PART A INVITATION TO BID

YOU ARE HEREBY INVI	TED TO BID FOR	REQUIREMENTS C	F THE	(NAME OF DEPARTM			
	55/2023 LG	CLOSING DATE:		10 NOVEMBER 2023		SING TIME:	11:00AM
_	_	A SERVICE PRO FILES KEPT BY	-	ER TO UNDERTAK DEPARTMENT	E PAP	PER RESTORAT	TION ON
BID RESPONSE DOCUM	MENTS MAY BE D	EPOSITED IN THE	BID B	OX SITUATED AT (STA	REET AL	DRESS)	
Room 8, 13th Floor, Nata	alia Building, 330	Langalibalele Stree	t, Piet	ermaritzburg / OR BY	′		
eMail: sandisiwe.nd	llovu@kzncogta.	gov.za					
CC: Helene.ruiters	s@kzncogta.gov.	za					
BIDDING PROCEDURE	ENQUIRIES MAY	BE DIRECTED TO	TEC	HNICAL ENQUIRIES M	AY BE D	DIRECTED TO:	
CONTACT PERSON	Helene Ruiters		CON	TACT PERSON	Mrs KT	B Ndlovu	
TELEPHONE NUMBER	033 260 8195		TELE	EPHONE NUMBER	033 897	7 5608	
E-MAIL ADDRESS	Helene.ruiters@kz	ncogta gov za		AIL ADDRESS		idlovu@kzncogta.gov	<i>i 7</i> a
SUPPLIER INFORMATION					Barnon	idio ra con Lincogra. go	
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS						Γ	
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER	TAX		00	CENTRAL			
COMPLIANCE STATUS	COMPLIANCE SYSTEM PIN:		OR	SUPPLIER DATABASE No:	MAAA		
B-BBEE STATUS LEVEL VERIFICATION	TICK APPL	ICABLE BOX]		BEE STATUS LEVEL SV DAVIT	VORN	[TICK APPLICA	BLE BOX]
CERTIFICATE	☐ Yes	☐ No	AFFI	DAVII		☐ Yes	☐ 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]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN	A 10 QUALIFT	TONTNEFERENC	ARE	YOU A FOREIGN BAS		□Yes	□No
SOUTH AFRICA FOR THE GOODS	□Yes	□No		PLIER FOR THE GOOD RVICES /WORKS OFFE		[IF YES, ANSWE	
/SERVICES /WORKS OFFERED?	[IF YES ENCLO	-					L DLLOVV
QUESTIONNAIRE TO BI	DDING FOREIGN	SUPPLIERS					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

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

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.			
SIGNATURE OF BIDDER:			
CAPACITY UNDER WHICH THIS BID IS SIGNED: (Proof of authority must be submitted e.g. company resolution)			
DATE:			

PRICING SCHEDULE – FIRM PRICES (SERVICES)

N.B.: This form must be completed in detail, signed by the Bidder and bear the signature of a witness. Failure to comply with these requirements may result in the bid being disregarded.

CLOSING DATE AND TIME:10 November 2023 @ 11am VALIDITY PERIOD: 120 DAYS

QUOTE NO: DQP 155/2023 LG	PERIOD : 120 DAYS
Description: APPOINTMENT OF A SERVICE PROVIDER TO	NAME AND ADDRESS OF BIDDER(FIRM)
UNDERTAKE PAPER RESTORATION ON ANTHROPOLOGICAL FILES KEPT BY THE DEPARTMENT	
	TEL:
NB. COST BREAKDOWN TO BE PROVIDER ON COMPANY LETTERHEAD	FAX:
DOES OFFER COMPLY WITH THE SPECIFICATION? If not, furnish details of deviation in space provided for "Remarks"	YES / NO (Delete which is not applicable)
TOTAL BID PRICE	Б
(Inclusive of VAT)	R
BID PRICE IN WORDS	
REMARKS (If any):	
	(Signature of Bidder)
	DATE:
	(Signature of Witness)
	DATE:

NOTE:

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

**all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

TERMS OF REFERENCE

TRADITIONAL GOVERNANCE

Private Bag X9078, PIETERMARITZBURG, 3200

Room 110, 1st Floor, Wadley House Building, 115 Jabu Ndlovu Street, Pietermaritzburg, 3200

Enquiries:Ms KTB Ndlovu

Email: buhle.ndlovu@kzncogta.gov.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE PAPER RESTORATION ON ANTHROPOLOGICAL FILES KEPT BY THE DEPARTMENT

1. PURPOSE

The purpose of the Terms of Reference is to record mutual intentions and common understanding between CoGTA and the Service Provider which will govern how these parties will operate and commit to cooperation towards undertaking the paper restoration project, for the sole purpose it is intended.

