



National Empowerment Fund

RFP No: NEF 08/2024/25

Request for Proposal for NEF Head Office Accommodation:

- **Option 1: Lease**
- **Option 2: Lease to Buy**
- **Option 3: Buying**

CLOSING DATE: 08 January 2025

TIME: 14:00

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

1. **Proprietary Information:**

The National Empowerment Fund (NEF) considers this **tender** and all related information, either written or verbal, which is provided to the bidders, to be proprietary to the NEF. It shall be kept confidential by the bidders and its officers, employees, agents and representatives. The bidders shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of NEF.

2. **Enquiries**

All communication and attempts to solicit information of any kind relative to these bids should be channeled to names provided below:

Contact persons (all questions should be in writing)

Commercial

Olga Sekhoto

Facilities Manager

Tel: +27 11 305 8000

Email: sekhotoo@nefcorp.co.za

Technical

Kedibone Mboweni

Supply Chain Management

011 305 8000

mbowenik@nefcorp.co.za

3. **Medium of Communication**

All the documentation submitted in response to this **RFP** must be in English.

4. **Verification of Documents**

Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The NEF will not be liable for any loss which may occur as a result of any pages or information missing or duplicated from or within the submission.

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

5. **Validity Period**

Responses to this Request for Quote received from Bidders will be valid for a period of **150 days**, calculated from the closing date.

6. **Submission of Response**

6.1 Only properly filled and fully signed documents in line with the RFP requirements must be submitted on PDF format via email to tenders@nefcorp.co.za by no later than 14h00 on **08 January 2025**. No proposals will be accepted after cut-off date and time.

6.2 No bids received by telegram, telex, facsimile, hand-delivery, post or any medium other than the above prescribed method will be considered.

6.3 Where an RFP document is not received at the time of the RFP closing, such a RFP document will be regarded as a late bid. Late bids will not be considered.

6.4 The Bidder is responsible for all the costs that shall be incurred in relation to the preparation and submission of the bid document.

6.5 A list of all references (minimum 3) with contact details must be included in the RFP document.

6.6 Copies of qualifications, identity documents (IDs) and the curricula vitae (CVs) of persons who will be involved in the execution of this bid should the bidder be successful must be attached to the proposal.

6.7 The following information also needs to be provided with the bid document:

- Names and details of senior management
- Employment equity details of employees at an operational level
- Percentage of ownership by number of:
 - Black ownership
 - Black women ownership
 - Youth ownership

6.8 A valid Tax Status Pin document must be included in the bid document. Failure to submit would render your bid invalid.

6.9 Bidders are advised to submit / send its bid responses at least 15 minutes before the deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. NEF's e-mail servers are configured to receive e-mails with sizes up to **18MB**.

6.10 The NEF will not be held responsible for any of the following:

- bid responses sent to the incorrect email address;
- bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
- any security breaches and unlawful interception of tender / bid responses by third parties outside the NEF's IT network domain;
- bid responses received late due to any IT network related congestions and/or technical challenges; and bid responses with file size limits greater than NEF's e-mail receipt capacity of **18MB**.

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

- 6.11 Copy/ies of any affiliations that you may have must be attached to the response to this bid.
- 6.12 Kindly note that the NEF is entitled to amend any RFP conditions, validity period, specifications, or extend the closing date of bids before the closing date. All Bidders, to whom the RFP documents have been issued, will be advised in writing of such amendments within reasonable time after they are made.
- 6.13 The NEF reserves the right not to accept the lowest bid or any bid in part or in whole.
- 6.14 The NEF also reserves the right to award this bid to any party whom it decides as a whole or in part without furnishing reasons. The NEF reserves the right to withdraw this RFP at any stage with or without giving reasons.
- 6.15 The Bidders hereby offers to render all or any of the services described in this RFP document to the NEF on the terms and conditions and in accordance with the specifications stipulated in this RFP document. This RFP document and the bidder's response thereto shall form part of any service level agreement that may be concluded between the NEF and the bidder. In the event of conflict between such documents, the service level agreement shall take precedence over all other documents.
- 6.16 Bids submitted by juristic persons or partnerships must be signed by a person or persons duly authorized thereto by a resolution of a board of such juristic person, a copy of which resolution, duly certified be submitted with the bid.
- 6.17 The Bidders shall prepare for a possible presentation should NEF require such and the Bidders shall be notified thereof no later than 4 (four) days before the actual presentation date.

