state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

sb

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**SSA/19/2026/27**	CLOSING DATE:	**09 DECEMBER 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
R50 DELMAS ROAD					
MUSANDA COMPLEX					
JOE NHLANHLA ROAD					
RECEPTION					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	Albina Masemola				
TELEPHONE NUMBER	+27 (12) 427 4731				
FACSIMILE NUMBER	N/A				
E-MAIL ADDRESS	AlbinaM@ssa.gov.za				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS 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.

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

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, 2021/22, 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: ……..

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

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SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

DEFINITIONS

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition, the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

SSA	State Security Agency.
Invitation to bid	Invitation to bid comprising o The cover page and the table of content and definitions o Part 1 which details the Conditions of Bid o Part 2 which details the Terms of Reference relating to the service o Part 3 which contains all the requisite bid forms and certificates; As read with GCC – General Conditions of Contract
Services	Defined services on the cover page of this invitation to bid and described in detail in the Terms of Reference;
Specifications/ Terms of Reference	Specifications or terms contained in Part 2 of this invitation to bid;

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

PART 1

Conditions of Bid

1. BACKGROUND AND INTRODUCTORY PROVISIONS

1.1 Refer to **Part 2** of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

2. OFFER AND SPECIAL CONDITIONS

2.1 Without detracting from the generality of clause below, bidders must submit a completed and signed and requisite bid forms attached as Part 3 with its bid.

2.2 **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

2.3 **It is a requirement that an original valid Tax Clearance Certificate be submitted with the bid.**

2.4 In the event that any form or certificate provided in Part 3 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS

3.1 The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2 All bids must be deposited in a sealed envelope bearing the bid number, bid description and closing date.

3.3 All bids must be deposited before the closing time and date stipulated above in the bid box at the address detailed on the cover page of this invitation to bid.

4. ENQUIRIES

4.1. Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated.

5. COMPULSORY BID BRIEFING/SESSION

5.1. There will be **NO** briefing session for this tender.

6. TAX CLEARANCE

6.1. The bidder should submit an original valid tax clearance certificate together with the bid documentation. A pro forma application for Tax Clearance Certificate (SBD 2) is attached as **Part 3 – Schedule B**. Bidder

must take specific note of the conditions stipulated in SBD 2. Tax clearance certificate and B-BBEE certificate must be renewed every 12 months and must be submitted to Supply Chain Management.

7. PRICING

7.1 The bidder(s) must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as **Part 3 – Schedule C** which completed form/s must be submitted together with the bid documents.

7.2 Pricing of all lines must be stipulated **INCLUSIVE OF VALUE ADDED TAX.**

7.3 Price list should be submitted on the official company letter on a PDF document and a soft copy (on the original excel format.

7.4 Final price of all the items quoted should be transferred Part A (invitation to bid)-Page 1.

7.5 **Prices submitted should be inclusive of all cost (including delivery cost) to all the Agency's offices across the nine (9) provinces.**

7.6 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form Part 3 – Schedule C.

7.7. **TOTAL COST (Only for purposes of Evaluation/Comparing Bids)**

7.7.1 The prices submitted must be firm or fixed for 12 months and will only be reviewed / adjusted after 12 months from acceptance of the bid or signing of contract.

7.7.2 The contract will be reviewed for satisfactory performance annually, at SSA's prerogative. The decision of State Security Agency shall be final.

7.7.3 Price negotiations after the first year will only be considered if prices are in line with CPIX or fully motivated.

7.7.4 The SSA is not limited or restricted to use only this (Unit Price / Total Cost) as a deciding factor in awarding the tender.

8. BIDDERS DECLARATION / DISCLOSURE

8.1. The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The bidders' disclosure is attached as Part 3 – Schedule D.

9. PREFERENCE POINTS CLAIM FORMS

9.1. Part 3 – Schedule E contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations, 2022 to be completed and signed by the bidder to the extent applicable and returned with this bid.

10. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

10.1. The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices is attached as

11. QUALIFICATIONS OF BIDDERS

11.1 Bidders must submit detailed information together with their bid and disclose the experience in the relevant trade together with present contracts. These details should be submitted together with the bid on the form attached as Part 3 – Schedule F

12 PARTNERSHIPS AND LEGAL ENTITIES

12.1 In the case of the bidder being a partnership, close corporation or a company, all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid.

