

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	USAF-VOUCHER-02/2021	CLOSING DATE:	29 JUNE 2021	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER ELECTRONIC VOUCHER DISTRIBUTION SERVICES APPROXIMATELY 3.2 MILLION BENEFICIARIES WHO ARE SUBSIDISED TO ACCESS TO SET-TOP BOXES				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SUPPLY CHAIN MANAGEMENT					
94 BEKKER ROAD					
BUILDING 1, THORNHILL OFFICE PARK					
VORNA VALLEY, MIDRAND, 1686					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	BRIANE MAISELA		CONTACT PERSON	AYANDA.GUMPE	
TELEPHONE NUMBER	011 564 1600		TELEPHONE NUMBER	011 564 1600	
FACSIMILE NUMBER	011 564 1629		FACSIMILE NUMBER	011 564 1629	
E-MAIL ADDRESS	BRIANE.MAISELA@USAASA.ORG.ZA		E-MAIL ADDRESS	AYANDA.GUMPE@USAASA.ORG.ZA	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
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]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> 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 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, 2017, 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:

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER ELECTRONIC VOUCHER DISTRIBUTION SERVICES TO APPROXIMATELY 3.2 MILLION BENEFICIARIES WHO ARE SUBSIDISED TO ACCESS TO SET-TOP BOXES

INTRODUCTION

1. PURPOSE AND BACKGROUND

1.1. PURPOSE

- a) The purpose of the bid document is to invite the electronic voucher distribution service providers to submit proposals to render electronic voucher distribution services to approximately 3.2 million beneficiaries who are subsidised to access to set-top boxes
- b) The registered applicant (household beneficiaries) will only utilise the voucher to purchase a set-top-box type, either a Digital terrestrial television or Direct to home (DTT or DTH).

1.2. BACKGROUND

- 1.2.1 The Universal Service and Access Agency of South Africa (“USAASA”) is established in terms of Section 80 of the Electronic Communications Act Number 36 of 2005 (“the ECA”), as amended, as a statutory body with a sole mandate of promoting the goal of universal access and universal service. In line with Section 82(5) of the ECA, and amongst other legislative functions, the Agency is required to manage the Universal Service and Access Fund (“USAF”). The USAF is established in terms of Section 87 of the ECA.
- 1.2.2 The South African government decided to switch to the digital signal following the resolutions taken at the International Telecommunications Union (“ITU”) in Geneva, Switzerland in 2006, the so-called GE-06 agreements.
- 1.2.3 USAASA’s participatory mandate is derived from the Broadcasting Digital Migration Policy (7 February 2012) Section 2.1.4, which reads thus: Government must, as a matter of policy, consider the means to make STBs affordable and available to the poorest TV-owning households. This support by the government should be seen as part of its commitment to bridging the digital divide in South Africa. The government has therefore decided, as mandated by section 88(1) (a) of the Electronic Communications Act to subsidise poor TV owing households through USAF [Universal Service and Access Fund].”
- 1.2.4 The numbers of indigent households that will benefit at the project that is estimated at 3.2 million.
- 1.2.5 The vouchers that are given to qualifying indigent households will have a capped monetary value attached to them which the indigent households will redeem for purchase of the set-top boxes and installation.

1.2.6 So, the bidders must keep in mind that the value of the subsidy attached to the voucher may vary on the STB kits (DTT/DTH). Top Up may be required from households where market price is higher than that of the voucher value.

2. INVITATION

2.1 The Agency is embarking on the second phase of Broadcast Digital Migration. This phase requires efficiency, agility and a technology-driven delivery approach. This is informed by conditions under which this programme must be delivered.

2.2 A service provider then becomes integral in rolling out this programme as technology will address all the complexities involved in the rollout of a programme of this magnitude.

2.3 In the interest of fulfilling the role (within the BDM programme) of disbursing subsidies for STBs, Antenna/Satellite dish and Installation to qualifying for own households and ensuring successful migration of the country to the digital signal, USAASA seeks to appoint a service provider that will assist with a solution, that will address the following areas:

2.3.1. **Online zero-rated Registration Platform** that will have but not limited to the following functionality: Detail

- Vetting of the applicants using various data sources as per prescribed Qualifying Criteria of Indigent household
- Data maintenance for a central database.
- Proactively extract data from central database that will have Indigent Households data to assist with Proactive Registration.
- Non-intrusive technology must be used to extract data from various data sources e.g. SQL, Oracle, S4 HANA, Mariadb and MySQL etc.
- Assigning electronic vouchers to approved list of qualifying households.
- The messaging engine must send messages to recipients on the qualifying status on various stages of the application process.

