



Johannesburg Social Housing Company

137 Sivewright Ave  
1<sup>st</sup> Floor  
New Doornfontein  
2094

PO Box 16021  
New Doornfontein  
2028

Tel 0861 JOSHCO  
Tel +27 (0) 11 406 7300  
Fax +27 (0) 11 404 3001  
E-mail [info@joshco.co.za](mailto:info@joshco.co.za)  
[www.joshco.co.za](http://www.joshco.co.za)

Issued: 07/10/2019

## RFQ: SUPPLY, INSTALL AND PROVIDE TRAINING OF INFORMATION TECHNOLOGY INFRASTRUCTURE LIBRARY (ITIL) COMPLIANT SERVICE DESK SYSTEM.

The Johannesburg Social Housing Company Pty Ltd (JOSHCO) Reg. No. 2003/008063/07 invites all suitable service providers that specialise in the following area of expertise:

CONTACT PERSON	DESCRIPTION	CLOSING DATE AND TIME
<b>NAME:</b> Nthabiseng Sebate <b>TEL:</b> 011 406 7354 <b>EMAIL:</b> <a href="mailto:nthabisengSe@joshco.co.za">nthabisengSe@joshco.co.za</a>	Supply, Install and provide training of Information Technology Infrastructure Library (ITIL) Compliant Service Desk System	Closing Date: 14/10/2019 Closing Time: 10:00 a.m.

### 1. INTRODUCTION

Johannesburg Social Housing Company hereafter referred to as **JOSHCO** invites submissions from reputable service provider to Supply, Install and provide training of Information Technology Infrastructure Library (ITIL) Compliant Service Desk System.

### 2. SCOPE OF WORK

Prospective service providers are hereby invited to submit quotations in accordance with the specification detailed below.

#### 2.1. SUPPLY, INSTALL AND PROVIDE TRAINING OF INFORMATION TECHNOLOGY INFRASTRUCTURE LIBRARY (ITIL) COMPLIANT SERVICE DESK SYSTEM

##### - Product requirements:

Requirement	Description	Importance
<b>ITIL Processes</b>		
Incident Management	Handling of incident tickets from logging through to resolution	<b>M</b>
Problem Management (including KEDB)	Handling of problem tickets – underlying causes of faults – and records of these in the Known Error DB	<b>M</b>
Change Management	Handling of change tickets, approval mechanism and implementation plans	<b>M</b>
Knowledge-Base	Tool to have usable KMS function for support reference	<b>M</b>
CMDB / CI tracking	In-built capability to manage / track assets and link to incidents and users	<b>M</b>

Directors: Mr. Tumelo Mpho Mlangeni (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Prof. Wellington Twala (NED), Mr. Thabo Motloung (NED), Mr. Nyambeleni Tshindane (NED), Prof. Kevin Wall (NED), Mr. Thami Bolani (NED), Mr. Tumisho Makofane (NED), Mr. Mzamani Saxon Kubayi (NED), Mr. Dinkwanyane Kgalema Mohuba (NED), Ms. Xolisile Njapha (Company Secretary)

Registration Number: 2003/008/063/07

Request Fulfilment	System handles requests for standard equipment, purchase of licenses etc. (i.e. Information requests, advice, standard changes)	<b>S</b>
Service Catalogue / Portfolio Management	Ability to manage / maintain the ICT Service Catalogue from within the tool	<b>S</b>
KB article review / expiry dates	KMS system has expiry / review dates for all Knowledge-Base articles to prompt for review	<b>W</b>
<b><i>Ticket / Request Handling</i></b>		
Mechanism for approving change requests at line manger level	User's departmental level approval by their manager	<b>M</b>
Technical / SM approval of change requests	Relevant ICT authorization of change within ICT (power users)	<b>M</b>
Automated emails for ticket status updates	Email notifications of key stages in ticket lifecycle, i.e. any major updates	<b>M</b>
Event-based notifications for SLA clocks and ticket updates	In-application and / or email notifications to alert when updates are received for tickets or at pre-defined times in the SLA timeline	<b>M</b>
Multiple ticket resolution groups	Multiple groups / ticket stacks for different resolver groups to use in managing their queue	<b>M</b>
Facility to upload / attach screenshots, extra information etc.	Tool requires ability for any users to attach documents when logging / updating tickets for screenshots etc.	<b>M</b>
Ability to pass between resolver teams	System functionality to allow moving tickets between resolver groups for further work etc.	<b>M</b>
Multi-Customer capability to allow differentiation of tickets from different sites	Ability to log tickets on the system for a third-party customer, different business unit or partner organization	<b>M</b>
Link Tickets (including different types i.e. Change, Problem, Incident)	Ability to link tickets in the system so that relevant tickets can be associated with each other (i.e. a change related to fixing an incident)	<b>M</b>
Automatic incident logging from email	Email input into system automatically creates an incident when in pre-defined format	<b>W</b>
'Quick Ticket' templates for logging of most frequent issues	Tool has ability to quickly log tickets or particular types which are logged frequently by using pre-completed templates	<b>W</b>
Auto Expiration / Deletion of attachments	After a pre-defined time (i.e. 6months) any attachments to resolved tickets are automatically deleted to save space	<b>W</b>
Pre-programmed templates for ticket Logging	Tool comes with pre-prepared ticket logging templates to save configuration time / effort	<b>W</b>
Auto-Password Reset	Users given ability to reset/change their Active Directory passwords using reset forms – incident auto-logged	<b>W</b>
Automatic / Intelligent Routing of tickets, dependent on CI types and priority	Tickets are auto-allocated with suggested resolver groups based on logging details	<b>S</b>
<b><i>Accessibility / Reporting</i></b>		

