



REQUEST FOR QUOTATION

QUOTE DETAILS

QUOTES NUMBER: AS/2018/RFQ/008/Courier Services

CLOSE Date: 26 November 2018
Time: 11:00

DESCRIPTION: The AgriSETA identified a need for National and International Courier Services for the period December 2018 to 31 March 2020.

BRIEFING SESSION: Yes No
See division 1 on Special Conditions of Quotes and Contract that the respondent needs to take note of.

Quotesder details

(Use this as a cover page for response document and envelope)

Company Name:			
Completed by:			
Email:			
Telephone:			
Mobile number:			
Date:			
Mark with X	ORIGINAL		COPY

Please indicated whether it is the original or copy, tick the applicable block
Procurement process administered by AgriSETA.

GLOSSARY

AgriSETA	Agricultural Sector Education and Training Authority
Award	Conclusion of the procurement process and final notification to the effect to the successful quotesder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued there under by the Department of Trade and Industry
Quotes	Written offer in a prescribed or stipulated form in response to an invitation by AgriSETA for the provision of goods, works or services
Contractor	Organisation with whom AgriSETA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Quotes
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
GCC	General Conditions of Contract
IP	Intellectual Property
NIPP	National Industrial Participation Programme
Original Quotes	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

SECTION A

DOCUMENTS IN THIS QUOTES DOCUMENT PACK

Respondents are to ensure that they have received all pages (pp 50) of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of respondents and must not be returned with quotes.

- Section A Part 1:** Quote Submission Conditions and Instructions:
- Section A Part 2:** Terms of Reference
- Section A Part 3:** Evaluation Process/Criteria
- Section A Part 4:** Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract

(The pro forma contract is only included for respondents to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned with quotes. Quotesders are encouraged to set out their proposal in the following format:

SECTION B:	DETAILS	Tick by quotesder
Part 1	Special Conditions of Quotes and Contract	
Part 2	Invitation to Quotes	
Part 3	Tax Clearance Certificate/Tax Status Pin (The tax clearance certificate requirements page must not be returned with quotes, an original, valid Tax Clearance Certificate must be submitted with the quotes)	
Part 4	Declaration of Interest	
Part 5	Declaration of Quotesders Past SCM Practices	
Part 6	Certificate of Independent Quotes Determination	
Part 7	Preference Points Claim form in terms of the Preferential Procurement Regulations 2017	
Part 8	Declaration Certificate for Local Production and Content for Designated Sectors	
Part 9	CV Template	
Part 10	Pricing Schedule	
Part 11	An original/certified copy of a valid B-BBEE Certificate	
Part 12	A valid copy of Business (company) registration and company incorporation certificate must be submitted.	
Part 13	List of references	

SECTION A

SECTION A

QUOTE SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT TENDERES NEED TO TAKE NOTE OF

1 SUBMITTING QUOTES

- 1.1 One (1) original plus **two (2) hard) of the quote documents**, i.e. Three documents be handed in/delivered to:

The Supply Chain Unit
AgriSETA
AgriSETA House
529 Belvedere Street
Arcadia

- 1.2 **NB: Respondents must indicate on the cover of each document whether it is the original or a copy.**

- 1.3 Quotes should be submitted in a sealed envelope, marked with:

- Quote number (AS/2018/RFQ/008/Courier Services)
- Closing date and time 26 November 2018 @11:00
- The name and address of the respondent.

- 1.4 Documents submitted on time by respondents shall not be returned.

2 CLARIFICATIONS/QUERIES

- 2.1 Any clarification required by a quotesder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the quotes, is to be requested in writing (letter, facsimile or e-mail) from Ms Dineo Dhlolongolo by no later than 15 November 2018 at 11:00. A reply will be forwarded within three (3) working days. The quotes number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. The clarifying information will be made available to all respondents and will be placed on our website.

3 LATE SUBMISSIONS

- 3.1 Quotes received late shall not be considered. A quote will be considered late if it arrived even one second after 11:00 or any time thereafter. The tender (quotes) box shall be locked at exactly 11:00 and quote received late shall be returned unopened to the respondent. Respondents are therefore strongly advised to ensure that quotes be despatched allowing enough time for any unforeseen events that may delay the delivery of the quote.

