



sport and recreation

Department:
Sport and Recreation
PROVINCE OF KWAZULU-NATAL

REQUEST FOR QUOTATION (RFQ)

The Department of Sport and Recreation in the Province of KwaZulu Natal hereby invites suitably qualified suppliers/and or services providers to submit quotations for the following bid(s)

Description of Goods /Services:	PROVISION OF AUDITING AND ADMINISTRATION FOR KZN SPORT LEGENDS PROGRAMME AUDIT		
Quotation Number:	DSR584/2122		
Project Number:	SPD/VF/HO/2122/08/01		
Evaluation Criteria	Price Points: 80	BEE Points: 20	Functionality: 70%
Closing Date & Time:	08 SEPTEMBER 2021 @ 11H00 AM		
Requires at/Delivery Address:	DEPARTMENT OF SPORT & RECREATION, HEAD OFFICE PMB		
Technical enquiries:	SIHLE NGUBANE	Contact: 033 897 9405 Email address : Sihle.ngubane@kzndsr.gov.za	
General/SCM enquiries:	R.Z KUBONE	Contact: 033 897 9487	

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- PLEASE NOTE THAT 6.2 AND ANNEX C MUST BE FILLED IN COMPLETELY AND IT IS COMPULSORY. ANY SUPPLIER THAT DOES NOT COMPLY WILL BE DISQUALIFIED.
- The KZN Department of Sports & Recreation reserves the right to award the quotation in whole or in parts to multiple suppliers. Quoted prices may be further negotiated with the lowest-/-+ suppliers.
- Quotation documents are attached.
- Completed quotation document(s) must be faxed to: **086 4588 033**, or e-mailed to: **minibids@kzndsr.gov.za** , or deposited in the quotations box situated at **135 Pietermaritzburg Street, Pietermaritzburg 3201**.
- The validity of the above quotation is thirty (30) days from the closing date.
- The invitation is opened to suppliers registered on the Central supplier database with KZN Provincial Treasury and the KZN Department of Sports and Recreation.
- The Department of Sport and Recreation reserves the right not to make any appointment. The department is not compelled to accept the lowest or any quotation.
- Late quotations will not be considered, faxing time and posting date of quotations will not be considered as valid proof of submitting before the closing date.
- It is the responsibility of the supplier to ensure that quotations are submitted to the correct address, fax and e-mail before the closing date and time.
- **With regards the following goods and services:** Furniture and Sport Equipment/Attire, Transport, Medical, Insurance and Security, the following documentation **must** be submitted with your price quotation where applicable:
 - ✓ SBD 6.2 and Annexure C for Local Content Designated Sectors (Furniture and Textile, Clothing and Leather – Sport Equipment/Attire)
 - ✓ An original Valid Tax Clearance Certificate, if the department is in the possession of the suppliers' original valid Tax Clearance Certificate in the Suppliers' Database Profile, the supplier must verify with the department and will need not submit another original certificate.
 - ✓ Original and valid B-BBEE status level verification or a certified copy or a letter issued by the accountants as contemplated in the CCA or a verification agency accredited by SANAS or a registered auditor.
 - ✓ Road worthy, public liability certificates and valid PDP (where applicable).
 - ✓ Roadworthy Certificates, PDPs and Proof of Liability Cover.
 - ✓ Registration Certificate and Practice Number.
 - ✓ Certificate issued by the Financial Services Board with FSP number.
 - ✓ PSIRA Registration Certificate.



Mrs.S Dlamini

Deputy Director :Supply Chain Management

Date: 02/09/2021



The Manager

Central Suppliers Database No.:	MAAA0
QUOTATION NUMBER:	DSR584/2122
PROJECT NUMBER:	SPD/VF/HO/2122/08/04
REQUEST FOR QUOTATION:	PROVISION OF AUDITING AND ADMINISTRATION FOR KZN SPORT LEGENDS PROGRAMME AUDIT