Directors: Mr. Tumelo Mpho Mlangeni (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Prof. Wellington Twala (NED), Mr. Thabo Motloung (NED), Mr. Nyambeleni Tshindane (NED), Prof. Kevin Wall (NED), Mr. Thami Bolani (NED), Mr. Tumisho Makofane (NED), Mr. Mzamani Saxon Kubayi (NED), Mr. Dinkwanyane Kgalema Mohuba (NED), Ms. Xolisile Njapha (Company Secret:



Web Portal for Users to log and check progress on tickets	Ability to access from the internet a web portal which can be used to log tickets and check progress	<b>M</b>
Web portal functionality to allow 3 <sup>rd</sup> party support partners access	ICT Delivery partners can access web portal to update tickets etc.	<b>M</b>
In-built reporting / export functionality	Ability to generate reports and export data is included	<b>M</b>
Accessibility on mobile devices i.e. Blackberry / Android / iPhone	Smartphone applications / interfaces to allow access to the system	<b>S</b>
Dashboard Views	Graphical reports which give at-a-glance view on service etc.	<b>S</b>
Pro-Active User Information displayed on portal / ticker / intranet	Graphical reports which give at-a-glance view on service etc.	<b>S</b>
User authentication via AD	If tool is installed on premise, use of the Active Directory in place to authenticate users on the tool	<b>S</b>
Customer Satisfaction survey	Built-In mechanism for compiling and reporting on CustSat	<b>W</b>
<b>Integration / Compatibility</b>		
Email integration	Full integration with email, allowing sending of notification emails etc.	<b>M</b>
Windows 7 / 8 / 10 compatible	Software / Tool must support Windows 7/8/10	<b>M</b>
MS Internet Explorer v8 and higher compatible	Any browser-based elements must work with IE8	<b>M</b>
Integration with other helpdesk tools of partners – e.g. CoJ	Tool integrates to the extent that tickets can be handed between systems and other functions such as SLA clocks are synchronized	<b>S</b>
Integration with remote support tools i.e. Team Viewer / LogMeIn / VNC or products' own toolset	ITSM tool integrates with support tools that facilitate with remote support, viewing to remote user device etc.)	<b>S</b>
System monitoring integration	Tool integrates completely with a monitoring application and can auto-log tickets relating to the system events	<b>S</b>
<b>SLA / OLA Management</b>		
Custom SLA levels, per service	Ability to configure custom SLA's for different services	<b>M</b>
VIP allocation for limited number of users	Functionality to flag a number as users as VIP and thus raise ticket profile or implement different SLA's	<b>S</b>
Service Level Information Review Dates	Configurable reminders to alert Service Management function when an SLA is due for review with the customer	<b>W</b>
Contract Management and SLM	Details of contracts logged in the tool and associated SLA's to allocate to a service / product in the Service Catalogue	<b>W</b>
<b>Misc</b>		

Directors: Mr. Tumelo Mpho Mlangeni (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Prof. Wellington Twala (NED), Mr. Thabo Motloung (NED), Mr. Nyambeleni Tshindane (NED), Prof. Kevin Wall (NED), Mr. Thami Bolani (NED), Mr. Tumisho Makofane (NED), Mr. Mzamani Saxon Kubayi (NED), Mr. Dinkwanyane Kgalema Mohuba (NED), Ms. Xolisile Njapha (Company Secretary)

Extensibility to allow use as a Business Service Desk	Tool to be suitable for use by other BU's for logging / tracking customer requests etc.	<b>S</b>
Asset Management Financial Info	Tool has the ability to contain financial information for assets, i.e. purchase value, depreciation, compound asset value (including add-ons such as RAM / disks)	<b>S</b>
User and Administrator Auditing Tool	Active directory auditing including administrator server activities	
CI Relationships to Outage / Change Impact	Understand how a change to a CI will impact service and other CI's if a change is made or failure of a specific CI or service occurs	<b>W</b>
JOSHCO branding of tool	ITSM tool carries Coal JOSHCO logo / branding etc.	<b>W</b>
Real-time chat	End-User system / web portal has ability to chat real-time with service desk analyst	<b>W</b>
Software / License audit capabilities	Product has the ability to run discovery tool(s) on assets to interrogate and report on installed versions of software	<b>W</b>

