

MOPANI TVET COLLEGE
"EXCELLENCE IS ALWAYS OUR CHOICE"

MOPANI TVET COLLEGE
REQUEST FOR PROPOSAL FOR THE PREPARATION OF AFS AND RELATED ACCOUNTING SERVICES

PERIOD: 8 MONTHS (1 OCTOBER 2025 UP TO 31 MAY 2026)

RFP NO.: 3233

Prospective Suppliers who are interested in participating in the afore-mentioned tender are invited to submit their proposal in full compliance to the requirement of this RFP document.

PROPOSALS TO BE SUBMITTED VIA EMAIL TO: tenders@mopanicollege.edu.za

RFP Number	RFP3233
Date Issued	Thursday, 5 June 2025
RFP Closing Date	Wednesday, 11 June 2025 Time 11:00 (AM)

Company Name			
Address			
Contact Person <small>Mr/Mrs/Ms/Dr/Prof.</small>			
Contact Numbers	(W)	(Cell)	
Email Address			
RFP Total Amount	_____ (VAT INCLUSIVE)		
Supplier Signature		Date	

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1. INTRODUCTION

1.1 OVERVIEW

Mopani Technical and Vocational Education and Training College is based in Phalaborwa and Namakgale and comprises of two Campuses namely Phalaborwa Campus and Sir Val Duncan Campus and a hotel school namely Mošate Hotel School a Hoedspruit Hotel School.

The College offers a variety of skills and Learnership Programs in partnership with SETA's. In this way the College aims to address economic demands of the community. The vision, mission and values of the College is to:

- 1) Be a Technical and Vocational Education and Training institution of excellence and choice.
- 2) Provide high quality education and training, producing skilled and knowledgeable individuals who will operate within the acceptable norms of the society by:
 - Delivery of high quality service
 - Forming of partnership with industry and commerce
 - Offering Learnership
 - Doing research and development
 - Community participation
 - Accessibility
 - Being client oriented
 - Focusing on future prospects
 - Developing skills
 - Ensuring quality assurance
 - Ensuring placement, tracking and mentorship programmes
- 3) And have the following values;
 - Ubuntu
 - Excellence
 - Integrity
 - Discipline
 - Commitment
 - Passion

1.2 PURPOSE AND OBJECTIVE OF THE RFP

1.2.1 Purpose

Mopani TVET College would like to invite an experienced and suitably qualified firms to send proposals to be considered for preparation of AFS and related accounting services for a period of six (8) months. (1 October 2025 to 31 May 2026)

1.2.2 Forming of the Agreement

Responses to this Request for Proposals will form the basis for any agreements reached and such responses will represent a firm offer by the Supplier to agree to supply the goods/services to the College as detailed in the pricing table proposed (See Appendix B1)

2. GUIDELINES FOR SUBMISSION OF PROPOSAL ("RFP")

2.1 PROPOSAL TERMS

Mopani TVET College intends to appoint accounting firms for Preparation of AFS and related accounting services for eight (8) months. (1 October 2025 up to 31 May 2026)

2.2 ACCEPTANCE OF PROPOSAL AT MOPANI TVET COLLEGE'S DISCRETION

Mopani TVET College reserves the right, exercisable at its sole discretion, to review, evaluate and dispose of any Proposal as it sees fit. Nothing stated in this RFP (whether express or implied) binds or obligates Mopani TVET College, to accept the lowest of any price contained in a Proposal or to accept any Proposal. Mopani TVET College reserves the right to negotiate specific terms with the preferred Suppliers prior to the award of a final contract (if any).

2.3 CONFORMANCE

All Proposals must conform to each of the requirements set out in this RFP. Non-conforming Proposals may not be considered. As well as providing a conforming Proposal, Suppliers may also submit additional or alternative information for further consideration where they believe that this is in the best interests of Mopani TVET College.

2.4 COVERAGE

While Mopani TVET College does not require Suppliers to tender on all aspects of this RFP, the broader the range of goods and/ or services quoted on, the greater the Suppliers chance of success.

2.5 REQUIREMENTS FOR ADDITIONAL INFORMATION

Mopani TVET College may require a Suppliers to provide additional information to allow further consideration of the Bidders Proposal.