13 CONSORTIUM / JOINT VENTURE

13.1 It is recognized that bidders may wish to form consortia to provide the Services.

13.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements: -

13.2.1 It shall be signed so as to be legally binding on all consortium members;

13.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;

13.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the SSA and receive instructions for and on behalf of any and all the members of the consortium;

13.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid.

13.2.5 Each party to the Consortium must submit a BBBEE Status Level Verification certificate.

13.2.6 Each party to the Consortium must submit an original and valid Tax Clearance Certificate.

13.2.7 Preference points will be only awarded when a consolidated BBBEE Certificate is submitted.

14 ORGANISATIONAL PRINCIPLES

14.1 The bidder should submit a clear indication of the envisaged authorized organizational principles, procedures and functions for an effective delivery of the required Service.

15 DETAILS OF THE PROSPECTIVE BIDDERS' NEAREST OFFICE TO THE LOCATION OF THE CONTRACT

15.1 The bidder should provide full details regarding the bidders nearest office base in the province (see Part 3 of this invitation to bid). These details should be provided on the form attached as Part 3 – Schedule I which completed form, must be submitted together with the bid.

16 FINANCIAL PARTICULARS

16.1 Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 3- Schedule J.

17 VALIDITY

17.1. Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **(150)** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

18 ACCEPTANCE OF BIDS

18.1 The SSA does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Department.

18.2 The SSA reserves the right to award the bid in whole or in part thereof.

19 NO RIGHTS OR CLAIMS

19.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the SSA. The SSA reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.

19.2 The SSA, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

20 NON-DISCLOSURE, CONFIDENTIALITY AND SECURITY

20.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" basis with the approval of the SSA.

20.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

21 ACCURACY OF INFORMATION

21.1 The information contained in the invitation to bid has been prepared in good faith. The SSA nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.

21.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

22 COMPETITION

22.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.

22.2 In general, the attention of bidders is drawn to Section 4(1) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.

22.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation, they are encouraged to discuss their position with the competition authorities before submitting response.

22.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

23 RESERVATION OF RIGHTS

23.1 Without limitation to any other rights of the SSA (whether otherwise reserved in this invitation to bid or under law), the SSA expressly reserves the right to: -

23.1.1 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;

23.1.2 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;

23.1.3 Reject all responses submitted by bidders and to embark on a new bid process.

24 CONDITIONS AND MINIMUM REQUIREMENTS

24.1 Upon formal approval of the Contract and prior to the commencement of the Contract, the successful bidder(s) shall be required to sign a General Conditions of Contract and a Service Level Agreement, including the Special Conditions of Contract.

24.2 This Contract shall be non-exclusive and SSA reserves the right to, including during the term of this Contract, to enter into any agreement or arrangement with any other entities or persons for the performance

of all or any part of these services. SSA shall incur liability to the appointed Service Provider by virtue of its entry into such agreements or arrangements.

24.3 In accordance with Treasury Instruction Note dated 31 May 2011, this Specific Term Contract shall be excluded from the value limits as orders shall be placed as and when the services are required and that on the time of awarding the Contract, exact required quantities shall not be known. SSA shall therefore not guarantee to the successful bidder(s) any monetary value or minimum quantity of any services to be provided under Contract and SSA shall not be under any obligation to order a minimum quantity of services from the successful bidder(s) under the Contract. SSA shall further not be obligated to make use of every service that is tendered for. Any quantities and/or volumes requested in the pricing schedule are for comparative bid purposes only. The delivered price shall be for the actual quantity and/or volume.

24.4 All staff directly involved will be required to sign an “Oath of Secrecy” and be bound to the Protection of Information Act, 1982 (Act 84 of 1982).

25 SECURITY REQUIREMENTS

25.1 **Security clearances:** The bidder’s (principal or joint venture contractor) employees and sub-Bidders ***are*** required at all times during the contract period to be in possession of valid security clearances to the level determined by SSA commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders.