1. The Department of Sport and Recreation requires the item(s)/service described per attached price quotation invitation, and you are requested to complete the documents and to submit it in accordance with the under-mentioned stipulations:
 - 1.1. The conditions contained in the attached annexures apply.
 - 1.2. The price quotation must be submitted in a sealed envelope with the name and address of the bidder with the price quotation number and closing date indicated on the envelope. The cover or envelope must not contain documents relating to any bid other than that shown on the cover or envelope.
 - 1.3. The price quotation must be faxed to **086 598 1869** or e-mailed to quotations@kzndsr.gov.za or hand delivered to: **Sport and Recreation House, 135 Pietermaritz Street, Pietermaritzburg 3201.**
 - 1.4. Price quotations submitted per mail must be sent per registered mail. The price quotation must still reach this office before the closing time. Failure to do so will invalidate the price quotation.
 - 1.4.1. The closing date of the bid will be on **08 September 2021 @ 11H00** and will be valid for a period of 30 days after the closing date.
 - 1.4.2. The attached forms/annexures must be completed in full and returned with your price quotation.
2. **All communication regarding this bid before the closing date and time must be done in writing.**

3. You are advised to acquaint yourself with the contents of the attached General Conditions of Contract. **With regards the following goods and services:** Transport, Medical, Insurance and Security, the following documentation **must** be submitted with your price quotation where :

- Roadworthy Certificates, PDPs and Proof of Liability Cover;
- Registration Certificate and Practice Number in respect of Medical Service;
- Certificate issued by the Financial Services Board with FSP number in respect of Insurance; and
- PSIRA Registration Certificate in respect of Security Services.

Yours faithfully



Mrs. S Dlamini

Deputy Director :Supply Chain Management

QUOTATION FOR SUPPLY OF GOODS/SERVICES ABOVE R30 000.00

DIRECTORATE/OFFICE: SPD/VF/HO/2122/08/04

QUOTATION/REQUISITION NO: DSR584/2122

PROJECT NO: SPD/VF/HO/2122/08/01

CLOSING DATE: 08 SEPTEMBER 2021 @ 11H00

PRACTICE NO. (Medical/Insurance): N/A

COMPANY NAME: _____ CSD NO. _____ PSIRA NO.: N/A

CONTACT PERSON: _____ CONTACT NUMBER: _____

NO	DESCRIPTION OF SPECIFICATION <i>(refer to attached specification schedules A & B)</i>	QTY/No.	UNIT PRICE	VAT @ 15%	TOTAL PRICE
1	PROVISION OF AUDITING , ADMINISTRATION AND REPORTING ON THE KZN SPORT LEGENDS SUPPORT PROGRAMME	1			
1	RESPONDED MUST ACHIEVED A FUNCTIONALITY SCORE OF 70% OR GREATER TO QUALIFY FOR PRICE EVALUATION				
2	PLEASE SEE ATTACHED FUNCTIONALITY EVALUATION				
GRAND TOTAL:					

NB: Make a duplicate copy where items are more than the space provided

PURPOSE

KwaZulu-Natal is a vast province, with much of its population located in rural areas. Due to the COVID-19 Pandemic livelihoods that are already severely impacted are now worsening. Those particularly affected by this pandemic are Athletes that earn an income through Sports, whether it be through participation or support services.

Athletes are classified as "Legends" when they are no longer competing professionally in their chosen sport. The Confederation, together with the DSR will be embarking on this initiative which seeks to allocate Legends to various Schools in their communities where they will be coaching and mentoring younger players across the core sports of Netball, Athletics and Football as these are commonly practiced in the rural areas.

Legends that have been involved in Administration and Officiating will be seconded to rural sport structures.

This programme seeks to provide a monthly stipend to these Legends for the work above. The criteria are currently being defined by a committee chaired by the Legend Commission of the KZN Sport Confederation, and the applicant's details and applications will be vetted and audited by an appointed auditor to ensure fairness and compliance with all relevant prescripts.

This project will also include administration costs.

The KZN Department of Sport and Recreation is partnering with the KwaZulu-Natal Sports Confederation to deliver a Legends Programme during the 2021/2022 financial year.

The Legends Programme is two-fold: *Food Vouchers Relief to Legends and Job Creation - Coaching and Sport Coordination by legends in wards*

- The KZN Department of Sports and Recreation together with the KZN Sports Confederation has allocated vouchers for distribution to KZN Sports Legends. This is done to mitigate the impact of Covid-19 pandemic and to sustain their livelihoods during these challenging times. The voucher will be provided to the deserving beneficiaries.
- The second form of the partnership will be the job creation and payment of stipends to legends that will conducting sport activities through coaching, life-skills in identified wards in all the districts.

