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City of Johannesburg  
Johannesburg Roads Agency

66 Pixley Seme Street (previously Sauer Str.)  
Street (previously Jeppe Str.)  
P/Bag X70  
Braamfontein  
South Africa  
2017

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Fax +27(0) 11 298 5178  
www.jra.org.za  
www.joburg.org.za

**REQUEST FOR QUOTATION FOR PROVISION OF A SERVICE PROVIDER TO SERVICE FIRE EQUIPMENT AT THE JOHANNESBURG ROADS AGENCY HEAD OFFICE, ASPHALT PLANT, MOTORWAYS AND RSD DEPOT**

The Johannesburg Roads Agency requests your quotation on the goods and/or services listed hereunder and /or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted

RFQ NO	121/2016
RFQ ISSUE DATE:	27 JANUARY 2016
CLOSING DATE AND TIME:	03 FEBRUARY 2016 AT 10:00 AM
RFQ VALIDITY PERIOD	90 days (COMMENCING FROM THE RFQ CLOSING DATE)
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	Hand Delivery : 66 Pixley Seme Street (previously Sauer Str.) Cnr. Rahima Moosa Street (previously Jeppe Str.) Johannesburg
ENQUIRIES	Nomzamo Buyana : Tel (011)491-5733 (Procurement) E-mail:nbuyana@jra.org.za

This RFQ will be evaluated on the 80:20 point systems as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & JRA's Supply Chain Management Policies and Procedures.

BIDDER: \_\_\_\_\_

TEL: \_\_\_\_\_

FAX: \_\_\_\_\_

CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
121/2016	27 JANUARY 2016
CONTACT PERSON	
NAME:	Nomzamo Buyana
TEL NO	011 491-5733

Directors:  
Chairman: J Manche, Managing Director: DS Macozoma, CFO: G Mbatha  
Non-Executive Directors: M Ramasia, J Maina, A Torres, N Msezane, E Ngomane,  
L Mashamaite, L Nxumalo, H Mashele, Company Secretary: K Mills

Registration No. 2000/028993/07

OFFICE USE ONLY:  
PRICE/S TO BE VAT EXCLUSIVE

**CONDITONS:**

1. All goods or services procured will be subjected to JRA Policies and Procedures. A copy of said conditions is available from Procurement office.
2. It is a responsibility of the bidder to ensure that the relevant office/institution is in possession of a valid Tax Clearance Certificate. The onus rests with the bidder to ensure that the relevant office /institution receive a valid Tax Certificate as soon as the validity of the said certificate expires. Where the relevant office /institution do not have a valid Tax Clearance Certificate, an Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so may invalidate the bid submitted in terms of the RFQ.
3. All purchases will be made through an official order form. Therefore, no goods must be delivered or services rendered before an official order has been received.
4. All INVOICES SUBMITTED FOR PAYMENT MUST HAVE JRA'S (VAT NUMBER 4370192314 AS PER SEC 20 OF THE VAT ACT).
5. I certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.
6. I hereby agree that should I be awarded this RFQ, and fail to deliver or perform on the award; the JRA will have the right to enforce Regulation 15 of the Preferential Procurement Regulations.
7. This RFQ is subject to the provisions made in the General Conditions of Contract, as issued by National treasury, including revisions.
8. I hereby agree that the JRA may restrict me from business if my company does not perform or deliver on appointments received.
9. I hereby agree that the onus is on the supplier not to accept orders or make deliveries that will result in over-spending on the amount awarded on this RFQ. I also accept that I will not be paid by the JRA for any over-expenditure.

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**CAPACITY:** \_\_\_\_\_

## **SCOPE OF WORK**

### **1. PURPOSE**

The purpose of the Request for Quotations is to appoint a Service Provider to service fire equipment at the Johannesburg Roads Agency Head Office, Asphalt Plant, Motorways and RSD Depot

### **2. SCOPE OF WORK –SPECIFICATION**

The contractor must be an SABS permit holder where by Fire accredited technicians will perform the work.