2.6 COSTS

Mopani TVET College is not responsible for any costs (whether direct or indirect) incurred by a Bidder in preparing and/or submitting a Proposal or otherwise responding to this RFP or in any subsequent discussions or negotiations. All parties and participants must bear their own costs.

2.7 SUBMISSION VALIDITY

Each Proposal submitted by a Supplier must remain valid for a period of ninety (90) days from the required date of submission.

2.8 SUPPLIER'S ACCEPTANCE OF TERMS & CONDITIONS

Each Supplier submitting a Proposal agrees to do so on the terms and conditions set out in this RFP. Suppliers which submit responses to this RFP will be deemed to have accepted, and willfully comply with, all of those terms and conditions.

The Proposal must be signed by a person fully authorized to commit the Suppliers to the terms and conditions set out in this RFP. Mopani TVET College is entitled to assume that there is full authority in the signatory of the person.

2.9 CONTACT DETAILS

All contact and questions with regard to this RFP must be made through the College representatives. Discussion with other parties within or associated with Mopani TVET College may result in disqualification from this process.

For the purpose of the RFP, the College representatives is:

Contact – Technical Enquiries	
Department	Supply Chain Management
Telephone number	(015) 781 5721
E-mail address	tenders@mopanicollege.edu.za

2.10 QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP must be directed to the College Representative by email. Questions must not be submitted by telephone.

Answers to all questions will be e-mailed to all Suppliers who have been provided with this RFP.

All questions must include:

- a) The Supplier's name and address;
- b) A reference to the specific section and page number of the RFP; and
- c) The contact name, telephone number and e-mail address

RFP Schedule of Dates

Date	Action
Thursday, 5 June 2025	RFP released to potential Suppliers
Wednesday, 11 June 2025	Submission of Proposal before 11h00

2.11 RFP FORMAT

All Supplier responses must follow the prescribed format. Refer to "Delivery Instructions" below. Failure to do so may result in disqualification from this RFP/Proposal process.

3. DELIVERY INSTRUCTIONS

All Suppliers must email their proposal to tenders@mopanicollge.edu.za

Only responses to this RFP received by the due date and time will be considered.

Failure to the following will result in disqualification of the tender:

- Administrative Criteria not completed in full.

- All required Mandatory Criteria documents not attached.
- Not initialising each page at the bottom.

ADMINISTRATIVE CRITERIA

Tenders must complete and sign the following documentation (**Failure to submit this required documentation will lead to disqualification**)

No.	Description of Appendix
1	Invitation to bid: SBD 1 Requires that bidders agree to be bound by bid's terms and conditions
2	Declaration of interest: SBD 4 Requires a declaration of interest from bidder, stating any existing relationship/ acquaintance with DHET or Mopani South East TVET College employees. This is to ensure that these persons are not involved in anyway, to avoid corruption.
3	Preference certificate as part of the preferential procurement regulation, 2001: SBD 6.1 Requires Preferential Procurement points claims
4	Declaration of bidders past SCM practices: SBD 8 Requires declaration of bidder's past supply chain management practices
5	Certificate of independent bid determination: SBD 9 Requires declaration from bidder to prevent bid-rigging
6	General Conditions of Contract Requires bidders to read and sign for the acceptance

MANDATORY CRITERIA

Tenders must include the following documentation (**Failure to submit this required documentation will lead to disqualification**)

No.	Description of Appendix
1	A valid, compliant Tax Compliance Status Pin
2	VAT Registration Certificate
3	Proof of Company Registration Certificate (Company/CC/Trust/ Partnership)
4	Originally certified ID copies of all Members/ Partners/ Directors. If Members/Partners/ Directors are employed by the state, proof that they are allowed to conduct business outside remunerative work should be provided
5	Detailed Company Profile
6	Proof of Central supplier database (CSD) registration
7	Proof of Business Bank Account in a form of a letter from the bank confirming banking details or a cancelled cheque
8	Board Of Resolution

9	Proof of registration with a relevant professional body or membership certificates. Preferably SAICA or SAIPA
10	Relevant Valid Letter of Good Standing for The Department of Labour (Compensation for Injuries and Diseases-COIDA)

Bidders that do not meet these minimum requirements at this above will be regarded as submitted a non-responsive document and will not be considered for further evaluation

Disclaimer

Mopani TVET College reserves the right to:

- a) Verify any information supplied in the Bid documents;
- b) Not to appoint any service provider;
- c) Cancel or withdraw this Bid at any time without attracting any penalties or liabilities;
- d) Appoint one or more service providers, depending on the outcome;
- e) To disqualify a Bid or cancel any subsequent contract should it be found that information disclosed was factual inaccurate and/or that a misrepresentation of facts may have occurred.