2.3.2. **Scheduling Engine** with the following but not limited to the following functionality:

- The allocation of orders to the panel of third party service providers of devices based on the intelligence aligned with performance and service level agreement.
- Scheduling capability for installers that will track performance of installers and the intelligence required to allocate work to installers as per their performance.
- Workflow that must escalate non-delivery when targets are not being met with

regard to installation timelines.

- Intelligence in the allocation of devices per area to avoid having different brands and types of devices in one area.

2.3.3. Field Services Application must have but not limited to the following functionalities:

- The field services application must issue electronic vouchers at the point of sale.
- The Field services application must have Geolocation capability to match the physical address of the recipient and the Geolocation of where the electronic voucher was redeemed.
- The field services application must have the capability to validate authenticity of the recipient by ID document, contact details and address of the recipient in line with metadata that is linked to the recipient.
- The field services application must have the functionality to measure the amount of time an installer takes to install a device and approval by the recipient upon completion of installation to rate the quality of work and whether the device is functional or not.
- The fields services application must collate all the information for proof of delivery as per the format required for payment (Electronic Signature of the recipient will be the approval of the quality of work and the device being functional, serial number of the device, and Geolocation). This must be an automated function for billing.

2.3.4. Retail redemption capability

- The need to have the ability to generate vouchers that can be redeemed at South African retailers which will be subject to approval by the Agency.
- Allow for Partial redemption and full redemption capability of voucher.

2.3.5. Warranty Management Platform

- This platform must keep records of all the devices distributed with serial numbers matched to the beneficiary for warranty management purposes including repairs and replacements.
- This must be linked to a call centre where calls will be logged for after-sales services.

2.3.6. Business Intelligence Layer

- BI Layer must provide real-time dashboards and reports that must show an

integrated picture of where the programme is, and whether the programme is on target or behind schedule.

- The reports must show critical information on various verticals (Registration, Scheduling, Installation, payments, escalations and after-sales).