- 3.2 quotes sent to the AgriSETA via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the AgriSETA premises (tender/quotes box or reception). Quotes received at the physical address after the closing date and time of the quotation, shall therefore be deemed to be received late.

Section A: Part 1: Quotes submission conditions and instructions

3.3 Quoters should, in preparing their quotes, plan for delays related to the load shedding of electricity by ESKOM in order to submit quotes on time. No late quotes due to load shedding will be considered.

4 DIRECTIONS TO AGRISETA OFFICES FOR DELIVERY OF QUOTES

4.1 **Physical Address**
The Supply Chain Unit
AgriSETA
AgriSETA House
529 Belvedere Street
Arcadia
0084

DIRECTIONS TO AGRISETA



TERMS OF REFERENCE (TOR)

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE COURIER (COLLECTION AND DELIVERY) SERVICES NATIONAL AND INTERNATIONAL

1 BACKGROUND

- 1.1 The Agricultural Sector Education and Training Authority (AgriSETA) is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the skills levels in the sector in accordance to government's growth initiatives. Additional information can be obtained from the following website: www.agriseta.co.za

2 BACKGROUND TO THE PROJECT

3 BACKGROUND TO THE PROJECT

- 3.1.1 The overall service that is required in the Couriers category is the timeously door-to-door delivery and collection of documents and other materials as defined by AgriSETA, both nationally and internationally.

- 3.1.2 This description of services is not necessarily exhaustive and should be used as a guide. Potential suppliers are encouraged to expand on their service offerings where they believe these will be of benefit to AgriSETA. Specific minimum service elements are:

- Door to door collection and delivery;
- Same day delivery where required;
- Competitive rates.

4 CONTRACT PERIOD

- 4.1 The successful provider will be contracted for a period seventeen (17) months commencing 1 December 2018 and ending 31 March 2020.

5 BROAD SCOPE OF WORK AND SPECIFICATIONS

- 5.1 Minimum respondent requirements
In addition to any requirements contained in the main body of the RFQ document, for a potential supplier to be successful in their application, AgriSETA also requires the following minimum skills, knowledge and experience from providers:

- 5.2 National infrastructure or the ability to operate nationally
- 5.3 In-house company owned ground transport fleet (i.e. not sub-contracted)
- 5.4 In-house international capability or proven contracted relationship with a recognised international courier company;
- 5.5 Established (minimum 3 years operation) company

5.6 Item tracking system.

It is expected that prospective service providers will provide sufficient details of their knowledge and experience in their response to enable AgriSETA to effectively evaluate the response.

5.7 The Courier services will include, but will not be limited to the requirements below:

5.8 Being available for collections and delivery on within 2 hours of receiving the request from the AgriSETA.

5.9 Collection and delivery of various sized packages ranging from small such as CDs to extra large, marketing and exhibition material. These include AgriSETA banners, printed material and proofs to agencies. The AgriSETA's annual reports will need to be delivered to Parliament and government department libraries nationally, the UN Library in New York and the Library of Congress in Washington. The average weight per box of 20 reports is 8kgs. We need to deliver approximately 27 – 30 boxes to Parliament in Cape Town annually.

5.10 Delivery and collection of packages in all provinces nationally and internationally including USA, Canada, UK, Europe as well as India, Middle East, China, Japan, etc.

5.11 Cater for extremely urgent shipments that must arrive on the same day.

5.12 Provide insurance for all material being shipped.

5.13 The services should include:

- Domestic Services
- Same day express
- Overnight courier
- Next day courier.
- International Services

5.13.1 Worldwide Parcel Express

5.14 The AgriSETA will provide the courier with the following information:

- destination address details
- Quantity of parcels
- Basic description of items

5.15 The courier will provide the AgriSETA with a cost estimate before an order is placed against the contract.

6 EXPECTED OUTCOMES AND DELIVERABLES

- 6.1 The service provider must deliver the packages timeously and to the correct person(s) every time and provide proof of receipt.
- 6.2 A daily service may not be necessary but the provider is required to deliver and/or collect on demand and should be on the premises within two hours of the request.
- 6.3 In some instances the service provider will also be required to assist with bulk mailing requirements, such as copies of the Annual Report to the Government Libraries.
- 6.4 Provide waybills for all collections and deliveries.
- 6.5 Provide at least quartely management reports

