



Enquiries: Ms B Aplom Tel: 040 940 7022/7033/7025/7027

## TO ALL PROSPECTIVE BIDDERS

- **REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION.**
- **SUBMISSION OF FINGERPRINTS FORMS AND VALID TAX CLEARANCE CERTIFICATES FOR STATE SECURITY AGENCY (SSA) BY SUPPLIERS.**

COGTA hereby invites experienced and qualified service providers whose registration has been confirmed on the Centralised Supplier Database (CSD) and LOGIS with treasury. This will be processed for the sourcing of quotations for the supply of goods and services in relation to various requirements /specifications which will include but not limited to the following commodities:

### Mobile Fridge.

- NB only the supplier(s) that has submitted forms for fingerprints for State Security Agency (SSA) for verification of Compliance matters and other aspects of their businesses will be considered to render the services. The aforesaid services will be utilised during the inauguration of the new members of the House of Traditional Leaders, Eastern Cape Province in Bisho.

following conditions will apply.

- The response to the invite must be submitted on the letterhead of the company with dates.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Banking details must be written on the quotation as reflected on the CSD report
- No quotation(s) will be considered from persons in the service of the state.
- **Certified copy** of BBBEE certificate (SANAS accredited) or Sworn affidavit.

NB: Failure to comply with these conditions will invalidate your offer.

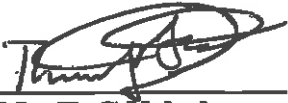
## DELIVERY ADDRESS

Quotation (s) are to be submitted / deposited in one (1) sealed envelope marked the “name of the company” in the departmental bid box situated at the main entrance, foyer of the department not later than 11H00 on 27 MAY 2022 to:

Department of Cooperative Governance and Traditional Affairs  
Tyamzashe Building  
Phalo Avenue  
Bisho  
5605

**SUBJECT**

- **REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION.**
- **SUBMISSION OF FINGERPRINTS FORMS AND VALID TAX CLEARANCE CERTIFICATES FOR STATE SECURITY AGENCY (SSA) BY SUPPLIERS.**



**Mr. T. C Nchukana**  
**Deputy Director: Supply Chain Management**

25/05/2022  
Date



**FROM: Zoleka Moss**

**TEL NO: 040 9407499/0710093364**

**Email: [Zozo.moss@eccogta.gov.za](mailto:Zozo.moss@eccogta.gov.za)**

**REQUEST FOR QUOTATION OF MOBILE FRIDGE FOR INAUGURATION OF NEWLY ELECTED MEMBERS OF THE EC HOUSE ON THE 09 JUNE 2022.**

**Specification for Mobile Fridge**

1. Mobile Refrigerator to store an OX meat
  - Electrical extension plug – 50 meters
  - Padlock and key for mobile Refrigerator
  - Cleaning services of the mobile Refrigerator after event.

- To be provided on the 7<sup>th</sup> – 09th June 2022 at the EC HOTL in Bisho
- Service provider will be responsible for the safety of his/her equipment.

  
\_\_\_\_\_  
Z. MOSS  
SENIOR ADMIN CLERK

24/05/2022  
DATE

  
\_\_\_\_\_  
MS V.U MGIJULWA  
DEPUTY DIRECTOR: HOUSE ADMINISTRATION SECTION.

24.05.2022  
DATE

**FROM: ZOLEKA MOSS**

**TEL NO: 040 940 7499/0710093364**

**Email: [Zozo.moss@eccogta.gov.za](mailto:Zozo.moss@eccogta.gov.za)**

**REQUEST TENT FOR 300 VIPS ATTEND INAUGURATION OF NEWLY ELECTED MEMBERS OF THE EC HOUSE ON THE 09 JUNE 2022.**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

**2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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

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<sup>1</sup> 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.

with any person who is employed by the procuring institution? **YES/NO**

**2.2.1** If so, furnish particulars:

.....  
.....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

**2.3.1** If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1** I have read and I understand the contents of this disclosure;
- 3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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.
- 3.4** 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.
- 3.5** There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<sup>2</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.

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.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....	.....
<b>Signature</b>	<b>Date</b>
.....	.....
<b>Position</b>	<b>Name of bidder</b>

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

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, 2017.**

**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 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

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 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.

1.6 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

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"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;
- (c) **"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;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"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;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"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;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 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
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$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 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:



B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES  NO

7.1.1 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 or QSE

(Tick applicable box)

YES  NO

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 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 contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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. ....

2. ....

.....  
**SIGNATURE(S) OF BIDDERS(S)**

**DATE:** .....

**ADDRESS** .....

.....

.....

CONFIDENTIAL

**QUESTIONNAIRE: SERVICE PROVIDER/COMPANY**

*Please note that failure to provide the requested information would result in the disqualification of the Service Provider /Company from the Security Screening process.*

**Registered name of Company/Service Provider:**

--

**Trading name**

--

**Details of Company/Service Provider:**

Postal Address:

--

Physical Address:

--

Web Address:

--

Company / CC Registration No:

--

UIF no:

--

Workman's Compensation no:

--

PSIRA no:

**(Attach copy of certificate)**

--

VAT no:

--

Tax (SARS) no:

**(Attach copy of certificate)**

--

PAYE Reg. no.

--

**List of Directors:**

**Attach: fingerprints form, Fingerprints consent form and a copy of ID (certified)**

Director Full names:

Gender

ID No.

Director Full names:	Gender	ID No.