Confidentiality

- Any or all information made available to the Mopani South East TVET College shall be regarded as confidential and shall not be made available to third parties without the prior written consent of the bidder.

Preparation of Proposal

- Mopani TVET College shall not be liable for any costs that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

4. PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

PLEASE SEE BELOW TABLE FOR THE LIST OF ADMINISTRATIVE DOCUMENTS, MANDATORY REQUIREMENTS AND OTHER DOCUMENTS THAT NEED TO COMPLETED/SUBMITTED

TICK YES IF SUBMITTED OR NO IF NOT SUBMITTED

ITEM	DESCRIPTION	YES	NO
<u>NATIONAL TREASURY ADMINISTRATIVE REQUIRED DOCUMENTS COMPLETED</u>			
1	SBD 1 – INVITATION TO BID - <u>COMPLETED</u>		
2	SBD 4 – DECLARATION OF INTEREST - <u>COMPLETED</u>		
3	SBD 6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERRED PROCUREMENT REGULATIONS 2011 - <u>COMPLETED</u>		
4	SBD 8 – DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES - <u>COMPLETED</u>		
5	SBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION - <u>COMPLETED</u>		
6	THE NATIONAL TREASURY REPUBLIC OF SOUTH AFRICA GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT – <u>INITIALED ON EACH PAGE</u>		
<u>MANDATORY REQUIRED DOCUMENTS ATTACHED/COMPLETED</u>			
1	VALID, COMPLIANT TAX CLEARANCE CERTIFICATE - <u>ATTACHED</u>		
2	VAT REGISTRATION CERTIFICATE - <u>ATTACHED</u>		
2	PROOF OF COMPANY REGISTRATION CERTIFICATE (COMPANY/CC/TRUST/PARTNERSHIP) IF MEMBERS/PARTNERS/DIRECTORS ARE EMPLOYED BY THE STATE, PROOF THAT THEY ARE ALLOWED TO CONDUCT BUSINESS OUTSIDE REMUNERATIVE WORK SHOULD BE PROVIDED - <u>ATTACHED</u>		
3	ORIGINALLY CERTIFIED ID COPIES OF ALL MEMBERS/PARTNERS/DIRECTORS – <u>ATTACHED</u>		
4	DETAILED COMPANY PROFILE - <u>ATTACHED</u>		
5	PROOF OF CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION – <u>ATTACHED</u>		
6	PROOF OF BUSINESS BANK ACCOUNT IN FORM OF A LETTER FROM THE BANK CONFIRMING BANKING DETAILS OR A CANCELLED CHEQUE - <u>ATTACHED</u>		
7	BOARD OF RESOLUTION - <u>ATTACHED</u>		
8	PROOF OF REGISTRATION WITH A RELEVANT PROFESSIONAL BODY OR MEMBERSHIP CERTIFICATE/s. PREFERABLY SAICA OR SAIPA - <u>ATTACHED</u>		
9	RELEVANT VALID LETTER OF GOOD STANDING FOR THE DEPARTMENT OF LABOUR (COMPENSATION FOR INJURIES AND DISEASES-COIDA) - <u>ATTACHED</u>		

5. SBD 1: INVITATION TO BID

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MOPANI TVET COLLEGE

BID NUMBER:	RFP3233	CLOSING DATE:	WEDNESDAY, 11 JUNE 2025	CLOSING TIME:	11:00 (AM)
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DESCRIPTION	REQUEST FOR PROPOSAL FOR THE PREPARATION OF AFS AND RELATED ACCOUNTING SERVICES PERIOD: 8 MONTHS (1 OCTOBER 2025 UP TO 31 MAY 2026)
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