7 COMPETENCY AND EXPERTISE REQUIREMENTS

- 7.1 The service provider should have the necessary expertise as well as the capacity to assist on short notice.
- 7.2 The service provider must have a well-established network nationally and internationally to deliver the required service and deliver adequate proof of such a network, it is expected that the service provider must indicate it in their proposal to proof their network capability in terms of resources, clients, etc
- 7.3 Quotesders must submit the following additional information with their quotes:
- 7.3.1 Range of domestic services
 - 7.3.2 Range of international services
 - 7.3.3 Number of years the company has been in the courier business
 - 7.3.4 Number of national routes serviced daily
 - 7.3.5 International destinations services.
 - 7.3.6 Minimum lead time required for the following services:
 - Domestic Services
 - Same day express
 - Overnight courier
 - Next day courier
 - International Services
 - Worldwide Parcel Express

- 7.4 Service providers have to demonstrate the extent and level parcels and packages are covered by during breakage, damage, loss, etc.
- 7.5 A list of reference engagements in a similar nature in South Africa, including contact details
- 7.6 Summary CVs of key people who would be involved in the supply of services and details of possible future roles they will fulfil

8 CODE OF CONDUCT

- 8.1 The appointed service provider will be representing AgriSETA, and is required to maintain minimum levels of professionalism.
- 8.2 The appointed service provider will at all times conduct themselves in a professional manner, with respect to:
 - 8.2.1 Professionalism, courtesy and respect are required.
 - 8.2.2 Punctuality is required.
- 8.3 The service provider is to represent the best interests of AgriSETA.
- 8.4 The service provider is to immediately report conflicts, errors and problems to AgriSETA.

9 PRICING AND DETAILED SERVICE LEVELS

- 9.1 The detailed service levels and pricing elements need to be provided.
- 9.2 Quotesders have to indicate their percentage increase over the contract period on the proposed fees as indicated in the Pricing Schedule for the duration of the contract.
- 9.3 Any other items that are not on the price list and are deemed necessary should be completed on a separate spreadsheet. Reasons for the inclusions are to be given.
- 9.4 Indicated pricing should at least be fixed until **31 March 2020**.

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

1 EVALUATION PROCESS AND CRITERIA

1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1.1 All quotes duly lodged as specified in the Request for quotes will be examined to determine compliance with quote requirements and conditions. quotes with obvious deviations from the requirements/conditions will be eliminated from further consideration.

1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY

1.2.1 The evaluation criteria and weights for functionality as indicated in the table in below, will apply.

	MAXIMUM TO BE AWARDED
1. Functionality	100
<input type="checkbox"/> Experience of prospective contractor	45
<ul style="list-style-type: none"> ▪ At least three (3) years' experience operating a courier service ▪ 3+ years= 45 points ▪ 1-2 years= 0 points 	45
<input type="checkbox"/> Technical approach	50
<ul style="list-style-type: none"> ▪ Proven ability to deliver nationally and internationally ▪ 	10
<ul style="list-style-type: none"> ▪ In-house company owned ground transport fleet 	15
<ul style="list-style-type: none"> ▪ Proven in-house international capability or proven contracted relationship with a recognised international courier company not older than one year. 	15
<ul style="list-style-type: none"> ▪ Item tracking system 	5
<ul style="list-style-type: none"> ▪ Contingency planning 	5
<input type="checkbox"/> Contactable references	5
<ul style="list-style-type: none"> ▪ Detail of assignment, testimonials and contact information from 3 clients for the company proposing not older than one year. 	5

1.2.2 The score for functionality should be calculated as follows:

Section A : Part 3: Evaluation Process/Criteria

- Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.
- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual respondent for functionality.

1.2.3 If a quotesder fails to score a minimum of **70%** out of 100% for functionality, his quotes will be disregarded from further consideration.

1.2.4 meet the minimum threshold for functionality as per paragraph 1.2.3 above.