**Previous convictions /Summons /Judgement /Adverse/Collections**

Nature

Year

Outcome

Nature	Year	Outcome

**CONFIDENTIAL**

<b>Name and Surname:</b>	
<b>Tel no:</b>	
<b>Cell no:</b>	
<b>E-Mail Address:</b>	
<b>Fax no:</b>	

**References/Contacts/acquaintances within the Department:**

<b>Names:</b>	<b>Position:</b>	<b>Relationship:</b>

**Additional Information:**

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**PERMISSION FOR FINGERPRINTS TO BE TAKEN  
(PERSONNEL/SECURITY CLEARANCE PURPOSES)**

**CONFIDENTIAL**

**CONFIDENTIAL**

I,

The undersigned, with identity number

And residing at

Hereby give permission for my fingerprints to be taken by an authorized employee of the National Intelligence Agency or the South African Police Service.

Furthermore I grant permission for my fingerprints to be sent to the criminal record centre of the South African Police Service to obtain information concerning my criminal background, history, previous convictions and/or any other relevant information that may be provided by the criminal record centre on form SAP69, for personnel purposes exclusively.

SIGNED AT

ON

200

.....  
SIGNATURE

**WITNESSES**

1. ....
2. ....



**FINGERPRINTS FOR SECURITY CLEARANCE**

<b>IDENTITY NO.</b>						<b>MALE</b>		<b>FEMALE</b>	
<b>SURNAME</b>			<b>FULL FIRST NAMES</b>						
<b>RACE</b>		<b>DATE OF BIRTH</b>		<b>COUNTRY AND PLACE OF BIRTH</b>					
<b>THUMB</b>		<b>FOREFINGER</b>		<b>MIDDLE FINGER</b>		<b>RING FINGER</b>		<b>LITTLE FINGER</b>	
1		2		3		4		<b>RIGHT HAND</b>	

**CONFIDENTIAL**

<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>LEFT HAND</b>
<b>LEFT HAND</b>		<b>RIGHT HAND</b>		
<b>Plain impressions of the our fingers taken simultaneously</b>		<b>Plain impressions of the our fingers taken simultaneously</b>		
<b>LEFT THUMB</b>	<b>FOR OFFICIAL USE ONLY</b>			<b>RIGHT THUMB</b>
	<b>FP NO.</b>			
	<b>CR NO.</b>			
	<b>FP CLASS</b>			
<b>IF YOU HAVE EVER BEEN CONVICTED OF ANY OFFENCE STATE PLACE, DATE AND SENTENCE:</b>				<b>SIGNATURE OF APPLICANT</b>
..... ..... .....				..... ..... .....
<b>I CERTIFY THAT THE ABOVE APPLICANT'S SIGNATURE WAS PLACED ON THIS FORM IN MY PRESENCE.</b>				
..... <b>SIGNATURE OF OFFICIAL RESPONSIBLE</b>				
<b>INITIALS AND SURNAME</b> ..... <b>DESIGNATION (RANK)</b> .....				
<b>BUSINESS ADDRESS</b> ..... (STREET ADDRESS)				
<b>DATE</b> ..... <b>PLACE</b> .....				

**CONFIDENTIAL**



**NATIONAL INTELLIGENCE AGENCY  
REPUBLIC OF SOUTH AFRICA**

**PERMISSION FOR FINGERPRINTS TO BE TAKEN  
(PERSONNEL/SECURITY CLEARANCE PURPOSES)**

I,

The undersigned, with identity number

And residing at

Hereby give permission for my fingerprints to be taken by an authorized employee of the National Intelligence Agency or the South African Police Service.

Furthermore, I grant permission for my fingerprints to be sent to the criminal record centre of the South African Police Service to obtain information concerning my criminal background, history, previous convictions and/or any other relevant information that may be provided by the criminal record centre on form SAP69, for personnel purposes exclusively.

SIGNED AT

ON

200

.....  
SIGNATURE

WITNESSES

1. ....
2. ....

**CONFIDENTIAL**



**CONFIDENTIAL**

**FINGERPRINTS FOR SECURITY CLEARANCE**

<b>IDENTITY NO.</b>										<b>MALE</b>		<b>FEMALE</b>			
<b>SURNAME</b>					<b>FULL FIRST NAMES</b>										
<b>RACE</b>			<b>DATE OF BIRTH</b>			<b>COUNTRY AND PLACE OF BIRTH</b>									
<b>THUMB</b>		<b>FOREFINGER</b>			<b>MIDDLE FINGER</b>			<b>RING FINGER</b>			<b>LITTLE FINGER</b>				
<b>1</b>				<b>2</b>				<b>3</b>				<b>4</b>			
										<b>RIGHT HAND</b>					
<b>6</b>				<b>7</b>				<b>8</b>				<b>9</b>			
										<b>LEFT HAND</b>					
<b>Plain impressions of the our fingers taken simultaneously</b>										<b>Plain impressions of the our fingers taken simultaneously</b>					
<b>LEFT THUMB</b>		<b>FOR OFFICIAL USE ONLY</b>										<b>RIGHT THUMB</b>			
		<b>FP NO.</b>													
		<b>CR NO.</b>													
		<b>FP CLASS</b>													
<b>IF YOU HAVE EVER BEEN CONVICTED OF ANY OFFENCE STATE PLACE, DATE AND SENTENCE:</b>										..... <b>SIGNATURE OF APPLICANT</b> .....					
..... .....															
I CERTIFY THAT THE ABOVE APPLICANT'S SIGNATURE WAS PLACED ON THIS FORM IN MY PRESENCE.															
..... <b>SIGNATURE OF OFFICIAL RESPONSIBLE</b>															
<b>INITIALS AND SURNAME</b> ..... <b>DESIGNATION (RANK)</b> .....															
<b>BUSINESS ADDRESS</b> ..... (STREET ADDRESS) .....															
<b>DATE</b> ..... <b>PLACE</b> .....															