N/A – PROPOSALS TO BE EMAILED TO TENDERS@MOPANICOLLEGE.EDU.ZA

BIDDING PROCEDURE ENQUIRIES MAYBE DIRECTED TO:

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	SCM Department	CONTACT PERSON	SCM Department
TELEPHONE NUMBER	(015) 781 5721	TELEPHONE NUMBER	(015) 781 5721
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	tenders@mopanicollege.edu.za	E-MAIL ADDRESS	tenders@mopanicollege.edu.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
--	--	---	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

TERMS AND CONDITIONS FOR BIDDING

3. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

4. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

6. SBD 4: DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or the 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 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/her representative

2.2 Identity number

2.3 Position occupied in the Company (Director, Trustee, Shareholder², 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 / Shareholders / Members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph three (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 of the national Council of provinces; or
- (e) parliament

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

YES or NO

2.7.1 If so, furnish the following particulars:

Name of Person/Director/Trustee/Shareholder/Member:

.....
.....

Name of state institution at which you or the person connected to the bidder is employed:

.....
.....

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 or NO

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

YES or 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 reason for non-submission of such proof:

.....
.....

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

YES or 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 or NO

2.9.1 If so, furnish particulars:

.....
.....

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

YES or NO

2.10.1 If so, furnish particulars:

.....
.....

2.11 Do you or any of the Directors/Trustees/Shareholders/Members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES or NO

2.11.1 If so, furnish particulars:

.....
.....

3. Full details of Directors/Trustees/Members/Shareholders:

<u>Full Name</u>	<u>Identity Number</u>	<u>Personal Income Tax Reference Number</u>	<u>State Employee Number / Persal Number</u>

4. Declaration:

I, the undersigned (Name)

.....
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

NAME OF BIDDER

POSITION

SIGNATURE

DATE

7. SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION, 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)

NOTE: 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 Equal to or Above R 30 000.00 and up to R 50 Million (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand Value above R 50 Million (all applicable taxes included).
- 1.2 The value of this bid is estimated to be equal to or above R 30 000.00 and up to R 50 Million (all applicable taxes included) and therefore the 80/20 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:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

- 1.4 Failure on the part of the bidder to fill in and/or 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 preference, 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 contribution**” 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 Black Economic Empowerment, issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 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 R 10 Million or less.
- 2.10 “**Firm price**” means the price that is only subject to adjustment 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 document, 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 the 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 (Where applicable)

4.1 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

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

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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

- 5.2 Bidders who qualify as EMEs in terms of the Generic Codes of Good Practice is required to submit a sworn affidavit confirming their annual total revenue of R 10 Million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations, 2017

EMEs may be measured in terms of the QSE scorecard should they wish to maximize their points and move to a higher B-BBEE recognition level. It is in this context that an EME may submit a B-BBEE verification certificate.

- 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.

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 or NO**

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 or NO**

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
- (THICK APPLICABLE OPTION)

9.5 Describe Principal Business Activities

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

9.6 Company Classification

- Manufacturer
- Supplier
- Professional Service Provider

Other service providers, e.g. transporter, etc.
(THICK APPLICABLE OPTION)

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-BBEE 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 cost, 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 ten (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 BIDDER(S)

DATE

8. SBD 8: DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It services 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) Abuse 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 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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars: </p>		
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)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	<p>If so, furnish particulars: </p>		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	<p>If so, furnish particulars: </p>		

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.

NAME OF BIDDER

POSITION

SIGNATURE

DATE

9. SBD 9: 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. 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 is cannot be justified under any grounds.
3. Treasury Regulation 16A (9) prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the Supply Chain Management systems 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:

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

²Bid rigging (or collusive bidding) occurs when business, 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:

.....
.....

(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 authorised 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 purpose 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 the 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 as 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.
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 services 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 has been no consultation, 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.

³Joint venture of 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.

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 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.