1.3 CALCULATION OF POINTS FOR PRICE

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

1.3.2 The lowest acceptable quote/proposal (adjusted or not), will obtain the maximum score allocated for price, taking into consideration the relative competitiveness of the proposed price. The other quotations/proposals with higher prices (adjusted or not), will proportionately obtain lower scores.

1.3.3 The price points scored out of 80 shall be calculated according to the following formula:

- The 80/20 preference point system (up to R50 million budget)

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

P_s = points scored for price of the quote/proposal under consideration

P_t = rand value of quote under consideration

P_{\min} = Rand value of lowest acceptable quote

1.4 COMBINING PRICE AND B –BBEE STATUS LEVEL POINTS

1.4.1 All remaining quotations will be evaluated as follows:

1.4.2 80 Marks will be awarded for price and 20 marks will be awarded for the B-BBEE status level certificate submitted. If no certificate is submitted, zero (0) points will be awarded. B-BBEE points will be awarded as follows:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16

Section A : Part 3: Evaluation Process/Criteria

4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

1.4.3 EMEs are deemed to have a B-BBEE status level four (4) contributor, in instances where EMEs are more than 50% black owned, such enterprises qualify for promotion to a B-BBEE status level three (3) contributor and points will be awarded accordingly.

1.5 ADJUDICATION OF QUOTE

1.5.1 The relevant award structure will consider the recommendations and make the final award. The successful respondent will usually be the service provider scoring the highest number of points or it may be a lower scoring quote on justifiable grounds or no award at all.

CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I/we hereby undertake to render services described in the attached quotesding documents to AgriSETA in accordance with the requirements and task directives/proposals specifications stipulated in Quotes Number at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the quotes.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Quotesding documents, viz
 - Invitation to quotes
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in terms of reference/task directive/proposal
 - B-BBEE certificates in terms of the Preferential Procurement Regulations, 2017
 - Declaration of interest
 - Declaration of quotesder's past SCM practices
 - Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)

3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our quotes; that the price(s) and rate(s) quoted cover all the services specified in the quotesding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.

5. I/we declare that I/we have no participation in any collusive practices with any quotesder or any other person regarding this or any other quotes.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your quotes under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

SECTION B

SPECIAL CONDITIONS OF QUOTES AND CONTRACT

This RFB is subject to the following:

- * General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract;
- * the Preferential Procurement Policy Framework Act;
- * the Preferential Policy Regulations, 2017

The respondent must clearly state if a deviation from these special conditions are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.

Should respondents fail to indicate agreement/compliance or otherwise, AgriSETA will assume that the respondent is in compliance or agreement with the statement(s) as specified in this quotation.

Quotes not completed in this manner may be considered incomplete and rejected.

AgriSETA shall not be liable for any expense incurred by the respondent in the preparation and submission of a quote.

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 GENERAL CONDITIONS OF CONTRACT

- 2.1 The General Conditions of Contract must be accepted. The general conditions applicable to government entity quotes, contracts and order are available on the AgriSETA Website or on request.

[Supply Chain Management - AgriSeta](#)

3 ADDITIONAL INFORMATION REQUIREMENTS

- 3.1 During evaluation of the quotes, additional information may be requested in writing from quotesders. Replies to such request must be submitted, within (5) working days or as otherwise indicated. Failure to comply, may lead to your quotes being disregarded.

4 CONFIDENTIALITY

- 4.1** The quotes and all information in connection therewith shall be held in strict confidence by quotesders and usage of such information shall be limited to the preparation of the quotes. Quotesders shall undertake to limit the number of copies of this document.
- 4.2** All quotesders are bound by a confidentially agreement preventing the unauthorised disclosure of any information regarding the AgriSETA or of its activities to any other organisation or individual. The quotesders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.
- 4.3** "Confidential information" includes any information or knowledge whatsoever relating to the AgriSETA including but not limited to all information in whatever form (tangible or intangible), reports (whether generated by the AgriSETA or service providers to the AgriSETA), documentation, specifications, know-how, accounts and computer readable data relating or pertaining to the project or the AgriSETA.