2. BACKGROUND

The Department has, in its possession, volumes of anthropological files on the two hundred and eighty-nine (289) *ubuKhosi* found within the province of KwaZulu-Natal. In these files, there is information documented dating as far back as centuries ago, on the history, culture, customs, genealogies, and succession related matters of the various *ubuKhosi*.

These are rare and priceless documents, which anthropologists use and refer to daily when doing their work. They are used as reference for individual *ubuKhosi* and have in most cases assisted in resolving succession matters, especially disputes. Due to regular use and handling by anthropologists, they have over the years deteriorated in condition. While most of paper in the files is now torn on the edges, all the old ones have gone yellow due to their acidic nature, causing discoloration, and fading of the ink.

3. REQUIREMENTS

To undertake this exercise, the Service Provider is required to have a team that has the following qualifications and experience:

ELIGIBILITY	REQUIREMENT	METHOD OF
CRITERIA		VERIFICATION
Minimum Education	Appropriate 3-year degree or	Original Certified copy of
	National Diploma in Paper	qualification
	Conservation and Restoration	
Minimum relevant experience	5-10 years curatorial experience	Submit CV with at least 3
	within the heritage fraternity	reference letters of work
		successfully completed

4. DELIVERABLES AND TIMING

The project will run for a period of three (3) months. The Service Provider will be expected to:

- Conduct technical analysis of all anthropological files.
- Isolate documents requiring restoration.
- Stabilize paper by applying the most effective treatment decisions.
- Provide detailed progress reports.
- Submit time sheets of hours worked.
- Conduct presentations on work completed.
- Render advice on the international best practice for handling and storing of documents containing information of cultural/historical/heritage significance.
- Submit a final report.

5. PROTOCOLS AND CONFIDENTIALITY

CoGTA acknowledges the confidentiality of information contained in the anthropological files. The Department therefore expects the Service Provider to undertake it in good faith and understanding that all the information contained in the files shall remain the property of CoGTA and therefore cannot be used anywhere else without the consent of either CoGTA or *imiNdeni yobuKhosi* concerned.

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 interest1 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

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.

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
	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
	If so, furnish particulars:
	······································
3 D	ECLARATION
	I, the undersigned, name)
3.1 3.2	I have read and I understand the contents of this disclosure; 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.
3.5	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.

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.

- 3.6 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.
- 3.7 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	

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
 - 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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS Black ownership 100%	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. **DEFINITIONS**

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of incomegenerating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

80/20

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80\left(1 - rac{Pt - P\,min}{P\,min}
ight)$$
 or $Ps = 90\left(1 - rac{Pt - P\,min}{P\,min}
ight)$

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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:

$$Ps = 80\left(1+rac{Pt-P\,max}{P\,max}
ight)$$
 or $Ps = 90\left(1+rac{Pt-P\,max}{P\,max}
ight)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	State Evidence / Proof provided to substantiate any claim in regard to preferences/ specified goal/s (Copy to be provided) (To be completed by the tenderer)
Black ownership 100%	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3.	Name of company/firm				
4.4.	Company registration number:				
4.5.	TYPE OF COMPANY/ FIRM				
	□ Partnership/Joint Venture / Consortium □ One-person business/sole propriety □ Close corporation □ Public Company □ Personal Liability Company □ (Pty) Limited □ Non-Profit Company □ State Owned Company □ TICK APPLICABLE BOX]				

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

		·
1.	docur and s bindi	by undertake to supply all or any of the goods and/or works described in the attached bidding nents to (name of institution)
2.	The fo	ollowing documents shall be deemed to form and be read and construed as part of this agreement:
	(i)	Bidding documents, <i>viz</i> Invitation to bid; Tax compliance system pin; Pricing schedule(s); Tax bright Specification(s)
		- Technical Specification(s);

- Bidder's Disclosure;Special Conditions of Contract;
- (ii) General Conditions of Contract; and
- (iii) Other (specify)
- 3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding 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.

Preference Points claim form in terms of the Preferential Procurement Regulations 2022;

- 4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
- 5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)					
CAPACITY		WITNESSES			
CAFACITI					
SIGNATURE					
NAME OF FIRM		1			
DATE					

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1.	I			in	my	capacity			
	accept you	r bid under reference s indicated hereunder	number	datedecified in the annexu	for ire(s).	the supply of			
2.	An official order indicating delivery instructions is forthcoming.								
3.	I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.								
	ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUT ION	MINIMUM THRESHOLD FOR LOCAL PRODUCTIO N AND CONTENT (if applicable)			
4.	I confirm th	at I am duly authorise	d to sign this con	tract.					
SIGNE	D AT		ON						
NAME	(PRINT)								
SIGNA	TURE								
OFFIC	IAL STAMP			WITNE	SSES				
				1.					