NAME OF BIDDER

POSITION

SIGNATURE

DATE

**10. NATIONAL TREASURY GOVERNMENT PROCUREMENT – GENERAL CONDITIONS OF CONTRACT
(REVISED JULY 2010)**

TABLE OF CLAUSES

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2. APPLICATION
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5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION
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34. PROHIBITION OF RESTRICTIVE PRACTICES

NOTES

The purpose of this document is to:

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

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

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

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract: means the written agreement entered into between the purchaser and the supplier, as recorded in the contract from signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produces or from which the services are supplied. Goods are produces when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

- 1.11 “Dumping” occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 “Fraudulent practice’ means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriments of any bidder, and included collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the costs of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacturer does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” mean those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2 Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including the bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are also laid down to cover specific supplies, services or works.

3 General

- 1.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 1.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria, 0001, or accessed electronically from www.treasury.gov.za

4 Standards

- 4.1 The goods supplies shall conform to the standards mentioned in the bidding documents and specifications.

5 Use of contact documents and information inspection

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed persona shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any documents or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 2.8
- 5.3 Any documents, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6 Patent Rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from us of the goods or any part thereof by the purchaser.

7 Performance Security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensations for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or
 - (b) abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (c) A cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8 Inspection, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premise of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests, and analyses referred to in clause 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspection, tests, and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk.

Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9 Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10 Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11 Insurance

- 11.1 The goods supplies under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12 Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13 Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operations, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price or the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14 Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier.

- (a) Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) In the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15 Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twenty four (24) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for thirty six (36) months after the date of shipment from the port of place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16 Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17 Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18 Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19 Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20 Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21 Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial departments, or a local authority.

The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligation shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplier contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplies in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22 Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to delivery any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23 Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) If the supplier fails to delivery any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) If the supplier fails to perform any other obligation(s) under the contract; or
- (c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate , goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intend imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regards the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) The name and address of the supplier and / or person restricted by the purchaser;
- (ii) The date of commencement of the restriction;
- (iii) The period of restriction; and
- (iv) The reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24 Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased

in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When after the said date such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regards to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25 Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligation under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26 Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrued thereafter to the purchaser.

27 Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) The purchaser shall pay the supplier any monies due the supplier.

28 Limitation of liability

28.1 Except in cases of criminal negligence or will full misconduct, and in the case of infringement pursuant to Clause 6;

(a) The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29 Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30 Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31 Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32 Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33 National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate to bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



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APPENDIX A

SPECIFICATION AND SCOPE

Documentation	Requirement	Included in required format (Please tick)
Specification	All costs from the specification to be included in the pricing schedule	<input type="checkbox"/>

SCOPE AND SPECIFICATION

Mopani TVET College hereby invites suitably qualified and experienced Service Providers to render the provision of Accounting & Related Services for period of eight (8) months. (1 October 2025 up to 31 May 2026)

Background

Mopani TVET College is accredited registered public post-school operating under the auspices of the Department of Higher Education and Training in terms of the Continuing Education Act, Act No. 16 of 2006, as amended.

Mopani TVET College identified certain areas which urgently require drastic improvement that will result in leaping from the current level of performance to the next, including but not limited to achieving an improved audit outcome.

One possible approach that can assist in achieving the desired outcome is to shift from business as usual and focus on performance driven through how activities are planned, managed and ultimately accounted for in all sections. Unfortunately, there is still a need to adequately improve on internal capacity to achieve such improvement; hence this request for proposal to source the services of a service provider that will assist with various sections particularly in finance. The fact that Mopani TVET College has been operating without Officials within the Finance Section, with the Deputy Principal Finance working with Junior Officials who still require to be capacitated on Financial Reporting remains a challenge. The Service Provider will therefore be working with the Deputy Principal Finance.

The main areas that require attention can be described as falling within the following categories:

- 1.1.1 Assist in addressing external audit findings as per the prior year management report.
- 1.1.2 Prepare GRAP compliant Annual Financial Statement

The appointed Service Provider will be expected to but not limited to:

- Rectify all prior period errors and correct opening balances.
- Assist with year-end procedures.
- Review the College general ledger accounts to identify any misclassifications and propose journals.
- Clearing suspense accounts.
- Debtors provision computations.
- Inventory reconciliations including determination of NRV.
- Review the creditors age analysis and ensure that payables/accrual listings are accurate and complete.
- Review all reconciliations prepared by Accountants for accuracy and completeness.
- Aligning the GL/ trial balance to the annual financial statements.
- Provide audit support by assisting in addressing Auditor General queries during Audit.
- Ensure that audit findings raised in the prior years do not recur in the current year.
- Assist the DPF in resolving findings raised by the external auditors.
- Prepare working papers to support all amounts disclosed in the AFS.
- Compilation of the Audit file.

