logistics division
Department:
Defence
REPUBLIC OF SOUTH AFRICA

CPSC/PQ/378/2026

Telephone: (012) 649-6700
Fax: (012) 649-6687
Enquiries: WO2 W. Ratshilavhi
Email: winnie.ratshilavhi@dod.mil.za

Department of Defence
(Logistic Support Formation)
Central Procurement Service Centre
Eco-Origin Office Park Block E
349 Witch Hazel Avenue,
Eco Park, Centurion
0157
22 October 2026

Sir/Madam

**INVITATION TO QUOTE FOR MOVING, TRANSPORTATION AND PLACEMENT OF 21 X HEAVY, FIRE PROOF SAFES FROM LIBERTY BUILDING TO HALFWAY HOUSE, MIDRAND: CPSC-PQ-378-2026**

1. Kindly submit a price quotation for the supply of the following abovementioned services on or before **11:00am on 26 October 2026**, with a firm price and if possible, firm delivery.

2. The following documents should be included in this fax and they are as follows: This Cover Letter (3 Pages), SBD3 (Pricing Schedule), Group Questionnaire, SBD4, SBD6.1 and Sub-contractor Document.

3. **BIDDERS ARE ENCOURAGED TO NUMBER THE PAGES OF THE QUOTATION (E.G. 1 TO 100) AND TO MAKE COPIES OF THE ENTIRE QUOTATION DOCUMENT**

4. **THE FOLLOWING CONDITIONS MUST BE STRICTLY ADHERED TO; FAILURE TO ADHERE TO ALL THE CONDITIONS LISTED BELOW MAY INVALIDATE YOUR QUOTATION:**

   a. **Bidders are requested to complete all Standard Bid Documents (SBD's) in full.**

   b. **Please note that any scratches or using of tipex is not allowed on the pricing schedule or SBD 3.**

   c. **A Group Questionnaire must be submitted with the bid documents and be fully completed. Failure to fully complete the Group Questionnaire may invalidate the quotation.**

   d. **Bidders a requested to hand deliver at Central Procurement Service Centre or email response (email address: bidreceiptcpsc@gmail.com)**

**INVITATION TO QUOTE FOR MOVING, TRANSPORTATION AND PLACEMENT OF 21 X HEAVY, FIRE PROOF SAFES FROM LIBERTY BUILDING TO HALFWAY HOUSE, MIDRAND: CPSC-PQ-378-2026**

5. Please acknowledge that you have received this request by phoning the above-mentioned contact person or return this page stating "unable to quote". In this regard the Department of Defence is updating its database and you are requested to give a short reason in the event of not being able to quote.

Reason:_____

6. Service required at: **Liberty Building, Pretoria.**

7. Validity required: **60 days.**

8. All prices quoted must include delivery costs (delivered into store).

9. The following persons can be contacted regarding the following aspects of the price quotation only during office hours.

   a. **Completion of Document: Warrant Officer W. Ratshilavhi (012) 649-6700.**

   b. **Technical Information: Lieutenant Colonel D.C. Benade 064 908 7614**

10. Confirm that in the event of a contract being concluded, it will be in terms of General Bid Conditions (GBCs) and General Conditions of Contract (GCC), (obtainable from **Logistical Support Formation, Central Procurement Service Centre, Eco-Origin Office Park, Block E, 349 Witch Hazel Avenue, Eco Park, Centurion,** the contents of which you are fully acquainted with.

11. Further to the above your company is requested to number each page that is emailed back in response to this request.

**INVITATION TO QUOTE FOR MOVING, TRANSPORTATION AND PLACEMENT OF 21 X HEAVY, FIRE PROOF SAFES FROM LIBERTY BUILDING TO HALFWAY HOUSE, MIDRAND: CPSC-PQ-378-2026**

12. **Kindly authenticate this document.**

| | | | |
|---|---|---|---|
| *COMPANY NAME:* | _____ | *TEL NO:* | _____ |
| *PHYSICAL ADDRESS:* | _____ | *EMAIL ADDRESS:* | _____ |
| | _____ | AFTER HOURS CONTACT NO : | _____ |
| | _____ | *CAPACITY OF THE AUTHORITY UNDER WHICH THIS QUOTATION IS SIGNED:* | _____ |
| | _____ | | |
| *POSTAL ADDRESS* | _____ | *NAME (PRINT):* | _____ |
| | _____ | | |
| | _____ | *SIGNATURE:* | _____ |
| | _____ | *DATE:* | _____ |