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

- 6.18 The Bidders hereby agrees that the offer herein shall remain binding upon him/her and will be open for acceptance by the NEF during the validity period indicated herein.
- 6.19 The Bidders furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her RFP response, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the RFP response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 6.20 The Bidders hereby accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this bid as the principal(s) liable for the due fulfillment of this bid and any contract that might be concluded pursuant hereto.
- 6.21 The NEF will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013. The NEF will only process your information (which involves but is not limited to collecting, collating, organising, disseminating, and destroying) in the following circumstances:
- where you have granted the necessary consent;
 - where we are required to do so by law;
 - where processing is necessary to protect our legitimate interests;
 - where it is necessary for the conclusion or performance of a contract to which you are party; or
 - where it is in the public interest to do so.
- 6.22 By signing this RFP document, the bidder hereby consents to the use of their personal information which forms part of the bid process and as may be discovered by the NEF and confirm that the information is supplied

voluntarily without undue influence from any party. Bidders acknowledge that they are aware of their right to access the information at a reasonable time for purposes of rectification or object to the processing of the information.

6.23 Bidders are required to register on the National Treasury Database as per National Treasury Circular No 3 of 2015/2016 – Central Supplier Database (CSD).

CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS RFP

Name of your Company (in block letters)	
Signature(s) of the Bidders or assignee(s)	
Name of person signing (in block letters)	
Capacity	
Are you duly authorized to sign this bid?	
Company Registration Number	
VAT Registration Number	
Postal address (in block letters)	
Physical address (in block letters)	
Domicillium citandi et executandi in RSA	(full) street address) (in block letters)
Contact Person	
Telephone Number	
Fax Number	
Cell Number	
E-mail	

Section 2

TERMS OF REFERENCE / SCOPE OF SERVICE

2.1 Preamble

The National Empowerment Fund Act No.105 of 1998 established the National Empowerment Fund Trust (**NEF**), for the purpose of promoting and facilitating economic equality and transformation, by providing development finance for Black empowered South African businesses and by designing investment products in promoting savings and investment activity amongst Black South Africans. The NEF is an agency of the Department of Trade and Industry (**the dti**) and is committed to the implementation of the Broad Based Black Economic Empowerment Act, Act 53 of 2003, and the Codes of Good Practice.

2.2 SCOPE OF WORK

TERMS OF REFERENCE: The bidders are to provide responses based on the following technical specifications for **Option 1: Leasing, Option 2: Leasing to Buy** and or **Option 3: Buying**.

Criteria	Definition	Description
Area	Parktown (JHB) to Centurion (Highveld) including but not limited to Illovo, Melrose, Rosebank, Sandton, Midrand.	<p>The building to be considered in the specified areas must comply with the following:</p> <ol style="list-style-type: none"> 1. Must be within an office node (industrial areas are specifically excluded). 2. Within walking distance to public transport including taxi routes, Bus Routes and Gautrain Bus stops. 3. Within walking distance to retail centres that provides convenient goods and services.
Usable Area	4 000 m ² - 4 500m ² including common areas	Lettable area to be leased dependent on available premises.
Lease Period	<ul style="list-style-type: none"> • Option A (Lease): Three (03) year lease period with option to extend for a further two (02) years • Option B (Lease): Five (05) year lease period with option to extend for a further two (02) years • Option C (Lease to buy): Three (03) year lease period 	Bidders to submit lease proposals for one of the options and to include rental rates, tenant installation allowance, Rates and Taxes, Water and Electrical consumption, and all other attributes.
Building	<ol style="list-style-type: none"> 1. The building can be an existing building or a newly developed building. 	In the case of a new development, the building must be scheduled to be ready for beneficial occupation date, being 01 July 2025.

TERMS OF REFERENCE: The bidders are to provide responses based on the following technical specifications for **Option 1: Leasing**, **Option 2: Leasing to Buy** and or **Option 3: Buying**.