5 NON-COMPLIANCE WITH DELIVERY TERMS

- 5.1** As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, the AgriSETA must be given immediate written notice to this effect. The AgriSETA reserves the right to implement remedies as provided for in the GCC.

6 WARRANTS

- 6.1** The Provider warrants that it is able to conclude this Agreement to the satisfaction of the AgriSETA.
- 6.2** Although the provider will be entitled to provide services to persons other than AgriSETA, the provider shall not without the prior written consent of AgriSETA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.

7 PARTIES NOT AFFECTED BY WAIVER OR BREACHES

- 7.1** The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
- 7.2** No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

8 RETENTION

- 8.1** On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to the AgriSETA.
- 8.2** No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

9 NEGOTIATION

- 9.1** The AgriSETA have the right to enter into negotiation with one or more respondents regarding any terms and conditions, including price(s), of a proposed contract.
- 9.2** The AgriSETA shall not be obliged to accept the lowest of any quote, offer or proposal.
- 9.3** All respondents will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a formal contract signed by the designated responsible person of both parties. The designated responsible person of the AgriSETA is Mr Frikkie Fouche or his written authorised delegate.
- 9.4** AgriSETA also reserves the right to enter into one contract with a respondent for all required functions or into more than one contract with different respondents for different functions.
- 9.5** Under no circumstances will AgriSETA negotiate with any quotesders constitute an award or promise / undertaking to award the contract.

10 ACCESS TO INFORMATION

- 10.1** All respondents will be informed of the status of their submission once the procurement process has been completed.
- 10.2** Requests for information regarding the quotes process will be dealt with in line with the AgriSETA SCM Policy and relevant legislation.
- 10.3** AgriSETA will facilitate such communication.

11 REASONS FOR REJECTION

- 11.1** The AgriSETA shall reject a proposal for the award of a contract if the recommended respondent has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 11.2** The AgriSETA may disregard the quote of any respondent if that respondent, or any of its directors:
- 11.2.1** Have abused the SCM system of the AgriSETA.
 - 11.2.2** Have committed proven fraud or any other improper conduct in relation to such system.
 - 11.2.3** Have failed to perform on any previous contract and the proof exists.
- 11.3** Such actions shall be communicated to the National Treasury.

12 PAYMENTS

- 12.1.1** The invoice must be accompanied by supporting source document(s) containing detailed information, as AgriSETA may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.
- 12.1.2** No payment will be made to the Provider unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to the AgriSETA.
- 12.1.3** Payment shall be made by bank transfer into the Provider's bank account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the quotes is awarded).
- 12.2** The Provider 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.

13 CANCELLATION OF PROCUREMENT PROCESS

- 13.1** This procurement process can be postponed or cancelled at any stage provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the quote related.

14 FORMAT OF QUOTES

- 14.1** Respondents must complete all the necessary quote documents and undertakings required in this quotation document. Respondents are advised that their proposal should be concise, written in plain English and simply presented.

14.2 Respondents are to set out their proposal in the format prescribed in **Section B.**

I/we herewith accept all the above-mentioned special conditions of the quotes. If I/we do consider a deviation there from, I/we have noted those as per the instruction in introductory paragraph above.

Name of applicant: _____

Signature of applicant: _____

Date: _____

INVITATION TO QUOTE

Tenderes must complete and submit the “Invitation to Quotes” document.
Non-compliance will result in the elimination of the Quotes.

INVITATION TO QUOTE

PART A INVITATION TO QUOTES

YOU ARE HEREBY INVITED TO QUOTES FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
QUOTES NUMBER:	AS/2018/RFQ/008/Courier	CLOSING DATE:26	November-18	CLOSING TIME:	11:0AM
DESCRIPTION					
QUOTES RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE QUOTES BOX SITUATED AT (STREET ADDRESS)					
529 BELVEDERE STREET					
ARCADIA					
PRETORIA					
QUOTESDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	DINEO DHLONGOLO		CONTACT PERSON	Caren CleinWerck	
TELEPHONE NUMBER	012 301 5616		TELEPHONE NUMBER	012 301 5611	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Dineo@agriseta.co.za		E-MAIL ADDRESS	caren@agriseta.co.za	
SUPPLIER INFORMATION					
NAME OF QUOTESDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[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]					

Section B : Part 2: Invitation to Quotes

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

QUESTIONNAIRE TO QUOTESDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

PART B TERMS AND CONDITIONS FOR QUOTESDING

1. QUOTES SUBMISSION:
1.1. QUOTES MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE QUOTES WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE QUOTES DOCUMENT.
1.3. THIS QUOTES 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 SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL QUOTESDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 QUOTESDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 QUOTESDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 QUOTESDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE QUOTES.
2.5 IN QUOTES WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE QUOTESDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO QUOTES WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF QUOTESDER:
.....