25.2 The vendors shall supply and maintain a list of personnel involved on the account indicating their clearance status. Negative or failure of security clearance or vetting by the bidder/bidder’s employees or partners at any stage during the contracting or contract period and lack of or inability to obtain acceptable replacements by the contractor may lead to the cancellation of the contract. The Bidders and their sub-Bidders will be re-vetted for every event during the period of contracting (3 years).

26. PERIOD FOR THIS CONTRACT

The contract is for three (3) years.

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

Part 2

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

1. PURPOSE

1.1 The State Security Agency (SSA) is seeking to appoint a supplier for the supply and delivery of office consumables, to all of its offices around the country, for a period of three (3) years as per the attached office consumables list. The list is not exhaustive and additional items may be added as and when required by the Agency.

1.2 The supplier who wishes to submit a bid must have been on continuous and non-interrupted office consumables business for a minimum of three (3) years (must be supported by a CIPC registration).

2. BACKGROUND

2.1 The State Security Agency is a National Government Department Agency with Provincial Offices situated throughout the country with the Head Office based in Pretoria. There is a need for office consumables in order to maintain daily running of the day-to-day activities. The Agency requires qualified supplier(s) to supply the agency across all the provinces.

3. SCOPE OF THE PROJECT

3.1 The successful bidder will be expected to supply and deliver office consumables for a period of three (3) years to the State Security Agency as per the specification attached.

3.2 The supply of items shall be made to SSA Head Office and all the Provincial Offices within seven (7) working days after the receipt of official Purchase Order.

4. SPECIFICATIONS

4.1 Please refer to the office consumables list attached.

4.2 The list is not exhaustive and additional items may be added as and when required by the Agency. The process of adding items on the contract will be as follows:

- SCM will request a quote from the appointed supplier
- Two additional quotes will be requested from suppliers on the CSD
- The quote of the supplier will be compared with the two additional quotes and negotiations conducted with the appointed supplier to get a market related price.

4.2 Bidders are expected to submit prices on all items as per the attached list of items. Prices should be in the quantity of one, for comparative and evaluation purposes. Failure to bid on any one of the items will deem the bid as non-responsive.

5. EVALUATION CRITERIA

All bids will be evaluated in terms of compliance and preference point system which comprises of the following:

Stages	Category	Maximum points	Threshold score
Stage 1	Pre-Evaluation – Essential Requirements	-	-
Stage 2	Mandatory Requirements		
Stage3	**Functional Evaluation**		
	Functional criteria	60	30
	Site Visit	40	40
Stage 4	Price	80	-
	BBBEE	20	-

5.1 Bid Evaluation process

5.1.1 Stage 1: Pre- qualification criteria – Essential Requirements / or Administrative criteria:

- Documents that must be submitted for Pre-qualification (Administrative criteria) are indicated in the table below.

ESSENTIAL REQUIREMENTS				
Item No	**Document that must be submitted**	**YES √**	**NO χ**	**Comments**
1	Invitation to Bid – SBD 1			
2	**Schedule A** – General Conditions of Contract			
3	**Schedule B** - Original and valid Tax Clearance Certificate as stipulated (SBD 2)			**When is it expiring?**
4	**Schedule C** - Pricing Schedules (SBD3.2)			
5	Declaration of interest – SDB 4 also submit mandatory documents			
6	**Schedule E:** In case of a Joint Venture, an agreement must be signed by both parties to the JV.			
7	**Schedule F** -Schedule - Qualifications and Experience			
8	**Schedule G** - Organizational Type and Structure			
9	**Schedule H** - Details of Bidder's nearest office (Schedule H)			
10	**Schedule I** – Financial Particulars latest audited financial statements			
11	**Schedule J** – Preferential Claim form (SBD 6.1) B-BBEE Certificate			
12	**Schedule K** – Security Clearance Requirements (SBD0)			
13	Registration on Central Supplier Database (CSD). In case of a/joint Venture arrangement, all Bidder(s) members must also submit all the mandatory documents			CSD Registration No; MAAA_____

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

ESSENTIAL REQUIREMENTS				
Item No	**Document that must be submitted**	**YES √**	**NO χ**	**Comments**
14	On CSD: In case of Joint Venture arrangement, all Bidder(s)/members must also submit tax compliance status			
18	Pricing Schedule			

5.1.2 Stage 2: Mandatory Requirements

- A bid or proposal must comply with all the below mandatory requirements to advance to the next stage of evaluation criteria, namely Stage 3

MANDATORY REQUIREMENTS				
Item No	**Document that must be submitted**	**YES √**	**NO χ**	**Comments**
1.	Bidder must submit bid price on all items.			Bidders who fail to bid in any item will be disqualified.