Criteria	Definition	Description
	<ol style="list-style-type: none"> 2. The building facilities must cater for physically challenged visitors and employees. 3. Exterior tenant signage must be allowable. 	
Municipal and Levies	All monthly rates, taxes and levies to be provided	Rates and Taxes, Water and Electrical consumption, Refuse and sanitary services.
Beneficial occupation	<ol style="list-style-type: none"> 1. Three (3) months (Lease and Lease to Buy options) 2. Buying option – optional occupation rent to be provided 	The landlord must grant the tenant a beneficial occupation period starting from 1 July 2025.
Parking	160 to 200 parking bays including visitors parking (including basement and shaded parking)	Secure on-site parking of which some will cater for physically disabled people, must be available in accordance with municipal by-laws. Confirmation of which should be included in the proposal.
Tenant installation allowance	The landlord to provide tenant installation allowance and demonstrated capacity to undertake the tenant installation on behalf of the tenant.	The tenant installation allowance provided shall be in line with market rates.
Office Refurbishment	The owner to provide estimated costs to render the office fit for purpose	All repairs and maintenance required to internal and external fixtures, such as walls, carpets, painting etc.
Building services	The office accommodation must be fully air-conditioned and ventilated, have existing fire detection and prevention	Building services must be designed, installed and maintained in accordance with the relevant National

TERMS OF REFERENCE: The bidders are to provide responses based on the following technical specifications for **Option 1: Leasing, Option 2: Leasing to Buy** and or **Option 3: Buying.**

Criteria	Definition	Description
	<p>services, lifts, own electric distribution board(s), Occupational Health and Safety (OHS), emergency evacuation process compliance and double tier cable trays in ceiling voids or make allowance for these. Building must cater for people with Special Needs (disabilities access)</p>	<p>Building Regulations.</p>
<p>Technology and Communication</p>	<p>Provide information on building specifications such as:</p> <ol style="list-style-type: none"> 1. Uninterrupted power supply (UPS) and back-up generator power supply / solar and inverters 2. Cabling and network infrastructure 3. Building access to fiber connectivity 4. CCTV and Access control system 	
<p>Amenities, Finishes and Quality</p>	<p>Provide information on building specifications such as: High material spec, functional design base finishes; elevators; high spec stairwells; lobby and reception of quality finishes/appearance and services; general floor plate permitting design flexibility; good balance between light and environmental control; Central Environmental Control premised on typical building management system with quality split system incorporated; presentable and functional landscaping and greening or</p>	<p>The landlord to submit building floor plans as part of the bid.</p>

TERMS OF REFERENCE: The bidders are to provide responses based on the following technical specifications for **Option 1: Leasing, Option 2: Leasing to Buy** and or **Option 3: Buying.**

Criteria	Definition	Description
	<p>presentable building exteriors; limited on site amenities but close at hand and/in safe walking/driving proximity; kitchen/catering facilities available individually or on shared basis.</p>	
Public Environment	<p>Safe, presentable and clean street/ foyer interface; surrounding public environment comprising good infrastructure; Improvement District / private services involvement or plans; good exposure and visibility; vehicular access and good access to public transport.</p>	
Salient Lease Agreement Terms and Conditions	<p>The landlord will be responsible for all building maintenance, service and repairs in respect of premises, i.e. electrical, plumbing, air-conditioning, lifts, fire equipment, general maintenance including repairs to doors, door handles, light fixtures, light bulbs; ceiling boards, light switches, plug-points, etc. which forms part of the building.</p> <p>Building insurance is the responsibility of the owner/landlord for Leasing and Lease to Buy options.</p>	

The NEF seeks to lease office space in the areas in and around Parktown (JHB) to Centurion (Highveld) including but not limited to Illovo, Melrose, Rosebank, Sandton, Midrand. The premises to be leased should be between 4 000m² to 4 500m² excluding parking. **NB: m² should not be less than what is indicated, can be negotiated if more.** To achieve our objective and optimum office space the following factors must be considered:

Location	Lease issues
<ul style="list-style-type: none"> •Features Site Accessibility •Freeway Access •Public Transportation Timing •Employees Geographic Location 	<ul style="list-style-type: none"> •Occupancy Date •Budget & Cost •Lease Duration •Extension Options
Building	Space planning
<ul style="list-style-type: none"> •Special Needs (disabilities access and toilets on ground floor) •Reception Area/Security •Multi-Tenant/Single •Work Areas Amenities •Parking bays not less than 160 •Signage Visibility •Type of Building (Grade) 	<ul style="list-style-type: none"> •Layout Type •Offices vs. Open Plan Areas •Number of employees •Sizes of Offices & Work Areas •Equipment •Rest Rooms •Spacious or Efficient •Lighting •Quality •Location in Building •Building & Floor Size

10. Technical Mandatory Requirements

10.1.1

	Comply	Not Comply
The service provider must have presence in the provinces that they are bidding for. Please furnish proof of presence by attaching statement of rates & taxes for the bidder or the sub-contractor/joint venture which is not older than 3 months.		
Substantiate / Comments		