CAPACITY UNDER WHICH THIS QUOTES IS SIGNED:
.....
(Proof of authority must be submitted e.g. company resolution)

DATE:
.....

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of quotes (tender) that the taxes of the successful quotesder must be in order, or that satisfactory arrangements have been made with South African revenue Services (SARS) to meet the quotesder's tax obligations.

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

REQUIRED DECLARATIONS, CLAIM FORMS AND CERTIFICATES

DECLARATION OF INTEREST

Each party to the quote must complete and return the following documents:

- * Declaration of Interest;
- * Declaration of quotesders past SCM Practices;
- * Certification of Independent Quotes Determination;
- * Preference Claim Form; and
- * Declaration for Local Production.

Quotess submitted without the above completed and signed documents may be deemed to be non-responsive.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of the invitation to quotes (includes a price quotes, advertised competitive quotes, limited quotes or proposal). In view of possible allegations of favouritism, should the resulting quotes, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the quotesder or his/her authorised representative declare his/her take an oath declaring his/her interest, where –

1.1. The quotesder is employed by the State; and/or

1.2. The quotesder is a Management Board member of AgriSETA and/or

1.3. The legal person on whose behalf the quotesding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quotes(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quotes.

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

2.1. Full Name of quotesder or his or her representative:

2.2. Identity Number:

2.3. Position occupied in the Company (director, shareholder, etc):

2.4. Company Registration Number:

2.5. Tax Reference Number:

2.6. VAT Registration Number:

2.7. Are you or any person connected with the quotesder presently employed by the State? YES / NO

2.7.1. If so, furnish the following particulars

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

Any other particulars:

.....

¹ "State" means

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

Section B: Part 4: Declaration of Interest

2.8. Did you or your spouse, or any of the company’s directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months? YES / NO

2.8.1. If so, furnish the following particulars.

2.9. Do you, or any person connected with the quotesder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this quotes? YES / NO

2.9.1. If so, furnish the following particulars.

2.10. Are you, or any person connected with the quotesder, aware of any relationship (family, friend, other) between the quotesder and any person employed by the State and who may be involved with the evaluation and or adjudication of this quotes? YES / NO

2.10.1. If so, furnish the following particulars.

2.11. Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are quotesding for this contract? YES / NO

2.11.1. If so, furnish the following particulars.

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature Date

Position Name of quotesder

Section B: Part 5: Declaration of Quotesder's Past SCM Practices

DECLARATION OF QUOTESDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 2 The quotes of any quotesder may be disregarded if that quotesder, or any of its directors have:
 - a. abused the AgriSETA's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the quotes.

Item	Question	Yes	No
3.1	Is the quotesder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	Is the quotesder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access the Register enter the National Treasury's website, www.treasury.gov.za click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	Was the quotesder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3.1	If so, furnish particulars:		
3.4	Was any contract between the quotesder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

Name of Quotesder

CERTIFICATE OF INDEPENDENT QUOTES DETERMINATION

I, the undersigned, in submitting the accompanying quotes:

AS/2018/RFQ/008/COURIER SERVICES

(Quotes Number and Description)

in response to the invitation for the quotes made by:

AGRISETA

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

that:

(Name of Quotesder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying quotes will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the quotesder to sign this Certificate, and to submit the accompanying quotes, on behalf of the quotesder;
4. Each person whose signature appears on the accompanying quotes has been authorized by the quotesder to determine the terms of, and to sign the quotes, on behalf of the quotesder;
5. For the purposes of this Certificate and the accompanying quotes, I understand that the word "competitor" shall include any individual or organization, other than the quotesder, whether or not affiliated with the quotesder, who:
 - has been requested to submit a quotes in response to this quotes invitation;
 - could potentially submit a quotes in response to this quotes invitation, based on their qualifications, abilities or experience; and
 - provides the same goods and services as the quotesder and/or is in the same line of business as the quotesder
6. The quotesder has arrived at the accompanying quotes 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 quotesding.