- Skills transfer and coaching of all Finance Officials.
- Perform any other accounting related work to ensure that the information in the AFS is of acceptable standards.
- Compile GRAP compliant annual financial statements for the College using CASEWARE software;
- Adjust the AFS's when required;
- Review the accounting policies in the AFS and ensure that policies are aligned to GRAP and College operations.
- Advise the DPF on the new standards of GRAP that are applicable to the College.
- Work with the Asset Management consultant on the PPE disclosures on the AFS.

1.1.3 Data Management and verification services

The TVET College sector is constantly requiring data that is free of error and verifiable which includes but not limited to leave records, TVET MIS records, registration records and any other records. The Service Provider will play a pivotal role in the College's master data management and data quality management in addressing the following:

- a) Data Collection and submission;
- b) Data analysis;
- c) Data Verification;
- d) Data Mining;
- e) Data Cleansing;
- f) Data development;

1.1.4 Provision of Accounting services

It is expected that the service to be provided must enable the Deputy Principal Finance and the Finance Team for success. The Service Provider shall bring extensive knowledge and expertise of financial reporting requirements, controls and processes to the operational aspects of finance. The core services to be provided shall include:

- Audit readiness; (Targeting unqualified to clean audits)
- Finance policies;
- Draft processes and procedures;
- Documents system description;
- Accounts reconciliations;
- Prepare schedules and registers;
- Prepare journals;

The first point of call shall be the provision of a finance health check which will determine the maturity of the College finance function. The areas to covered include, but not, limited to:

- Finance reporting procedures;
- Finance operating model;
- Working capital management;
- Reporting;

Part of the proposed contract is that Service Provider transfer skills to the College Officials whilst ensuring that the provided solutions are sustainable going forward. This is very critical in the College environment as the College has major skills capacity issues.

1.1.5 Opinions on compliance with GRAP and GRAP compliant Annual Financial Statements.

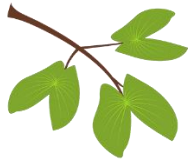
The Service Provider shall have technical teams available as and when needed which specialise in providing wide range of standard of Generally Recognised Accounting Practice (GRAP) advisory services. This shall enable the College to obtain technical opinions on complex interpretation matters that are often grey areas.

The team should include a member of the Accounting Standards Board (ASB) who's role should include leading and participation in the development of standard or interpretations. This will ensure that the team can significantly add value to the College in providing opinions on compliance with GRAP as well as the preparation of the GRAP compliant Annual Financial Statements. The product offering shall include:

- Accounting technical advice;
- Implementation of new standards ;
- Accounting opinions;
- Technical review of financial statements;
- Financial reporting;
- Other technical accounting projects.

Team Requirements:

Description	Number of Personnel
Chartered Accountant CA (SA)	1
Supervisor	1
Individual Members	2



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APPENDIX B

QUOTATION

Documentation	Requirement	Included in required format (Please tick)
QUOTATION	Submit a Quotation together with a proposal, prices to be VAT inclusive	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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A detailed quotation to be submitted by the supplier.

Note to Supplier

Disbursement for Travelling and Accommodation

For disbursement and for reasonable travelling and subsistence expenses, additional payments shall be claimed over and above the agreed fee payable. (Only College related business activities can be claimed)

Travelling expenses by means of:

- Private motor transport, including any parking charges, toll fees and related expenses.
- Tariff for the use of private motor transport will be determined by the monthly tariff that is issued by the Department of Transport. Service provider to visit the site <https://www.transport.gov.za/> to get the rates for the month claiming for.

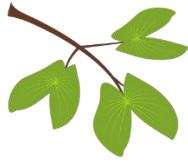
For travelling expenses, the following to be submitted:

- ❖ Invoice (Odometer Start and End kilometres to be included on the invoice.
- ❖ Statement
- ❖ Copy of License Disc of car that was used to travel with.
- ❖ Copy of rates from the Department of Transport for the month claiming for.