10.1.2

	Comply	Not Comply
The service provider must have atleast five (05) years relevant experience in the property Industry. Please furnish three contactable references . The details should include company name, contact person and the contact number.		
Substantiate / Comments		

10.1.3

The service provider must be accredited with the relevant regulatory body in property management for leasing and lease to buy. Please attach valid accreditation.	Comply	Not Comply
Substantiate / Comments		

10.1.4

The service provider must provide proof of mandate if acting on behalf of the landlord.	Comply	Not Comply
Substantiate / Comments		

10.1.5

	Comply	Not Comply
The service provider must provide a building which is accessible to clients, suppliers and people with disabilities.		
Substantiate / Comments		

10.1.6

	Comply	Not Comply
The service provider must provide a building with a lease which is flexible to accommodate period, expansion, extension, termination and first right of refusal.		
Substantiate / Comments		

10.1.7

	Comply	Not Comply
The service provider must provide a building with the following amenities or more:		
• pause area(s)		
• good conditioned rest rooms		
• Canteen		
• Air condition remains the responsibility of the landlord		
• Option to tie in with building maintenance services		
Substantiate / Comments		

10.1.8

	Comply	Not Comply
The service provider must provide a building which is secured or a neighborhood which is safe.		
Substantiate / Comments		

10.2 TECHNICAL NON-MANDATORY REQUIREMENTS

10.2.1

	Comply	Not Comply
The service provider must provide a building which is on the street level. Proximity to public transport		
Substantiate / Comments		

10.2.2

	Comply	Not Comply
The service provider must provide a building with adequate parking on site or within the vicinity, available for both visitors and staff.		
Substantiate / Comments		

10.2.3

	Comply	Not Comply
The service provider must provide a building which is Grade A and B.		
Substantiate / Comments		

10.2.4

	Comply	Not Comply
The service provider must provide a building which has green potential.		
Substantiate / Comments		

10.2.5

	Comply	Not Comply
Provision of maintenance: Landlord must provide maintenance support, ie, Plumbing, Electrician and Handyman services		
Substantiate / Comments		

4. EVALUATION CRITERIA

Tenders shall be evaluated in terms of the following parameters and shall be scored on the weightings stated below. **Phase 1: Technical:** Bidders will need to score a minimum of **42 points in technical** in order to qualify for further evaluation

Points Allocated: 0=Poor 1=Below average, 2=Average, 3=Good, 4=Very Good, 5=Excellent

Evaluation Criteria	Weighting	50 Points
Proposed Property Requirement	<ul style="list-style-type: none"> • The premises to be lease/lease to buy/buy should be between 4 000m² to 4 500m² inclusive of a canteen area 	10
Capacity of Bidder	Company profile: <ul style="list-style-type: none"> • 0 relevant years' experience (0 points) • 1 relevant years' experience (1 points) • 2 relevant years' experience (2 points) • 3 relevant years' experience (3 points) • 4 relevant years' experience (4 points) • 5 or more relevant years' experience (5 points) 	10
	<ul style="list-style-type: none"> • Proof of ownership of building/Mandate to lease/ lease to buy and selling of the proposed building 	3
	<ul style="list-style-type: none"> • Proof of property insurance 	3
Location	Building within the vicinity of Parktown (JHB) to Centurion (Highveld) including but not limited to Illovo, Melrose, Rosebank, Sandton, Midrand. (Provide proof)	9
Bidder's Experience	The bidders must demonstrate the project experience in providing similar services. Please attach signed reference letters with contact numbers. The points will be allocated as follows: <ul style="list-style-type: none"> • 0 relevant reference letters (0 points) • 1 relevant reference letters (1 point) • 2 relevant reference letters (2 points) • 3 relevant reference letters (3 points) • 4 relevant reference letters (4 points) • 5 and above reference letters (5 points) 	5

Property Grading (Provide proof/certificate)	<ul style="list-style-type: none"> • Grade A - Premium, high-quality buildings in top locations. These properties offer modern facilities, advanced technology, and are usually occupied by high-profile tenants (5 points) • Grade B - These properties might require some upgrades or have less advanced infrastructure than Grade A properties but are still suitable for business operations. (4 points) • All other Grades of buildings (0 points) 	10
Total	50	

Phase 2: Site Visit: Bidders will need to score a minimum of 40 points in order to be evaluated further

