with any party, or to proceed on a completely different basis, or not to proceed with the services;
- (j) Submission of a proposal and its subsequent receipt by the CDC does not represent a commitment on the part of the CDC to proceed further with any Respondent or any project;
- (k) The Respondent shall treat as confidential all documentation, drawings, reports, etc which are provided pursuant to this RFP;
- (l) All documents, drawings, reports, etc prepared by the Respondent pursuant to this RFP shall become the copyright of the CDC;
- (m) No costs incurred by the Respondents in the preparation of their submission will be reimbursed;
- (n) All Respondents will be advised as soon as the successful Bidders have been approved pertaining to the specific contract.

10 DISQUALIFICATIONS

- (a) It must be stressed that any queries relating to this request must be in writing, and must be addressed only to the Supply Chain Manager who is identified as a contact person for this contract;
- (b) Respondents are not to communicate in any manner or form whatsoever with members of CDC personnel about the RFP until the preferred Service Provider has been selected and such selection has been formally communicated to the public;
- (c) Respondents are advised that should there be any contact with CDC staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification;
- (d) Misrepresentation of information presented to the CDC, be it on capability statement or empowerment credentials will also lead to disqualification of the respondent.

ANNEXURE A FINANCIAL PROPOSAL SUMMARY FORMS

Service	Description	Type of fee	Rate
Support	Monthly fixed support fee	Fixed monthly Rand amount as per below schedule	
Service	Professional Services Fee	Hourly rand rate as per agreed rate sheet	
Procurement	Procurement of 3 rd party services	Cost is rand plus agreed % markup	
Equipment	Supply of ICT hardware, software, equipment and consumable	As per accepted and signed quotation	
Projects	Projects delivered as per requirements from CDC	Hourly rand rate as per agreed rate before project kick off	

Service	Proposed Rate		
	Year 1	Year 2	Year 3
End - User Services			
Base Outsource Fee			
Desktop / Laptop Support			
Telephone Admin			
IT Procurement			
Asset Management			
TOTAL			
Data Centre Services			
Admin and Support			
Server			
SAN			
LAN, WAN, Voice			
Monitoring and Alerting			
Servers			
Other Devices			
Remote Sites			
Retainer:			
Retainer hours (160hours per month)			
Pretoria			
Cape Town			
Nelspruit			



Mthatha			
Onsite Resource			
Durban Region			
East London Region			
COS Items			
Training (incl travel & accom)			
Standby (24x7)			
Staff Overtime			
Total Excluding VAT			

Name of Bidder / Consortium: _____

Signature: _____



APPENDIX B

COMPULSORY DECLARATION OF INTEREST FORM

The following particulars must be furnished. In the case of a joint venture, a separate declaration of interest form in respect of each party to the joint venture must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: Registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Name*	Identity number*	Personal income tax number*

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record of association with CDC member of Staff/Board

If any sole proprietor, partner in a partnership or director, manager, shareholder or stakeholder in a company or close corporation has an association with a CDC member of staff or member of Board, a relative of a CDC member of staff or member of Board please provide information below: **An Association is defined as:** a business or personal relationship between a group of people or organizations joined together for a purpose.

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of the CDC member of staff or Board	Type of relationship (tick appropriate column)	
		Family	Friend

*insert separate page if necessary

COMPULSORY DECLARATION OF INTEREST FORM (continued)



The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____

Name _____ Position _____

Company Name _____



ANNEXURE C

SBD8 FORM

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

In the case of a joint venture/consortium, a separate SBD8 form in respect of each party to the joint venture / consortium must be completed and submitted.

- 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	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? (Companies or persons who are listed on its database were informed in writing of its restriction by National Treasury after the <i>audi alteram partem</i> rule applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? To access the Register enter the National Treasury's website, www.treasury.gov.za, 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	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 contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

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



ANNEXURE D

SBD9 FORM

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

In the case of a joint venture/consortium, a separate SBD9 form in respect of each party to the joint venture / consortium must be completed and submitted.

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

In the case of a joint venture/consortium, a separate SBD9 form in respect of each party to the joint venture / consortium must be completed and submitted.

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

_____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



ANNEXURE E

TENDER OFFER EVALUATION AND SCORING