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.

Section B: Part 6: Certificate of Independent Quotes Determination

- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - prices;
 - geographical area where product or service will be rendered (market allocation)
 - methods, factors or formulas used to calculate prices;
 - the intention or decision to submit or not to submit, a quotes;
 - the submission of a quotes which does not meet the specifications and conditions of the quotes; or
 - quotessing with the intention not to win the quotes.

- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this quotes invitation relates.

- 9. The terms of the accompanying quotes have not been, and will not be, disclosed by the quotessder, directly or indirectly, to any competitor, prior to the date and time of the official quotes opening or of the awarding of the contract.

- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to quotess and contracts, quotess 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 Quotesder

SBD 6.1

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

This preference form must form part of all quotes 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, QUOTESDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

- 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 quotes is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this quotes shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a quotesder to submit proof of B-BBEE Status level of contributor together with the quotes, 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 quotesder, either before a quotes is adjudicated or at any time subsequently, to substantiate any claim in regard to

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) **“quotes”** 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 quoting 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) Status level certificate issued by an authorized body or person; B-BBEE
 - 2) Affidavit as prescribed by the B-BBEE Codes of Good Practice; A sworn
 - 3) Other requirement prescribed in terms of the B-BBEE Act; Any
- (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 quotes 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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Section B: Part 7: Preference Points Claim Form

- Ps = Points scored for price of quotes under consideration
- Pt = Price of quotes under consideration
- Pmin = Price of lowest acceptable quotes

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 quotesder 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. QUOTES DECLARATION

5.1 Quotesders 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.....%

Section B: Part 7: Preference Points Claim Form

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

.....

.....

.....

.....

.....

Section B: Part 7: Preference Points Claim Form

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 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 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 quotesting 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 quotesder 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 QUOTESDERS(S)

DATE:

ADDRESS

.....

.....

Section B: Part 7: Preference Points Claim Form

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Quotesting Document (SBD) must form part of all quotes invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, quotesders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of quotes local production and content is of critical importance, such quotes must be advertised with the specific quotesting condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for quotes referred to in paragraph 1.2 above, a two stage quotesting process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the quotes price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the quotes price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the quotes as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- 1.6 A quotes may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the quotes documentation; and
- (b) the quotesder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“quotes”** includes written price quotations, advertised competitive quotes or proposals;
- 2.2. **“quotes price”** price offered by the quotesder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a quotes by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the quotes price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the quotes price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“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.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this quotes is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

Section B: Part 8: Declaration Certificate for Local Production and Content

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

4.1 If yes, the rate(s) of exchange to be used in this quotes to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the quotes.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Quotesders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a quotes, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF QUOTES NO. AS/2018/RFQ/008/Courier Services

ISSUED BY: AgriSETA
 NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the quotesder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Quotesders should first complete Declaration D. After completing Declaration D, quotesders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the quotes documentation at the closing date and time of the quotes in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the quotesders for verification purposes for a period of at least 5 years. The successful quotesder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names), do hereby declare, in my capacity as of(name of quotesder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified quotes comply with the minimum local content requirements as specified in the quotes, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Quotes price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the quotes is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the quotes is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

SUITABILITY AND EXPERIENCE

CV TEMPLATE GUIDELINE

Proposed role in the project:

1. **Family name**

2. **First name:**

3. **Date of birth:**

4. **Nationality**

5. **Education**

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained

6. **Membership of professional bodies**

7. **Other skills (e.g. computer literacy, etc.)**

8. **Present position:**

9. **Years within the organisation:**

10. **Key qualifications (relevant to the project)**

11. **Professional experience**

Date (From – To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

12. **Other relevant information (e.g. Publications)**

Section B: Part 10: Pricing Schedule

PRICING SCHEDULE
(Professional Services)

NAME OF RESPONDENT:

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF QUOTATION

QUOTATION DESCRIPTION:

PAR NO	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY	
1	The accompanying information must be used for the formulation of proposals.		
2	Respondents are required to indicate a ceiling price based on the total estimated time/fees for completion of all phases and including all expenses for the project.	Amount excluding VAT	R
		VAT @ 15%	R
		Total including VAT	R
3	COST TO BE INDICATED BELOW FOR THE REQUIRED SERVICES.		