The department does not have the capacity to have personnel working full time in these programmes and thus require the services of an accounting/auditing firm to

1. ***An IRBA registered accountant to be the Project Manager***
2. ***Two qualified staff to provide Secretariat, Administrative and Reporting services monthly to the Department of Sport***

The department requires the services of a company to provide internal audit services for the purpose of:

1. Ensuring transparency of the application and adjudication process, as well as accountability for the delivery of the KZN Sport Legends Programme

2. Reporting on the delivery of the programme

3. Having a clean audit on the programme

The company must have adequate qualifications and experience in working on such programmes and understand the sporting landscape of the province.

It is anticipated that all work should be completed within the set period, commencing from **01 September 2021 and 31 March 2022**

Post Event (Monitoring and Reporting)

The auditing firm will give a written report on the whole process

Monitoring and Evaluation Unit will also play an oversight role

The department will close out and report to the Portfolio Committee as well as other oversight committees

SELECTION CRITERIA

1. The evaluation will be conducted in three phases.
 - Pre-screening of minimum compliance requirements (e.g., Central Supplier Database (CSD) registration, SARS clearance, IRBA/SAICA registration, BEE Score)
 - evaluation of functionality; and
 - price
2. The functionality evaluation will be based on the table below
3. The price evaluation will utilize the 80/20 format.

CRITERION	MAXIMUM TO BE AWARDED	SCORING	MEANS OF VERIFICATION
Functionality	30		
1.1 Methodology	(10)	10 Points for detailed proposal	A written proposal outlining <ul style="list-style-type: none"> - the understanding of the Scope of Work, - the approach to the assignment and - methodology to be used in conducting the project incl. verification and administrative support methods
1.2 Company Experience <i>(The company should have in the recent past have undertaken auditing of government relief projects or work of a similar nature)</i>	(10)	2 points for each successfully completed assignment of a similar nature in the past 2 years	Completion of Annexure listing: <ul style="list-style-type: none"> - Client Name - Date of completion of assignment - Value of assignment - Time taken for completion - Client contact name and details

Project Number	SPD/VF/HO/2122/08/04				
Initial	District Head	Component Head (D/D)	Resp. Manager	Chief Director	HOD

CRITERION	MAXIMUM TO BE AWARDED	SCORING	MEANS OF VERIFICATION
1.3 Project Leader	(5)	2 points for appropriate qualification (<i>University Diploma/Degree in Internal Auditing and/or Accounting</i>) 1 point per successfully managed and completed project	CV of project leader with - certified copy of qualification - Completion of experience annexure as in 1.2 above
1.4 Time to completion	(5)	To be completed by 31 March 2021	Detailed work plan (Gantt chart) outlining phases and time to completion

RESPONDENTS MUST ACHIEVE A FUNCTIONALITY SCORE OF 70% OR GREATER TO QUALIFY FOR PRICE EVALUATION

Project Number	SPD/VF/HO/2122/08/04				
Initial	District Head	Component Head (D/D)	Resp. Manager	Chief Director	HOD



KZN SPORTS LEGENDS VOUCHERS CRITERIA

Background

The KZN Department of Sports and Recreation together with the KZN Sports Confederation has allocated vouchers for distribution to KZN Sports Legends. This is done to mitigate the impact of Covid-19 pandemic and to sustain their livelihoods during these challenging times. The voucher will be provided to the deserving beneficiaries.

CRITERIA:

1. Must be a South African citizen, and have a 13 digit ID
2. Ex-Professional Athletes / Masters / Legends between the ages of 36 and 59 who don't have a formal income and do not receive any social grant
3. Ex-professional athletes / Masters / Legends over 60 years who do not have a formal income and do not receive any social grant.
4. The criteria also covers Technical Staff such as Coaches, Referees and Administrators.
5. A person receiving a Child Support Grant or a Grant on Behalf of Someone Else will be considered

BENEFICIARY IDENTIFICATION PROCESS:

The KZN Department of Sports and Recreation and the KZN Sports Confederation will work closely with the following institutions to identify qualifying applicants.

1. District Sports and Recreation Offices
2. District Sport Confederations
3. Sports Federations in KZN
4. Ex-Athletes /Masters / Legends Structures in both Provincial and District

EXCLUSIONS

1. Anyone who is 60 years old and above and currently receiving Social Grant or UIF.
2. Anyone who is between 36 and 59 and is receiving any form of Salary or Social Grant
3. Anyone who has an alternative source of income.