Criteria	50 Points
Ease of access from major highways and thoroughfares & proximity to public transport	5
Premises within the Commercial Offices / Office Area Suitable to house the NEF staff. Standalone Building (Industrial area or Multi-tenant building not preferred)	5
Air conditioning	5
Technology Infrastructure i.e Server Room, Network installation	5
Back-up Power solution	5
Back-up Water solution	5
Building includes a canteen area	5
Security & Access Control: Perimeter of the premises adequately secured to ensure no unauthorized access from outside and access controlled	5
Building Grade A (5 Points) Building Grade B (4 Points)	5
Building complies with OHS to cater for people with disabilities, wheelchair ramps, fire safety, ventilation etc.	5
MAXIMUM AVAILABE POINTS	50

The NEF may conduct site visits with only shortlisted companies.

Phase 3: 80/20 Preference Point System

All tenders that will achieve the minimum qualifying score for technical will be evaluated further in terms of the preference point system as follows:

CRITERIA	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL	100 points

NATIONAL EMPOWERMENT FUND – SPECIFIC GOALS	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)
<ul style="list-style-type: none"> • 51% and above Black ownership 	10
<ul style="list-style-type: none"> • 30% and above Black Women’s Ownership 	5
<ul style="list-style-type: none"> • Any % of ownership by Black Designated Groups >0 	1
<ul style="list-style-type: none"> • Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE) 	2
<ul style="list-style-type: none"> • Youth ownership 	2
Total Points	20

PRICING

**(Please complete below pricing schedule),
stating all pricing information including rates,
costs, fees including and excluding vat and
annual escalation)**

SPECIFIC GOALS

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS AND DEFINITIONS

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).

1.21.2

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

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific goals.

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific goals must not exceed	100

1.5 Failure on the part of a bidder to submit the required documents to substantiate the points claimed with the bid, will be interpreted to mean that points for specific goals are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals 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) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development

Programme as published in *Government Gazette* No. 16085 dated 23 November 1994

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE (the 80/20 or 90/10 preference point systems)

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

$$P_s = 8888 \left(1 - \frac{P_t - P_{min}}{P_{min}}\right) \quad \text{or} \quad P_s = 9988 \left(1 - \frac{P_t - P_{min}}{P_{min}}\right)$$

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{min} = Price of lowest acceptable bid

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT.

3.2.1 POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = \mathbf{8888} \left(1 + \frac{P_t - P_{max}}{P_{max}}\right) & \mathbf{or} & P_s = \mathbf{9988} \left(1 + \frac{P_t - P_{max}}{P_{max}}\right) \end{array}$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 3 (1) an organ of state must, in the tender documents, stipulate the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

NATIONAL EMPOWERMENT FUND – SPECIFIC GOALS	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)	NUMBER OF POINTS (90/10 PREFERENCE SYSTEM)
• Black ownership	10	
• 30% Black Women’s Ownership	5	
• Any % of ownership by Black Designated Groups >0	1	
• Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2	
• Youth ownership	2	
Total Points	20	

5. BID DECLARATION

5.1 Bidders who claim points in respect of specific goals must complete the following:

SPECIFIC GOAL	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)	NUMBER OF POINTS (90/10 PREFERENCE SYSTEM)
1. Black ownership		
2. 30% Black Women’s Ownership		
3. Any % of ownership by Black Designated Groups >0		
4. Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)		
5. Youth ownership.		
Total Points		

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 3.1

6.1 Specific goals: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 3.1 and must be substantiated by submitting the required documents.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm:.....

7.2 VAT registration number:.....

7.3 Company registration number:.....

7.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

7.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

7.8 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 specific goals indicated in paragraphs 1.4 and 5.1 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 as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

I, the undersigned, certify that the information contained in this document is accurate and correct. I am fully responsible for any misrepresentation in this document and am aware of the repercussions that may arise as a result of such a misrepresentation.

Name: _____ ID Number/Passport Number: _____

Signed: _____ Date: _____

Position: _____

Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFB.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:

Supplier Number	
Unique registration reference number	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

Annexure 2: Tax Compliance Requirements

1. TAX COMPLIANCE REQUIREMENTS		
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
1.2	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.	
1.3	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.	
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
1.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
1.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	YES NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	YES NO
<p>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 1.3 ABOVE.</p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

Annexure 3: 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 enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

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.....

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

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 consortium² 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.

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

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

.....
Signature	Date

.....
Position	Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Annexure 4: Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

4.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

4.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% Shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

4.3 Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED NAME.....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

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Name of Bidder