13 Your reply per facsimile will be appreciated.

**(CAPTAIN M.G. MMEKWA)**
**OFFICER COMMANDING CENTRAL PROCUREMENT SERVICE CENTRE: COLONEL**

the sandf
Department:
Defence
REPUBLIC OF SOUTH AFRICA

Request for Quote : 0000650154

Report Run By: W Ratshilavhi
Date: 10/22/2026 18:46:27

| | |
|---|---|
| Ref No. | CPSC/PQ/378/2026 |
| Document No: | 0000650154 |
| Description: | OUTSOURCING OF SERVICE PROVIDER FOR MOVING, TRANSPORTATION AND PLACEMENT OF 21 X HEAVY FIRE PROOF SAFES AT LIBERTY BUILDING, PRETORIA |
| Currency: | ZAR |
| Closing Date: | 2026/10/26 11:00:00 |
| Status: | Created |

Request for Quotation Open

# PRICING SCHEDULE

| No. | | | | | | |
|---|---|---|---|---|---|---|
| 1 | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
| | Item Description | TOTAL COST FOR REMOVAL OF BIG SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |
| 2 | | | | | | | |

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| | Item Description | TOTAL COST FOR SPECIALIST TO REMOVE AND TRANSPORT SAFE AS PER ATTACHED SPECISICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| 3 | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF HEAVY DUTY SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| 4 | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF HEAVY DUTY SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| 5 | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF MAP SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| 6 | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF NEEDS DISMANTLING CHUBB U9172 SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| 7 | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF NEEDS DISMANTLING WALK-IN SAFE BUILT INTO CUPBOARD AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
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|---|---|---|---|---|---|---|---|
| 8 | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
| | Item Description | TOTAL COST FOR MOVING, TRANSPORTAION AND PLACEMENT OF HEAVY DUTY SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
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|---|---|---|---|---|---|---|---|
| 9 | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
| | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF NEEDS DISMANTLING MOUNTED KEY SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
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|---|---|---|---|---|---|---|---|
| 10 | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
| | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF HEAVY DUTY OFFICE SAFE BROWN (CHATWOOD- MILLER) AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

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|---|---|---|---|---|---|---|---|
| 11 | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
| | Item Description | TOTAL COST FOR MOVING, TRANSPORTAION AND PLACEMENT OF HEAVY DUTY OFFICE SAFE GREY (AUSTEN0 AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
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|---|---|---|---|---|---|---|---|
| 12 | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
| | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF HEAVY DUTY, PRIVATE MOVING COMPANY OF BISHOFF STEEL SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

13

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| | Item Description | TOTAL COST FOR MOVING, TRANSPORTAION AND PLACEMENT OF HEAVY DUTY, Prt MOVERS BISHOFF SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| 14 | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF HEAVY DUTY Prt TRANSPORT BISHOFF SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| 15 | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION OF HEAVY DUTY, Prt TRANSPORT BISHOFF SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| 16 | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION OF HEAVY DUTY, PRIVATE TRANSPORT BISHOFF SAFE AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
|---|---|---|---|---|---|---|---|
| 17 | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF SAFE SLIDING DOORS, DELICATE, PRIVATE MOVERS, AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

18

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|---|---|---|---|---|---|---|---|
| | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
| | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF BISHOFF SAFE, HEAVY DUTY, PRIVATE MOVERS, AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

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|---|---|---|---|---|---|---|---|
| 19 | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
| | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF BISHOFF SAFE, HEAVY DUTY, PRIVATE MOVERS, AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
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|---|---|---|---|---|---|---|---|
| 20 | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
| | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF SAFE, AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
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|---|---|---|---|---|---|---|---|
| 21 | Item Code | PQ/378/2026 | Consumer | Quantity Required | Purchase Unit of Measure | Unit Cost (Incl VAT) | Total Price Including Vat |
| | Item Description | TOTAL COST FOR MOVING, TRANSPORTATION AND PLACEMENT OF CHUBB SAFE, DELICATE, PRIVATE MOVERS HEAVY DUTY, AS PER ATTACHED SPECIFICATION | DOD LOGISTIC SUPPORT FORMATION HEADQUARTERS | 1 | Total for All | | |
| | Line Comment | | Lead Time | Delivery Point | Quantity Available | Date Required | |
| | | | | | | | |

Indicate Lead Time for all Items (Days)

The following conditions are hereby accepted:
"Standard Terms and Conditions" or "General Conditions of Contract" Available on Websites () or attached.
The awarding of the price quotation as determined by (Department of Defence).

The following is hereby certified:
This offer is correct and any mistakes will be at my risk.
I accept responsibility for the execution of all obligations entrusted upon me.
I did not participate in any collusive practices with any other supplier or any other person regarding this price quotation or any other price quotation.
I am duly authorized to sign the price quotation.
The offer is inclusive of value Added Tax

Name: ..... Capacity: .....

Signature: ..... Date: .....

ENQUIRIES: M.G Mmekwa
TELEPHONE NO: 0126496642

| | | | |
|---|---|---|---|
| | | Grand Total Including Vat: | |
| Price Firm Y/N | | Brand & Model | |
| Do You Accept Goverment Orders Y/N | | Delivery Period Firm Y/N | |
| Comply with Specification Y/N | | If Not, Deviations | |

## Questionnaires

**Questionnaires / Evaluation Criteria**

THE 80/20 QUESTIONNAIRE EVALUATION TEMPLATE V2

| Question/s | Options |
|---|---|
| Level 1: 51% owned by Black Women Military veterans / 51% owned by Black youth / 51% owned by Black people with disability | LEVEL1 |
| Level 2: 51% owned by Black Male Military veterans / 51% owned by people with disability / 51% owned by Black Women EMEs | LEVEL2 |
| Level 3: 51% owned by Women Military veterans / 51% owned by Black Male EMEs / 51% owned by Black Women QSEs/51% owned by Women EMEs | LEVEL3 |
| | LEVEL4 |
| | LEVEL5 |

**Level 4: 51% owned by Male Military veterans / 51% owned by youth / 51% owned by any other EMEs/ 51% owned by Black Male QSEs / 51% owned by Women QSEs**

**Level 5: 51% owned by any other QSEs**

| | |
|---|---|
| ☐ | LEVEL6 |
| ☐ | LEVEL7 |
| ☐ | LEVEL8 |
| ☐ | NON-COMPLIANT |

| Attachment Description | Attachment File Name |
| --- | --- |

Back to top

ECIFICATIONS

1. The table below illustrate list of items to be moved

| S/no | Type of Commodities | Quantity | Remarks |
|---|---|---|---|
| | a | b | d |
| 1 | Big safe | 1 | Removable |
| 2 | Safe | 1 | Specialist to remove and transport |
| 3 | Safe | 1 | Heavy Duty |
| 4 | Safe | 1 | Heavy Duty |
| 5 | Map Safe | 1 | Heavy Duty |
| 6 | CHUBB U9172 Safe | 1 | Needs dismantling |
| 7 | Walk-in Safe built into cupboard | 1 | Needs dismantling |
| 8 | Safe | 1 | Heavy Duty |
| 9 | Mounted Key Safe | 1 | Needs dismantling |
| 10 | Office Safe Brown (Chatwood-Miller) | 1 | Heavy Duty |
| 11 | Office Safe Grey (Austen) | 1 | Heavy Duty |
| 12 | BISHOFF Steel Safe | 1 | Heavy Duty, Private Moving company |
| 13 | BISHOFF Safe | 1 | Heavy Duty, Prt Movers |
| 14 | BISHOFF Safe | 1 | Heavy Duty, Prt transport |
| 15 | BISHOFF Safe | 1 | Heavy Duty, Prt transport |
| 16 | BISHOFF Safe | 1 | Heavy duty, Private Transport |
| 17 | Safe Sliding Doors | 1 | Delicate, for Privater Movers |
| 18 | BISHOFF Safe | 1 | Heavy Duty, Private Movers |
| 19 | BOSCHOFF Safe | 1 | Heavy Duty, Private Movers |
| 20 | Safe | 1 | |
| 21 | CHUBB Safe | 1 | Delicate, Private Movers, heavy Duty |
| | | **21** | |

2. Allowance should be made for:

   a. Specialised transport from Liberty Building Pretoria → Midrand Halfway house.

      i. 278 Madiba Street (formerly Vermeulen Street), Pretoria Central, CBD, 0001.

      ii. To 241 Third Road, Halfway Gardens, Midrand.

   b. Protective materials / floor and building protection

   c. Site survey, planning and supervision: Yes, it is required

   d. Contingency for difficult access / additional rigging is required.

**CENTRAL PROCUREMENT SERVICE CENTRE**

CLOSING DATE OF BID: **26 OCTOBER 2026** BID NUMBER: **CPSC/PQ/378/2026**

CLOSING TIME OF BID: **11:00 AM** NAME OF BIDDER: _____

VALIDITY: **60 DAYS**

| **GROUP QUESTIONNAIRE** | |
|---|---|

Tick the applicable box

Period (in days) required to complete Delivery?

.....

.....

Please state percentage profit before tax?

.....

The Department of Defence Prefers Firm Prices.

Price Firm. YES☐ NO☐

Delivery Period Firm. YES☐ NO☐

Comply to description as requested? YES☐ NO☐

If not, state deviations.

.....

.....

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.....

Will a Government Order be accepted? YES☐ NO☐

Are you registered in terms of Section 23 (1) or 23 (3) of the Value Added Tax (Act no.89 of 1999)/ YES☐ NO☐

Vat Registration Number: _____

Company Registration number: _____

Confirm that in the event of a contract be concluded, it will be in terms of General Bid Conditions and General Conditions of contract, the contents of which you are fully acquainted with. Copies are available from the National Treasury Website (www.treasury.gov.za) YES☐ NO☐

If a trade discount is offered, is it included in the price? YES☐ NO☐

IMPORTANT! Prices not reflected on the official documentation provided as part of this Bid will not be taken into consideration.

PLEASE NOTE THAT PRICES INDICATED IN THIS DOCUMENT WILL BE TAKEN AS ABEING VAT INCLUSIVE.

This requirement may be awarded in total to one supplier or per individual item.

The obligation to pay sub-contractors is my responsibility. YES☐ NO☐

It is your responsibility to make a copy of your completed Quotation document. The Department of Defence will not make copies of Bid Documents after the closing date and time. Is this noted? YES☐ NO☐

Has a valid current dated Central Suppliers Database (CSD) Registration Report been submitted? Is this noted? YES☐ NO☐

# BIDDER'S DISCLOSURE

1. **PURPOSE OF THE FORM**

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

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

## 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] 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 |
|---|---|---|
| | | |
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| | | |

[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 consortium[2] will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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

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[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.

of the official bid opening or of the awarding of the contract.

3.6 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.

3.7 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 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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## 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

| | POINTS |
|---|---|
| PRICE | |
| SPECIFIC GOALS | |
| **Total points for Price and SPECIFIC GOALS** | 100 |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

**80/20** **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. (*Bidders to tick only one relevant column*)**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| **Status Level** | **The specific goals allocated points in terms of this tender** | **Number of points allocated (90/10 system) (To be completed by the organ of state)** | **Number of points allocated (80/20 system) (To be completed by the organ of state)** | **Number of points claimed (90/10 system) (To be completed by the tenderer)** | **Number of points claimed (80/20 system) (To be completed by the tenderer)** |
|---|---|---|---|---|---|
| Level 1 | 51% owned by Black Women Military Veterans<br>or<br>51% owned by Black Youth<br>or<br>51% owned by Black People with Disability | 10 | 20 | | |
| Level 2 | 51% owned by Black Male Military Veterans<br>or<br>51% owned by People with Disability<br>or<br>51% owned by Black Women EME's | 08 | 18 | | |

| | | | | | |
|---|---|---|---|---|---|
| Level 3 | 51% owned by Women Military Veterans<br>or<br>51% owned by Black Male EME's<br>or<br>51% owned by Women EME's<br>51% owned by Black Women QSEs | 06 | 16 | | |
| Level 4 | 51% owned by Male Military Veterans<br>or<br>51% owned by Youth<br>or<br>51% owned by any other EMEs<br>or<br>51% owned by Black Male QSEs<br>or<br>51% owned by Women QSEs | 04 | 14 | | |
| Level 5 | 51% owned by any other QSEs | 02 | 12 | | |
| Level 6 | Not Applicable | | | | |
| Level 7 | Not Applicable | | | | |
| Level 8 | Non-compliant contributor | 0 | 0 | | |

**NOTE: Bidders are to submit Sworn Affidavit to substantiate the preference points claimed. Sworn Affidavit must be signed by legally recognized Commissioner of Oath.**

## DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

**NOTE:** **The Department of Defence reserves the right to verify the truthfulness of the claims (par 4.6 iii)**

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

# DI SEC INSTR/02/2012

# VETTING AND SCREENING OF PRIVATE COMPANIES AND INDIVIDUALS DELIVERING SERVICES TO THE DEPARTMENT OF DEFENCE

**APPENDIX A**
TO DI SEC INSTR/02/2012

## QUESTIONNAIRE: PRIVATE COMPANIES

Company Name: .....

Company Registration Number: .....

DOD Supplier Code (if already registered with the DOD): .....

Personal particulars of Company Director(s) (Include copy of RSA Identification and passport document):

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Personal particulars of sub-contractor if any (Include copy of RSA Identification and passport document):

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Company Physical Address: .....

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.....

Company Postal Address: .....

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.....

.....

Company Core Business: .....

.....

1. When did the company begin with its operation?

   Answer: .....

2. Does the company have a valid SARS tax clearance certificate? If yes, provide the tax clearance certificate number and the certified copy of the certificate.

   Answer: .....

3. Is the company registered with the Company and Intellectual Property Commission (CIPC)? If yes, provide the registration number and attach a certified copy of the registration certificate.

   Answer: .....

4. Who are the shareholders of the company and what percentage of shares do they each possess?

   Answer: .....
   .....
   .....

5. What services will be rendered by the company to the SANDF.

   Answer: .....
   .....
   .....

6. What DOD installations/unit and specific area/section does the company required access to

   Answer: .....
   .....
   .....

7. Does the company provide services to other RSA state departments? If yes, provide the names of the departments and the period/s during which service was provided

   Answer: .....
   .....
   .....
   .....

8. Does the company provide services to foreign governments and/or companies? If so, provide details.

   Answer: .....
   .....
   .....

9. Has the company been implicated in fraudulent activities? If yes, provide details.

Answer: .....
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.....

10. Has the company been implicated in corrupt practices? If yes, provide details.

Answer: .....
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.....

11. Has the company been implicated in any other criminal activity? If yes, provide details.

Answer: .....
.....
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.....

12. Does the company have the Employment Equity Plan? If yes, provide the Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans)

Answer: .....
.....
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13. What is the track record and achievements of the company? Provide details.

Answer: .....
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.....

14. Is the company under investigation by any government security agency? If yes, provide details.

Answer: .....
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15. What known factor could possibly prevent this company from entering into contract with the Department of Defence and Military Veterans or any component thereof and why?

Answer: .....
.....
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.....

Compiled by:

ID: _____ Title: _____ Name: _____

Signature: _____

Important aspects to take note of

- This document must always be accompanied by the profiles of the director(s) of the company as well as their RSA identification and passport documents.
- Always attach the current Financial statement(s) of the company.
- The current and valid SARS Tax Clearance certificate must be attached.
- A Company Profile must be submitted with bid.

# CERTIFICATE OF COMPLIANCE BY SUB-CONTRACTOR

**THIS CERTIFICATE MUST BE SUBMITTED WITH THE COMPLETED BID DOCUMENTS**

**CONTRACTOR'S NAME:** _____

**SUB-CONTRACTOR'S NAME:** _____

*Delete whichever is not applicable*

I/we am/are fully aware of the Bid Requirements and am/are capable of supplying the required item(s)/service(s) strictly according to the Bid Conditions, Special Conditions and Specifications supplied by the Department of Defence. I/we hereby certify that:

_____ obtained a quotation from me/us to supply the item(s)/service(s) listed in Bid no _____

Section/s _____

I/we further certify that I/we have the necessary infrastructure at my/our disposal to execute the Bid

I/we, the Sub-Contractor/s am/are willing to allow the Department of Defence's Officials access to my/our premises for inspection purposes if required to do so

Sub-Contractor's Contact Person: _____

Address of Sub-Contractor: _____

Tel No: _____

Fax No: _____

_____
SIGNATURE OF SUB-CONTRACTOR

**WITNESSES:**

1. _____ Date: _____

2. _____ Date: _____