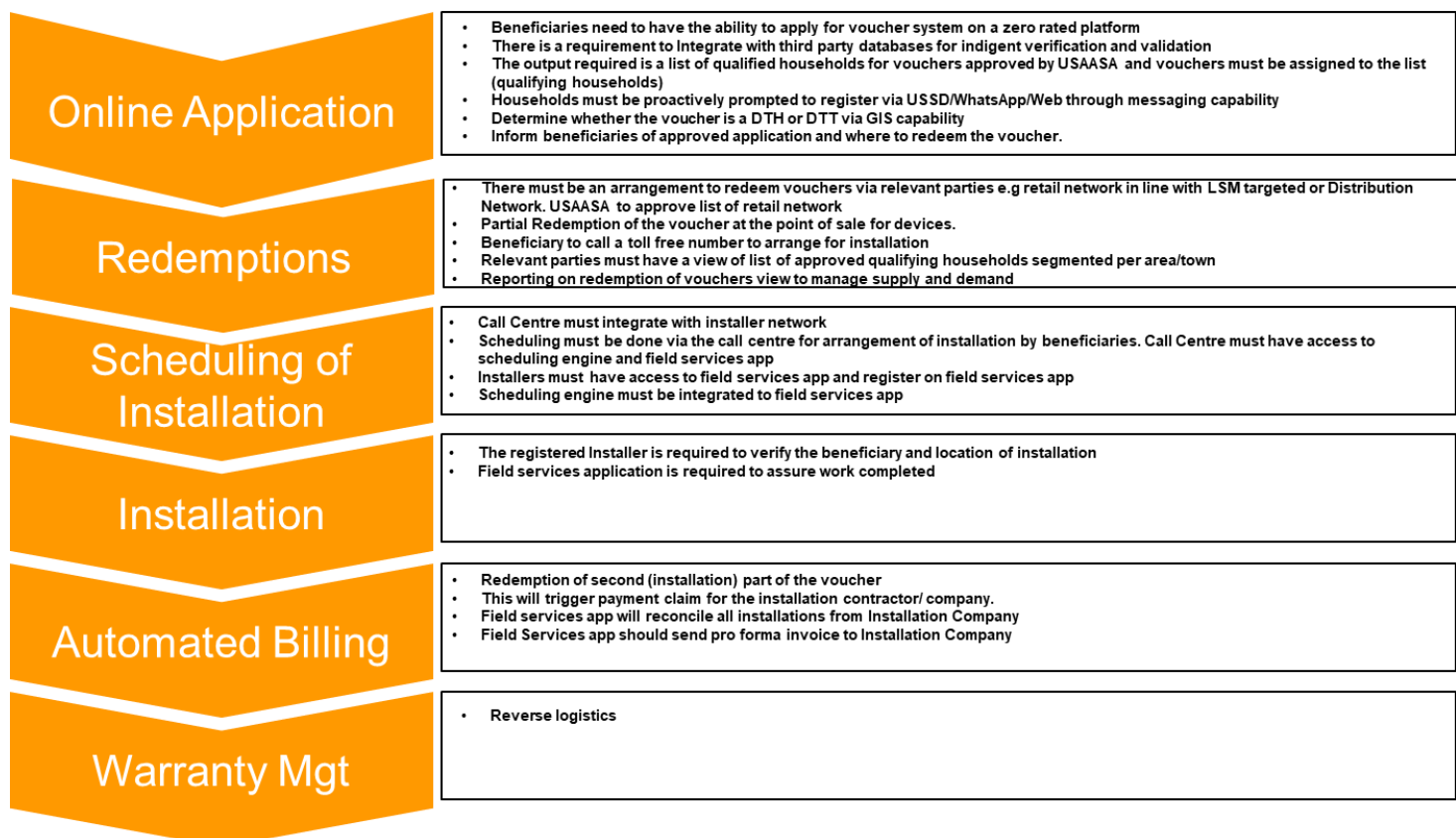
2.3.7. Training Module

- Online help for front-end users;
- Quick-reference guide for front-end users;
- Online help for back-end users;
- Quick-reference guide for back-end users
- Physical training may be required when necessary

2.3.8. Hosting Environment

- The solution would be hosted in a virtual environment which includes a DEV, QA and Production server with a secondary site providing redundancy and the databases replicating between sites.

2.3.9. High Level Process Workflow



- 2.4 USAASA, therefore, wishes to invite interested service providers that have the capability, the skills and capacity to submit proposals, demonstrating the following:
- a) Experience in Integration, BI, and Data Analysis capability in various projects Adherence to the principles contained in the Preferential Procurement Policy Framework;
 - b) OEM partnership agreement in non-intrusive technology required for integration;
 - c) Proof of skills development initiatives that are in line with the technologies required for this solution;
 - d) Adherence to the principles contained in the Preferential Procurement Policy Framework;
 - e) Reflect equitable representation in its ownership and control structure and human resources composition; and
 - f) Comply with Employment Equity and Skills Development Legal Requirements.

3. SCOPE OF BID

The project's scope is to appoint a service provider to render electronic voucher distribution services to approximately 3.2 million beneficiaries who are subsidised to access to set-top boxes

4. BID EVALUATION STAGES

- a) The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.

Stage	Description	Applicable for this bid
Stage 1	Administrative pre-evaluation verification	YES
Stage 2	Mandatory requirement evaluation	YES
Stage 3	Technical and functionality requirement evaluation	YES
Stage 4	Price / B-BBEE evaluation	YES

- b) The bidders must qualify for each stage to be eligible to proceed to the next stage of the evaluation.

STAGE 1: ADMINISTRATIVE PRE-EVALUATION

1. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

1.1. ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION

- ↗ The bidder **must comply** with ALL of the bid pre-evaluation requirements in order for the bid to be accepted for evaluation.
- ↗ If the Bidder fails to comply with any of the administrative pre-evaluation requirements, then USAASA reserves the right to –
 - (a) Reject the bid and not evaluate it, or
 - (b) Accept the bid for evaluation, on condition that the Bidder must submit within 48 hours of notification any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.
- ↗ **Submission of bid response:** The bidder has submitted a bid response documentation pack that are indexed and pre-numbered (paginated) –
 - (a) that was delivered at the correct physical or postal address and within the

- stipulated date and time as specified in the “Invitation to Bid” cover page;
- (b) the bid response must have a technical proposal response and a pricing proposal and;
 - (c) in the correct format as one (1) original document, three (3) copies
 - (d) The packaging of envelopes to be submitted to the Agency must be compliant with the COVID 19 regulations in terms of safety regulations.
 - (e) Bidders will not be invited to observe the closure of the bid due to the observation of COVID 19 safety requirements.
 - (f) The bid response documents must be submitted in a file and divided in this format:
 - Cover letter
 - Administrative Pre-Evaluation documents (Proof of CSD Registrations, Valid B-BBEE Certificate or Sworn Affidavit and SBD’s)
 - Mandatory Requirements
 - Technical and Functionality Proposal
 - Pricing Proposal

↗ **Registered Supplier.** The bidder is, in terms of National Treasury Instruction Note 3 of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD).