Hotel accommodation may not exceed one thousand seven hundred rand (R1,700) per night per person. (Including Dinner + 2 Soft Drinks, Breakfast, Parking and VAT)

The College will not be liable for any amount exceeding R1,700.

The Service Provider should provide invoices and proof of payment when submitting a claim for accommodation.



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APPENDIX C

FUNCTIONALITY CRITERIA

Documentation	Requirement	Included in required format (Please tick)
Functionality Criteria	Attached required documents as per functionality Criteria <u>FUNCTIONALITY CRITERIA TO BE CHECKED FOR ADDITIONAL DOCUMENTS TO BE SUBMITTED WITH PROPOSAL</u>	<input type="checkbox"/>

<i>Please sign that the contents of this Appendix has been verified</i>	
Name	
Signature	

FUNCTIONALITY CRITERIA	POINT BREAKDOWN	TOTAL POINTS(MAX)
<p>COMPANY EXPRIENCE</p> <p>At least four (04) valid and signed Testimonials Letter together with their appointment letters where work of similar nature was previously done with contactable details.</p> <p>4 Testimonial Letters & Appointment Letters = 40 Points</p> <p>3 Testimonial Letters & Appointment Letters = 30 Points</p> <p>2 Testimonial Letters & Appointment Letters = 20 Points</p> <p>1 Testimonial Letter & Appointment Letter = 10 Points</p> <p>Mopani TVET College reserve the right to authenticate the letters.</p>	<p>As per allocation</p>	<p>40 Points</p>
<p>FINANCIAL CAPACITY</p> <ul style="list-style-type: none"> • Latest Audited Financial statement with a positive bank balance = 10 Points • Bank rating letter: <ul style="list-style-type: none"> ✓ Bank rating with Grading A = 5 Points ✓ Banking rating with Grading B = 3 Points ✓ Banking rating with Grading C or lower = 2 Points 	<p>10 Points</p> <p>5 Points</p>	<p>15 Points</p>
<p>SYSTEM & TECHNOLOGY</p> <ul style="list-style-type: none"> • Proof of CaseWare License <p>NB: Staff Members of the prospective firm are expected to be proficient in CaseWare</p>	<p>10 Points</p>	<p>10 Points</p>
<p>HUMAN RESOURCE</p> <ul style="list-style-type: none"> • Lead team member must be a registered Chartered Accountant (CA)(SA) with experience in AFS preparation= 10 Points • Supervisor must be appropriately qualified in the following: B COM in Accounting and have completed articles with experience in AFS preparation = 7 Points • Individual member of the team must be appropriately qualified in the following: B COM in Accounting and must be atleast have two (2) years of experience in AFS preparation = 3 Points <p>NB: Must attach CV and certified qualifications of Staff to be involved in the project</p> <p>(NB: Persons whose CV are attached should be the same persons to be on the project or someone with the similar qualification and experience).</p>	<p>20 Points</p>	<p>20 Points</p>

Project Methodology		
Detailed Project Implementation Plan	15 Points	15 Points
<u>(High Priority Resolving of 2025 audit finding by the Auditor General SA)</u>		
<u>Total Points</u>		100 Points

The minimum threshold is 65 points to advance to next stage.

EVALUATION CRITERIA

Evaluation will be done in three (3) stages. These stages are as follows:

Stage 1: Compliance Mandatory Requirements:

This stage refers to compliance with returnable documents. A bidder compliant to this stage will proceed to stage 2.

Stage 2: Functional/Technical Evaluation:

Functionality is worth hundred (100) points. Bidders who score less than sixty-five (65) points on functionality will be disqualified and not proceed to stage 3. The College reserves the right not to appoint any bidder.

Stage 3: Evaluation in terms of preference points system:

Each tender that obtained the minimum qualifying score for functionality will be evaluated further in terms of price and the preference point system.

It is important to note the following as per Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 that:

“80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million

(1) The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

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

Where-

P_s = Points scored for price

P_t = Price of tender under consideration; and

P_{min} = Price of lowest acceptable tender.

(2) The following table must be used to calculate the score out of 20 for BBEE:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

(3) A tenderer must submit proof of its B-BBEE status level of contributor.