The following regarding the quotation should be adhered to:

- All the fire fighting equipment suppliers used be SABS permit holders;
- The SABS permit should allow for the low pressure testing of the DCP fire extinguishers;
- The servicing of the DCP and CO2 fire extinguishers should include:
- service labels and pull seals;

If required (also include in the quoted price):

- recharging with nitrogen or CO2;
- refilling with 40% MAP powder (of DCP's);
- mono gauges (of the DCP's);
- discharge hoses;
- safety pins;
- valve assembly of DCP or CO2 fire extinguishers;
- instruction labels;
- pressure testing of the DCP and CO2 fire extinguishers which are due for pressure testing according SANS 1475 – pressure test certificates should be issued after testing;

The servicing of the fire hose reels include:

- Service labels and pull seals
- If required (according to experience the items below are most likely to be replaced):

- Gland packing
- Nozzle and clamp
- Instruction labels.

However, quotation for the servicing of the fire hose reels excludes the following

(If these parts are required the JRA project manager will be informed in writing by the service provider):

- 30 meter PVC hose
  - Hose reel frame and drum
  - Draw shackles
  - CP valve
  - Plumbing.
- The servicing of hydrants will include:
    - Service labels and lead seal
    - If required: Lip washer.

However, the quotation for the servicing of the hydrants should exclude the following (if these parts are required the JRA project manager of will be informed in writing):

- Pawl assembly
- Valve body
- Spindle assembly
- Handwheel
- Clack washer
- Outlet.

A service certificate should be issued after the equipment has been serviced.

## Pricing Schedule

**JRA HEAD OFFICE**

Quantity	Description	Unit Price	Total
	<b>ANNUAL SERVICES</b>		
	<b>BASEMENT PANEL ROOM</b>		
2	5kg carbon dioxide extinguishers		
	<b>PARKING BASEMENT1</b>		
6	4,5kg dry chemical powder extinguishers		
1	9kg dry chemical powder extinguisher		
2	2,27kg carbon dioxide extinguishers		
3	30m hose reels		
1	65mm hydrant valve		
	<b>PARKING BASEMENT 2</b>		
12	4,5kg dry chemical powder extinguishers		
1	5kg carbon dioxide extinguisher		
3	30m hose reels		
1	65mm hydrant valve		
	<b>GROUND FLOOR</b>		
5	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
3	30m hose reels		
1	65mm hydrant valve		

Quantity	Description	Unit Price	Total
	<b>1ST FLOOR</b>		
6	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
4	30m hose reels		
1	65mm hydrant valve		
	<b>2<sup>ND</sup> FLOOR</b>		
6	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
4	30m hose reels		
1	65mm hydrant valve		
	<b>3RD FLOOR</b>		
6	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
4	30m hose reels		
1	65mm hydrant valve		
	<b>4<sup>TH</sup> FLOOR</b>		
6	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
4	30m hose reels		
1	65mm hydrant valve		

Quantity	Description	Unit Price	Total
	<b>5<sup>TH</sup> FLOOR</b>		
6	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
2	2kg carbon dioxide extinguishers		
4	30m hose reels		
1	65mm hydrant valve		
	<b>6<sup>TH</sup> FLOOR</b>		
6	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
4	30m hose reels		
1	65mm hydrant valve		
	<b>7<sup>TH</sup> FLOOR</b>		
6	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
4	30m hose reels		
1	65mm hydrant valve		
	<b>8<sup>TH</sup> FLOOR</b>		
5	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
4	30m hose reels		

Quantity	Description	Unit Price	Total
1	65mm hydrant valve		
	<b>9<sup>TH</sup> FLOOR</b>		
6	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
4	30m hose reels		
2	65mm hydrant valves		
	<b>10<sup>TH</sup> FLOOR</b>		
6	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
4	30m hose reels		
2	65mm hydrant valves		
	<b>11<sup>TH</sup> FLOOR</b>		
6	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		
2	30m hose reel		
1	65mm hydrant valve		
	<b>12<sup>TH</sup> FLOOR</b>		
5	9kg dry chemical powder extinguishers		
4	4,5kg dry chemical powder extinguishers		
1	2kg carbon dioxide extinguisher		



Quantity	Description	Unit Price	Total
3	30m hose reels		
2	65mm hydrant valves		
	<b>13<sup>TH</sup> FLOOR</b>		
2	9kg dry chemical powder extinguishers		
7	4,5kg dry chemical powder extinguishers		
1	2,27kg carbon dioxide extinguisher		
2	30m hose reel		
1	65mm hydrant valve		
	<b>14<sup>TH</sup> FLOOR</b>		
3	9kg dry chemical powder extinguishers		
1	4,5kg dry chemical powder extinguisher		
4	2kg carbon dioxide extinguisher		
	<b>LIFT MOTOR ROOM</b>		
1	2,27kg carbon dioxide extinguisher		
	<b>RECHARGES</b>		
6	D.C.P extinguishers to be recharged with nitrogen gas		
216	Pull seals & certification		
216	Registers & numbering		
		<b>SUB-TOTAL</b>	<b>R</b>
		<b>VAT</b>	<b>R</b>
		<b>TOTAL</b>	<b>R</b>