↗ **Tax Compliance.** The Bidders must have a tax compliant status on the CSD. Refer to National Treasury SCM Instruction Note No 7 of 2017/2018 on Tax Compliance Status– **Annexure C.**

↗ **Valid B-BBEE Certificate or Sworn Affidavit.** The Bidder must submit their B-BBEE certificate or B-BBEE Sworn Affidavit. If the bidder does not have a valid B-BBEE certificate the bidder is requested to disclose this on their company letterhead.

↗ **Standard Bidding Documents (SBD).** The Bidder is required to complete all SBD’s with the required information and signs all the bidding documents – SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 8 and SBD 9.

↗ **Not Restricted by National Treasury.** The Bidder must not be registered on the National Treasury Restricted Supplier Database and/or Tender Defaulters Database. See attached lists on **Annexure D** and **Annexure E** respectively.

↗ **Joint venture/partnership.** if the Bidder is a JV/partnership, the bidder must indicate and submit a signed JV / partnership agreement and B-BBEE certificate or Sworn Affidavit and comply with all legislative requirements of a JV / partnership.

 **Sub-contracting.** The Bidder must indicate if they are subcontracting and submit a subcontracting agreement and complete SBD 6.1 accordingly. The bidder must comply with all legislative requirements for subcontracting.

2. MANDATORY

INSTRUCTION AND EVALUATION CRITERIA

- (a) The bidder **must comply with ALL the requirements by providing substantiating evidence** in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
- (b) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During an evaluation, USAASA reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
- (c) The bidder **must complete the declaration of compliance** as per section marking with an “X” either “COMPLY”, or “NOT COMPLY” with ALL of the technical mandatory requirements, failing which it will be regarded as “NOT COMPLY”.
- (d) **The bidder must comply with ALL the MANDATORY REQUIREMENTS in order for the bid to proceed to the next stage of the evaluation.**

MANDATORY REQUIREMENTS

<i>MANDATORY REQUIREMENTS</i>	<i>Substantiating evidence of compliance (used to evaluate bid)</i>	<i>Evidence reference (to be completed by bidder)</i>
1. The bidders must have presence in the country	<ul style="list-style-type: none"> • Company registration document. 	provide unique reference to locate substantiating evidence in the bid response

DECLARATION OF COMPLIANCE

	Comply	Not Comply
The bidder declares by indicating with an "X" in either the "COMPLY" or "NOT COMPLY" column that – (a) The bid complies with the MANDATORY REQUIREMENT as specified in the section above; AND (b) The requirement specification is substantiated by evidence as proof of compliance.		

STAGE3: TECHNICAL AND FUNCTIONALITY REQUIREMENTS

TECHNICAL AND FUNCTIONAL EVALUATION CRITERIA

Bidders who obtain 70 points out of a total of 100 points will qualify to proceed to Stage 4 (Price and Preference Goals) evaluation wherein the 80/20 preference points system will be used as follows: 90 points for price and 10 points for BBBEE status level contribution. The Technical and Functional Requirements is split into two parts where bidders must obtain a minimum score of 49 out of a total of 70 for technical requirements and a minimum score of 21 out of a total of 30 for the Presentation of the prototype to demonstrate functionality.

NO	ELEMENT	WEIGHT	SCORE
A)	TECHNICAL: Technical Threshold is set at 49 points out of 70 points.	70	
1	<p>Proof of address for business premises. The bidder must please indicate their business presence and that they have the capacity to deliver on this tender.</p> <ul style="list-style-type: none"> • Proof of address not attached = 01 • Proof of address attached but not certified= 03 • Proof of address attached and certified= 05 <p>Proof of business presence (where the bidder rents or owns an office building): The bidder is required to submit a certified copy of their municipal bill, the municipal bill must be less than 3 months old.</p> <p>The bidder is required to provide the name and contact</p>	10	

2	<p>Company Experience in a similar project</p> <p>Experience in Electronic Voucher System. The bidder must please provide the company profile indicating the experience.</p> <ul style="list-style-type: none"> • 0 – 3 Years' Experience = 01 • 2 – 4 Years' Experience = 03 • 5 Years' Experience and above = 05 <p>Proof of reference letters: The bidder is required to submit three reference letters not older than three months</p>	30	
----------	---	----	--