(4) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but-

- (a) may only score points out of 80 for price; and
- (b) scores 0 points out of 20 for B-BBEE.

(5) A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.

(6) The points scored by a tenderer for B-BBEE in terms of subregulation (2) must be added to the points scored for price under subregulation (1).

(7) The points scored must be rounded off to the nearest two decimal places.

(8) Subject to subregulation (9) and regulation 11, the contract must be awarded to the tenderer scoring the highest points.

(9)(a) If the price offered by a tenderer scoring the highest points is not market related, the organ of state may not award the contract to that tenderer.

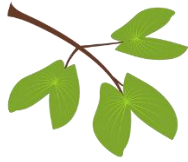
(b) The organs of state may-

(i) negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;

(ii) if the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;

(iii) if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.

(c) If a market-related price is not agreed as envisaged in paragraph (b)(iii), the organ of state must cancel the tender.”



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APPENDIX D

VALID, COMPLIANT TAX STATUS PIN

Documentation	Requirement	Included in required format (Please tick)
Valid Tax Status Pin	Attach valid, compliant Tax Status Pin	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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APPENDIX E

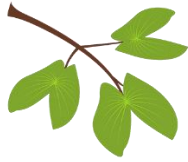
VAT REGISTRATION CERTIFICATE

Documentation	Requirement	Included in required format (Please tick)
VAT Registration Certificate	Attach VAT Registration Certificate (VAT Vendors Only)	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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APPENDIX F

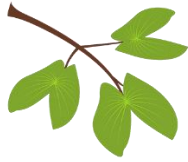
COMPANY REGISTRATION CERTIFICATE

Documentation	Requirement	Included in required format (Please tick)
Company Registration Document	Provide Company Registration Documents	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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APPENDIX G

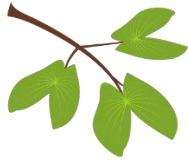
MEMBERS/DIRECTORS/PARTNERS ID COPIES

Documentation	Requirement	Included in required format (Please tick)
Members/Directors/ Partners ID Copies	Provide certified ID copies of Members, Directors/Partners	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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APPENDIX H

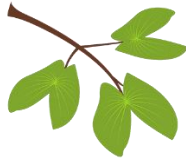
COMPANY PROFILE

Documentation	Requirement	Included in required format (Please tick)
Company Profile	Detailed Company Profile	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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Signature



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APPENDIX I

REGISTRATION CENTRAL SUPPLIER DATABASE

Documentation	Requirement	Included in required format (Please tick)
Registration Central Supplier Database	Proof of Central supplier database (CSD) registration	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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APPENDIX J

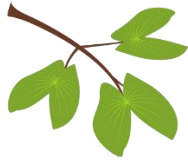
PROOF OF BANK ACCOUNT

Documentation	Requirement	Included in required format (Please tick)
Proof of Bank Account	Proof of Business Bank Account in a form of a letter from the bank confirming banking details.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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APPENDIX K

BOARD OF RESOLUTION

Documentation	Requirement	Included in required format (Please tick)
Board of Resolution	Provide board of resolution.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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APPENDIX L

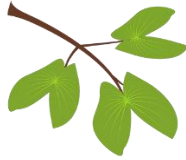
PROOF OF REGISTRATION WITH A RELEVANT PROFESSIONAL BODY OR MEMBERSHIP CERTIFICATE/S. PREFEREABLY SAICA OR SAIPA

Documentation	Requirement	Included in required format (Please tick)
Proof of Registration with a relevant Professional Body or Membership Certificate/s. Preferably SAICA or SAIPA	Proof of registration with relevant professional body or membership certificate.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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APPENDIX M

RELEVANT VALID LETTER OF GOOD STANDING DEPARTMENT OF LABOUR

Documentation	Requirement	Included in required format (Please tick)
Relevant valid Letter of Good Standing For The Department Of Labour (Compensation For Injuries And Diseases)	Provide a relevant valid letter of good standing for the Department of Labour	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

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APPENDIX N

OTHER DOCUMENTS

Documentation	Requirement	Included in required format (Please tick)
ALL OTHER DOCUMENTS	Other Documents	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature