**REQUEST FOR QOUTATION:**

**APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY (TMC) TO PROVIDE TRAVEL MANAGEMENT SERVICES**

**RFQ NO**. CHIETA-TMC -08-2025/2026-01
**OPENNING DATE**: 12/08/2025
**CLOSING DATE**: 01/09/2025
**CLOSING TIME**: 16:30PM

**Note to Bidders:** This procurement is an RFQ not a Tender, bidders proposals quoted above the RFQ threshold as issued by National Treasury through Instruction Note 2 of 2021/22 will not be considered.

**CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF**

1. **GENERAL SUBMISSION**

**1.1.** RFQ proposals must reach CHIETA before the closing date and time as specified above and be emailed to procurement@chieta.org.za

**1.2.** RFQ proposal received after the closing date and time will not be considered and will be returned to bidder.

**1.3.** Bidders may not seek or obtain the assistance of employees CHIETA in the preparation of their proposal's responses.

2. **PAYMENT**

**2.1.** CHIETA will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the CHIETA to the Contractor.

**2.2.** The Contractor shall from time to time during the duration of the contract, invoice CHIETA for the services rendered.

**2.3.** The invoice must be accompanied by supporting source document(s) containing detailed information, as CHIETA may require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.

**2.4.** No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to CHIETA.

**2.5.** Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account (CHIETA will affect payment only on accounts verified and appear on Central Supplier Database.)

**2.6.** The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

**3. ENQUIRIES**

**3.1.** Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the quotation, is to be requested in writing (e-mail) to CHIETA procurement Unit. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The quotation number should be mentioned in all correspondence. Email: Procurement@chieta.org.za

**4. GENERAL CONDITIONS OF CONTRACT**

**4.1.** The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Cont

## 1. INTRODUCTION

The CHIETA is an entity of government and subscribes to the principles of good corporate governance, which requires conducting business in an honest and transparent manner in line with the provisions of the Public Finance Management Act (PFMA). In line with the above, CHIETA has adopted various policies whose objective is to achieve sound financial management, to strengthen a culture of honesty, reliability, transparency, and care amongst all its internal and external stakeholders.

## 2. PURPOSE

The purpose of this Request for Quotation (RFQ) is to solicit proposals from potential Service Providers who will be able to assist with the travel management services that are consistent, reliable and will maintain a high level of traveller satisfaction. The duration of the contract will be 4 years commencing **01 April 2026, ending 31 March 2030.**

## 3. SCOPE OF WORK

Below are details of the core services that will be required:

- Flight Bookings - Domestic
- Flight Bookings - International
- Refund Admin Fee (excl. airline charges)
- Accommodation
- Accommodation International
- Car Hire bookings - Domestic
- Car Hire bookings - International
- Shuttle Services - Domestic (in 8 Provinces, Excluding Gauteng)
- Shuttle Services - International
- Travel Insurance
- Additional requirements (Bill Back Fees)
- 24/7 Support Services
- SMS Notification

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED.

## 4. EVALUATION AND SELECTION CRITERIA

The CHIETA has set minimum standards (Gates) that bidders must meet to be considered. All quotations duly lodged as specified in the Request for Quotation will be examined to determine compliance with quotation requirements and conditions. Quotations with obvious deviations from the requirements/conditions will be eliminated from further consideration.

Below criteria will be used to assess individual bidders' proposals.

| GATE 1: PRE-QUALIFICATION | GATE 2: TECHNICAL | GATE 3: PRICE AND PREFENCE |
|---|---|---|
| Bidders must submit all documents as outlined in 4.1. | Bidders are required to provide information listed in section 4.2 and failure to provide information will lead to disqualification. | Bidders will be evaluated in terms of Price and Preference in terms of the Preferential Procurement Regulation of 2022. |

### 4.1. GATE 1 - PRE- QUALIFICATION CRITERIA

The CHIETA will conduct screening of mandatory documents to check whether bidders meet compliance requirements. **Not providing these documents will result in the bidder proposal being disqualified from bid evaluation process**.

| Documents that must be submitted. | Non -submission will result in disqualification. | |
|---|---|---|
| Registration on Central Supplier Database (CSD) | **Yes** | • The Service provider must be registered as a service provider on the Central Supplier Database (CSD). (Provide proof of registration. i.e., CSD report)<br>If you are not registered proceed to complete the registration of your company prior to submitting your proposal. |

| | | |
|---|---|---|
| Standing bidding form 1 (SBD1) | **Yes** | Complete and signed standard bidding document (SBD1) |
| Declaration of Interest – SBD 4 | **Yes** | Complete and signed standard bidding document (SBD4) |
| Preference Point Claim Form – SBD 6.1 | **No** | Non-submission will lead to a zero (0) score on BBBEE. |
| Standard Bidding form 7.2 | **Yes** | Complete and signed standard bidding document (SBD7.2) |
| Pricing Schedule | **Yes** | Detailed pricing as per the scope of work.<br>• **Year 1**<br>• **Year 2**<br>• **Year 3** |

## 4.2. GATE 2 – TECHNICAL ASSESSMENT

For bidders to be considered for evaluation under Gate 2 (Technical Assessment), the following evidence and supporting documentation **must be submitted**. Failure to submit the required evidence will result in disqualification from further evaluation.

### 4.2.1 Company Profile and Experience

- A detailed company profile outlining the organisation's travel management services offering.
- The company must have a **minimum of Seven (7) years' verifiable experience** in rendering travel management services.

### 4.2.2 Client References

- A minimum of **five (5) reference letters** from previous or current clients, dated within the last seven (07) years.
- Reference letters must be on the client's letterhead and include the scope of services rendered, duration of the contract, and the client's contact details.

### 4.2.3 IATA Licence / Certification

- A valid and certified copy of the bidder's **International Air Transport Association (IATA) licence/certificate**.
- Where a bidding company utilises a third-party IATA licence, a **valid and signed agreement** with the licence holder must be submitted.

### 4.2.4 Systems, Tools and Technology

- Evidence of **booking platforms, reporting tools, and 24/7 support systems** that will be utilised.
- Demonstrate capacity for online and offline booking, traveller tracking, and management reporting.

**4.2.9 Compliance and Industry Memberships**

- Provide proof of **membership to relevant travel industry bodies** (e.g., ASATA).
- Provide evidence of compliance with **POPIA, B-BBEE, labour laws, and other applicable legislative requirements**.

**Note: Noncompliance with the above-mentioned mandatory requirements will mean automatic disqualification**

## 4.2. GATE 3: PRICE AND PREFERENCE

4.2.1. The bidders that have successfully progressed through to Gate 1 & 2 will be evaluated in accordance with the **80/20** Preference Point System as contemplated in the Preferential Procurement Regulations 2022.

4.2.2. If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining quotations.

4.2.3. The point scored for the B-BBEE status level certificate for each acceptable quotation will now be added to the price point.

## 4.3. PRICING SCHEDULE

4.3.1. The service provider must provide a price quotation as per the scope of work.

4.3.2. The total cost must be including VAT where bidder is registered for VAT and should be quoted in South African currency (i.e., Rands). It is bidders' responsibility to ensure that quoted price is market related. CHIETA shall conduct the assessment to confirm market relatedness of bidders quoted prices.

**Note: Noncompliance with the above-mentioned pricing schedule requirement will mean automatic disqualification**

# REFER BELOW FOR RETURNABLE DOCUMENTS BELOW

## STANDARD BIDING DOCUMBER (SBD1)

| | | | | | |
|---|---|---|---|---|---|
| **YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CHEMICAL INDUSTRIES EDUCATION AND TRAINING AUTHORITY** | | | | | |
| BID NUMBER: | | CLOSING DATE: | | CLOSING TIME: | |
| DESCRIPTION | | | | | |
| **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).** | | | | | |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID INCLUDING ENQUIRIES

| |
|---|
| **Procurement@chieta.org.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 | | | | | |
| | | | | | |
| | TCS PIN: | | **OR** | CSD No: | |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | ☐ Yes<br>☐ No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | ☐ Yes<br>☐ No | |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY? | | | | | |

| | | |
|---|---|---|
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX | ☐ | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) |
| | ☐ | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |
| | ☐ | A REGISTERED AUDITOR |
| | | NAME: |