3	<p>Project management and capacity to deliver electronic voucher system platform.</p> <ul style="list-style-type: none"> • The bidder must provide detailed project management plan and information in terms of the resources (technology and/or personnel) the bidders have to deliver on the project • Delivery of project in five months and above= 01 • Delivery of project in four months = 03 • Delivery of project in three months = 05 	30	
B)	<p>PRESENTATION: Presentation Threshold is set at 21 points out of 30 points.</p>	30	

1.	<p>Presentation/Demonstration of a prototype of the electronic voucher management system</p> <p>The bidder must demonstrate the following:</p> <ul style="list-style-type: none"> • The solution's functionality or performance is as per specifications referred to in section 2.3 • User Friendliness of solution • The Flexibility of the of the solution in meeting the Agency's requirements • Pen Testing • Adherence to Overall Requirement based on proposed packaged solution <p>Scoring will be assessed based on points being allocated: 01 = Still needs work; 03 = Satisfactory; 05 = Excellent</p>	30	
----	---	----	--

TOTAL		100	
<p>The minimum threshold for the qualifying service provider will be 70 out of 100. Only bidders who score 70 and above will proceed to be evaluated on Price and B-BBEE. Bidders who score below 70 points will be disqualified from the tender process.</p>			

STAGE 4: COSTING AND PRICING

QUALIFICATION NOTICE

To safeguard the integrity of the bidding process, the technical and financial proposals should be submitted in separate sealed envelopes, as per “National Treasury: Supply Chain Management a guide for Accounting Officers / Authorities,2004”, section 5.9.4; therefore

All bid Pricing Information and Price Proposal, must be submitted in a SEPARATE SEALED ENVELOPE.

1. COSTING AND PRICING

1.1. COSTING AND PRICING EVALUATION

- a) **ALL PRICING SCHEDULES MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE, failing which the BID will be DISQUALIFIED.**
- b) In terms of the Preferential Procurement Policy Framework Act (PPPFA), the following preference point system is applicable to all Bids:
 - the 80/20 system (80 Price, 20 B-BBEE) for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); or
 - the 90/10 system (90 Price and 10 B-BBEE) for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- c) This bid will be evaluated using the PPPFA preferential points scoring system of **80/20**.
- d) The bidder must **complete the declaration of acceptance** as per section 9.3 below by marking with an “X” either “ACCEPT ALL”, or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.
- e) Bidders will be bound by the following general costing and pricing conditions and USAASA reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions. These conditions will form part of the Contract between USAASA and the bidder. However, USAASA reserves the right to include or waive the condition in the Contract.

1.2. COSTING AND PRICING CONDITIONS

- a) The bidder must submit **the Pricing Schedule(s)** as prescribed in section 9.4 as well as the relevant enclosed Standard Bidding Document SBD 3.1.
- b) **SOUTH AFRICAN PRICING.** The total price must be VAT inclusive and quoted in South African Rand (ZAR).
- c) **TOTAL PRICE**
 - All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
 - The total bid price must be inclusive of all costs.

1.3 BRIEFING SESSION

- A compulsory information/ briefing session will be held Virtually-Online
- Bidders are requested to send an email to the advertised contact information requesting the link to the virtual briefing.

1.3. DECLARATION OF ACCEPTANCE

	ACCE PT	DO NOT ACCEPT
<p>(1) The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in section 1.1 & 1.2 above by indicating with an "X" in the "ACCEPT ALL" column, or</p> <p>(2) The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in section 1.1 & 1.2 above by -</p> <p>(a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;</p> <p>(b) Provide reason and proposal for each of the condition not accepted.</p>		
<p>Comments by a bidder: Provide the condition reference, the reasons for not accepting the condition.</p>		

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

NAME OF BIDDER:	BID NO: USAF-VOUCHER/02/2021
CLOSING TIME 11h00 (Telkom Time)	CLOSING DATE: 29 June2021

OFFER TO BE VALID FOR **...90.....** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- Required by: **UNIVERSAL SERVICE AND ACCESS AGENCY OF SOUTH AFRICA**
- At:
- Brand and model:
- Country of origin:
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- The period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

SBD 4

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 this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, 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 bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(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 bid.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

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; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, 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 bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

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

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

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

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

3. 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

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the
company/firm, certify that the points claimed, based on the B-BBE status level of
contributor indicated in paragraphs 1.4 and 6.1 of the foregoing 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 bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES
1.
2.

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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution'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.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder 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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder 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"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder 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"/>
4.4.1	If so, furnish particulars:		

SBD 8

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 Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(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 Bidder)

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

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
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 bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ 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.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2