Service Area / Activity	Price (incl Vat) up to 1 KG	Price (incl Vat) up to 2 KG	Price (incl Vat) Up to 4 KG	Price (incl Vat) Up to 5 KG	Price (incl Vat) Up to 10KG	Price (incl Vat) Thereafter per KG (more than 10kg)
Delivery overnight by 12h00 next day						
Bloemfontein						
Cape Town						
Durban						
East London						
George						
Johannesburg						

Section B: Part 10: Pricing Schedule

Service Area / Activity	Price (incl Vat) up to 1 KG	Price (incl Vat) up to 2 KG	Price (incl Vat) Up to 4 KG	Price (incl Vat) Up to 5 KG	Price (incl Vat) Up to 10KG	Price (incl Vat) Thereafter per KG (more than 10kg)
Port Elizabeth						
Pretoria						
Other						
Delivery overnight by 17h00 next day						
Bloemfontein						
Cape Town						
Durban						
East London						
George						
Johannesburg						
Port Elizabeth						
Pretoria						
Other						
Delivery Same Day service						
Bloemfontein						
Cape Town						
Durban						
East London						
George						
Johannesburg						
Port Elizabeth						
Pretoria						

Section B: Part 10: Pricing Schedule

Other						
Freight Delivery within 3 days						
Service Area / Activity	Cost per Kg up to 10Kg incl VAT 2017/2018	Cost per kg up to 15kg incl VAT 2017/2018	Cost per Kg up to 20kg incl VAT 2017/2018	Cost per Kg up to 25kg incl VAT 2017/2018	Cost per Kg up to 30Kg incl VAT 2017/2018	Cost per Kg after 30Kg incl VAT 2017/2018
Bloemfontein						
Cape Town						
Durban						
East London						
George						
Johannesburg						
Port Elizabeth						
Pretoria						
Other						
International						
World wide parcel express						
Domestic and Remote Freight						
Regional						
Remote						

Are the price indicated fixed for the period of the contract	YES / NO
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If the price is not fixed, please indicate the % increase for 1 Dec 2018 – 31 March 2020:	
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An original/certified copy of a valid B-BBEE Certificate.**Compliance option 1:**

Respondents must provide proof of their B-BBEE status level in the form of a certificate. Such certificate must be certified and issued by a SANAS accredited B-BBEE verification agency or IRBA accredited auditor. All certificates issued must be valid at the closing date of the submission.

Compliance option 2:

Exempted Micro Enterprises must submit a certificate issued by a registered auditor, Accounting Officer (as contemplated in the Close Corporation Act, Act No 69 of 1984) or an accredited verification agency providing its status by confirming that the total revenue of the contracting entity does not exceed R5 million in the case of the generic scores card or that it does not exceed the thresholds as stipulated and approved by the Sector Codes.

Notes:

Requirements for a valid Auditor or Accounting Officer certificate are that the following information should be detailed on the face of the certificate:

- The Auditor's/Accounting Officer's letter head with full contact details
- The Auditor's/Accounting Officer's practice number
- The name and the physical location of the measured entity
- The registration number and, where applicable, the VAT number of the measured entity
- The date of issue and date of expiry
- The B-BBEE Status Level of Contribution obtained by the measured entity
- The total black shareholding and total black female shareholding.

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 tender.

Non-compliance may result in a quotesder scoring zero (0) for this element.

Section B: Part 12: Registration Documents

A valid copy of Business (company) registration certificate must be submitted, if applicable.
Copy of company incorporation certificate(s) must be submitted.

LIST OF REFERENCES

Provide current list of 3 references & indicate your client, nature of assignment, contact detail of project owner.