**Motorways Fire Equipment**

Quantity	Description	Unit Price	Total
	<b>ANNUAL SERVICES</b>		
	<b>PARKING LOT</b>		
4	9kg dry chemical powder extinguishers		
4	30m hose reels		
	<b>STORE ROOM</b>		
7	9kg dry chemical powder extinguishers		
	<b>RECEPTION 1</b>		
1	9kg dry chemical powder extinguisher		
	<b>RECEPTION 2</b>		
1	9kg dry chemical powder extinguisher		
Quantity	Description	Unit Price	Total
	<b>WORKSHOP</b>		
3	9kg dry chemical powder extinguishers		
1	30m hose reel		
	<b>COSTING OFFICE</b>		
2	9kg dry chemical powder extinguishers		
	<b>HR OFFICE</b>		
1	9kg dry chemical powder extinguisher		

	<b>PASSAGE TOILETS</b>		
1	9kg dry chemical powder extinguisher		
		<b>SUB-TOTAL</b>	<b>R</b>
		<b>VAT</b>	<b>R</b>
		<b>TOTAL</b>	<b>R</b>

**RSD Depot Fire Equipment**

<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
	<b>ANNUAL SERVICES</b>		
	<b>PARKING LOT LAB &amp; LAB SOIL TESTING</b>		
10	9kg dry chemical powder extinguishers		
2	2kg carbon dioxide extinguishers		
2	2,5kg dry chemical powder extinguishers		
1	30m hose reel		
1	65mm hydrant valve		
		<b>SUB-TOTAL</b>	<b>R</b>
		<b>VAT</b>	<b>R</b>
		<b>TOTAL</b>	<b>R</b>

**FIRE EQUIPMENT TO BE SERVICED AT ASPHALT DEPOT**

Quantity	Description	Unit Price	Total
	<b>ASPHALT</b>		
2x 4.5Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
2x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
2x 6.8Kg / 5kg	Co2		
1x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
2x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
2x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
2x 9Kg	Dry chemical powder fire extinguisher		
1x 9Kg	Dry chemical powder fire extinguisher		
2 x	Fire hydrants		
9kg DCP=23/5kg Co2=2/4.5kg DCP=2			

		<b>SUB-TOTAL</b>	<b>R</b>
		<b>VAT</b>	<b>R</b>
		<b>TOTAL</b>	<b>R</b>

**COMPANY NAME:** \_\_\_\_\_

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LEAD TIME:** \_\_\_\_\_

## **GENERAL**

- 3.1 All RFQ responses must be sent to the physical address only. It is the responsibility of the service provider to ensure that its quotation reaches JRA on or before the closing date and time of the RFQ.
- 2.2 All prices must be quoted in South African Rand (ZAR).
- 3.3 All prices should be inclusive of Value Added Tax (VAT).
- 3.4 Prices must be quoted as per the attached Pricing Schedule Annexure "A"
- 3.5 Annexure "B": Certificate of Independent Bid Determination must be completed in full and signed by the bidder (MBD9).
- 3.6 Annexure "C": Declaration of bidders' past Supply Chain Practices must be completed in full and signed by the bidder.
- 3.7 Annexure "D": Declaration of Interest must be completed in full and signed by the bidder.
- 3.8 Annexure "E": Preferential Point Form.
- 3.9 This RFQ is issued in terms of the Government Procurement: General Conditions of Contract (GCC). The bidder must familiarize itself with these conditions of contract, which are available on request.

## **4. MINIMUM REQUIREMENTS (these must be submitted with your RFQ response, failure will lead to disqualification)**

- Signed quotation page
- Valid Original Tax Clearance Certificate.
- Original or Certified Copy of BEE Certificate done by a DTI accredited Verification Agency
- Municipal Rates and Tax Account not older than 30 days/ Valid Lease Agreement for entity
- Municipal Rates and Tax Accounts for all directors not older than 30 days/ Valid Lease Agreement
- All attached forms must be completed and signed
- Copies of Company Registration Documents (CIPC)

**5. COMPANY AND DIRECTORS INFORMATION – PLEASE LIST DETAILS FOR COMPANY AND ALL DIRECTORS**

No	Name of Company / Director	Physical Address
1		
2		
3		
4		

Please indicate if the company is doing business from home, and if so what is the physical address of such home:

**YES / NO**

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.....  
**Signature**

**Annex B: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

**(MBD)**

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

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<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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



I, the undersigned, in submitting the accompanying bid:

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**(Bid Number and Description)**

in response to the invitation for the bid made by:

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**(Name of Institution)**

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

I certify, on behalf of: \_\_\_\_\_ that:

**(Name of Bidder)**

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

- could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period

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<sup>3</sup> 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.

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.

**Annex C: DECLARATION OF BIDDERS PAST SUPPLY CHAIN PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have:
  - a. abused the institution’s supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	Question	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Position**

.....

**Date**

.....

**Name of Bidder**

**Annex D: DECLARATION OF INTEREST**

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- 1. No bid will be accepted from persons in the service of the state\*.
  - 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
  
  - 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
    - 3.1 Full Name: .....
    - 3.2 Identity Number: .....
    - 3.3 Company Registration Number: .....
    - 3.4 Tax Reference Number: .....
    - 3.5 VAT Registration Number: .....
  
    - 3.6 Are you presently in the service of the state\* **YES / NO**
- 

\* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning

3.6.1 If so, furnish particulars.

.....  
.....

3.7 Have you been in the service of the state for the past twelve months?

**YES / NO**

3.7.1 If so, furnish particulars.

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?

**YES / NO**

3.10.1 If so, furnish particulars.

.....  
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

**YES / NO**

3.11.1 If so, furnish particulars.

.....  
.....

- 
- of the Public Finance Management Act, 1999 (Act No.1 of 1999);
  - (e) a member of the accounting authority of any national or provincial public entity; or
  - (f) an employee of Parliament or a provincial legislature.



**CERTIFICATION**

**I, THE UNDERSIGNED (NAME)** .....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**BANK DETAILS**

**(To be completed by the Bidder)**

**ELECTRONIC PAYMENT INTO BANK ACCOUNT**

- 1. To enable the Johannesburg Roads Agency (Pty) Ltd to comply with JRA cash management decision that payment, to suppliers and services providers be done electronically, the particulars of bank accounts of suppliers and services providers must be made known to the Department’s Accountant.
- 2. It would thus be appreciated if the particulars of bank account can be entered hereunder and on a letterhead of the bank or a cancelled cheque and returned with your price quotation or Bid. It is advised that the information will be treated as confidential. However, if you have already received payment electronically, this is to be indicated below.

3. Payment has previously been received electronically (mark with a cross):

↑	<input type="checkbox"/>	YES	Particulars already known
↑	<input type="checkbox"/>	NO	See particulars below / on letterhead

4. If the answer is No, the following particulars of the bank account must be reproduced on letterhead of firm:

Topic	Answer
Name of Bidder	
Bank	
Branch name	
Account number	
Name of account holder	

- 5. I, the undersigned, certify that the above information is correct and can be used for the purpose of electronic payment in accordance with the National Treasury’s decision.
- 6. I undertake to notify your Department of any changes to banking details in writing.

SIGNATURE .....

DATE .....

NAME .....

CAPACITY .....

SIGNED AT .....

ON THIS DAY OF .....

WITNESS 1 FULL NAME .....

SIGNATURE .....

WITNESS 2 FULL NAME .....

SIGNATURE .....

**Annex E: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirement with a Rand Value over R1 000 000 (all applicable taes included)

1.2 The value of this bid is estimated to not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	.....
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	.....

**Total points for Price and B-BBEE must not exceed**

**100**

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## **2. DEFINITIONS**

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act; Black
- 2.4 “**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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” 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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less .
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or

bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### **3. ADJUDICATION USING A POINT SYSTEM**

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### **4. POINTS AWARDED FOR PRICE**

#### **4.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

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

## 5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the

sub-contract.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm ..... :

9.2 VAT registration number :

9.3 Company registration number .....

:

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

1. ....

<p>..... SIGNATURE(S) OF BIDDER(S)</p>
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2. ....

DATE:.....

ADDRESS:.....

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