**M = Must Have; S = Should Have; W = Would Like**

### 3. BID EVALUATION PROCEDURE

#### 3.1. Stage One: Administrative Compliance

- Prospective training providers **must** submit the following documents with their bids:
  - Valid Original SARS Tax Clearance Certificate
  - Company Registration Documents.
  - Up to date municipal account/statement for the company (not older than 3 months). In case where a bidder is a lessee, a certified copy of a valid lease agreement must be supplied.
  - Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
  - B-BBEE Certificate (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
  - CSD Registration Documents.
  - Completed JOSHCO Supplier database form

#### 3.2. Stage Two: Evaluation in terms of PPPFA 2017:

This bid will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate. Breakdown of points:

80/20 Preference Point Components	Points
Price	80
B-BBEE level contribution	20
Total	100

Directors: Mr. Tumelo Mpho Mlangeni (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Prof. Wellington Twala (NED), Mr. Thabo Motloung (NED), Mr. Nyambeleni Tshindane (NED), Prof. Kevin Wall (NED), Mr. Thami Bolani (NED), Mr. Tumisho Makofane (NED), Mr. Mzamani Saxon Kubayi (NED), Mr. Dinkwanyane Kgalema Mohuba (NED), Ms. Xolisile Njapha (Company Secretary)

Joshco's seek to provide an effective and efficient procurement service to its stakeholders through procurement best practices and optimal resource management, in compliance with the JOSHCO's Supply Chain Management Policy and relevant procurement regulatory framework. JOSHCO is committed to affirmative procurement consistent with the South African Constitution and the approved DTI Codes of Good Practice issued in terms of the BBBEE Act No. 53 of 2003 (as amended).

### 3.3. Pricing

- All prices must be **VAT inclusive and include all other related costs.**
- Submissions must be hand delivered to JOSHCO head office (137 Sivewright Avenue, 1<sup>st</sup> Floor, New Doornfontein, 2094) in a sealed envelope – **ITIL/001/2019**
- Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

A complete document with MBD forms is downloadable from JOSHCO website: [www.joshco.co.za](http://www.joshco.co.za)

**“Speak up against fraud and corruption; Blow the whistle”**

**National Anti-fraud Hotline: 0800 002 587 or SMS 32840**

**Tip-offs are anonymous**



  
**SUPPLY CHAIN MANAGER**  
**JOHANNESBURG SOCIAL HOUSING COMPANY**

Date: 08/10/2019

Directors: Mr. Tumelo Mpho Mlangeni (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Prof. Wellington Twala (NED), Mr. Thabo Motloung (NED), Mr. Nyambeleni Tshindane (NED), Prof. Kevin Wall (NED), Mr. Thami Bolani (NED), Mr. Tumisho Makofane (NED), Mr. Mzamani Saxon Kubayi (NED), Mr. Dinkwanyane Kgalema Mohuba (NED), Ms. Xolisile Njapha (Company Secretary)

Registration Number: 2003/008/063/07



## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

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

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Company Registration Number: .....

3.4 Tax Reference Number: .....

3.5 VAT Registration Number: .....

3.6 Are you presently in the service of the state\* YES / NO

3.6.1 If so, furnish particulars.

.....

.....

3.7 Have you been in the service of the state for the past twelve months? YES / NO

3.7.1 If so, furnish particulars.

.....

.....

---

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

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.8.1 If so, furnish particulars.

.....  
.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.9.1 If so, furnish particulars

.....  
.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.10.1 If so, furnish particulars.

.....  
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.11.1 If so, furnish particulars.

.....  
.....

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



## MBD 6.1

### 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, 2011.**

#### 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 **The value of this bid is estimated not to exceed R50 000 000 (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
<b>1.3.1.1 PRICE</b>	80
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

## 2. DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on 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 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;
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
- 2.19 **“proof of B-BBEE status level of contributor”** means B-BBEE Status level certificate issued by an authorized body or person; OR A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; OR Any other requirement prescribed in terms of the B-BBEE Act.
- 2.20 **“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.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

#### 4. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

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

$P_t$  = Rand value of bid under consideration

$P_{\min}$  = Rand value of lowest acceptable bid

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

- 5.1 In terms of Regulation 5 (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:

##### 80/20 System

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



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

## **6. BID DECLARATION**

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

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

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

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

## 8. SUB-CONTRACTING

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

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?

..... %

(ii) the name of the sub-contractor?

.....

(iii) the B-BBEE status level of the sub-contractor?

.....

(iv) whether the sub-contractor is an EME OR QSE? YES / NO (delete which is not applicable)

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

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

## 9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm :

.....

9.2 VAT registration number :

.....

9.3 Company registration number

.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

#### 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

#### 9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

#### 9.7 MUNICIPAL INFORMATION

Municipality where business is situated

.....  
Registered Account Number .....  
Stand Number .....

#### 9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

.....

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

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been

applied; and

(e) forward the matter for criminal prosecution

**SIGNATURE(S) OF BIDDER(S)**

1. ....

2. ....

DATE: .....

ADDRESS:.....  
.....  
.....  
.....

**WITNESSES**

1. ....

2. ....