***[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]***

| | | | |
|---|---|---|---|
| **1** ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?** | ☐Yes ☐ No<br><br>[IF YES ENCLOSE PROOF] | **2** ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?** | ☐Yes ☐No<br><br>[IF YES ANSWER PART B:3 BELOW] |
| **3 SIGNATURE OF BIDDER** | …… | **4 DATE** | |
| **5 CAPACITY UNDER WHICH THIS BID IS SIGNED** | | | |
| **6 TOTAL NUMBER OF ITEMS OFFERED** | | **7 TOTAL BID PRICE (ALL INCLUSIVE)** | |

| **BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:** | | **TECHNICAL INFORMATION MAY BE DIRECTED TO:** | |
|---|---|---|---|
| DEPARTMENT/ PUBLIC ENTITY | CHIETA | CONTACT PERSON | SCM |
| CONTACT PERSON | SCM | TELEPHONE NUMBER | N/A |
| TELEPHONE NUMBER | | FACSIMILE NUMBER | N/A |
| FACSIMILE NUMBER | | E-MAIL ADDRESS | Procurement@chieta.org.za |
| E-MAIL ADDRESS | | | |

**1. BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

**1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**

**1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**

**1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**

1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐
YES ☐ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐
NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO

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

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID**.

STANDARD BIDDING DOCUMENT (SBD4)

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] in the enterprise, employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related

[1] the power, by one person or a group of persons holding most of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

enterprise whether or not they are bidding for this contract?
**YES/NO**

2.3.1 If so, furnish particulars:
……
……

**3 DECLARATION**

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

3.1 I have read, and I understand the contents of this disclosure;
3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

…… ……
Signature Date

…… ……
Position Name of bidder

**STANDARD BIDDING DOCUMENT (SBD6.1)**

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

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

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### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the …… preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

| | POINTS |
|---|---|
| **PRICE** | |
| **B-BBEE STATUS LEVEL OF CONTRIBUTOR** | |
| **Total points for Price and B-BBEE must not exceed** | **100** |

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

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

## 2. DEFINITIONS

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

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

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

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

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

(f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) **"prices"** includes all applicable taxes less all unconditional discounts;

(h) **"Proof of B-BBEE status level of contributor"** means:

**1)** B-BBEE Status level certificate issued by an authorized body or person;

**2)** An affidavit as prescribed by the B-BBEE Codes of Good Practice;

**3)** Any other requirement prescribed in terms of the B-BBEE Act;

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

*(j)* **"Rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20** **or** **90/10**

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

Were

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

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

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

## 5. BID DECLARATION

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

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

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

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

## 7. SUB-CONTRACTING

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

(***Tick applicable box***)

| YES | | NO | |
|---|---|---|---|

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....……%
ii) The name of the sub-contractor…….
iii) The B-BBEE status level of the sub-contractor.....……
iv) Whether the sub-contractor is an EME or QSE
***(Tick applicable box***)

| YES | | NO | |
|---|---|---|---|

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

| Designated Group: An EME or QSE which is at last 51% owned by: | EME √ | QSE √ |
|---|---|---|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

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

8.1 Name of company/firm…….

8.2 VAT registration number……

8.3 Company registration number……

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……
……

8.6 COMPANY CLASSIFICATION

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

[*TICK APPLICABLE BOX*]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, 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 because of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses, or damages it has incurred or suffered because of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered because of having to make less favourable arrangements due to such cancellation;

(d) recommend that the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution.

| |
|---|
| ……<br>SIGNATURE(S) OF BIDDERS(S)<br><br>DATE: ……... |

## STANDARD BIDDING DOCUMENT (SBD7.2)

1. We hereby undertake to render services described in the attached proposal documents to CHIETA in accordance with the requirements and task directives/proposals specifications at the price/s quoted. Our offer remains binding upon us and open for acceptance by CHIETA during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

2.1 Bidding documents, viz

- Request for Bids
- Proposal submitted by the Service Provider in response to CHIETA 's Request for quotation
- Tax Clearance Certificate
- Pricing Schedule
- B-BBEE certificates in terms of the Preferential Procurement Regulations, 2017
- Declaration of interest
- Special Conditions of Contract (if applicable)

3. We agree that, for purposes of clause 27.4 of the TGCC, all disputes, unless otherwise agreed to between parties, shall be referred to mediation with an Arbitration Foundation of Southern Africa ("AFSA") accredited and appointed mediator in accordance with the then current rules of the AFSA or its successor.

4. We confirm that we have satisfied us as to the correctness and validity of our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all our obligations and we accept that any mistakes regarding price(s) and rate(s) and calculations will be at our own risk.

5. We accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on us under this agreement as the principal liable for the due fulfilment of this contract.

6. We declare that we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

7. I confirm that I am duly authorized to sign this contract for and/or on behalf of the Service Provider.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT) ……

CAPACITY……..

SIGNATURE……

NAME OF FIRM……

DATE……

**WITNESSES**

1 ……

2. ……..

**00000END0000**