5.1.3 Stage 3: Functional Evaluation

5.1.3(a) Functional criteria

- A panel will evaluate all bids received on the functionality criteria as reflected below.

  For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

- A bidder that scores less than 30 points out of 60 in respect of Paper Based evaluation (functional criteria) shall be regarded as non-responsive and will not be evaluated further for site visit/Due diligence.

- All bidders must score 40 points in respect of Site Visit evaluation, to be evaluated further on 80/20 principle.

ITEMS	FUNCTIONAL CRITERIA	WEIGHT
1	**Capacity to deliver:** *Company has been on continuous and non-interrupted office supplies and/or* office consumables *(must be supported a CIPC registration)* **Evaluation Matrix:** No proof of experience = 0 point 1 year experience = 5 point 2 year experience = 8 points 3 year experience = 12 points 4 year experience = 15 points 5+ year experience = 20 points	**20**

2	*Track record in supplying* office consumables *to corporate customers (including Contracts) within the last three to five years. Contactable references/testimonial letter should be provided:* **Evaluation Matrix:** 0 Testimonial/reference letter = 0 1 – 2 Testimonial/reference letters = 5 3 – 5 Testimonial/reference letter = 8 6 – 7 Testimonial/reference letter = 12 8 or more Testimonial/reference letter = 20	**20**
3.	Proof of the entity's Minimum Turnover of over R1 million per financial year (Supported audited financial statements). **Evaluation Matrix:** Turnover of R1 000 000.00 = 5 R1 000 001.00 - R2 000 000.00 = 10 ≥ R2 000 001.00 = 20	**20**
		60

5.1.3 (b) Site Visit (Demonstration)

During the site visit or demonstration, the bidder will be expected to demonstrate their ability to deliver the services required as follows

ITEMS	DESCRIPTION	WEIGHT
1	Proof of stocked commercial facility of the required office consumables items – in **OR 90/10** GP, WC, KZN and Limpopo. Facilities must not be a part of residential dwelling. (Observation must correspond to the submitted documentation- proof of ownership of storage facility/Proof of commercial rental agreement/Incase of partnership, proof of Partnership). **Evaluation Matrix:** No visible evidence of Commercial storage Facility = 0 Visible evidence of Commercial storage Facility in all four Provinces = 40	**40**

5.1.4. Stage 4: THE 80/20 PREFERENCE POINT SYSTEMS

5.1.4.1 **80 PREFERENCE POINTS**: A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

5.1.4.2. **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

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

Please indicate your B-BBEE Status Level of Contribution below. This should correspond with the CSD.

The specific goals allocated points in terms of this tender B-BBEE Status Level of Contributor	**Number of pointsallocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

*** NB: The SSA is not limited or restricted to use only this (al Cost) as a deciding factor in awarding the tender.**

TOTAL COST (Only for purposes of Evaluation/Comparing Bids)

- The prices submitted must be firm or fixed for 12 months and will only be reviewed / adjusted after 12 months from acceptance of the bid or signing of contract.
- The contract will be reviewed for satisfactory performance, extended after every 12 months at SSA's prerogative. The decision of State Security Agency shall be final.
- Price negotiations after the first year will only be considered if prices are in line with CPIX or fully motivated.

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

Part 3 - Schedule A

General Conditions of Contract and Special Conditions of Contracts

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

NB: SEE ATTACHED GENERAL CONDITIONS OF CONTRACT

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

Part 3 - Schedule B

Application for Tax Clearance Certificate

TAX CLEARANCE REQUIREMENTS IT IS A CONDITION OF BIDDING: -

1. It is an absolute requirement that the taxes of the successful bidder **must** be in order or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/ her obligations.

2. The attached form, Application for Tax Clearance Certificate (in respect of bids), must be completed by the bidder in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. That Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for 6 months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit an **original** and valid Tax Clearance Certificate at the time of submission of the bid **shall** invalidate the bid.

3. In bids where Consortia/ Joint Ventures /Sub-Contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF OFFERORS)

1. Name of taxpayer / bidder: _____

2. Trade name: _____

3. Identification number: | | | | | | | | | | | | | |

1. Company / Close Corporation registration number: | | | | | | | | | | | | | |

2. Income tax reference number: | | | | | | | | | | | | | |

3. VAT registration number (if applicable): | | | | | | | | | | | | | |

4. PAYE Employer's registration number | | | | | | | | | | | | | |

(If applicable)

Signature of contact person requiring Tax Clearance Certificate**: ……..**

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

Name: _____

Telephone Number: Code:_____Number: _____

Address: _____

_____

DATE: _____/_____/_____

PLEASE NOTE THAT THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND/OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE OR UNDER PAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION OF RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

Part 3 - Schedule C

SBD 3.2

PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder……Bid number……
Closing Time 11:00 …… Closing date……..

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-		Required by:	……
-		At:	…. …….
		Brand and model	**…….**
-		**Country of origin**	**……..**
-		**Does the offer comply with the specification(s)?**	***YES/NO**
-		**If not to specification, indicate deviation(s)**	**……**
-		**Period required for delivery**	**……**
-		**Delivery:**	***Firm/not firm**

**** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

SBD 3.2

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1-V)Pt\left(D1\frac{R1t}{R1o} + D2\frac{R2t}{R2o} + D3\frac{R3t}{R3o} + D4\frac{R4t}{R4o} \right) + VPt$$

Where:

Pa = The new escalated price to be calculated.

(1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**

D1, D2... = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2…etc. must add up to 100%.

R1t, R2t…… = Index figure obtained from new index (depends on the number of factors used).

R1o, R2o = Index figure at time of bidding.

VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index……. Dated……. Index……. Dated……. Index……. Dated…….

Index……. Dated……. Index……. Dated……. Index……. Dated…….

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

SBD 4

Part 3 - Schedule D

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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.

a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
……..
……

3 DECLARATION

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

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

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

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

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

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.

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.

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

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

SBD 6.1

Part 3 - Schedule E

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: Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

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

---

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 80/20 preference point system.

b) 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) B-BBEE Status Level of Contributor.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE	**100**

1.5 In terms of the ACT (PPPFA), the specific goals may include— (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; (ii) implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994; any specific goal for which a point maybe awarded, must be clearly specified in the invitation to submit a tender;

1.6 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

1.8 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.

1.9 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).

(f) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(g) "**B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(h) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(i) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(j) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(k) **"proof of B-BBEE status level of contributor"** means:

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

(a) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

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**

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

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**

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. BID DECLARATION

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

5. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

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

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm……

6.2 Company registration number: ……...

6.3 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]

3.3. 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 (BBBEE status level) 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.

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……

DATE: ……

ADDRESS: ……

……

……

Part 3 - Schedule F

Qualification and Experience

1. Details of the extent of the company activities and business, e.g., branches etc.:

2. A list of existing and/previous contracts relating to similar services:

Description of work and value	Period		Organization	Contact Person	Contact No
	Start date	End date			

3. Details of Qualifications of the Project Manager and the Key Personnel:

Name	Designation	Qualifications

.....

SIGNATURE OF (ON BEHALF OF) COMPANY

Part 3 - Schedule G

Organization Type

PARTNERSHIP/CLOSED CORPORATION/COMPANY

(Delete which is not applicable)

The bidder comprises of the following partners/members/directors:

1. NAME _____

   ADDRESS : _____

   ID NUMBER: _____

2. NAME : _____

   ADDRESS : _____

   ID NUMBER: _____

3. NAME : _____

   ADDRESS : _____

   ID NUMBER: _____

4. NAME : _____

   ADDRESS : _____

   ID NUMBER: _____

5. NAME : _____

   ADDRESS : _____

   ID NUMBER: _____

……..

SIGNATURE OF (ON BEHALF OF) BIDDER

Part 3 - Schedule H
Organizational Structure

1. **Provide full details of the organizational structure which will be utilized in the provision of the Services (including where appropriate an organogram)**

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

In the presence of:

1. _____

2. _____

Part 3- Schedule I

Details of Supplier's Office

1. Physical address of supplier's office

_____

_____

_____

_____

2. **Telephone No of office:** _____

3. **Time period for which such office has been used by supplier:**

_____

.....

SIGNATURE OF (ON BEHALF OF) BIDDER

_____

NAME IN CAPITAL LETTERS

In the presence of:

1. _____

2. _____

Part 3 - Schedule J

Financial Particulars

This schedule must be completed by the bidder and submitted together with the bid. **Documentary proof confirming availability of financial resources to execute the contract from the bidder's financial institution and /or Audited Financial Statements must be submitted with the bid.** If this requirement is not complied with in full the bid will be considered invalid

Nature of Service: _____

Name of bidder: _____

Bid Number: _____

	FINANCIAL POSITION OF BIDDER I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the SSA permission to contact the financial institution below to confirm the information provided. In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favourably consider such application in the event that the bidder is successful, will also satisfy the Department.
NAME OF FINANCIAL INSTITUTE	
ADDRESS	
TEL.NO	
FAX NO.	
CONTACT PERSON	

_____

SIGNATURE OF (ON BEHALF OF) BIDDER

_____

NAME IN CAPITALS

In the presence of: 1. …… 2. ……

state security
State Security Agency
REPUBLIC OF SOUTH AFRICA

Part 3- Schedule K

SECURITY CLEARANCE REQUIREMENTS

DECLARATIONS

A. Does the business meet the government's Black Economic Empowerment requirements as per the relevant industry charter?

Yes: …… No: …….

If YES Explain:

……
……
……
……
……
……

B. Do you declare that the business is NOT a BEE front company?

Yes: …… No: …….

If NO Explain:

……
……
……
……
……
……

C. Does the business have any associated family? Friends or business associates in the employ of the Ministry of Intelligence?

Yes: …… No: …….

If YES Explain:

……
……
……
……
……

D. Do any of the above mentioned in Declaration C have any financial interest in the business?

Yes: …… No: …….

If YES Explain:

……
……
……
……
……
……

E. Do you declare that the company is currently in a stable and sustainable financial position?

Yes: …… No: …….

If YES Explain:

……
……
……
……
……
……

F. Has the business done any work for a foreign government institution intelligence agency?

Yes: …… No…….

If YES Explain:

……
……
……
……
……
……

G. Has the business or any of its principals/ employees obtained a security clearance from any foreign or local governmental institution?

Yes: …… No: …….

If YES Explain:

……
……
……
……
……
……

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS TO THE STATE SECURITY AGENCY (SSA) INCLUDING DELIVERIES TO ALL NINE PROVINCIAL OFFICES

THE CONTENTS OF THIS DECLARATION FORM MUST BE CERTIFIED AS CORRECT

Hereby the undersigned certifies that:

1. Note is taken that the completed declaration is for official use only and will be treated as strictly **CONFIDENTIAL.**

2. The information stated in this declaration is accurate and true and note is taken that false information will have a negative effect on the security clearance of the company and its principals.

3. The signatory will be held immediately responsible for any fraudulent or incorrect information provided.

Company: ……

Respondents name: ……..

I.D. number: ……..

Position: ……

Date: ……...

Signature: ……..

state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

Security Clearance: Documentation Requirement for Companies

1. In terms of The National Strategic Intelligence Act 39 of 1994 as amended by the National Strategic Intelligence Act 67 of 2002 section 2A, members of the SSA may, in a prescribed manner, gather information relating to criminal records, financial records, personal information or any other information which is relevant to determine your security competence.

2. Please submit certified copies of the following documentation:

   - **Audited Financial Statements (To include Income Statement, Balance Sheet, & Cash Flow Statements for a period of two years)**
   - **Bank statements of all accounts held, covering the last six (6) months.**
   - **Company Registration Certificate**
   - **Name Change Certificate / Amended Founding Statement (If Applicable)**
   - **List of Employees /Contractors who require access to the premises AND Identity Documents**
   - **Name & Contact details of Auditing / Accounting Firm**
   - **List of 5 major creditors and contact details**
   - **Letters declaring Members or directors' involvement in associated businesses (Names and registration numbers of all companies associated with the Members / Directors)**
   - **Three (3) Letters of Recommendation**