PAYMENT PROCESS

1. A list of applicants will be submitted to the office of the KZN Sports Confederation who will verify the eligibility of beneficiaries using systems such as SASSA, UIF etc.
2. An SMS will be sent to potential beneficiaries acknowledging receipt of the application.



3. Once verified a voucher will be issued to the successful beneficiaries which can be redeemed at specific Spar Outlets.
4. The KZN Sports Confederation will oversee the whole process

Applications to be sent through to KZN Sports Confederation or the KZNDSR District Offices by the Closing Date of (Wednesday) 14/7/2021 17h00 2021 by email to (relief@kznsc.com)

For enquiries kindly contact Mr Sibisi on Cell No 082 66 96265.



Suite 5105 Strathmore Business Park
305 Musgrave Road, Berea, Durban
(031 001 0840
* kznsportsconfederation@gmail.com
NPO Reg #: 241-894 NPO

To: KZN Federations
District Sports Confederations
District Federations
Cc: Peter Thompson
Themba Mkhize
Date: 31 August 2021
Subject: Legends Employment Program Applications

Dear Members.

All Federations and District sports confederations are hereby requested to assist their Legends that qualify for Legends's employment program in applying and submitting their applications in terms of the guidelines attached.

All applications to be sent through to KZN Sports Confederation or the KZNDSR Districts Offices by the Closing Date of (Wednesday) 08 /09/2021 17H00 2021 by email to: legends@kznsc.com

For any enquiries, please contact Mr. Sibisi at 072 579 32 55.

Yours in Sports

Thami Mchunu
President
KZN Sports Confederation
Tel: 083 688 8150
kznscpresident@gmail.com
kznsportsconfederation@gmail.com



The CV will be considered but will not disadvantage other applicants.

BENEFICIARY IDENTIFICATION PROCESS:

The KZN Department of Sports and Recreation and the KZN Sports Confederation will work closely with the following institutions to identify qualifying Ex-athletes / Masters / Legends.

1. District Sports and Recreation Offices
2. District Sport Confederations
3. Sports Federations in the District and Provincial
4. Ex-athletes /Masters / Legends Structures in both Provincial and District
5. Local and District Municipality
6. Operation Sukumasakhe structures

EXCLUSIONS

1. Anyone below 36 years is excluded
2. Department of sports officials
3. Applicant with incomplete application form will be disqualified

MONTHLY PAYMENT PROCESS

1. A list of applicants will be submitted to the office of the KZN Sports Confederation who will verify the eligibility of beneficiaries using the referencing.
2. An SMS will be sent to potential beneficiaries acknowledging receipt of the application.
3. Once verified the successful applicants will be given an appointment letter
4. The monthly payment will be affected upon receipt of monthly report signed by District sports confederation confirming work performed.
5. The report in a template provided by sports confederation should be received 5 days before the end of the month.
6. The KZN Sports Confederation in conjunction with department of sports and recreation will oversee the whole process.



KZN SPORTS LEGENDS EMPLOYMENT PROGRAM CRITERIA

Background

The KZN Department of Sports and Recreation together with the KZN Sports Confederation has allocated R 2 800 000 to be paid as a stipend for six months. Each appointed legend will receive a stipend of R3 500 each

month the sports confederation through legends committee will appoint 130 legends to assist in the districts and in sports Federation for the following

- a) Facilitation
- b) Office Administration
- c) Coaching and sports development in district, local and ward level
- d) First aid
- e) Compliance officer for Covid19 pandemic
- f) Code conveners
- g) Technical officials

CRITERIA:

1. Must be a male or female South African citizen, with 13-digit ID
2. Completed an application form
3. Ex-professional athletes / Masters / Legends between the ages of 36 and 59 who don't have a formal income and do not receive any social grant

N.B The priority will be for unemployed people. Employed people will be considered taking into consideration the scarce skills.

4. Ex-professional athletes / Masters / Legends over 60 years who don't have a formal income and do not receive any social grant.
5. The criteria also cover technical staff such as coaches, referees, and administrators.
6. A person receiving child support grant or a grant on behalf of someone will be considered.
7. People living with disability

SECTION A: THE FOLLOWING MUST ALSO BE FURNISHED

CENTRAL SUPPLIERS DATABASE (CSD) REGISTRATION NUMBER: _____

DELIVERY DATE: _____

VALIDITY PERIOD OF QUOTATION: _____

PLEASE TICK THE RELEVANT FIELD

ARE PRICES QUOTED FIRM:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SUBMISSION OF B-BBEE STATUS LEVEL CERTIFICATE OR SWORN AFFIDAVIT:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
VALID TAX CLEARANCE CERTIFICATE:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ENTITY BAS REGISTRATION:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

VAT REGISTRATION: IF YOU ARE A VAT VENDOR

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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IS THIS OFFER STRICTLY TO SPECIFICATION? IF NOT, GIVE VARIATION	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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VARIATION:

IF SPACE IS INSUFFICIENT, ATTACH DETAILS (1 PAGER)

SECTION C: QUOTATIONS FOR SERVICES (courses/workshops etc.)

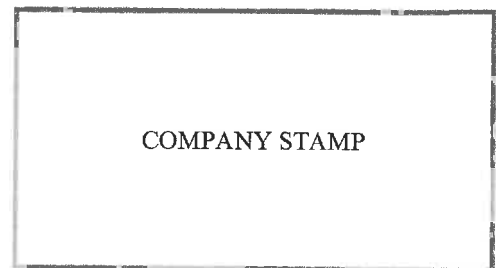
The following information must be submitted on a separate schedule

- (a) Operational plan/methodology/approach;
- (b) Breakdown of costing;
- (c) Curriculum Vitae of course/workshop facilitators; and
- (d) References - work experience

SECTION D: KINDLY USE COMPANY STAMP AND SIGN SECTION D: KINDLY USE COMPANY STAMP AND SIGN

Name and Surname (*Please print*):

Delivery address: _____



Signature: _____

Capacity: _____

SECTION E: DELIVERY QUOTE USING THE METHOD LISTED BELOW:

Email or Fax documents strictly and specifically to: minibids@kzndsr.gov.za OR 086 598 1869

2.2 (SBD 2)

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The valid original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

OFFICIAL COMPANY STAMP

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where –

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full name of bidder or his or her representative : _____
- 2.2 Identity number : _____
- 2.3 Position occupied in the Company (director, trustee, shareholder, member): _____
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: _____
- 2.5 Tax Reference Number : _____
- 2.6 VAT Registration Number : _____
- 2.6.1 The names of all directors / trustees / shareholders² / members, their individual identity numbers, tax reference numbers and, if applicable, employee / Persal numbers must be indicated in paragraph 3 below.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder, presently employed by the state?

Yes	No
-----	----

2.7.1 If so, furnish the following particulars:

Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected	Position occupied in the state institution

Any other particulars:

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

Yes	No
-----	----

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

Yes	No
-----	----

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the state in the previous twelve (12) months?

Yes	No
-----	----

2.8.1 If so, furnish particulars:

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

Yes	No
-----	----

2.9.1 If so, furnish particulars:

Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected	Position occupied in the state institution	Nature of relationship

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

Yes	No
-----	----

2.10.1 If so, furnish particulars:

Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected	Position occupied in the state institution	Nature of relationship

2.11 Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

Yes	No
-----	----

2.11.1 If so, furnish particulars:

.....

.....

.....

3. Full details of directors / trustees / members / shareholders:

Full name	Identity number*	Personal Tax Reference Number	State Employee Number / Pearsal Number

*Copies of Identity Document must be attached.

DECLARATION

I, THE UNDERSIGNED (NAME) _____
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 TO 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THE DECLARATION PROVE TO BE FALSE.

SIGNATURE

DATE

POSITION

NAME OF BIDDER

Note : Should the bidder or any of its directors/members or shareholders be employees of any organ of state as contemplated in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), such member/director or shareholder must submit a certified copy of the permission granted by the Executive Authority of his/her Department to conduct remunerative work in the Public Service as contemplated in the Public Service Act, 1994 (Act 103 of 1994) Chapter VII, Sections 30 and 31. Failure to submit the proof will automatically invalidate the bid. Knowingly not submitting it will make the person liable for fraud.

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT 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	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? The access this Register enter the National Treasury's website (www.treasury.gov.za), click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326-5445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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)² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(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;
 - (b) 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 consortium³ will not be construed as collusive bidding.

³ 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.

7. 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 consortium³ will not be construed as collusive bidding.
8. 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.
9. 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.
10. 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 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.

SBD 9

11. 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.

Signature

Date

Position

Name of Bidder

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