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BID DOCUMENT (PART 1)

PANEL REGISTRATION OF SUITABLY QUALIFIED CONTRACTORS FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF:

FACTORY-BUILT RELOCATABLE MOBILE FACILITIES INCLUDING CONNECTION OF BASIC SERVICES THERETO AS WELL AS THE RELOCATION OF EXISTING COMPLETE AND COLLAPSIBLE MOBILE FACILITIES INCLUDING CONNECTION OF BASIC SERVICES THERETO

PERIOD: THREE YEARS FROM DATE OF APPOINTMENT

CIDB REQUIREMENT: 6GB AND HIGHER

BID NUMBER:	E12/2026/2027
CLOSING DATE:	27 NOVEMBER 2026
TIME:	11:00
VALIDITY PERIOD:	180 DAYS
BRIEFING SESSIONS:	No briefing session will be conducted.

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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:

PART ONE OF BID DOCUMENT:

SECTION 1

STANDARD BID DOCUMENT/FORMS:

- SBD 1: Invitation to Bid
- SBD 4: Declaration of Interest
- SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022
  (Not relevant at this stage: This form will be issued with each project to service providers successfully appointed on the Panel in order to claim points.)

SECTION 2

- **STANDARD CONDITIONS OF BID**
- **GENERAL CONDITIONS OF CONTRACT (GCC)**

SECTION 3

ADMINISTRATION TOOLS:

- Dividers for attachments
- Checklist

PART TWO OF BID DOCUMENT:

SECTION 1

- Bid overview and scope of work

SECTION 2

- Technical Specifications and Performance requirements

SECTION 3

- Bid administration and framework arrangements (Stage 1: Special Requirements and Stage 2: Functionality criteria)

SECTION 4

- Post-appointment administration and management of Panel

SECTION 5

- General Conditions of Governance Provisions

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LIST OF RETURNABLE DOCUMENTS

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:
Bid Document Name
SBD 1: Invitation to Bid
SBD 4: Declaration of Interest

SBD 6.1: Preference Points Claim Form in terms of the PPR 2022 *(Not relevant at this stage: This form will be issued with each project to service providers successfully appointed on the Panel in order to claim points.)*

ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:
Documentation for evaluation on Functionality Criteria
Documentation as requested in Special Requirements
CIDB printout report
CSD printout report

Name of Bidder	**Signature**	**Date**

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SECTION 1

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SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**E12/2026/2027**	CLOSING DATE:	**27 NOVEMBER 2026**	CLOSING TIME:	**11:00**
DESCRIPTION:	**PANEL REGISTRATION OF SUITABLY QUALIFIED CONTRACTORS FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF:** **FACTORY-BUILT RELOCATABLE MOBILE FACILITIES INCLUDING CONNECTION OF BASIC SERVICES THERETO AS WELL AS THE RELOCATION OF EXISTING COMPLETE AND COLLAPSIBLE MOBILE FACILITIES INCLUDING CONNECTION OF BASIC SERVICES THERETO** **PERIOD: THREE YEARS FROM DATE OF APPOINTMENT** **CIDB REQUIREMENT: 6GB AND HIGHER**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

BID DOCUMENTS MAY BE COURIER TO **OR** DEPOSITED IN THE BID BOX SITUATED AT:

N8 Gateway Office Park, Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire, BLOEMFONTEIN, 9301
THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**K Rampai**	CONTACT PERSON	**Mr. N Mangali**
TELEPHONE NUMBER	**051-4041873**	TELEPHONE NUMBER	**051-4049272/063 889 3168**
E-MAIL ADDRESS	K.Rampai@fseducation.gov.za	E-MAIL ADDRESS	N.Mangali@fseducation.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**.....
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

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, 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 PIN 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: ……

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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

[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.

SBD 4

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 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.

[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.

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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**

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SBD 6.1 (THIS FORM WILL ONLY BE RELEVANT FOR THE INVITATION OF INFRASTRUCTURE PROJECTS TO THE APPROVED SERVICE PROVIDERS APPOINTED ON THE PANEL)

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

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

b) **Either the 90/10 or 80/20 preference point system** will be applicable for projects invited from the approved service providers appointed on the Panel Registration contract. The lowest 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 (<u>will only be evaluated as and when a Bill of Quantity is issued to successful service providers included in/registered on the Panel Registration contract</u>.	**90/80**
SPECIFIC GOALS <u>will only be evaluated as and when a Bill of Quantity is issued to successful service providers included in/registered on the Panel Registration contract</u>.	**10 or 20**
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**

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

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**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

SPECIFIC GOALS **(The specific goals of the department of Education and the target in terms of points allocation of either 10 or 20 points (depending on the estimated amount of the project/lowest acceptable offer) will only apply during the time when BOQ is issued to service providers included in/appointed on the Panel Registration Contract and will then be implemented as follows:**	**Maximum Number of points allocated (90/10 system)**	**Maximum Number of points allocated (80/20 system)**
HDI: Race: Black owned:	**Maximum 10 points** (1%-25% black owned= 2 points 26%-50% black owned= 5 points 51% -99% black owned = 8 points 100% black owned = 10 points)	**Maximum 20 points** (1%-25% black owned= 5 points 26%-50% black owned= 10 points 51% - 99% black owned = 15 points) 100% black owned = 20 points

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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;

(a) 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 –disqualify the person from the tendering process;

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

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

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

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

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……

DATE: ……

ADDRESS: ……

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SECTION 2

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STANDARD BID CONDITIONS

1. PRICES SBD 3.1/ Bill of quantities (Not applicable at this stage)

1.1 The bidders will be evaluated on functionality to qualify to be included in the Panel Registration of Contractors contract (E12/2026/2027).

1.2 Successful service providers included in/registered on the contract for panel registration (E12/2026/2027) will be invited to price on a Bill of Quantity when a need arises and will then be evaluated on either the 90/10 or 80/20 preference point system. The estimated amount/lowest acceptable offer will be used to determine the accurate and applicable preference point system once offers are received.

1.3 The 90/80 points for price and the 10/20 points for specific goals will only be evaluated as and when a Bill of Quantity is issued to successful service providers included in the Panel Registration contract.

1.4 The specific goals of the department of Education and the target in terms of points allocation of either 10 or 20 points (depending on the amount of the project) will only apply during the time when BOQ is issued to service providers included in the Panel Registration Contractors.

2. COMPLETION AND SUBMITTING OF BID DOCUMENT

A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

2.1 **SBD 1:**
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.

2.2 **SBD 4:**
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4.

2.3 **SBD 6.1: (*WILL BE APPLICABLE WHEN PRICES ARE REQUESTED FROM SERVICE PROVIDERS INCLUDED IN/REGISTERED ON THE PANEL)***

The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022 will be applicable and should be completed and signed by service provider if points are clairmed. (This form will only be taking into consideration during time of pricing on the BoQ by the successful service providers included in/registered on the Panel.)

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B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS AND PRICES

2.4 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable** and **will invalidate your bid.**

2.5 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.

2.6 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

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C. BID FORMS

2.7 The bid forms should not be redrafted.

2.8 Only the bid documents issued by the Department of Education Free State must be used.

2.9 Bid documents to be completed in full.

2.10 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

D. SUBMITTING OF BID DOCUMENTATION

2.11 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.

2.12 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

Department of Education
Acquisition Management Sub-Directorate
N8 Gateway Office Park
Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire
BLOEMFONTEIN
9301

THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3

The bid number and closing date must be clearly indicated on the sealed envelope.

2.13 Bidders must ensure that bids are delivered timeously to the **correct address**.

2.14 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.

3. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

4. NO BRIEFING SESSION WILL BE CONDUCTED.

5. FUNCTIONALITY

The Department reserves the right to request a presentation should the need arise for this bid.

A bidder who scored less than **70 OUT OF 100 POINTS on the total functionality points will automatically be disqualified.

6. EVALUATION ON PRICE AND PREFERENCE (80/20 OR 90/10 preference point system)

The 90/10-point system would be relevant for this bid because the total estimated value on this panel is expected to exceed R50 million for the three-year period Note should however be taken that no evaluation on the 90/10-point system will be done during the evaluation to establish a Panel as no prices are involved at this stage. However, when Bill of Quantities are issued for individual projects from appointed service providers on the approved panel registration contract (E12/2026/2027), either the 90/10- or 80/20-point system will be used depending on the estimated value/lowest acceptable offer of the project.

6.1 Offers on Bill of Quantities will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.

7. SPECIFIC GOALS

Please note that the 90/80 points for price and the 10/20 points for specific goals will only be evaluated as and when a Bill of Quantity is issued to successful service providers included in/registered on the Panel Registration contract.

The specific goals of the department of Education and the target in terms of points allocation of either 10 or 20 points (depending on the amount of the project) will only apply during the time when BOQ is issued to service providers appointed on the Panel Registration Contract and will be implemented as follows:

The lowest acceptable offer will be used to determine the accurate and applicable preference point system.

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

SPECIFIC GOALS **(The specific goals of the department of Education and the target in terms of points allocation of either 10 or 20 points (depending on the estimated amount of the project/lowest acceptable offer) will only apply during the time when BOQ is issued to service providers included in/appointed on the Panel Registration Contract and will then be implemented as follows:**	**Maximum Number of points allocated (90/10 system)**	**Maximum Number of points allocated (80/20 system)**	**Documentary evidence to claim the points for specific goals**
HDI: Race: Black owned:	**Maximum 10 points** (1%-25% black owned= 2 points 26%-50% black owned= 5 points 51% -99% black owned = 8 points 100% black owned = 10 points	**Maximum 20 points** (1%-25% black owned= 5 points 26%-50% black owned= 10 points 51% - 99% black owned = 15 points) 100% black owned = 20 points	Valid and original/original certified copy of accredited BBBEE certificate or valid and original/original certified copy of affidavit.

8. JOINT VENTURE

No Joint Ventures will be evaluated.

9. PAYMENT TO SUPPLIERS

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

10. LEGISLATION / LAWS

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

11. VALIDITY PERIOD OF BID

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents **(180 DAYS**) and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

12. SPECIFICATION – BIDDERS RESPONSE

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

13. QUALIFICATIONS OF BIDDERS

13.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.

13.2 The department **will disqualify** any bid from a bidder whose **name appears on the national list of restricted bidders/suppliers/persons.**

13.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.

14. COMPLIANCE TO CONTRACT

14.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.

14.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

15. JOB CREATION

15.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.

15.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid: _____

15.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid: _____

15.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES ☐ **NO** ☐ **[TICK APPLICABLE BOX)**

16. CENTRAL SUPPLIER DATABASE (COMPULSORY)

Please note that bidders should be registered on the Central Supplier Database.

17. LOCAL CONTENT

Service providers are being encouraged to make use of local production and local content.

18. MAXIMUM DELIVERY PERIOD

As indicated in specification.

19. PENALTIES

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

20. SUCCESSFUL BIDDERS

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensured that the income tax number and VAT number (where applicable) are indicated on the Invoice.

21. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED
A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

Acccording to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

22. VALID TAX MATTERS

It is a requirement that the Tax matters of the successful contractor/s appointed on the Panel are in order when awarded a mobile facility project.

23. SUPPLIER DUE DIILIGENCE

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misreprensentation thereof may disqualify the bid in whole or parts thereof.

24. DECLARATIONS

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

25. THE BIDDER MUST COMPLETE THE FOLLOWING:

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I _____in my capacity as _____ of _____(Company), hereby certifies that I take note and accept the above-mentioned Standard Conditions, Special Conditions of the Contract and the General Conditions of a Contract as reflected on National Treasury website. I further declare that the information submitted is correct.

_____

SIGNATURE

Contact person of company: _____

Tel. of company: (____)_____ Fax of company: (____)_____

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GENERAL CONDITIONS OF CONTRACT IS APPLICABLE

PLEASE READ THE CONDITIONS ON THE NATIONAL TREASURY WEBSITE

www.treasury.gov.za

http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf

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SECTION 3

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ATTACH:

- ***PROOF OF REGISTRATION ON CSD***

PRINT OUT REPORT OF CSD

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ATTACH CIDB PRINT OUT THAT REFLECTS YOUR GRADING

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ATTACH THE FOLLOWING AS ANNEXURE A:

IF DIRECT MANUFACTURER:

ATTACH :

- **CERTIFIED COPY OF VALID AGRÉMENT SOUTH AFRICA CERTIFICATE**

  and

- **PROOF OF OWNERSHIP : CERTIFIED TITLE DEED OR CERTIFIED VALID LEASE AGREEMENT**

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EVIDENCE CONFIRMING EXISTING MANUFACTURING OR ASSEMBLY FACILITIES WITHIN THE FREE STATE:

ATTACH :

- **Formal declaration**

OR

IN CASE WHERE FACILITY IS OUTSIDE THE FREE STATE:

ATTACH :

Letter of Commitment

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BIDDERS RELYING ON A MANUFACTURER OR TECHNOLOGY HOLDER THROUGH AN EXCLUSIVE MANUFACTURING OR UTILISATION AGREEMENT:

ATTACH :

- **CERTIFIED COPY OF VALID AGRÉMENT SOUTH AFRICA CERTIFICATE HELD BY MANUFACTURER/TECNOLOGY HOLDER IDENTIFIED IN THE AGREEMENT UNDER U2**
- **CERTIFIED COPY OF VALID AND DULY SIGNED EXCLUSIVE MANUFACTURING OR UTILIZATION AGREEMENT WITH RELEVANT MANUFACTURER OF TECHNOLOGY HOLDER**
- **MANUFACTURING PREMISES: CERTIFIED TITLE DEED OR CERTIFIED VALID LEASE AGREEMENT**

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EVIDENCE CONFIRMING EXISTING MANUFACTURING OR ASSEMBLY FACILITIES WITHIN THE FREE STATE:

ATTACH :

- **Formal declaration**

OR

IN CASE WHERE FACILITY IS OUTSIDE THE FREE STATE:

ATTACH :

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ATTACH:

1) CERTIFIED COPY OF COMPANY REGISTRATION CERTIFICATE REFLECTING ACTIVE MEMBERS

(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF INCORPORATION/CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT ETC.

2) ID DOCUMENTS OF DIRECTORS/OWNERS

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FUNCTIONALITY: CRITERION 1

ATTACH AS ANNEXURE B:

APPOINTMENT LETTERS/INSTRUCTION OF WORK/ CONTRACTUAL AGREEMENTS/ PURCHASE ORDERS

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FUNCTIONALITY: CRITERION 2

ATTACH AS ANNEXURE C:

ATTACH:

REFERENCE LETTERS

THAT CORRESPOND WITH

APPOINTMENT LETTERS

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FUNCTIONALITY: CRITERION 3

ATTACH AS ANNEXURE D1-D4:

D1 **Project Manager / Contracts Manager**	**CV, ID document and qualification evidence**
D2 **Electrical Supervisor**	**CV, ID document, electrical qualification and Wireman's Licence**
D3 **Resident Civil Engineer**	**CV, ID document, civil engineering qualification and professional registration**
D4 **Occupational Health and Safety Practitioner**	**CV, ID document and OHS qualification or competency evidence**

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FUNCTIONALITY: CRITERION 4

ATTACH AS ANNEXURE E:

- Financial statements signed off by a registered Chartered accountant.
- Financial statement signed by registered accountant.

The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with the Bid.

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CHECK LIST: SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS			
PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS:			
SBD FORM	**DESCRIPTION**	**TO BE COMPLETED BY**	**COMMENTS ON COMPLIANCE BY SERVICE PROVIDER**
STANDARIZED BID FORMS			
SBD 1	Invitation to bid	To be completed and signed by the service provider.	
SBD 4	Declaration of interest	To be completed and signed by the service provider.	
SBD 6.1	Preference points claim form		**This form is not relevant at this stage.** Point system will only be applicable as and when a Bill of Quantity is issued to successful service providers appointed on the Panel Registration contract
CIDB REQUIREMENT			
Attach a printout of the grading of your company.			
CSD REPORT			
Ensured that it is attached.			
FUNCTIONALITY SUPPORTING DOCUMENTS			
Ensure that all documentation to evaluate functionality criteria is attached.			
SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS			
Ensure that all documentation as requested is attached.			